

MYSO Registration

Dear MYSO Musicians and Parents:

Now that you have been accepted into MYSO, the next step in the admissions process is Registration. This will take place on Sunday, September 18th at MYSO's rehearsal venue – (Georgia State University – Aderhold Building) – beginning at 1:00 PM (Strings) and 2:00 PM (Symphony) on the ground floor of the building. Attached are the important registration forms needed for the registration process. Please complete these forms and bring them to Registration on **9/18/11**. (If you have any problems downloading these documents, please send an e-mail to myso@mysoatlanta.com).

The “Members Only” page on our website (www.mysoatlanta.com) will contain important information, forms, and schedules for MYSO members.

Parents: MYSO is a parent volunteer organization. We encourage each of you to take a vested interest in MYSO and volunteer any of your talents and skills to benefit your child/children in the best way possible. Sign up sheets will be available at registration.

To expedite the registration process, **please complete the following forms FULLY** and turn them in at the MYSO registration tables:

- Registration Form
- Musician Profile
- MYSO Contract – *signed by the musician and parent before your arrival*
- Permission Form and Medical Information/Medical Release Form
 - Must be signed by a parent
 - Attach a photocopy of the front and back of your medical insurance card

In addition to the above items, please bring the following:

- Tuition - **\$555 for Strings \$580 for Symphony** (non-refundable once the musician takes his/her seat)
- Folder Deposit*- \$35

If CREDIT CARDS ARE USED there will be a \$20 processing fee added. Personal checks should be made payable to MYSO. If a check is returned, there is a \$15 fee added.

* The Music Folder deposit must be paid in order for the musician to receive their music and folder. This is **refundable** when the music & folders are returned. If the musician turns in an incomplete folder, the fee may not be fully refunded.

Please visit our website and read the following documents to familiarize yourself with our organization, before arriving at registration. You will need to refer to these documents periodically throughout the season.

- MYSO Musician and Parent Handbook
- Chamber, String, and Symphony Orchestra Rehearsal/Concert Schedule/Calendar
- MYSO's Absence Policy
- Scholarship Competition Guidelines
- Advertising and Fundraising information
- Gala information

Please have all of the required forms signed and ready to turn in at registration. Once your papers are turned in, your child will receive their folder and music, learn their assigned seating, and head upstairs for rehearsal!

If you have any questions, please send an e-mail to: myso@mysoatlanta.com. We look forward to seeing you on Sunday, September 18th, and we are delighted to welcome you as a member of MYSO's 22nd season!

Sincerely,

Karen Hunt
Executive Director, MYSO

Metropolitan Youth Symphony Orchestras of Atlanta

Musician's Profile

All information will remain confidential. Please complete all the information and return it at registration.

Musician's Name: _____

*Ethnicity: Caucasian Hispanic Asian African-American Other: _____

* (Used for grant-writing demographics only)

What academic honors have you received? _____

What honors have you received specific to music? _____

What clubs/organizations are you a member of? _____

Hobbies: _____ Special Interests: _____

Why did you join MYSO? _____

What other orchestra are you a member of: _____

MYSO is a parent volunteer organization. We would like to know your occupation and talents.

Father's Occupation: _____ Mother's Occupation: _____

Day Number: _____ Day Number: _____

Cell Number: _____ Cell Number: _____

Employer: _____ Employer: _____

Affiliations/Clubs/Organizations:

Father: _____

Mother: _____

Hobbies and Special Interests & Talents:

Father: _____

Mother: _____

Metropolitan Youth Symphony Orchestras of Atlanta, Inc.

~ Musician and Parent Contract ~

This agreement is made between The Metropolitan Youth Symphony Orchestras of Atlanta, Inc., herein referred to as MYSO, [redacted] (Musician) and [redacted] (Musician's Parent if a minor). In consideration for the tuition paid by the Musician/Musician's Parent, MYSO agrees to hold regularly scheduled rehearsals and perform at least three concerts per season.

By accepting membership into MYSO, the Musician and Musician's Parent understand that participation involves **a total commitment to the orchestra**, not only at rehearsals and performances, but also in **social and fund-raising activities**.

Parents: As you know, MYSO is a **non-profit parent volunteer organization**. In order to provide this opportunity for your musician, we ask every parent to volunteer to help. Because your child is now a part of MYSO, we encourage you to take a vested interest in the organization. A list of volunteer opportunities will be made available to you at registration.

Musicians: Those wishing to complete community service hours for school will be offered job opportunities throughout the year at rehearsals, concert venues and at the MYSO office. These jobs include working to prepare for rehearsals and concerts, setting up for concerts, and tearing down at concerts. Please note that in order to earn the community service hours, you will need to have the time to complete the duties you accept. This will be a commitment that you have for the entire season.

In order to provide the musician named above with a quality program, it is imperative that the Musician and Musician's Parent understand the policies set forth below and the policies and procedures stated in the MYSO Handbook. Please familiarize yourself with the Handbook so there will be no misunderstanding should the Board of Directors find it necessary to enforce these policies and procedures.

By accepting membership into MYSO and in payment of the required tuition, the undersigned Musician and Musician's Parent agree:

1. To read, understand and abide by all the policies and procedures outlined in the MYSO Handbook, **specifically those regarding absences and mandatory rehearsals**. [Please refer to the MYSO Handbook, pages 7 and 8, and published on the MYSO website at www.mysoatlanta.com]
2. To demonstrate and maintain a high degree of musical proficiency and study with a private instructor throughout membership in MYSO.
3. To come to rehearsals prepared to play (not practice) the music part, with the understanding that if unprepared, exclusion from a concert may be imposed. The Music Director's decision will be final.
4. To participate in a school band/orchestra program, if one is available.
5. To uphold the financial requirements as set forth by the MYSO Registration form.
6. To participate in travel and other MYSO-related activities, such as retreats and trips. Participation in these activities is important in being considered for a MYSO scholarship. (i.e.: Dave Cady Scholarship competition)
7. To participate in fund-raising activities such as ad-sales.
8. To always conduct oneself in an appropriate and professional manner. Inappropriate behavior may affect scholarship opportunities and/or participation in MYSO.

All official notices to MYSO shall be mailed to MYSO of Atlanta, Inc., P.O. Box 14163, Atlanta, GA 30324. This contract shall become effective on the date of receipt of the tuition monies and end on June 30, 2012, and shall be interpreted according to the laws of the State of Georgia.

Read and Accepted by:

[redacted]
Musician Date
[redacted]
Print Name

[redacted]
Parent Date
[redacted]
Print Name

METROPOLITAN YOUTH SYMPHONY ORCHESTRAS OF ATLANTA, INC.

PO Box 14163 Atlanta, GA 30324

PERMISSION FORM and MEDICAL INFORMATION

My minor child, _____, has my permission to participate in all activities sponsored by the Metropolitan Youth Symphony Orchestras of Atlanta, Inc. I agree not to hold the Metropolitan Youth Symphony Orchestras of Atlanta Inc., or any of its agents or officers responsible in the event of any accident or injury. This form must be completed and returned to MYSO before the musician takes his/her seat in the orchestra.

EMERGENCY CONTACTS -- In the case of emergency the following person(s) are to be contacted:

Name: _____ Home # _____ Cell _____

Name: _____ Home # _____ Cell _____

Medical Insurance Company: _____

Please include the policy number and a contact number, as well as any other information which might expedite treatment in an emergency. For your protection, please attach a copy of your insurance card to this document.

Medical Precautions: Please list below any medical procedures or precautions to be taken by or for your child.

Allergic Reactions: Please list any allergic reactions to medications, etc. Attach a separate sheet if necessary. If none, please write "none".

Medications: Please list any medications which the Metropolitan Youth Symphony Orchestra of Atlanta's staff may administer to your child in a non-emergency situation (e.g. Tylenol for headache, etc.). If none, please write "none".

Special Behavior: Please indicate anything involving special behavior which could affect your child (e.g. hyperventilation, overheating, chronic fatigue, etc.). If none, please write "none".

Emergency: In case of emergency do you give permission for your child to receive care from a doctor or hospital?

NO _____ Yes _____ if "yes", complete and sign the Medical Release Form below.

(Date)

(Signature of Parent or Guardian)

MEDICAL RELEASE FORM

TO WHOM IT MAY CONCERN: (for Doctor or Hospital)

This is to authorize you to administrator emergency medical assistance to my child:

Date: _____

(Signature of Parent or Guardian)

MYSO's Absence Policy

Orchestra Rehearsals

Musicians will be required to sign the attendance form at the beginning of each rehearsal.

It is imperative that each member of the orchestra makes every effort to attend every rehearsal for each concert period. This continuity will enable the orchestra to develop and produce a musical product of the highest caliber.

MYSO has an absence policy that allows no more than **six (6) absences for the entire season and allocates two (2) per concert period** (see rehearsal/concert schedule).

If a musician is absent more than two (2) times per concert period, they will be asked to perform their music for the conductor in order to determine their readiness. If the conductor determines that the musician is not prepared for a concert due to excessive absences, the musician may not be permitted to perform in the subsequent concert.

Advance absence forms are available at rehearsals or can be downloaded or sent electronically from the website. Any member who will be absent from a rehearsal should advise the Dean of Students in advance using the approved methods. **Please note:** If you realize the day of rehearsal that you will not be able to attend you **MUST** call MYSO at 770-972-7388 to inform us that you will be absent. Also send the form via the website.

Sectional Rehearsals: Symphony Only

Throughout the season, MYSO hires professional musicians to work with each section of the orchestra to polish their parts and expand techniques for their individual instruments. Sectional rehearsals provide the musicians with an opportunity to rehearse critical passages designated by the conductor. It is very important that each musician be present and prepared at every sectional. **An absence from a sectional rehearsal will count as one (1) absence and an absence from the orchestra rehearsal on the same day, will also count as one (1) absence – for a total of two (2) absences for that day.**

Excessive Absences:

After the 6th absence, the musician could be dismissed from the orchestra. The musician will be asked to demonstrate that extenuating circumstances resulted in his/her excessive absences. It is the responsibility of the musician to keep track of their absences. No notification of excessive absences will be given to the musician. The 7th absence may lead to dismissal from MYSO. If there are extenuating circumstances that resulted in the excessive absenteeism, a written appeal may be made to the Dean of Students. The Chairman of the Board of Directors and Music Director will make a review of the appeal. **The Music Director's ruling on the appeal will be final.**

Mandatory Rehearsals:

An absence from a mandatory rehearsal may affect the musician's seating for the concert. The musician must demonstrate that extenuating circumstance resulted in the absence. A written appeal may be made to the Dean of Students explaining the extenuating circumstances. **This must be done prior to the rehearsal.** The Chairman of the Board of Directors and Music Director will make a review of the appeal. **The Music Director's ruling on the appeal will be final.**

Tardiness:

Arriving late to rehearsal is disruptive to the conductor and fellow musicians. Please make every effort to arrive to rehearsal in time to be tuned and ready to play. Leaving rehearsal before dismissal is also disruptive and must be kept to an absolute minimum. The Dean of Students must be informed before rehearsal that a student plans to leave early. **Note: A musician will be marked tardy if he/she arrives fifteen (15) minutes after the posted starting time. Being tardy will result in a ¼ absence. Leaving rehearsal any time before the posted dismissal time will also result in a ¼ absence being assessed.**

ADVANCED NOTICE OF ABSENCE

Hot Line: 770-972-7388

This form must be completed and turned in to the Dean of Students as soon as you are aware of any anticipated absence (excluding extreme emergencies). The Dean will have the forms at each rehearsal or you can get them from the MYSO website. **It is extremely important** that orchestra personnel are informed far enough in advance to allow the Music Director to plan rehearsals to maximize the benefit to the orchestra as a whole.

Student name: _____ Today's Date: _____

Instrument: _____ Date of anticipated absence: _____

Reason for absence: _____

** Please note: Be specific! MYSO attempts to schedule rehearsals around known competitions and academic requirements (such as SAT's). If an absence affects a large number of musicians in a specific section, sectionals and rehearsal schedules may potentially be altered.

Parent's Signature: _____ Student's Signature: _____

Website: www.mysoatlanta.com
See absentee policy in handbook for further details.

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