
Resource Guide

A leader's guide to
resources available from
SWEET ADELINES INTERNATIONAL

Revision 2009

A wealth of information and assistance is available from the headquarters office of Sweet Adelines International. For chorus leaders, quartets, regional leaders, judges, directors, arrangers, and faculty, these resources will be invaluable to the success of your position.

This resource guide highlights materials available to members of Sweet Adelines International for the variety of programs, and for the responsibilities you may have in the organization.

Each section is labeled for your easy reference, and each resource is briefly described. Also included with each description is the department at international headquarters to contact for more information on that resource.

Remember that new resources are continually being developed, so be sure to watch for new offerings available from international headquarters. If you have any questions about this guide or about any other resources available from international headquarters, please do not hesitate to contact the Communications Department.



Chorus and Regional Management

Chapter Guide

Description: Used in conjunction with the Policy Book and bylaws, this guide provides a thorough overview of Sweet Adelines International's policies and procedures. It is designed to assist chapter leaders in the efficient management of their chapters. This guide provides a basis on which chapters can operate with uniformity and consistency within the international organization.

Used by: Chorus leaders and regional management teams.

Contact: International Sales to purchase copies. For information on policy and guidelines, contact the Meetings and Corporate Services Department.

Guide for Regional Standing Rules

Description: This guide provides a template for developing standing rules that are necessary for the smooth operation of regions.

Used by: Regional management team members.

Contact: The Meetings and Corporate Services Department.

Policy Book

Description: This is a comprehensive publication of Sweet Adelines International policies and bylaws.

Used by: Chorus leaders and regional management teams.

Contact: Electronically available in the Marketing Center. For information on policy, contact the Meetings and Corporate Services Department.

Regional Management Team Handbook

Description: This handbook is a resource for general team-oriented information. It provides tools for the team as a whole, as well as for individual team members. It provides guidance on specific subjects and individual areas of responsibility.

Used by: Members of the regional management team.

Contact: Electronically available in the Marketing Center. For more information on regional leadership, contact the Meetings and Corporate Services Department.

Marketing and Membership

Chapter Guide to Real Growth

Description: This handbook contains the latest membership recruitment and retention tools for region and chorus public relations and marketing efforts. It was developed in a format that sequentially builds the action steps required to produce a purpose-driven plan. Each section identifies and explains the concepts within each action item with examples, suggestions and ideas. Sections conclude with action plan templates that take membership planners through exercises relevant to the section's content. As planners progress through the guide, section-by-section, they will achieve the process of linking the chorus' main membership strategies into one cohesive and achievable action plan.

Used by: Chorus leaders, regional membership coordinator and regional marketing coordinator.

Contact: Electronically available in the Marketing Center. For more information on membership recruitment and retention, contact the Communications Department.

Member Handbook Template

Description: This is a template to aid in creating a guide for chorus membership. A member handbook is an excellent tool for disseminating chorus rules and practices.

Used by: For use by chorus membership chairs and regional membership coordinators.

Contact: Electronically available in the Marketing Center. For information, contact the Communications Department.

Membership Options

Standard Membership

Applications for membership are available for any woman in any part of the world interested in joining Sweet Adelines International. To join a chorus, you are required to audition and be accepted by the chorus.

Chapter-At-Large Membership

For those who choose not to belong to a chorus, membership at the regional and international levels can be attained through chapter-at-large membership.

Member-At-Large Membership

Member-at-large members will be affiliated with, and pay dues to, the international organization, will not be affiliated with a chapter or region nor required to pay regional assessments, and may not compete. From the international organization, member-at-large members receive a membership card, a subscription to The Pitch Pipe, mailings from international headquarters, member rates for international convention registration and educational events and discounts on purchases from International Sales.

Youth Membership

This option is open to females age 25 or younger (minimum age may be determined by the chorus). Youth members receive full membership privileges, while paying only one-half of the international dues.

Associate Membership

Except for being prohibited from performing or competing in a Sweet Adelines Chorus, an associate member holds all other privileges of active membership at the international level. Choruses may impose other restrictions. Associate members pay the full international per capita fee and regional assessments.

Lifetime Membership

This is an option for payment of annual international dues in one lump sum. The one-time fee is non-refundable and non-transferable. After payment of the fee, the member is never required to pay any additional international dues, even if there are increases. Sometimes a chapter or region will honor a member by presenting her with a lifetime membership as a gesture of their esteem.

Membership Options

Dual Membership

Dual membership permits members to participate in Sweet Adelines activities year round by maintaining continuous membership in more than one chapter. Dual members must select one chapter as their primary chorus for the purpose of paying their international dues, and may compete with both choruses.

Transfer of Membership

A member transferring from one chorus to another retains continuous affiliation with the international organization. The member can also request a 60-day transition period. The accepting chorus must submit a New/Transfer Member form to international headquarters.

Request for Transition Status

Members have the option of a 60-day transition period when transferring from one chorus to another. A member in transition relinquishes all chorus privileges, but she may compete in a quartet, serve on the International Board of Directors, or hold regional or international office.

Resignation of Membership

To resign, a member must submit a Resignation of Membership form. If she desires to rejoin the organization, she must comply with membership acceptance policies and procedures and pay full international dues to the international organization, in addition to any required chapter dues.

New/Transfer Member Form (for choruses)

Choruses submit this form, which lists members of the chapter at chartering, charter renewal, when new members join, or when there is a change in a member's status. Prospective choruses also submit this form when they charter.

Forms and Applications

Information, applications and forms can be obtained from the forms section of the Web site (<http://www.sweetadelineintl.org/forms.cfm>.) For information, contact the Communications Department or the Membership Registrar.

Competition and Performance

Competition Handbook

Description: This comprehensive guide to the rules and regulations for competition is included in the Chapter Guide.

Used by: The International Board of Directors, Education Direction Committee (EDC), chapter presidents/team coordinators and directors, registered quartets, regional events coordinators, education coordinators, and competition coordinators, and members of the International Judging and International Faculty Programs. An updated copy is also sent annually.

Contact: The Music Services Department at international headquarters for more information.

Guidelines for Regional Conventions (GRC)

Description: The GRC is a blueprint for planning regional conventions. Because regional standing rules and resources of each region vary, the book defines required responsibilities and includes additional options that may be utilized if regional resources allow.

Used by: Regional leaders in charge of planning and executing the regional convention.

Contact: The Music Services Department at international headquarters for more information.

Judging Category Description Book

Description: This is a complete reference to the judging categories used for Sweet Adelines competitions.

Used by: Judges, competitors, directors, education coordinators, etc., to become familiar with the official categories of Sweet Adelines competitions.

Contact: International Sales to purchase copies. For more information on competition and/or judging, contact the Music Services Department.

On With the Show ... A Show Manual

Description: This is a guide to running a successful show. From planning and organization, to administration and execution, this guide will help chorus and regional leaders to coordinate exciting, professional performances.

Used by: Leaders responsible for organizing successful shows.

Contact: International Sales to purchase copies. For more information on running a successful show, contact the Music Services Department.

Competition and Performance

Rising Star Guidelines

Description: This is a comprehensive guide to the rules and regulations pertaining to the International Rising Star quartet competition.

Used by: Quartets composed of singers age 25 and younger.

Contact: The Music Services Department for more information.

Music

Arranged Music List

For a complete listing of arranged music cleared through the copyright process and available from Sweet Adelines International, contact the Sales Department at international headquarters.

Published Music List

For a complimentary list of music published by Sweet Adelines International, contact the Sales Department.

Young Women in Harmony Music List

For a list of music appropriate for young women (age 25 and younger), in choruses or quartets, contact the Sales Department.

Licensing

For recording (mechanical), performance (ASCAP/BMI), and video (synchronization) licensing, contact the Music Services Department at international headquarters.

Quartets

Quartet Handbook

For assistance in all aspects of quartet performance and competition, the quartet handbook is an invaluable resource. The handbook is sent to all new quartets upon official registration. For more information, contact the Music Services Department.

Guidelines for Forming a Quartet

From where to begin to choosing a name, this is a guide on how to start in your quartet. A copy is given to all new chorus presidents/team coordinators, and additional copies can be obtained through the Music Services Department.

Quartet Forms

For general information, quartet registration forms, competition information, contact the Music Services Department.

Programs

Director Certification Program (DCP)

Description: The DCP is an educational home-study program designed to develop skills for Sweet Adelines International directors, potential directors, and musical leaders. Much of the information contained within the DCP Resource Modules is useful for all chorus members.

Contact: The Music Services Department at international headquarters to apply for the program. Modules may be purchased through International Sales.

International Judging Program (IJP)

Description: This program assures members that contest adjudicators are qualified and produce work that is consistent with the standards set by the organization. Trial scoring, individual critiques and education provide comprehensive training.

Contact: The Music Services Department at international headquarters for more information, or to learn how to enroll.

International Faculty Program (IFP)

Description: The IFP ensures a high quality curriculum at international events. Each faculty member participates in a certification program that is designed to keep her current with the latest information and teaching techniques.

Contact: The Music Services Department at international headquarters for more information on this program.

International Music Arrangers Program (IMAP)

Description: The IMAP provides training and certification for arrangers and is a source of new music arrangements within the organization.

Contact: The Music Services Department at international headquarters for more information on this program.

The Steps Program

Description: Administered by the Communications Department at international headquarters, the Steps Program assists prospective choruses through a series of steps toward becoming a chartered chapter of Sweet Adelines International.

Contact: The Communications Department at international headquarters for more information on the Steps Program, or for information on starting a new Sweet Adelines chorus.

Programs

Young Women In Harmony Program (YWIH)

Description: The Young Women In Harmony Program, sponsored by Sweet Adelines International, offers to music educators a means of including the study and performance of barbershop harmony in school music programs. The aim is to provide materials, training and performance opportunities for young women and to foster appreciation for this American musical art form. Free educator kits are provided to music educators. A YWIH Guide for Choruses is also available. It explains how choruses can become involved in sponsoring a YWIH chorus (see Coaching and Education section).

Contact: The Education Department at international headquarters for more information on the YWIH program.

Coaching and Education

Arranger's Guide

Description: This is a technical guide for arranging barbershop music. Compiled by experienced arrangers, it provides the technical knowledge needed for understanding the components of barbershop style. Not a rule book but a guide book, it contains examples of music as well as creative exercises.

Used by: The book is copyrighted and available to members and non-members alike.

Contact: This guide can be purchased through International Sales. For more information about arranging or the International Music Arrangers Program, contact the Music Services Department.

Director's Resource Materials

Description: A library of resources is available for review by directors of Sweet Adelines choruses or YWIH choruses.

Used by: Directors or those interested in directing.

Contact: This collection of materials is maintained by the Education Department. Call for suggested resources on your topic of interest.

Faculty Résumé Book

Description: Contains personal and professional data on all members of the International Faculty Program. Faculty members provide a list of all topics that they teach, and many include class titles and descriptions.

Used by: This book is available to all education coordinators, and is sent to other regional leaders upon request.

Contact: The Music Services Department at international headquarters for a copy or more information.

Young Women In Harmony Guide for Choruses

Description: This guide highlights ways for Sweet Adeline choruses to introduce Young Women In Harmony materials and offerings into the local school systems or to introduce youth to barbershop harmony through festivals. Tools are included for evaluating chorus commitment, contacting schools, and making presentations on barbershop.

Used by: Chorus leaders responsible for youth chorus activities.

Contact: Available for electronic download through the International Web site and Marketing Center. For more information, contact the Education Department.

Publications

Forward Motion - Director Certification Program Newsletter

Sent quarterly to all directors of Sweet Adelines International choruses and all members of the DCP.

International Beat

Sent semi-annually to International Music Arrangers, Faculty and Judges.

Prospective Quarterly

Sent quarterly to all prospective choruses, regional marketing/membership coordinators, mentors, and worldwide liaison. Includes prospective chorus contact information, updates, and articles relevant to prospective choruses.

Regional Leaders Newsletter

Sent four to six times per year to regional management team members.

Rising Star - YWIH Newsletter

Sent three times per school year to music educators and Young Women in Harmony choruses.

The Pitch Pipe

The official publication of Sweet Adelines International, *The Pitch Pipe* is a quarterly magazine published in January, April, July and October. It is sent to all paid members and subscribers. The Pitch Pipe's purpose is to inform, educate and recognize members of Sweet Adelines International. Departments include Membership Matters, Chorus Beat, Quartet Talk, 'Round the Regions, Young Women in Harmony and Champions' Corner. A digital version of *The Pitch Pipe* is available for online viewing and download.

Contact: To submit an article or story idea, please contact *The Pitch Pipe* Editor at international headquarters.

The Pitch Pipe Lite

Sent quarterly via electronic delivery. This e-magazine features supplemental information to *The Pitch Pipe* with special educational articles, member highlights, event information and more.

Contact: To submit an article or story idea, please contact *The Pitch Pipe* Editor at international headquarters.

Web site

Featured Content includes:

Headquarters Contact Information, Headquarters Staff Directory, International Calendar of Events, Regional Map and Web Sites, The Pitch Pipe, Logo/Licensing, International Newsletters, Online Press Room, Press Releases, Chapter Directory, Downloadable Forms, How to Form a Chorus, Membership Benefits, Membership Options, Regional and International Competition Information, International Sales, Young Women In Harmony, Young Singers Foundation, Board of Directors, Résumés of Board meetings, Board photo, International convention and event information.

Members Only Area Featured Content includes:

Member Profile
Chapter Member Reports
Event Registrations
International Sales
Regional Membership Reports
Marketing Center

For more information or feedback on the Web site, contact the Communications Department at international headquarters.

International Sales

A wide variety of products are available from International Sales, including:

- Sheet Music
- Performance Recordings
- Performance Videos
- Stationery
- Educational CDs and Videos
- Learning CDs
- Manuals, Brochures and Software
- Membership/PR/Marketing materials
- Young Women in Harmony materials
- Jewelry and Novelties

Sweet Adelines International Online Store through Cafepress features:

- T-shirts
- Hats
- Hoodies
- Tote bags
- Coffee mugs
- License plate holders
- Notebooks
- Buttons
- Clocks
- Pet bowls
- Mouse pads
- Ornaments

To order

- By telephone: 877.545.5441 or 918.622.1444
- By fax: 918.665.0894
- By mail: PO Box 470168, Tulsa, OK 74147-0168
- Online: www.sweetadelineintl.org/shop.cfm
- Online: www.cafepress.com/sweetadelines

Staff Contacts

Administrative Services Department - admin@sweetadelineintl.org

To inquire about charter renewal, chapter and membership information, Member/Chapter-at-Large information, member statistics reports, taxes, budgeting, finance, fundraising, insurance, issuing checks, order from International Sales, leasing the mailing list, chapter affiliation letters, address changes, Young Women in Harmony donations, verification of employment, chapter liability insurance, Young Singers Foundation scholarship and grant information and applications.

Communications Department - commdept@sweetadelineintl.org

To inquire about public relations, marketing, using the corporate logos, organizational advertising, photography, printing and print outsourcing, advertising, media relations, *The Pitch Pipe*, *The Pitch Pipe Lite*, newsletters, the Sweet Adelines International Website, membership retention and recruitment, chapter relations, conflict resolution and communications, administrative support of the chartering process for prospective choruses and satellite choruses.

Meetings & Corporate Services Department - meet-corp@sweetadelineintl.org

To inquire about site arrangements for convention, seminars, and workshops; registration for convention and IES Global, payment of internationally funded visits, exhibits for convention, IBOD and executive committee agendas and minutes, policy, bylaws, standing rules, and election procedures.

Education Department - education@sweetadelineintl.org

To inquire about questions related to music education and training, the Young Women in Harmony Program, professional music affiliations, e.g. Music Educators National Conference (MENC), the *Forward Motion Newsletter*, the *Rising Star Newsletter*, and IES Global.

Music Services Department - music@sweetadelineintl.com

To inquire about regional and international competitions, administration of arrangers, directors, faculty, and judges programs; quartet registration; music publishing, licensing for printing, recording or performing music, mechanical and synchronization licensing, ASCAP/BMI licensing, copyright clearance and compliance, processing of paperwork for the DCP.

Staff Contacts

Sales Department - sales@sweetadelineintl.org

Processes orders for music, videos, brochures and other items from International Sales. Provides sales items on site at the International Convention. Continually researches for new educational resources ranging from books, to audio and visual aids.

Information Technology Department

To inquire about the member database, members only area, computer systems, web server administration and audio and visual technology.