RENSSELAER COUNTY

SCHOOL MUSIC ASSOCIATION



HANDBOOK

Updated January 2026

Table of Contents

Member School Districts....3
RCSMA Executive Board....3
RCSMA Operations Committee....3

RCSMA Officer Responsibilities....4
- President....4
- Vice President....4
- Secretary....4
- Treasurer....5
- Member at Large....5

Operations Committee Responsibilities....5
- Librarian....5
- Webmaster....5

Festival Guidelines & Responsibilities....6
- Festival Chairperson Responsibilities....6
- Host School Responsibilities....6
- Ensemble Manager Responsibilities....7
  - Manager Deadlines....8
- Teacher Responsibilities....9
- Student Rules and Guidelines....10

Solo Scholarship Festival....11
- Scholarship Chair Responsibilities....11

RCSMA Fees & Compensation....12

All-County Emergency Procedures....13

APPENDIX A – Building Instrumental Ensembles....14
APPENDIX B – Building Choral Ensembles....15
APPENDIX C – Program Information from Managers....18
- Program Information from Host School....18

APPENDIX D – Sample Host Packet....19
APPENDIX E – Sample Scholarship Festival Letter/ Application....22
APPENDIX F – Scholarship Festival Evaluation Sheet....24
APPENDIX G – Sample COI Request....25

Member School Districts

- Averill Park Central Schools
- Berlin Central Schools
- Brunswick Central Schools
- East Greenbush Central Schools
- Emma Willard
- Hoosic Valley Central Schools
- Hoosick Falls Central Schools
- Lansingburgh Central Schools
- LaSalle Institute
- Rensselaer Central Schools
- Robert C. Parker School
- Schodack Central Schools
- Troy City Schools
- Wynantskill Union Free School District

RCSMA Executive Board

- President
- Vice President
- Secretary
- Treasurer
- Member-at-Large

RCSMA Operations Committee

- Librarian
- Webmaster

RCSMA Officer Responsibilities

President

1. By the annual June Meeting:
    - Choose festival dates and sites.
    - Seek out and assign a chairperson for each festival
2. Recruit ensemble managers:
    - By the June meeting, recruit all managers for the Fall Festival
    - By the September meeting, recruit all managers for the Winter Festival
3. Confer periodically with the festival chairperson and ensemble managers to see that time schedules and procedures are being followed.
4. Enforce County policy with regard to student attendance and participation.
5. Make a short speech at each festival concert.
6. Serve a 2 year term.

Vice President

1. Act in the President's absence.
2. Serve as a member of the executive committee.
3. Coordinate programs for each All-County.
    - Contact managers and festival chairperson with deadlines for return of program forms. (See Appendix C for program information)
    - Compile all information into program format.
    - Facilitate proof-reading
    - Oversee the printing of the programs. Either:
        i. Deliver programs to the printer. Charge to RCSMA.
        ii. OR - print and fold the programs yourself.
    - Arrange for delivery of programs to the festival on Saturday.
4. Serve a 2 year term.

Secretary

1. Serve as a member of the executive committee.
2. Attend all meetings and take minutes.
3. Annually contact each school district for an updated directory.
4. Maintain an archive of media release forms, scholarship paperwork, Treasurer's reports, meeting agenda, meeting minutes and RCSMA Handbook.
    a. Destroy sensitive information when necessary
5. Serve a 2 year term.

Treasurer

1. Serve as a member of the executive committee.
2. Give the Treasurer's reports at each meeting.
3. Keep accurate records of accounts.
4. Pay all bills.
5. Send invoices to schools.
6. Coordinate ticket sales/merchandise sales
7. Serve a 2 year term.

Member at Large

1. Serve as a member of the executive committee.
2. Serve a 2 year term

Operations Committee Responsibilities

Librarian

1. House and maintain the RCSMA choral and band libraries.
2. Keep accurate records of sheet music in the RCSMA libraries including number of copies, borrowed pieces, and any missing scores.
3. Facilitate the borrowing of sheet music for festivals and for RCSMA members
4. Order music and send invoices to the RCSMA treasurer.

Webmaster

1. Maintain the RCSMA website (www.rcsma.org) keeping up to date information on upcoming events
2. Renew website services (domain name, hosting services) as necessary and bill to the RCSMA treasurer.
3. Respond to any communications received through the website, or when appropriate, forward to the appropriate party.

Festival Guidelines & Responsibilities

Festival Chairperson Responsibilities

The festival chairperson has the ultimate responsibility for the entire festival, from conception through performance.

- Confer with managers periodically to determine space and equipment requirements.
- Delegate Host School Responsibilities to music department members/music boosters.
- Coordinate with a representative from each district's music department to make sure a copy of each district's Certificate of Insurance (COI) is obtained for each festival or event. See APPENDIX G for a sample request for a COI.

- 5 weeks before the festival: send a packet of information to all participating teachers. This should include the following:
    - a map of the school with directions.
    - rules for students.
    - schedules and locations for each performing group including rehearsals, breaks, meals, warm-up and performance time.
    - Registration information
    - Ticket prices and time of concert
    - Meal information: menu, cost, registration deadlines
    - Information for teachers
    - Emergency plan for your school
    - See Appendix D for a sample packet

Host School Responsibilities

- Assign rehearsal and concert areas for each group.
- Provide necessary equipment: chairs, music stands, percussion equipment, risers and sound equipment.
- Provide tuned pianos or performance keyboards for rehearsals and performance.
- Assign faculty room for teachers. (Refreshments are appreciated, but not required)
- Assign homerooms for participating schools. (Saturday)
- Assign student guides to show arriving participants to homerooms and rehearsals.
- Arrange for Thursday evening dinner and Saturday lunch.
- See that managers follow time schedules for rehearsals and meals
- Provide traffic control/shuttles/parking attendants in the parking area if necessary.
- Arrange for someone from the host school district to greet the audience at the opening of the concert. (Superintendent, Principal, Board Representative)
- Provide security for the concert, if necessary.

- Assign ushers to hand out programs.
- Arrange for a nurse or EMT to be on duty during the festival.
- Provide a working public address system and adequate concert lighting.
- Set up a ticket table and arrange ticket sales for Thursday dinner hour and at the door on Saturday.

Ensemble Manager Responsibilities

Before the Festival

- Coordinate details with the festival chairperson.
- Arrange for a conductor (and an accompanist for Choral groups)
- Work with a conductor to select appropriate music (usually four pieces)
    - RCSMA will order up to two pieces per ensemble. More may be requested and approved by the Executive Board.
    - Try to use the County library if possible for the remaining pieces.
    - Managers may also borrow pieces from other school/county libraries or use pieces from the public domain.
    - Be certain that selections are within the capabilities of the group and advise the conductor to make changes if necessary.
- Communicate conductor notes to all teachers
- Follow Manager Deadlines as outlined in the RCSMA Handbook.

At the Festival

- If possible, be there early to set up. Have a written seating plan ready to seat students for rehearsal.
- Take careful attendance on Thursday. Teachers of missing students should be contacted and reminded that students may not participate in the festival.
- Before rehearsal, introduce yourself as manager and introduce your conductor and/or accompanist to the students.
- Be present during all rehearsals to assist the conductor whenever needed. If necessary, remind the conductor of break times, meals, etc.
- Give a brief report at the Saturday morning membership meeting.
- Alert students to the necessity of collecting all music immediately after the performance.
- Introduce the conductor to the audience at the concert.
- Collect all music after the performance. (At stage door with a box)
- Sort music and see that it gets to the RCSMA library or to its rightful owner.
- Get payment for their conductor and accompanist from the Treasurer.
- Collect all media release forms and give them to the Secretary on Saturday.

Manager Deadlines

- 16 weeks before festival:
    - choose a conductor

- 14 weeks before festival:
    - obtain program selections from conductor
    - send program selections to Vice President
    - arrange for an accompanist if necessary
    - obtain conductor biography, limit to 250 words

- 13 weeks before festival, procure music:
    - contact Vice President to confirm program (They are checking for duplication between groups)
    - check RCSMA library before ordering
    - If not in library, order and charge to RCSMA
        Be sure you have enough music for all participating students; copying music is illegal and you must obtain permission to photocopy any music.

- 9 weeks before festival:
    - all festival music should be in your hands; if not, substitute another piece and cancel the outstanding order

- 8 weeks before festival:
    - send information and applications to participating teachers. Include a deadline date. (reference APPENDIX A for instrumental application information, and APPENDIX B for choral application information)

- 6 weeks before festival:
    - list of applicants should be in your hands by now, allowing you to choose participants from each school. If not, call and find out why not. Do not wait for people! Make them meet your deadline.

- 5 weeks before festival:
    - mail or deliver music to each individual music teacher who sent a list of names. Keep a recorder of who has what copies. (Number the music)
    - send completed program forms (APPENDIX C) to the Vice President, including all names in alphabetical order.

- 3 weeks before festival:
    - contact festival chairperson with a list of concert and rehearsal needs: chairs, stands, risers, percussion equipment, pianos and sound equipment.

Teacher Responsibilities

Before the Festival

- Follow all deadlines requested by managers.
- Evaluate the abilities of festival applicants carefully before submitting names to managers.
- Make sure that students and parents understand the county policy on festival attendance. In order to participate, students must attend all rehearsals and the performance.
- Communicate in writing with parents.
    - providing the information on the festival (what, where, rehearsal times, meal info, transportation, concert time, dress, etc.)
    - Suggestion- a signed permission slip to attend the festival signed by the parent and student.
- Collect signed Medical/Media/Commitment forms from students
- Provide participants with a suitable folder for their music. Impress upon them the need to keep music in good condition.
- Go over all music with your students. Your students' preparedness has a profound effect on the overall success of the group. Please do not send a student who is unprepared. If possible, hold several group rehearsals to give the students a feel for the ensemble.
- Be sure students bring a pencil to all rehearsals. Instrumentalists should be prepared with reeds, valve oil, etc.
- Review the Rules for Participating Students with all students
- If one of your students is unable to attend, contact the manager immediately so that a replacement can be found and prepared
- Forward meal count to the general chair if requested
- Remit payment to the treasurer.
    - Note: a teacher may not be allowed to send students after an academic year of unpaid registration fees. Extenuating circumstances must be communicated to the RCSMA President within the first 30 days of the new school year.

At the Festival

- On Thursday, ensure treasurer has received all registration fees
- Accompany students to their homeroom on Saturday. Please leave the room in a neat and tidy condition.
- Be present for the entirety of the festival, or designate a chaperone for your students in your absence in case of an emergency
- Assist managers / festival hosts as you are able
- Supervise students throughout the day, including concert time
- Be visible to your students during rehearsals and breaks
- Collect all music and return to managers on Saturday morning or mail if not collected

Student Rules and Guidelines

- Students have been chosen to represent their school at the festival. This honor carries with it the responsibilities of appropriate behavior.
- It should not be necessary to go through a long list of DO's and DON'Ts. Students will be expected to abide by their school's Code of Conduct.
    - Students and families will assume responsibility for any breaches of Code of Conduct, including property damage.
- There will be no smoking anywhere once you have arrived at the festival location.
- Students should arrive on Saturday dressed in concert attire.
- Students will not be allowed to leave the school building at any time.
- No gum chewing or hats in any rehearsals, or the concert
- There is to be no food or beverages outside the cafeteria. The cafeteria or designated area is the only place for eating food and/or drinking beverages other than water
- Students are expected to stay in their homerooms following their performance until picked up by a parent/guardian

Solo Scholarship Festival

Scholarship Chair Responsibilities

Prior to the Festival

1. Secure a date to host the scholarship festival. Typically the festival begins at the end of the school day and runs into the evening.
2. Communicate the date and location of the festival with the RCSMA membership no later than the Fall Festival meeting.
3. Send out applications (see Appendix E for a sample application) along with a Google Form to RCSMA Teachers to distribute to interested students.
4. Contact and secure potential judges. There should ideally be one of each of the following:
    a. Vocal judge
    b. Band judge
    c. String judge
5. Once all applications are received, send application fee payments to RCSMA Treasurer.
6. Once the deadline for applications has passed, create a schedule of audition times for each student. Audition times should be 10 minutes for the college category and 5 minutes for all other categories.
    a. Make sure students using the same accompanist are not scheduled at the same time. Add 2 minutes between each student for judges to give judges a chance to write comments on the score sheets.
    b. Distribute the schedule to participating teachers along with an information sheet with more details on the festival.
7. As the festival date draws closer, contact judges to get their mileage information. Send mileage information and judges names to RCSMA treasurer.
8. Send out reminders to judges/teachers when the festival is quickly approaching. Provide judges with a day of contact number for you (cell phone).
9. Print out an evaluation sheet for each student (Appendix F). You will need one form per student, per judge. Have these ready for judges at the festival. Also print schedules of auditions for judges. Students will receive a copy of the score sheet from the judge who is the most qualified in their performance area (eg. Vocal students get the evaluation form from the Vocal judge.) Please let the judges know this information when they arrive at the festival - only that judge really needs to write a lot of comments on the score sheet.

At the Festival

1. Set up audition rooms for judges. Each room needs a table for judges, a piano/keyboard, and a chair/music stand for performers.
2. If possible, provide judges (1 per room) with a NYSSMA Manual. If you don't have these, you could ask a judge to bring their own.

3. Set up a warm-up room for students that has one keyboard/piano in it.
4. Hang up signs to direct people where to go
5. Greet judges when they arrive and make sure they have everything they need. Distribute checks to the judges - you will need to get these from the RCSMA Treasurer prior to the festival.
6. Check in students as they arrive and direct them to the warm-up room. Instruct them to wait outside their performance room close to their performance time, judges can come out to get the students when they're ready for them.
7. When all auditions are completed, get the winners document from the judges.
8. Contact all winners/teachers.

After Festival:

1. Contact RCSMA Treasurer with winner information and mailing addresses for each student.
2. Scan score sheets from the most qualified judge for each student and e-mail them to teachers to distribute to students.

RCSMA Fees & Compensation

The following fees and compensations have been set as of January 2026.

1. Student fees - $15.00 per festival
2. Conductor fees - $450.00
3. Accompanists - $350.00
4. Scholarship Judge - $150.00
5. Specialty Ensemble (when applicable) - $250.00

All-County Emergency Procedures

Please Note
All decisions in regard to an existing emergency will be made by the Executive Committee.

All-County registrants will remain in the rehearsal site for instructions. Any student not in a rehearsal site will report to a designated area for the duration of the emergency for announcements, updates and information.

In emergencies, people may act impulsively. The function of the Executive Committee is to accurately verify and disseminate all known facts to the all-county participants. Every effort will be made to deal with any crisis. It is anticipated that all RCSMA all-county participants will heed the decisions of the Executive Committee with good will and confidence.

Notification
The Executive Committee will notify available communications networks and media with current situations and information.

Departures
Should the Executive Committee find it necessary to depart from the host school site before the scheduled time, it is imperative that notification be made to the proper office or agency. (WGY Radio, Local TV Stations).

In the event of a general emergency: power loss, health or safety emergency, bomb threat, evacuation warning, etc., all RCSMA attendees will assume the following:

President
- Open Command Center
- Convene Emergency Executive Committee

Officers and Managers
- Report to the designated area for instructions and information. Be available to assist chaperones.

Students
- In Rehearsal: Remain in rehearsal site until further instructions
- Not in Rehearsal: Report to designated area.

Teachers
- Contact students in your charge.
- If unable to locate students, contact the Executive Committee.
- Maintain contact with students throughout an emergency.

APPENDIX A – Building Instrumental Ensembles

Managers can construct their own forms using their preferred method (e.g. Google forms, email, paper). The following lists contain required information to include in ensemble applications. If necessary, managers may collect additional information in their applications.

Elementary Band

- Teacher Name
- School District/ Building Name
- Grade levels in the Band program
- Number of students in the band program
- How many total students will you be recommending on the following instruments:
    - Flute, Oboe, Clarinet, Bass Clarinet, Alto Sax, Tenor Sax, Bari Sax, Bassoon
    - Horn, Trumpet, Trombone, Euphonium, Tuba, Percussion
- Rank Your Candidate Recommendations # 1-20
    - Student Name
    - Student Student Grade
    - Instrument

Sample Form for Elementary Band

Sample Form for Junior Band

Sample Form for Senior Band

Sample Form for Jazz Band

Electronic Nomination Forms
Elementary Band
Junior Band
Senior Band
Jazz Band

APPENDIX B – Building Choral Ensembles

Information Needed

Managers can construct their own forms using their preferred method (e.g. Google forms, email, paper). The following lists contain required information to include in ensemble applications. If necessary, managers may collect additional information in their applications.

Elementary Chorus

- Teacher Name
- School District/ Building Name
- Intent to participate in the ensemble
- Grade levels in choral program
- Number of students in choral program
- Teacher preference for voice parts (e.g. only prepare one part, or prepare students on both parts)

Junior Chorus

- Teacher name
- Teacher email address
- District name
- Building name
- Intent to participate in the ensemble
- How many Chorus students do you teach in grades 7-9?
- How many Sopranos?
- How many Altos?
- How many Baritones?
- Sample Google Form

Senior Chorus

- Teacher name
- Teacher email address
- District name
- Intent to participate in the ensemble
- How many Chorus students do you teach in grades 10-12?
- How many Sopranos?
- How many Altos?
- How many Tenors?
- How many Basses?
- Sample Google Form

Selection Process
When selecting participants for an RCSMA Choral Ensemble, acceptance is relative to choral group and school size. When selecting the amount of students from each school, you need to keep the maximum number of participants in mind. This varies depending on the host school and how many students they can accommodate. The selection process is illustrated below for each ensemble.

Elementary Chorus & Junior Chorus
First, managers must e-mail all choral teachers and ask them if they plan to send students to the festival (information needed and sample forms above). If they do plan to send students, teachers must provide their total number of students enrolled in applicable grade levels, as well as total number of Sopranos, Altos, and Baritones (Baritones are for Junior Chorus only). Teachers must respond within the given deadline to have their students considered.

Next, to determine the number of students each teacher can send, cross multiply to determine the percentage of students each school makes up of the total ensemble. The following example is based on a group size of 80 students, and a total number of Junior Chorus students in the county being 620. Your equation for each district would look like the number of students each teacher has over the total number, and cross multiply for x over the group size, in this case 80. If Teacher A has a total of 73 students, the equation would be 73/620 x x/80. After cross multiplying, your mathematical answer is 9.4, so Teacher A could send 9 students. At this point, managers can break down the number of Sopranos and Altos for Elementary Chorus, or Sopranos, Altos, and Baritones for Junior Chorus. Regardless of the formula, any school, regardless of group size should be allowed to send a minimum of two students.

After sending each teacher the number of students they are allowed to send, broken down by section, managers should send a request for teachers to submit the names of their allotted students, either by email or Google Form. Names should be submitted in alphabetical order by section.

Senior Chorus
Submitting the names
- It is required that teachers use the Google Form to submit applications of students they would like to attend All-County. When submitting applications, teachers must submit students' names in their ranking/preferential selection order. (Ex. You list your strongest soprano first, followed by your next strongest soprano) It is encouraged that each teacher only submit 5 names per voice part, however, if you have more students that you want to submit, you can use a comment box to do this.

Selection Process
- When beginning, you must keep the maximum amount of students in mind, as well as balance of the ensemble. First, accept at least one member of each voice part for each school before your cycle through and begin accepting others. (The only exception to this would be if a school doesn't have tenors or basses)

APPENDIX C – Program Information from Managers

The following information should be sent by all ensemble managers to the Vice President according to the timelines listed in manager deadlines.

1. Name of performing group:
2. Conductor's Name:
3. Accompanist's Name (if needed):
4. Notes on Conductor (Not to exceed 250 characters)
5. Selections in Concert Order:
    a. Title
    b. Composer/Arranger
    c. Soloist (if needed and for which selection)
6. List of participating students: A complete list of students in score order or voice order in alphabetical order within each section.

Program Information from Host School

The following information should be sent to the Vice President to be printed in the program.

1. Names of music teachers in the district
2. Name of administrator giving the opening greeting (if applicable)
3. People to thank:
    a. Cafeteria Manager in charge of food planning
    b. Names of Custodians
    c. Other people and positions you would like to include
4. Name of building where concert is to be held:
5. Festival Chairperson:
6. Additional Information

APPENDIX D – Sample Host Packet

[HOST SCHOOL (or RCSMA) LOGO]

We are very proud to be hosting the [YEAR] All-County Music Festival this [FALL/WINTER]. Enclosed in this packet you will find the following information, which will help the festival run smoothly and efficiently:

- Registration Form
- Teacher Information
- Schedules for Thursday and Saturday
- Parent and Student Information
- Directions to Berlin Middle School/High School
- Parking & Shuttle Information

Please review all information with your students ahead of time, especially the guidelines for conduct. We all want the festival to run as smoothly as possible.

Thank you for your help and support and we look forward to seeing you in [MONTH].

[SCHOOL NAME] Central School District Music Department
[FESTIVAL CHAIR NAME] Festival Coordinator

Information for Teachers

Please review the behavior guidelines with your students. Remind them to leave classrooms and rehearsal rooms in good order. Teachers are responsible for chaperoning students in their classrooms, as well as making sure that the classroom is set up for classes the following Monday. Please sit-in on rehearsals whenever possible, so as to help managers and directors. All teachers should expect to help supervise students during breaks and after the Saturday performance. Please make sure that your students hand in their music at the end of the festival.

Music Directors: Please take a count of how many students will be buying dinner on Thursday and lunch on Saturday. We would appreciate it if you could email this information no later than **“two weeks prior to festival date”**

THURSDAY REHEARSAL SCHEDULE

Participants should not arrive before 3:30PM

Saturday Rehearsal/Performance Schedule

Information for Students and Parents

Congratulations on being selected to participate in this year's Rensselaer County Music Festival on [DATE] at [HOST SCHOOL]. The following information will help prepare you for this wonderful experience.

THURSDAY, Insert Date

Rehearsal will begin at 4:00PM and ends at 7:30PM. Dinner will be available for purchase in the cafeteria. Coats and cases will be left in the back of the auditorium.

SATURDAY, Insert Date

Rehearsal begins at 9:00am. Plan to arrive at least 20 minutes early in order to locate your homeroom and get to your rehearsal area. Bring your concert clothes and music. Concert dress for all performing groups is white shirts/blouses and black pants/skirts. Personal belongings will be left in the homerooms. You may bring lunch or purchase lunch in the cafeteria.

MEALS

You will be able to purchase dinner on Thursday and lunch on Saturday. Possible menu items and prices are listed below. Please let your teacher know if you are planning on buying food either day.

"Insert Menu and Prices Here"

TICKETS Concert tickets cost $5. Tickets may be purchased Thursday evening during the dinner hour, as well as Saturday beginning at 1:30PM

Important Reminders

1. **Practice**: Please prepare your music prior to arriving on Thursday. The better prepared you are, the better the ensemble will perform.

2. **Homerooms:** Students are required to remain in the building at all times during the festival. On Thursday, students will keep their items and personal belongings in the back half of the auditorium. On Saturday, there will be a homeroom assigned to each district.

3. **Personal Belongings**: The Berlin Central School District assumes no responsibility for lost items; please make sure students store their personal items securely, and only bring with them what they need for the rehearsal and performance.

4. **Food and Beverage**: Eating is restricted to the cafeteria. Food will be available for purchase on Thursday night (dinner) and Saturday afternoon (lunch). Please do not bring glass containers to the festival, and only water should be consumed outside of the cafeteria.

5. **Concert Seating**: All seats in the auditorium are reserved for patrons. Students ***may not*** come to the auditorium following their performance. Students will return to their school's classroom after the performance time.

6. **Music**: Students should be sure to return their music to the manager of their ensemble immediately following their performance. RCSMA music should not leave the school building with students on Saturday.

7. **No Smoking:** Smoking is not permitted on school grounds.

8. **Concert Times**: The concert begins at 1:30PM. The order is: _____. Parents and students are asked to promptly check out with their music teacher and take the shuttle bus after each performance finishes. Remember, parking is very limited.

Directions to Festival Site

Map of School

Parking/Shuttle Information

APPENDIX E – Sample Scholarship Festival Letter/ Application

Objectives:

- To develop music excellence as a solo performer.
- To encourage the performance of solo literature
- To foster the continued study of music.
- To recognize outstanding performing musicians of Rensselaer County.

1. College Scholarship Requirements: Performance of a solo comparable to a Grade V or VI listing in the NYSSMA Manual. In the event of multi-movement work, the performer should perform two (2) contrasting movements. Time limit: 10 minutes. The applicant must be a graduating senior continuing his/her education in the field of music. Music must be their major in the course of undergraduate studies. College scholarship auditions must be performed with an accompanist, unless the selection is intended to be performed unaccompanied.

First place - $1000 (payable upon receipt of proof of college registration).
Second place - $ 500 (payable upon receipt of proof of college registration).

2. Music Camp/Private Study/Instrument Purchase Scholarships: Performance of a solo comparable to a NYSSMA listing grade III or higher. Performers are encouraged to use an accompanist, but it is not required at this level.

- grades 11-12
- grades 9 -10
- grades 6 - 8 Each category has two awards of $300 and $150.

3. Schools need to be actively participating in All County Festivals in order to participate in the scholarship festival, and be geographically located in Rensselaer County

4. All applicants must be a member in good standing of his/her RCSMA school music department.

5. Evaluation of the soloist will be by three non-Rensselaer County Adjudicators representing band, strings, & voice.

6. A $10 application fee is required - (Checks made out to RCSMA).

7. Only one in-person performance is allowed by each contestant. No virtual or recorded auditions will be allowed.

8. Photocopied music is prohibited. A second original copy of the solo(s) must be provided for the adjudicators.

9. Students must turn in applications and registration fees to their school music teacher.

Rensselaer County School Music Association
Solo Scholarship Festival Application

Please read the requirements of the Solo Scholarship Festival, and return all complete applications and the $10 per student application fee to your teacher.

Checks should be made payable to RCSMA. The registration deadline is [DATE].

(Please retain top half for your information)

Student Name: _____

School District: _____

Grade: _____ Instrument or Voice type: _____

Home address (include city and zip code):

_____

_____

Home phone: _____

Please check the appropriate box:

- ☐ College Scholarship
- ☐ High School Scholarship (grades 11-12)
- ☐ High School Scholarship (grades 9-10)
- ☐ Middle School Scholarship (grades 6-8)

PLEASE SUBMIT THIS FORM AND PAYMENT TO YOUR MUSIC TEACHER

For teachers only:

Solo applications must be submitted online by March 16th by the RCSMA teacher. The $10 per student application fee must be postmarked by March 16th and sent to:

[Music Teacher, School District, Address 1. City, NY, Zip Code]

All checks should be made payable to RCSMA

ONLINE APPLICATION [Link]

APPENDIX F – Scholarship Festival Evaluation Sheet

Student Name: _____
School: _____ Instrument: _____

Tone (25 points)
- Quality
- Vibrato
- Posture
- Projection
- Embouchure
- Breath Support
- Control/Focus

Tone Total: _____

Intonation (10 points)
- Tuning (Accompanied)
- Tonality

Intonation Total: _____

Technique (20 points)
- Tonguing/Sticking
- Facility
- Flexibility

Technique Total: _____

Accuracy (20 points)
- Articulation
- Accuracy of Rhythm
- Accuracy of Notes
- Steadiness of Rhythms
- Pulse

Accuracy Total: _____

Interpretation (25 points)
- Dynamics
- Style
- Tempo
- Phrasing
- Expression
- Artistry

Interpretation Total: _____

Total Score: _____/100 points

Adjudicator Name:
_____

Adjudicators Comments:

APPENDIX G – Sample COI Request

- The Festival Chairperson should contact a representative (e.g. Department head, Program coordinator) from each district to request a COI for every RCSMA festival.
- The following template can be used to request this information:

    - Please provide [Host School] with a certificate of insurance that evidences your insurance coverages (Commercial General Liability, Commercial Automobile, Workers Compensation, Commercial Umbrella) and that also lists [Host District] as Additional Insured on a Primary & Non-Contributory Basis. Please have your business office fax this COI to the [title of receiving office] c/o [recipient] at [fax number], or email to [recipient's email address]. *Specific language may vary by district.