

## **MYSO Registration--String**

Dear MYSO Musicians and Parents:

Now that you have been accepted into MYSO's String Orchestra, the next step in the admissions process is Registration. This will take place on Sunday, September 19th at MYSO's rehearsal venue – Georgia State University – Aderhold Building – beginning at 1:00 p.m on the Concierge level of the building.

Attached are the important registration forms that are needed to complete the registration process. Completing these forms ahead of time will expedite the registration process. In the future all forms can be obtained from our website at [www.mysoatlanta.com](http://www.mysoatlanta.com). Once we get the members only section up and running you can click on the “**Members Only**” area; the **password** is **mysogsu**. This will be where information that only our members will need will be posted, i.e., what was in the weekly blast, call times, etc. If you have any problems downloading these documents, please advise us immediately by sending an e-mail to [myso@mysoatlanta.com](mailto:myso@mysoatlanta.com).

**Musicians:** We have opportunities for all musicians to earn community services hours. As you know for clubs, etc., many of you must have community service hours. MYSO is a place to earn some of those hours. Some of the jobs will require the work to be done at the MYSO office, at rehearsal and concert venues. Once these hours are completed you will be given a letter certifying your hours. Please see either the String or Symphony Coordinators for further details.

**Parents:** As you may know we are a parent volunteer organization. In order for MYSO to run smoothly it is **very important** that everyone volunteer to help. We will have sign up sheets at registration for each of you to sign up for areas where you are interested in helping. By volunteering for a position, you will share the feeling of achievement knowing that you are helping the organization where your child or children are members. These musicians need our help so they receive the wonderful musical experience that MYSO provides. We encourage each of you to take a vested interest in a group that your child is a part of and sign up to help so that we continue to be the best orchestra in town.

***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
  - 1 Must be signed by parent.
  - 2 **Attach a photocopy of the front and back of your medical insurance card.**
  - 3 Note: List all over-the-counter medications your child may take

***Bring these items with you to registration:***

- 1 Tuition -- \$425.00 \*The full amount is non-refundable once the musician takes his/her seat.
- 2 Deposit -- \$35.00 for Music Folder\*
- 3 Snack fee - \$70.00
- 4 Administrative fee\*\* - \$75

***If CREDIT CARDS ARE USED there will be a \$25 processing fee added. Personal checks should be made payable to MYSO. If a check is returned there is a \$15 fee added.***

***Note: If the above items are not provided to MYSO at registration, your membership in MYSO will be categorized as “incomplete”.***

\* The Music Folder deposit must be paid for the musician to receive their music and MYSO folder. This is refundable when MYSO music & folder are returned. However, if the musician has been given multiple copies of a piece or music and these are not all returned, the fee may not be fully refundable.

\*\* The administrative fee will help cover the administrative cost of running our organization such as office supplies, rent, phone, etc. This is a non-refundable fee.

Also, please visit our website and read the following documents so that you will be familiar with our deadlines and organization. **Read these documents before arriving at registration.** You will need to refer to these documents periodically throughout the season as they are updated.

- MYSO Musician and Parent handbook
- Chamber, String and Symphony Orchestra Rehearsal/Concert Schedule
- MYSO's Absence Policy
- Scholarship Competition Guidelines
- Advertising Sales
- Rate cards for Ad Sales
- Ad Reservation Forms
- Gala Information (forthcoming)

Please have all the required forms signed and ready to turn in. Once your papers are turned in you will get a snapshot taken for our directory, pick up your music and folder, learn your seating and be ready for rehearsal.

If you have any questions, please send an e-mail to: [myso@mysoatlanta.com](mailto:myso@mysoatlanta.com). We look forward to seeing you on Sunday, September 19<sup>th</sup>. We are delighted to welcome you as a MYSO member as we begin another exciting season.

Sincerely,

Sharon Fike  
President of MYSO



# *Metropolitan Youth Symphony Orchestras of Atlanta*

## *Musician's Profile*

The following information is required from every musician to assist MYSO in securing grants. All information will remain confidential. Please complete all the information and return it to MYSO at check-in for the first rehearsal. **ALL AREAS MUST BE FULLY COMPLETED TO CONSIDER THE REGISTRATION PACKET COMPLETE.**

Musicians Name: \_\_\_\_\_

**Ethnicity:**  Caucasian  Hispanic  Asian  African-American  Other: \_\_\_\_\_

What academic honors have you received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What honors have you received specific to music: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What clubs/organizations are you a member of and if officer, list title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hobbies: \_\_\_\_\_ Special Interests: \_\_\_\_\_

Why did you join MYSO? \_\_\_\_\_

What other orchestra are you a member: \_\_\_\_\_

**Parents please notice that MYSO is a parent volunteer organization. We need to know your occupation and your talents, as there is a job for you. Please be sure to complete.**

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: \_\_\_\_\_

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# *Metropolitan Youth Symphony Orchestra of Atlanta, Inc.*

## *~ Musician and Parent Contract ~*

### String Orchestra

#### Page 1 of 2

This agreement is made between Metropolitan Youth String Orchestra of Atlanta, Inc., herein referred to as MYSO, and [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 two concerts per season.

By accepting membership into MYSO, the Musician and Musician's Parent understand that participation involves **a total commitment by both parties to the orchestra**, not only at rehearsals and performances, but also in **social and fund-raising activities**. MYSO offers the young musician a great opportunity to expand his/her music expertise and participation should be considered a privilege.

Parents: As you know, MYSO is a **non-profit parent volunteer organization**, so in order to provide the opportunity for your musician as well as others, we need for everyone to sign up for a job and follow it through. There are many jobs that need to be done to make the orchestra run smoothly. Since your child has been admitted to the orchestra you have a vested interest in the organization as well. As part of your commitment to MYSO, you must volunteer to help with these tasks. A list of volunteer opportunities will be made available to you at registration. Please do not commit to a job if you do not intend to or cannot complete the task. Since no job can go undone, if a job is assigned and then is not completed, it is more work for others. Each job is equally important. Please see Item 7 below.

Musicians: We will offer jobs that you can complete at rehearsals, concert venues, in the office and outside the office that you can earn community service hours for school. These jobs include working in the MYSO office to get things ready for rehearsals, concerts, etc, setting up and taking down at the rehearsals and concerts. Please note in order to earn the community service hours you will need to have the time to complete the duties you accept. Please see the String or Symphony Coordinators to discuss this opportunity. The community service hours will be determined based number of hours you serve for MYSO. This should be a commitment that you have for the entire season. There will be limited jobs so please seek out your opportunities early.

In order to provide the musician named above with a quality program, it is imperative that the Musician and Musician's Parent understand MYSO policies as set forth below. As well as those policies and procedures stated in the MYSO Handbook (the Handbook can be updated throughout the year so please check of updates) so there will be no misunderstanding should the Board of Directors find it necessary to enforce these policies and procedures.

Therefore, 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, published on the MYSO website at [www.mysoatlanta.com](http://www.mysoatlanta.com) .
2. To demonstrate and maintain a high degree of musical proficiency and as a member of MYSO I will study with a private instructor throughout my membership in MYSO.
3. To come to rehearsals prepared to play (not practice) my part. If the Music Director determines that I am not prepared to perform in a concert, I may not be permitted to participate in the concert and may be replaced. If necessary. The Music Director's decision will be final.
4. To participate in my school band/orchestra program, if one is available. If I am not a member of my school band/orchestra program, I will immediately advise the President of MYSO.
5. That once I as the musician take my seat in the orchestra, the full tuition amount of \$425.00 is due to MYSO and is non-refundable. That a deposit of \$35.00 is required at the time the musician takes possession of his/her music folder at registration on 9/20/09. If the music folder and all MYSO music are returned to MYSO when the musician leaves the orchestra or at the end of the

season, this deposit will be refunded to the musician. Parents may choose to donate this sum to the Dave Cady Memorial Scholarship Fund, in lieu of receiving a refund.

- 6. That as a MYSO parent, I agree to pay MYSO a \$75.00 administrative fee at registration on 9/19/10. This fee is non-refundable and will help cover administrative cost of the organization.
- 7. That as a MYSO parent, I agree to pay MYSO a \$70.00 snack fee to cover the cost of providing snack for the musicians during their breaks at rehearsal and concerts.
- 8. That as a MYSO musician, **I am expected to travel with the orchestra on designated trips.** If I am unable to commit to traveling with the orchestra, I must immediately advise the President of MYSO.
- 9. **To participate in all fund-raising activities. Participation in fund-raising activities is a prerequisite for being considered for a MYSO scholarship of any kind. (i.e.: Scholarship competition or other MYSO offered scholarships)**
- 10. **That as a MYSO musician and/or MYSO parent I agree to sell at least three ads for the programs. This could be one for each program or all in one program.**
- 11. That as a MYSO musician I am expected to refrain from behaving in any manner which embarrasses and/or damages the MYSO organization, its officers, its Board of Directors and/or other musician in the orchestra. If my behavior is deemed by the Board of Directors to be inappropriate, I understand that I may be dismissed immediately and if I have been awarded a MYSO scholarship of any kind, the scholarship may be revoked.
- 12. That as a MYSO parent I permit MYSO of Atlanta to use my minor child's image or name in any print media (newspaper, magazines) and/or on the MYSO of Atlanta web page for the express purpose of publicizing upcoming events or any accomplishment of MYSO of Atlanta and my minor child.

Yes, I agree       Yes, to images only       No, I do not agree

- 13. That as a MYSO musician of legal age I permit MYSO of Atlanta to use my image or name in any print media (newspaper, magazines) and/or on the MYSO of Atlanta web page for the express purpose of publicizing upcoming events or any accomplishment of MYSO of Atlanta and myself.

Yes, I agree       Yes, to images only       No, I do not agree

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, 2011, and shall be interpreted according to the laws of the State of Georgia.  
\*\*\*\*\*

Read and Accepted by:

_____	
Musician	Date
_____	
Print Name	

_____	
Parent	Date
_____	
Print Name	

**METROPOLITAN YOUTH SYMPHONY ORCHESTRA 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 Orchestra of Atlanta, Inc. I agree not to hold the Metropolitan Youth Symphony Orchestra 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: \_\_\_\_\_ Phone No. \_\_\_\_\_ (home) Pager/Cell \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_ (home) Pager/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: \_\_\_\_\_ who is with the Metropolitan Youth Symphony Orchestra of Atlanta, Georgia.

Date: \_\_\_\_\_

\_\_\_\_\_

(Signature of Parent or Guardian)

**METROPOLITAN YOUTH SYMPHONY ORCHESTRA OF  
ATLANTA, INC.  
Advertising Sales**

For the past several years, MYSO has sold advertising in its concert programs to help defray the costs of printing the programs and renting the venues. This has been a very successful method to add to our operating income. We asked that each family sell at least three ads each season. This could be one in each program or all three in one program.

The largest program is our spring “Keepsake” Program. In this program, we offer our members the opportunity to purchase ads at a reduced rate. Parents may write special ads to congratulate their musician; MYSO musicians may buy ads to thank their private instructors or to acknowledge a special friend they made in MYSO.

We also use our spring “Keepsake” Program in our media kits. Media kits are available to members who wish to acquaint potential donors with MYSO. We encourage every family to introduce MYSO to anyone they think might be willing to support MYSO by offering financial assistance in the way of donations, sponsorships, or purchasing ads in one or in all of our concert programs.

Please refer to the advertising rate card for information on ad cost and sizes.

**METROPOLITAN YOUTH SYMPHONY ORCHESTRAS OF ATLANTA**

**Ad Reservation Form**

Name of Advertiser: \_\_\_\_\_

Address of Advertiser: \_\_\_\_\_

Contact Person (Advertiser): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

MYSO Member: \_\_\_\_\_

Program Insertion/ Location: \_\_\_\_\_

Fall Concert Playbill     Gala Playbill     Spring Concert "Keepsake" Program

**Discount: 15% discount on total amount, if ads are placed in all 3 programs.**

Ad Size:     Full Page             Half Page             Quarter Page  
 Premium Page: Location: \_\_\_\_\_  
 Business Card

Ad Cost: \_\_\_\_\_

Date Ad Received: \_\_\_\_\_

Paid: \_\_\_\_\_ Check # \_\_\_\_\_

**Mail to: MYSO, PO Box 14163, Atlanta, Ga. 30324**  
Questions: Send E-mail to: [myso@mysoatlanta.com](mailto:myso@mysoatlanta.com) or call 770-972-7388

\*\*\*\*\*

**In lieu of placing an ad, a tax-deductible contribution would also be greatly appreciated. Your name will be listed in the Spring Concert Program as a "Patron of MYSO".**

**Amount:** \_\_\_\_\_ **Name of Patron:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

## METROPOLITAN YOUTH SYMPHONY ORCHESTRAS OF ATLANTA

### Rate Card Fall 2010 Concert Playbill

Full Page Premium Ad: (8 h X 5 w)		
Inside Front Cover	(Reserved)	\$ 350.00
Inside back Cover		\$ 350.00
Across from Front Cover		\$ 350.00
Across from Back Cover		\$ 350.00
Across from String Program		\$ 350.00
Across from Symphony Program		\$ 350.00
Across from String Orchestra Personnel		\$ 350.00
Across from Symphony Orchestra Personnel		\$ 350.00
Full Page Interior (8 h X 5 w)		\$ 275.00
Half-Page Interior (3.75 h X 5 w)		\$ 200.00
Quarter Page Ad (3.75 h X 2.5 w)		\$ 150.00
Business card Ad (2.25 h X 3.75 w)		\$ 75.00

**A 15% discount** off the total amount due will apply if an advertiser purchases **ads in all 3 programs**.

- Ads are to be camera-ready with no bleed (cannot run to edge of page).
- Printed on Laser Printer Only
- Black & White Only
- If ad is submitted on disk, produce ad in PDF for Publisher or Microsoft Word.
- **Deadline for submission of ads is October 24, 2010.**
- Payment is due at time ad is submitted
- Mail to: MYSO, P.O. Box 14163, Atlanta, Ga.30324
- *In lieu of placing an ad* in the Gala Concert program, a tax-deductible contribution can be made. Your name or company name will be listed in the program as a “Patron of MYSO of Atlanta”.
- Contact: [myso@mysoatlanta.com](mailto:myso@mysoatlanta.com)
- Distribution:
  - 1000 concert attendees
  - 85 local public and private schools
  - 16 metro Atlanta counties
  - Corporate and Private Sponsors

MYSO is a registered 501 (C) (3) non-profit organization. All donations are tax-deductible within the limits of the law.

# **METROPOLITAN YOUTH SYMPHONY ORCHESTRAS OF ATLANTA**

## **Rate Card**

### **Gala 2011 Playbill**

#### **Gala VII– Dinner Dance and Silent Auction**

Full Page Premium Ad: (8 h X 5 w)	
Inside Front Cover (Reserved)	\$ 350.00
Inside back Cover	\$ 350.00
Across from Front Cover	\$ 350.00
Across from Back Cover	\$ 350.00
Across from String Program	\$ 350.00
Across from Symphony Program	\$ 350.00
Across from String Orchestra Personnel	\$ 350.00
Across from Symphony Orchestra Personnel	\$ 350.00
Full Page Interior (8 h X 5 w)	\$ 275.00
Half-Page Interior (3.75 h X 5 w)	\$ 200.00
Quarter Page Ad (3.75 h X 2.5 w)	\$ 150.00
Business card Ad (2.25 h X 3.75 w)	\$ 75.00

**A 15% discount** off the total amount due will apply if an advertiser purchases **ads in all 3 programs.**

- Ads are to be camera-ready with no bleed (cannot run to edge of page).
- Printed on Laser Printer Only
- Black & White Only
- If ad is submitted on disk, produce ad in PDF for Publisher or Microsoft Word.
- **Deadline for submission of ads is January 30, 2011.**
- Payment is due at time ad is submitted
- Mail to: MYSO, P.O. Box 14163, Atlanta, Ga. 30324
- *In lieu of placing an ad* in the Gala Concert program, a tax-deductible contribution can be made. Your name or company name will be listed in the program as a “Patron of MYSO of Atlanta”.
- Contact: [myso@mysoatlanta.com](mailto:myso@mysoatlanta.com)
- Distribution:
- 500 Gala attendees – MYSO Members and Invited Guests, Corporate and Private Representatives from metro Atlanta counties

MYSO is a registered 501 (C) (3) non-profit organization. All donations are tax-deductible within the limits of the law.

# **METROPOLITAN YOUTH SYMPHONY ORCHESTRAS OF ATLANTA**

## **Rate Card** **Spring 2011 "Keepsake" Program**

Full Page Premium Ad: (10.5 h X 8 w)	
Inside Front Cover (Reserved)	\$ 500.00
Inside back Cover	\$ 500.00
Across from Front Cover	\$ 500.00
Across from Back Cover	\$ 500.00
Across from String Program	\$ 500.00
Across from Symphony Program	\$ 500.00
Across from String Orchestra Personnel	\$ 500.00
Across from Symphony Orchestra Personnel	\$ 500.00
Full Page Interior (10.5 h X 8 w)	\$ 375.00
Half-Page Interior (5 h X 8 w)	\$ 250.00
Quarter Page Ad (5 h X 3.75 w)	\$ 175.00
Business card Ad (2.25 h X 3.75 w)	\$ 75.00

**A 15% discount** off the total amount due will apply if an advertiser purchases **ads in all 3 programs**.

- Ads are to be camera-ready with no bleed (cannot run to edge of page).
- Printed on Laser Printer Only
- Black & White Only
- If ad is submitted on disk, produce ad in PDF Publisher or Microsoft Word.
- **Deadline for submission of ads is April 17, 2011.**
- Payment is due at time ad is submitted
- Mail to: MYSO, P.O. Box 14163, Atlanta, Ga. 30324
- *In lieu of placing an ad* in the Spring Concert program, a tax-deductible contribution can be made. Your name or company name will be listed in the program as a "Patron of MYSO of Atlanta".
- Contact: [myso@mysoatlanta.com](mailto:myso@mysoatlanta.com)
- Distribution:
  - 1000 concert attendees
  - 85 local public and private schools
  - 16 metro Atlanta counties
  - MYSO Media Kit to Corporate and Private Sponsors

MYSO is a registered 501 (C) (3) non-profit organization. All donations are tax-deductible within the limits of the law.

# ***MYSO's Absence Policy***

## **Orchestra Rehearsals**

It is imperative that each member of the orchestra attend every rehearsal for the entire rehearsal period in order to develop and produce a musical product of the highest caliber. **Musicians will be required to sign the attendance form at the beginning of each rehearsal.**

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).

A musician absent more than two (2) times per concert period may not be prepared to play his/her part(s) for the concert. 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 from MYSO's website or sent electronically via the MYSO website. The form must be signed by the musician's parent. Any member who will be absent from a rehearsal should advise the Dean of Students in advance using the approved form. If an absence surfaces at the last minute, a call should be made to the MYSO Hot Line at 770-972-7388 followed by a signed absence form. **Please note:** If you realize the day of rehearsal that you will not be able to attend you **MUST** call the MYSO Hot Line at 770-972-7388 to inform us that you will be absent and send the form via the website. **Please remember: we do not have Internet access at the rehearsal or concert venues.**

## **Sectional Rehearsals: Symphony Only**

Periodically throughout the season, MYSO hires professional musicians, at professional rates, 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. Due to the fact that a considerable percentage of MYSO's operating income is allocated towards sectionals, it is imperative that each musician can be present at every sectional and come prepared. Therefore, **an absence from a sectional rehearsal will count as one (1) absence and an absence from the orchestra rehearsal will also count as one (1) absence – for a total of two (2) absences for that day.**

## **Excessive Absenteeism:**

**With the 7<sup>th</sup> absence, including the combined total absences from orchestra rehearsals and sectional rehearsals, the musician could be dismissed from the orchestra,** unless the musician can demonstrate that extenuating circumstances resulted in his/her excessive absenteeism. It is the responsibility of the musician to keep track of absences. No notification of excessive absences will be given to the musician. With the 7<sup>th</sup> absence a formal dismissal notification will be sent to the musician. If you have excessive absences in one season you will not be allowed to audition the following season. 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 result in the musician not being seated for the concert, unless the musician can 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 at rehearsal at the time designated on the rehearsal schedule so that instruments can 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: \_\_\_\_\_

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**\*\* 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](http://www.mysoatlanta.com)  
See absentee policy in handbook for further details.

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# 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: \_\_\_\_\_

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**\*\* 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](http://www.mysoatlanta.com)  
See absentee policy in handbook for further details.

**METROPOLITAN YOUTH SYMPHONY ORCHESTRA OF ATLANTA**

**~ Wish List ~**

- 1 Canon Copier Cartridges -- #E-40, etc
- 2 Gift Certificates – Office max, Office Depot, Staples
- 3 8’ Display with Halogen Lights about \$2,300.00
- 4 Portable Recording Equipment
- 5 Digital camera
- 6 Photo Publishing Software
- 7 Desktop Publishing Software
- 8 Laptop/s computer with Windows XP Pro or higher
- 9 Scholarships for musicians
- 10 Payment of Storage Facility for office space (check with MYSO staff for amount)
- 11 Internet access at the MYSO office
- 12 Trip sponsorships
- 13 Corporate sponsorships
- 14 Gift cards/certificates for Kroger, Publix, Sam's or Costco (any amount)
- 15 Legal Services – Pro Bono
- 16 Accounting Services – Pro Bono
- 17 Printing Services - Pro Bono or discounted
- 18 Concert Venue Sponsors

**Please see any MYSO staff with any questions and for any details.**

**Cash Donations**

- Beethoven Level .....Gifts of \$3,000 or more**
- Bach Level.....Gifts of \$1,000 - \$2,999**
- Brahms Level.....Gifts of \$500 - \$999**
- Mozart Level.....Gifts of \$250 - \$499**
- Copeland Level.....Gifts of \$100 - \$249**
- Friend.....Gifts of \$10 - \$99**

*MYSO of Atlanta is a non-profit corporation, class 501 (C) (3). All contributions are tax-deductible as allowed by law.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

MYSO of Atlanta, Inc.  
P.O. Box 14163  
Atlanta, Ga. 30324  
770-972-7388

Email: [myso@mysoatlanta.com](mailto:myso@mysoatlanta.com)  
[www.mysoatlanta.com](http://www.mysoatlanta.com)

## **Silent Auction for Gala**

All MYSO musicians and families are expected to solicit businesses and restaurants they frequent for items to be donated to MYSO's Silent Auction that is held in conjunction with the Gala concert. These items can be of any value, but you do need to provide us with an estimated value so that the item can be priced properly.

This is an easy way for MYSO to raise funds, as well as a great opportunity for Gala attendees to buy a bargain! Some suggested items include:

- Sports Memorabilia – baseballs signed by Braves players, etc.
- Music Lessons
- Golf Lessons
- Jewelry
- Art work
- Cooking classes
- Dinner for 2
- Get-aways – weekend stays
- Items for pets
- Items for the homes
- Make-overs
- Massages
- Car Detailing
- Music instrument supplies
- Music Lessons
- Free professional services
- Handcrafted Items – Quilts
- Coffee and Coffee-related Items
- Computer equipment
- Small Appliances

There are many more ideas so please get donations for our Silent Auction.

***We need to start collecting Silent Auction items NOW!*** All donors will be recognized in the Gala program and listed as a "Friend of MYSO" in the Spring Keepsake Program