

# **2015 Leadership Academy**

## **Secretary Training**

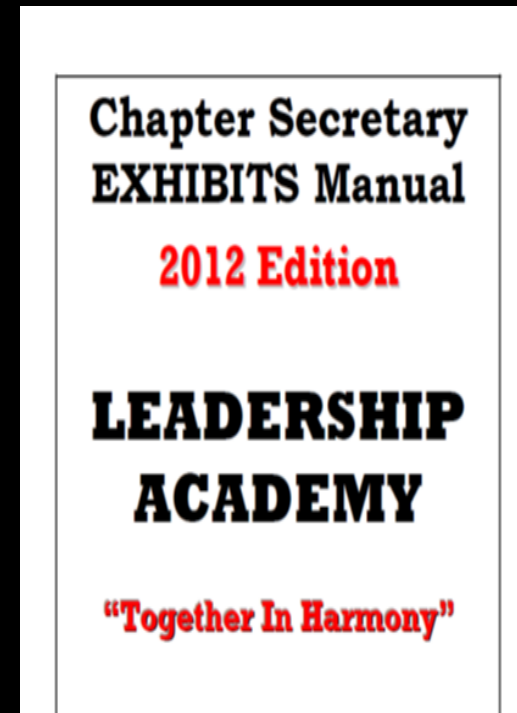
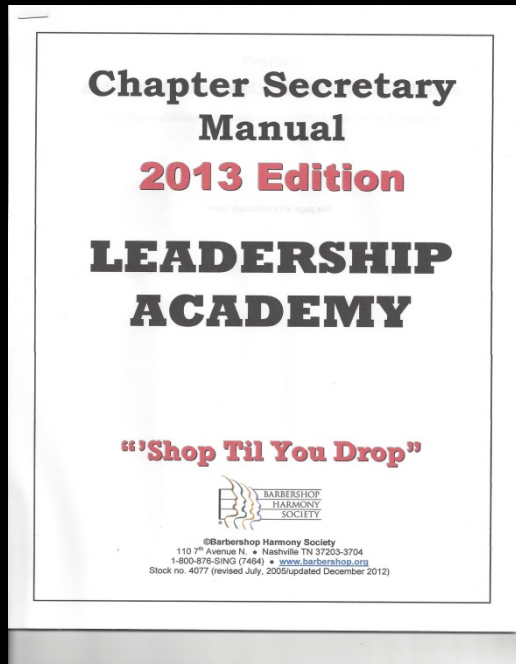
### **Far Western District**

**January 24, 2015**



# This PowerPoint Presentation is aligned with:

- 2013 Chapter Secretary Manual
- 2012 Chapter Secretary EXHIBITS Manual
- Individual instructor handouts





**2015**

**Leadership Academy/COTS Training**

**Chapter Secretary Track**

# Course Description



**The Secretary Track prepares new or veteran chapter secretaries to handle the numerous operational functions of the chapter. The class covers all areas of chapter operation in overarching areas of: the role of the chapter secretary, membership record keeping and function, legal responsibilities and requirements, and communication services to chapter members and between the chapter, district and Society. He will also be trained to utilize the Society web page [www.barbershop.org](http://www.barbershop.org) links to the Document Center and EBIZ areas to complete chapter operational functions on-line. Leadership training is imbedded in the chapter secretary curriculum and will encourage and provide tools and positive leadership skill sets to be used when working with the membership and fellow chapter officers.**



# Course Objectives

## Each chapter secretary will be able to:

- Demonstrate how to navigate the [www.barbershop.org](http://www.barbershop.org) web site and locate documents and forms.
  - Demonstrate the process of completing and submitting the **Membership & Transfer application form**.
  - Describe the factors determining the correct membership classification.
  - Describe the **show clearance** and licensing process.
  - Describe the need and claim process for liability/bonding **insurance**.
  - Outline the legal documents that should be stored by each chapter.
  - Describe the reasons why the **Youth Policy** and Incorporation are needed.
  - Describe the various roles of the CS in efficient chapter operation.
  - Outline the CS priorities and proper relationships with the CP and CT.
- Outline the process for transferring to a new chapter.
  - Identify the qualities of a leader.
  - Identify the ways a CS can be an effective chapter leader.
  - Describe the **EasyDues** plans available to the members.
  - Outline how a chapter roster can be generated by using the Society web site.
  - Discuss and demonstrate the fundamentals of Parliamentary Procedure.



# Distinctions of Powerful Leadership

# Listening – really listening

# Creating an exciting vision

# Enrolling others in your vision

# Being unstoppable



# Leadership vs. Management



## Leadership

- Inspires a shared vision
- Provides a purpose
- Promotes values
- Creates change
- Creates an environment where people can motivate themselves
- Challenges the process
- Models the way
- Encourages the heart

## Management

- Plans
- Organizes
- Produces orders
- Implements systems
- Conforms to goals
- Controls
- Allocates resources
- Focuses efforts

# MODULE #1

## Secretary Role & Membership



### **Session 1** (40 minutes)

#### **Class Introductions/Chapter Secretary Job Description**

- **Introductions**
- **Role of Chapter Secretary**
- **Roberts Rules of Order, Quorum, Motions, & Meeting Responsibilities**

### **Session 2** (40 minutes)

#### **Membership Reporting – Part 1**

- **The Membership Application**
- **Membership Classifications**
- **New Member Membership Process**
- **Dues Structure**

# **Session #1**

## **Introductions**

***Welcome to Chapter Secretary  
Leadership Training!***

***To be shared with others...***

- **Your name and where you're from?**
- **Number of years in barbershopping?**
- **Number of years as a chapter secretary?**
- **Two highlights of my barbershop life?**
- **What do I hope to get from this training?**

# Role of the Chapter Secretary



- **Serves as the business manager/Operating Officer for the chapter**
- **Maintains and updates all chapter membership records**
- **Provides “behind the scenes” operational support so other members can enjoy their hobby to the fullest**
- **Handles the announcing, writing and distribution of minutes for all chapter meetings**
- **Registers others in the chapter for schools, contests, and other district- and Society-sponsored activities**
- **Communicates with all levels of the Society**
- **Makes sure the chapter stays legal and maintains the legal files**
- **Handles licensing paperwork and clearances for shows**
- **Strives to keep other chapter officers on task**
- **Assists the chapter treasurer and helps to keep the chapter financially in the black**
- **Orders chapter supplies and merchandise**
- **Provides leadership and is an active participant in chapter meetings and activities**



# Secretary's Yearly Schedule

(see page 7 Chapter Secretary Manual for additional details)

## Monthly

- Processes all Membership Applications and distribute membership cards and items to new members
- Processes dual membership and transfer requests
- Verifies Society invoices with treasurer
- Announces chapter board meeting
- Writes, publishes, and distributes meeting minutes
- Notifies members of monthly renewal
- Notifies Chapter Development officer of members failing to renew their membership.
- Distributes renewed membership cards

## Annually

- Jan – Bonded members in minutes
- Jan – Remind CP to appoint nominating and Financial Review committees
- Mar – Contest Entry for spring contest
- Apr – Verify Continued Existence Certificate (incorporation) and fee to State or Province
- Apr – Share info on International
- May – Verify Audit and IRS 990 forms filed (in U.S.) by chapter treasurer
- Aug – Contest Entry submitted
- Oct – Hold chapter elections
- Oct – Complete Chapter Leadership Report to Society
- Oct – Complete chapter officer registration to COTS
- File show clearance (BMI/ASCAP in U.S; SOCAN in Canada) forms

# A leader is...



- ... a visionary
- ... sets an example
- ... builds supportive relationships
- ... understands what motivates every member of the team
- ... empowers others to reach their full potential
- ... understands the power of communication

# Build the team through leadership



- Leadership — Who is the leader and what qualities make the person a leader?
- Decision making — How were decisions made?
- Planning — Were you prepared adequately?
- Effective following — Were members good followers?
- Evaluative progress — Did the group evaluate progress as a group?

# Robert's Rules of Order



**Robert's Rules of Order (revised) is an excellent resource to assist your chapter in running their business meetings,**

**-- however --**

**Your meetings do not need to follow strict Parliamentary Procedures (found in Robert's Rules of Order) to be run effectively.**

- **Use consensus, rather than motions, whenever possible**
- **Use motions, in writing, when dealing with all money matters**
- **It's unnecessary to list makers of a motion and second or voting results, unless a roll call vote is called for or a dissenting vote wants to have his vote recorded in the minutes**
- **Insist on written reports from chapter vice-presidents or committee chairmen; delivered well in advance of the meeting**
- **Always publish your agenda ahead of the meeting**

# Why use Parliamentary Procedures?



## Parliamentary Procedures allow for...

- ... everyone to be heard at a meeting;
- ... a decision-making process without confusion;
- ... a fair hearing of an issue/motion;
- ... flexibility to address most meeting situations;
- ... protection of the rights of everyone; and,
- ... democratic process at meetings.

# Quorum & Motions



## Quorum

A quorum is the minimum number of officers or members required at a meeting in order to conduct business

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**At Chapter Board Meeting**  
50% (or more) of voting officers present

**At Annual Membership Meeting**  
30% (or more) of all general membership present

## Types of Motions

- **Main motions**
- **Subsidiary motions**
  - Amendments to the motion
  - Motions to table
- **Privileged motions**
  - Personal privilege
  - Point of order
- **Incidental motions**
- **Motions to reconsider**
  - Requires 2/3 majority and special requirements to reconsider



# Your role at Chapter Board Meetings

- **YOU** are the recording secretary and you take minutes.
- **YOU** are the voice of reason and procedures.
- **YOU** represent the members and have a voice in deliberations.
- **YOU** are the man “in the know”.
- **YOU** accurately share information with the members.
- **YOU** share information from the district and Society.
- **YOU** work closely with the chapter president and treasurer.



# Meeting Responsibilities



## BEFORE the meeting

- Announce to the membership that the meeting will take place, its time and location.
- Design and publish the agenda with the chapter president,
- Seek input from the chapter membership.
- Copy and make available all documents and reports needed for the meeting.
- Prepare a membership status report.

## DURING the meeting

- Record accurate minutes.
- Provide input during meeting discussions.

## AFTER the meeting

- Promptly prepare and publish minutes.
- Share the minutes and information with the bulletin editor.
- Answer questions coming from the chapter membership.

## SAMPLE Agenda

### Anytown (C-001) Chapter Board of Directors Meeting

January 15, 2010

1. Call to Order/"The Old Songs"
2. Review and set the Agenda
3. Secretary's Report  
*Action: Motion needed to "accept"*
4. Treasurer's Report  
*Action: Motion needed to "receive"*
5. Functional Vice-President Written Reports – Consent Agenda
  - Chapter Development (Membership)
  - Music and Performance
  - Marketing and Public Relations
  - Program
6. Standing Committee Written Reports – Consent Agenda
  - Spring Show
  - Audit Committee
7. Special Committee Written Reports – Consent Agenda
  - Singing Valentines
  - Installation Dinner*Action: Motion to receive Consent Agenda Reports*
8. Communications Report
9. Old or Unfinished Business
  - Singing Valentines Music*Action: Motion to spend \$45.00 to purchase Singing Valentine music by Music Librarian*
10. New Business
  - Bonding*Action: Motion for bonding a list of members handling money in 2008*
11. Announcement/Good of the Order  
Bob Smith is in the hospital.  
Harry Jones' wife passed away over the holidays
12. Date, time and location of next meeting
13. Adjournment/"Keep The Whole World Singing"

## Anytown (C-001) Chapter Board Meeting Minutes

The January 15, 2010 Board of Directors Meeting of the Anytown Chapter (C-001) was called to order by Bill Jones at 7:04 p.m. with the singing of "The Old Songs."

The agenda was reviewed by the Directors and set for the meeting.

The following Board members were in attendance: Bill Jones (President), Harry Gray (Secretary), Steve White (Treasurer), Sam Smith (Chapter Development), John Doe (M&P), Larry Peters (MPR), Jim Johnson (Board Member at Large). The following Board members were not present: Jim Powell (Program) and Herb Thyme (Board Member at Large). Guests present were: Ken Tuckfriedticken and Ben Dover.

#### Secretary's Report

- Harry Gray reported that a quorum of directors was present.
  - Motion - M/S/Approved: The Minutes of the December 15, 2009 Board meeting was accepted (copy attached).
- Gray reported that we currently have 44 members. Len Awayback has failed to renew his membership at the end of the 4th Quarter. All other members whose dues were due on December 31 have renewed. Buck Wheat has been placed on the suspension list for non payment of dues.
- Gray reminded the Chapter President that an Audit and Nominating Committee needs to be appointed.

#### Treasurer's Report

- Steve White reported that since his last report the chapter had income of \$545.00, Expenditures of \$777.35 and a balance of \$4,323.88 in the checking and savings accounts.
  - Motion - M/S/Received: The January 15, 2010 Treasurer's Report is received (copy attached)

#### Consent Agenda Items

- Written reports (copies attached) were received from Chapter Development, Music and Performance, Marketing and Public Relations, Spring Show Committee, Audit Committee, Singing Valentines Committee, and Installation Dinner Committee.
- John Doe reported that members will need to submit and pass a tape in order to sing on the Spring Show and only quartets who sing at contest will be invited to sing on the show.
  - Bob Bobbingalong reported that there will be a program to establish pick-up quartets and practice the songs for Singing Valentines.
    - Motion - M/S/Approved: Receive the reports of the Consent Agenda (all reports attached to these minutes)

#### Communications:

Bill Jones read a letter from the Shady Park Nursing Home thanking the chapter for singing over the holidays.

#### Old and Unfinished Business

- John Doe (M&P) sought authorization for purchase of sheet music from the Harmony Marketplace for Singing Valentines.
- Motion - M/S/Approved: Authorize Music Librarian to purchase sheet music for "Sweet and Lovely" not to exceed \$45.00.

#### New Business

The Board of Directors discussed officers and chairmen that need to be bonded during 2010.

- Motion - M/S/Approved: Authorizing the bonding of Steve White (Treasurer) Sam Spade (Show Ticket Chairman), Bob Forasples (Show Treasurer) for 2010.

#### Announcement/Good of the Order

- Bob Smith is in the hospital and will be there for about three weeks. Harry Jones' wife passed away.
  - Motion - M/S/Approved: Authorize the purchase of flowers and cards for Bob Smith and Harry Jones not to exceed \$25.00 for each.

Bill Jones set the next meeting of Directors on February 12, 2010 at his home beginning at 7:00 p.m.

The meeting was adjourned with the singing of "Keep The Whole World Singing" at 8:15 p.m.

Respectfully submitted,

/s/

Harry Gray  
Chapter Secretary



### Board Meeting Minutes Template

\_\_\_\_ Chapter, \_\_\_\_ # \_\_\_\_  
**The Barbershop Harmony Society**  
*An International Organization*

Minutes for \_\_\_\_\_ meeting of the ☐ Board of Directors or ☐ Executive Board.

The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ p.m.

The following directors were present:

The following directors were absent:

Guests:

#### A. Secretary Report

There ☐ was ☐ was not a quorum of voting directors present.

The minutes of the meeting of the directors held on \_\_\_\_\_, 20\_\_ were read (copy attached). There was a motion to approve the minutes.

- The current number of members in the chapter is \_\_\_\_\_. The following members have not renewed at the end of this Quarter \_\_\_\_\_.
- The following members have been suspended for non-payment dues: \_\_\_\_\_.

#### B. Treasurer's Report

The treasurer made his monthly report showing \$ \_\_\_\_\_ income the past month and expenses of \$ \_\_\_\_\_  
With a balance of cash in the bank of \$ \_\_\_\_\_ (copy attached). There was a motion to receive the Treasurer's Report.

#### C. Consent Agenda (Written reports attached)

##### 1. Chapter Functional Vice Presidents (added items not in written report)

- Chapter Development (Membership):

- Music and Performance:

- Marketing and Public Relations:

- Program:

- Other: \_\_\_\_\_

- Other: \_\_\_\_\_

##### 2. Standing Committees (added items not in written report)

- Nominating:

- Audit:

- Show:

- Community Service:

- Interchapter:

- Other: \_\_\_\_\_

##### 3. Special Committees added items in written report)

- Other: \_\_\_\_\_

- Other: \_\_\_\_\_

##### D. Communication received since the last meeting was read and action taken as follows (copies attached)

##### E. Old or Unfinished Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

##### F. New Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

##### G. Announcement/Good of the Order

- \_\_\_\_\_
- \_\_\_\_\_

The next meeting of the Directors will be held on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ p.m. at the following location \_\_\_\_\_.

The meeting adjourned at \_\_\_\_\_ p.m.

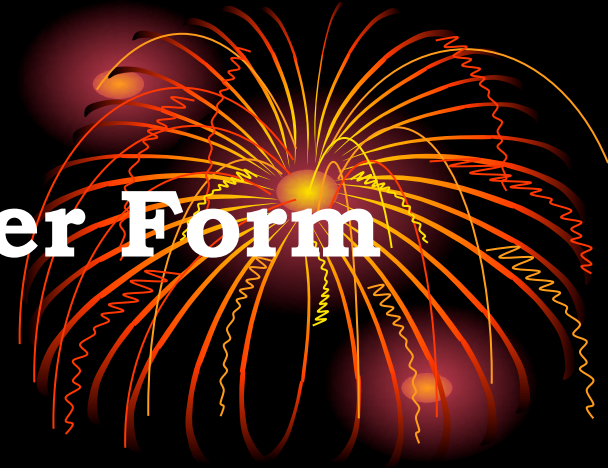
\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Chapter Secretary

Attachments:

## Session #2

# Membership & Transfer Form



The new form:

- **Replace all previously used forms;**
- **Is a one sheet/one sided form;**
- **Handles all applications for regular, seniors, student, dual and transfer memberships; and,**
- **Will help to lead the way for online application processing in the future with application fees paid using a credit card.**

# Membership Application

110 7th Ave N, Nashville TN, 37203  
membership@barbershop.org  
FAX: 615.313.7620  
800.876.SING

new•reinstate•dual•transfer

"The world's largest all-male singing organization!"

<b>SECTION I - Personal Information</b> (please print clearly)			OFFICE USE	MN	CC
First Name	Middle	Last Name	Nickname (if preferred check box) <input type="checkbox"/>		
Street Address		City	State/Province	Zip/ Mailing Code	
Birthday (MM/DD/YYYY)	Phone Number		Cell Phone		
Sponsor Info - Name/Member #	Spouse/Significant Other	Email <input type="checkbox"/> Opt out of LiveWire			
Please choose one:		Previous Membership Information	Years of Service	Previous Member Number	
<input type="checkbox"/> Sponsor wants Man of Note pin					
<input type="checkbox"/> No thanks, save the money for other Society initiatives					
Please choose one:		<b>SECTION II</b>			
New Member Pin		Membership Options and Fees			
<input type="checkbox"/> Yes, I want one.		<p><b>** New for 2013, all new members will be automatically set up on the EZDues Monthly Payment option. More information on this payment plan is located on page 4. If you wish to pay once a year please select the "Opt Out EZDues" option at the bottom of the Method of Payments section. By signing this form, you understand the terms and conditions of this membership option. **</b></p> <input type="checkbox"/> Dual Membership			
<input type="checkbox"/> No thanks, save the money for other Society initiatives.		<p><b>Important CHAPTER information</b></p> <p>What chapter are you joining?</p> <p>Name: _____</p> <p>Code: _____</p>			
Please choose one:		<b>METHODS OF PAYMENT</b>			
New Member Kit		<p><b>**Automatic EZDues Enrollment**</b></p> <p>Enroll/Reinst/Dual Fee: <input type="checkbox"/>\$10 <input type="checkbox"/>\$15</p> <p>Society Dues: _____</p> <p>District Dues: _____</p> <p>Chapter Dues: _____</p> <p>Canadian Exchange: _____ (see pg. 3)</p>			
<input type="checkbox"/> Please send me a hard copy. (Add additional \$5.00 to enrollment)		<p><b>TOTAL (USD):</b> _____</p> <p>VISA, Mastercard, Discover</p> <p>credit card number _____</p>			
<input type="checkbox"/> Save a tree, email it!		<input type="checkbox"/> Opt Out EZDues <span style="float: right;">exp. date _____</span>			
<b>SECTION III - Authorization</b>					
<p><b>**Please ensure both applicant and chapter officer sign this agreement. If it is not signed, a Society representative will contact the Chapter Secretary to ensure validity.</b></p>					
<p><b>Applicant:</b> I hereby agree, upon being accepted, to abide by the Code of Ethics, bylaws and policies of the Barbershop Harmony Society.</p>			<p><b>Officer:</b> Chapter approval for this application is hereby granted. (Headquarters office will approve Frank Thorne members by CEO signature.)</p>		
Signature of applicant		Date	Signature of Officer		Officer Member Number

## Combined Purpose Application Form

New/Dual Member...

• Complete Sections I, II, & IV

Transfer Member...

• Complete Sections I, III & IV

• No fees required

### TIPS:

- Neatness Counts... Print or Type
- Be accurate with information
- Be complete
- Explore payment options with applicant
- Sign the Application (Applicant AND Chapter Secretary)
- Always make a copy for Chapter records
- File in an organized way
- Send to Society immediately with fees
- Follow-up if no response (a phone call) from the Society Membership Department within two weeks.



# 2015 Membership Classifications



All members join the Society under one of the following classifications. Further details about each classification can be found in the Chapter Secretary Manual. 2.3 & 2.4.

## MEMBERS OF THE SOCIETY

- **Regular Member (RG)** - a member who is neither a student nor senior member
- **Youth Member [Y1]** - a member who is new who is under 26 years old and his dues are waived for one year  
(does not affect district and chapter dues)
- **Youth Member [Y2]** - a member under 26 years old and pays 50% of the current annual dues of a regular member
- **Senior Member [SN]** - a member who's 70-years old and a member for 10 years
- **Life Member [LF]** - a member who pays 20X the current dues rate
- **Life Senior [LS]** - a member who pays 20X the current dues rate and is a senior
- **Regular Senior/50-year [R5/S5]** - a regular or senior member who has been a member for 50 years or more.
- **Regular/Student 6-month [R6]** - a regular or student member who has joined under a special membership promotion of 18-month membership for a 12-month fee
- **Regular Promotional [RP]** - a member who joins under a promotional rate not covered by other classifications.

## NON-MEMBERS OF THE SOCIETY

- **Active Non-member** - a female person active in your chapter as a director, assistant director or who acts in chairmanship role, but is not a member of the Society.



*This document certifies that*

*has been accepted as a member in good standing of the*

*chapter of the*

## BARBERSHOP HARMONY SOCIETY

*and that he is hereby granted all rights and privileges in accordance with the bylaws of his chapter and of the Society, and he is entitled to harmonize at any time, day or night, subject only to the Code of Ethics and other rules and regulations of the Society and conforming always to the applicable laws pertaining to the preservation of the public peace.*

*In witness hereof, this certificate  
has been signed and presented*



\_\_\_\_\_  
EXECUTIVE DIRECTOR/CEO

\_\_\_\_\_  
CHAPTER SECRETARY

\_\_\_\_\_  
DATE



# Congratulations!

We're glad you're with us!

John Smith  
TEST ACCOUNT  
Kenosha, WI 53143

10/1/2009

Dear John,

Thank you for your membership with the Barbershop Harmony Society. Simply peel your new card from the page and carry it proudly. Your membership helps the Society, which is in keeping with Canon #1 of the Code of Ethics shown on the back of your card. In addition your membership brings:

**Publications:** subscription to The Harmonizer (6-Monthly Magazine and Livewire, on the QT and Directly Involved, electronic newsletters)

**Online Resources:** Members-Only website eBiz, which gives you access to member information; chapter information; district information; Society information; and contest and judging information

**Conferences:** Access to annual International and Midwinter conventions; all district and division conventions

**Professional Development and Education:** Harmony University, district offerings like leadership academy, Mini-HEP schools, Top Gun and Pop Gun quartet coaching weekends

**Assistance from Headquarters Staff:** advice on shows and scripts, help with copyright clearance, general information and records research, interpretation of rules and regulations, interpretation of bylaws and statements of policy, reservation of your quartet's name, staff visitations to chapters and districts, access to Society music catalog

**Member Pricing:** for events like Harmony University; for Harmony Marketplace items, including published and unpublished music arrangements; for exhibitors at the International Convention; and for advertising in The Harmonizer

**Competition:** guaranteed entry into Society-sanctioned contests for quartets and choruses  
**Use of the Name and Logo:** Use the Barbershop Harmony Society name and emblem to identify affiliation with the world's largest all-male singing organization

**Other Benefits:** Chapter insurance and bonding at a fraction of normal cost; performance license clearance; non-profit classification under section 501(c)(3) of US tax code; membership development assistance; access to patron lists and former singers

If you have questions or comments, please contact me at [edwatson@barbershop.org](mailto:edwatson@barbershop.org)

  
E. D. Watson  
Executive Director





# **Annual Dues for 2015**

**\$120.00**

# 2015 Dues Structure



- **Regular [RG] Society Dues - \$120.00**
- **Life Member [LF] Dues – 20 X annual dues of a Regular [RG] member**
- **Seniors [SN] Society dues - \$90.00**
- **Youth [Y2] Society dues - \$60.00**
- **Dual Membership Society dues - \$120.00 (paid only once no matter the number of chapters a member belongs to)**
- **Multi-year dues - 3-years – Save 5%, 5-years – Save 10%, and 8-yers – Save 15%**
- **Frank H. Thorne Chapter dues - \$120.00 + district dues**
- **Far West District dues - \$25.00 Regular \$12.50 Other**
- **Chapter dues – varies**

# MODULE #2

## Membership & Legal Requirements



### ***Session 3 (30 minutes)***

#### **Membership Reporting – Part 2**

- **EasyDues payment options**
- **Renewals**
- **Lapsed Membership**
- **Transfers**
- **Rosters and personnel changes**

### ***Session 4 (30 minutes)***

#### **Legal Requirements – Part 1**

- **Youth Policy Requirements**
- **ASCAP/BMI/SOCAN & show clearance**
- **Insurance, Bonding & other options**
- **Chapter Incorporation**

# EZDues Payment Plan

explanation.installation.how to get started!

## How the NEW plan works:

### Let the explanation begin:

Mr. Joe Barbershop has decided to join the Barbershop Harmony Society.

### HOORAY!

He is now interested in the EZDues Payment Plan, and would like to sign up for this plan. OK, LET'S DO IT!

#### FIRST STEP:

The first month that Joe joins he pays the membership enrollment or reinstatement fee of \$10., plus he pays for his first membership year at **HALF THE PRICE.**

*(Yep. You read that right.)*

So, the first month he pays for his enrollment fee and Membership dues *(at half the price)* and that sets him up for the entire year.

THEN....

#### SECOND STEP:

The next month Joe starts paying monthly towards his next year of membership.

When you are on this payment plan, you are paying toward the future year of membership so you are **ALWAYS** up-to-date with your membership dues!

## Frequently Asked Questions:

### How can I pay?

For this plan we accept VISA, Mastercard, and Discover. If paying by check, you must provide two checks: one for the first year's payment and a voided check for all future payments..

**\*\*We no longer accept American Express for the monthly payment plan.**

### When should I see the money withdrawn from my account?

EZDues withdrawals are taken out of your account near the end of each month.

**\*\*Specific changes to your account (Exp. Date, Account Numbers) are to be communicated to the Membership Department at:**  
**membership@barbershop.org or 800.876.SING.**

### If my bank changes my account information does this automatically update my BHS membership account?

No. Please contact us directly.

### Can I make a payment or changes to my account information on the ebiz website?

No, not as of right now.

### Can current members pay monthly?

Yes, existing members can pay towards a future year. Please contact the Membership Department at membership@barbershop.org or (800).876.SING.

## For Your Information:

If you need to change your credit or bank account information, please contact the Membership Department directly. Either call or email us with any changes.

## VISUAL BREAKDOWN

Joe Barbershopper joins the Society 1/1/2013. In this example, his Society, District, and Chapter dues total \$150.

### 2013

January - \$10 enrollment fee  
\$75 (half dues)  
Total - \$85 for entire 2012 year

February - \$13.64  
March - \$13.64  
April - \$13.64  
May - \$13.64  
June - \$13.64

July - \$13.64  
August - \$13.64  
September - \$13.64  
October - \$13.64  
November - \$13.64

December - \$13.60  
February - December payments are applied to the 2014 year and at the end of December 2013, he is up-to-date through December 2013. **Monthly payments continue in January of the next year, and so on...**



# Session

# #3

# Easy Dues Payment Options

110 7th Ave. N, Nashville, TN 37203 • (800) 876.SING • membership@barbershop.org



## EZDUES ENROLLMENT FORM

Please charge my membership dues on a pro-rated monthly basis to my:

1. Credit Card / Bank Debit Card

MasterCard Credit Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Visa Credit Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Discover Credit Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

2. Checking Account – a voided check is enclosed

Name (Print): \_\_\_\_\_

\_\_\_\_\_ I am a current Society member

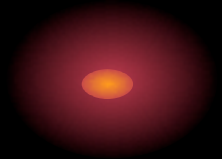
\_\_\_\_\_ I am a new Society applicant

Member Number: \_\_\_\_\_

☐ I have read and accept the EZDues Terms and Conditions located on the BHS Membership Application. (Found online or inquire information from your Chapter Secretary)

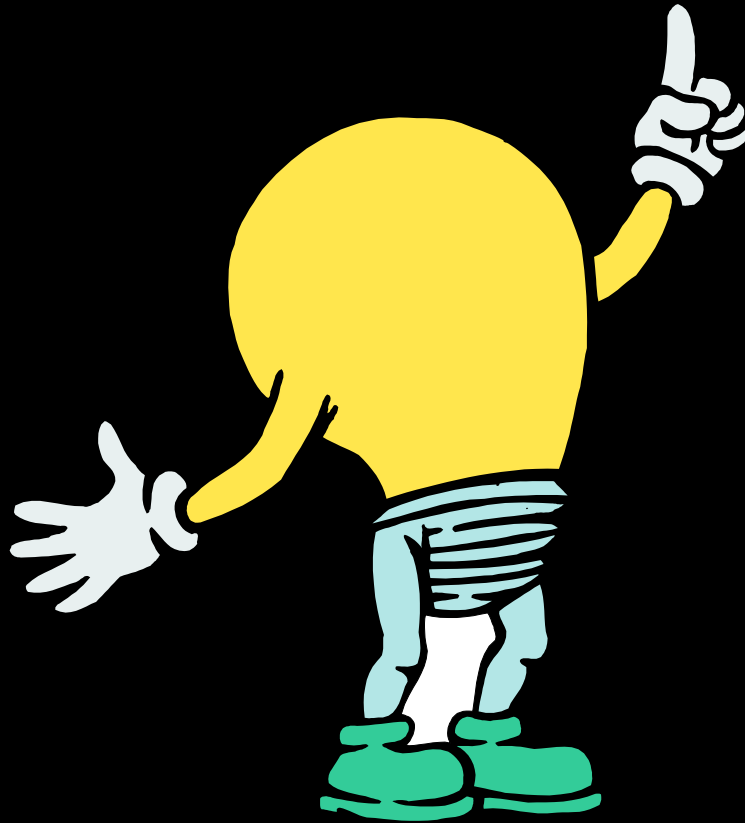
Signature: \_\_\_\_\_

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



# Leadership Linkages

Ways to show leadership in  
your chapter...



**Tell members about  
the various options  
for paying  
their dues or programs  
that will  
save them money on  
their annual dues**

# Annual Renewals



## U.S. Chapters

- 6-8 weeks before expiration date the member receives a renewal notice by e-mail or U.S. mail.
- Member sends his annual dues to the Society or may renew online using a MasterCard, Visa, American Express, or Discover credit card.
- New membership card is sent to the chapter secretary.

## Canadian Chapters

- 6-8 weeks before expiration date the member receives a renewal notice by e-mail or Canadian postal mail.
- Member pays dues in CDN funds to chapter treasurer or may renew online with MasterCard, Visa, American Express, or Discover credit card.
- Chapter Secretary sends renewal card to Society.
- New membership card is sent to the chapter secretary.

**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

**Your Dues Renewal Invoice Is Now Online**  
*Renew now to extend your membership!*

Member	John Smith
Member ID	312387
Order ID	800823
Order Date	10/1/2008
Balance Due	\$ 128.00

Your membership is important to us! Right now, your Society Dues are current through **12/31/2009**.

**How can you renew online?**  
For speed and convenience, you can login to <http://ebiz.barbershop.org/ebusiness> right now, using your Visa, MasterCard, American Express or Discover card.

**If you don't prefer to pay online**, rest assured that your paper invoice will be arriving soon. If you want to mail your payment early, feel free to print this email and send a check to Harmony Hall in Nashville: 110 7th Ave. N, Nashville, TN 37203 (When your paper invoice arrives, please disregard it if you have mailed this form.)

After logging in, use the big red button that says "click to RENEW NOW."

**If your dues items quoted are incorrect**, or you would like to change a particular membership item, email [membership@barbershop.org](mailto:membership@barbershop.org) with request to change it.

**Want to renew online but don't know your password?**  
(Or, if you've never logged in on ebiz please use the instructions below)  
Go to <http://ebiz.barbershop.org/ebusiness>  
-Click "forgot your password"  
-Enter your member number, and click submit!  
-Follow the instructions on screen to set up your password once, and each time you return the password will be the same. (Note, even if you had a password in the old system, this must be set up the first time as NEW)

Thanks for renewing your membership in the Society and supporting the greatest hobby on the planet!

-Barbershop Harmony Society Membership

E: 800.876.7464 | F: 615.313.7620  
\* [membership@barbershop.org](mailto:membership@barbershop.org) | \* [ebiz.barbershop.org/ebusiness](http://ebiz.barbershop.org/ebusiness)

# Use ebiz to renew membership

- Go to Member's page on [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)
- On the ebiz page click on the large red easy button
- Member must pay with a credit card

MasterCard

Visa

American Express

Discover Card

- Posting will take a few days, but once paid your membership is renewed.
- Consider EasyDues payment options .

From: [membership@barbershop.org](mailto:membership@barbershop.org)  
Date: Fri, November 18, 2005  
To: [billthesinger@xxx.com](mailto:billthesinger@xxx.com)  
Subject: Barbershop Harmony Society Dues Renewal

Hi Bill,

This email notification is your first notice that your Barbershop Harmony Society Dues are up for renewal. You can now renew online with your Visa or MasterCard on the Society's Members Only site (<http://www.barbershop.org/members>) or using the link listed below. Please make sure that your address information is up-to-date. If you have already mailed your payment, please disregard this message.

You make use this secure link to go directly to the Online Dues Payment Page:  
<https://secure.barbershop.org/members/duesPay.asp...>

If you wish to pay by check, you may print out this message and mail it along with payment to: The Barbershop Harmony Society  
Dues Renewal  
7930 Sheridan Rd  
Kenosha WI 53143

Name: Bill Jones  
Member Number: 987987

Here is a summary of your membership items that are due:

C-001 Anytown (RG) Expires 20051231 Billed \$50.00 Paid: \$0.00 Due: \$50.00  
District EVG Dues (RG) Expires: 20051231 Billed \$27.00 Paid: \$0.00 Due: \$27.00  
Society Dues (1 Year) (RG) Expires: 20051231 Billed \$82.00 Paid: \$0.00 due: \$82.00

Total due: (US) \$159.00

Remittance: (US Funds ONLY)

☐ Visa ☐ MasterCard ☐ Check or Money Order

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_/\_\_\_\_

Amount: \_\_\_\_\_

Signature: \_\_\_\_\_



# Membership Dues Notice 10/01/2009

MemberID: 312397  
OrderID: 600623

Need to update your records? Here's what we have on file. Please correct and extend as needed.

John Smith  
TEST ACCOUNT  
Kenosha, WI 53143

Proper name: John  
Middle name:  
Nickname: John  
Preferred name:  
Date of Birth: January 01, 1800

Home phone: -  
Work phone: -  
Cell phone: -  
Email:  
Additional email:

RENEW ONLINE!  
Login to <https://www.barbershop.org>  
Enter your MemberID and password  
click on the big red RENEW NOW button

Forgot password / need a password?  
Follow link under the login button.

## MEMBERSHIPS TO RENEW

Item	Commit expiration date	Amount
Barbershop Harmony Society Dues	07/20/2009	\$0.00
H000 Frank Thorne - H	07/20/2009	\$0.00

## AT-WILL CONTRIBUTIONS

Harmony Foundation Gifts	_____
General Fund	_____
Keep A Melody Ringing Endowment	_____

## Total Contributions

Renewal Subtotal	\$0.00
Balance Due	\$0.00

Please do not fold or staple your payment.

Return this form with your payment to:

Barbershop Harmony Society  
110 7th Ave. N.  
Nashville, TN 37203-3704  
Phone 800.876.5880 (T484)

Amount Enclosed: \$ \_\_\_\_\_

Circle Payment Type: Check or Money Order  
Visa MasterCard Discover American Express

Account # \_\_\_\_\_

Expiration \_\_\_\_/\_\_\_\_

JOHN SMITH  
TEST ACCOUNT  
KENOSHA, WI 53143

Statement for MemberID:	312397
OrderID:	600623
Renewal Date:	07/20/2009
Renewal Subtotal:	\$0.00
Balance Due:	\$0.00

# Lapsed Memberships



## Late Renewal

Member dues that are less than  
6-months late

- Member pays dues and adds a \$3.00 late charge fee to amount owed.
- Renewed membership card is sent to chapter secretary.
- There is no new expiration date... so, member needs to be reminded that it may appear to him he gets fewer months before next renewal.

## Reinstated Membership

Member dues that are more than  
6-months late

- Member completes a new Application for Membership and submits fees with application.
- New Member Kit, Membership Certificate, lapel pin, and membership card is sent to chapter secretary.
- Member will have a new membership expiration date.

# Leadership Linkages



**Ways to show leadership  
in your chapter...**

**Follow-up on members  
who fail to renew and thank  
them for participating in  
the barbershopping  
experience and ask them  
how the chapter could  
have better met  
their needs.**



# Roster & Personnel Changes



## Chapter Roster

**Publishing a chapter roster regularly is a duty of the chapter secretary**

- Publish a roster quarterly after renewals have been processed.
- Generate a chapter membership list from Society's *"Members Only"* page.
- Ask members to review their information and update, if necessary.
- Society web page link to *"Members Only"* can generate a final roster for you, or you can use the information to construct your own Roster in Word or Excel.
- Distribute to the membership.

## Officer Changes

**Notify the Society and District Secretary of officer changes**

- Not necessary to notify Society or District Secretary of changes for the general membership.
  - Notification is intended for chapter officer personnel changes or changes in officer's information profile.
  - Complete and submit a Report Change form or notify Society and District Secretary by e-mail.
- Notify the Society Immediately in the case of a member who passes away.

C001 Anytown, WA

[Meetings](#) - [Reports](#) - [Edit Chapter](#) - [Officers](#) - [Download Data](#) - [Dues Prices](#)

First United Methodist Church  
194 18th Ave. NE  
Bellevue, WA 98004

Chapter Website: [WWW.NWSOUND.ORG](http://WWW.NWSOUND.ORG)

#### Chapter Members

Member Number	Name	Address	Home Phone / Work Phone / Cell Phone	Email	Chapter Dues Paid Thru	Society Dues Paid Thru
987654	William Anderson (Florence)	131 7th Ave W Seattle, WA 98119-3316	h206-222-5227 w206-444-8446	billanderson@msn.com	09-30-2008 <b>OVERDUE</b>	09-30-2008 <b>OVERDUE</b>
986432	Stan Baxter (Bettie)	2005 14th Ave SE Auburn, WA 98002	H425-555-5445 w425-622-4448 c206-708-2111	sbaxter@iship.com	12-31-2009	12-31-2009
976541	Anthony Ascarino (Barbara)	9715 NE 198th St Bothell, WA 98011-2329	h425-481-0438 c206-818-7694	tobaras@juno.com	12-31-2008	12-31-2008
142573	John Doe (Ann)	97 SE 98th Terrace Issaquah, WA 98029	h425-444-1113 c425-820-5448	Doe.John@cablespeed.com	03-31-2010	03-31-2010
942573	Ben Dover (Charlene)	8333 NE 23rd St Bothell, WA 98011-2117	h425-433-0600 w206-644-200	Barbershop37@comcast.net	12-31-2009	12-31-2009
922222	Ima Dummy (Barb)	232 SE Twinkle Way Redmond, WA 98053	h425-86-0110 w425-440-2333	dumb@verizon.net	03-31-2009	03-31-2009
912345	Harry Gray	6400 Main Ave S Seattle, WA 98144-5228	h206-444-5111		12-31-2008	12-31-2008
976237	Jim Johnson	11810 73rd Pl NE Kirkland, WA 98034-2430	h425-888-1111 w425-873-9737	Jim.Johnson@aol.com	06-30-2008 <b>OVERDUE</b>	06-30-2008 <b>OVERDUE</b>

## ebiz CAN ASSIST YOU!

- Helps keep chapter membership records organized
- Readily shows which members have lapsed membership
- It will help you with rosters
- Gives an accurate count of membership in the various membership classifications
- Easy to read and interpret
- Can assist you to determine which members are eligible to compete
- Provides capabilities to find information about members who:
  - have dropped out of the hobby
  - live within your area, but are not affiliated with a chapter
  - need current information to update their membership profile



## Anytown Chapter Roster (C-001)

1/15/06

Member#	FirstN	LastN	Bickname	SoouseN	Address 1	City	State	ZIP	Phone#	E-mail Address
987654	Bill	Anderson	Bill	Marry	1234 Center St.	Anytown	WA	98111	234-1234	<a href="mailto:BillA@aol.com">BillA@aol.com</a>
986432	Stan	Baxter	Bax		2341 Center St., B-37	Anytown	WA	98111	234-2456	<a href="mailto:StanBari@msn.com">StanBari@msn.com</a>
976541	John	Doe	John	Claire	3424-1 <sup>st</sup> SW	Anytown	WA	98112	123-2345	<a href="mailto:JDoe@comcast.net">JDoe@comcast.net</a>
976543	Ben	Dover	Ben	Cleo	234-15rg Ave., Apt. 3	Anytown	WA	98110	456-7654	<a href="mailto:BShop37@aol.com">BShop37@aol.com</a>
879675	Harry	Gray	Harry	Sue	5400 Main St.	Anytown	WA	98111	456-7654	
879890	Jim	Johnson	Jim	Sue	1435 Baxter Rd.	Anytown	WA	98111	456-1232	<a href="mailto:Johnson234@aol.com">Johnson234@aol.com</a>
987987	Bill	Jones	Bill		RR 37, Box 255	Ruraltown	WA	98122	456-3434	<a href="mailto:billsinger@msn.com">billsinger@msn.com</a>
999988	Harry	Jones	Harry	Grace	35 Sudden Valley Dr.	Anytown	WA	98112	349-1749	<a href="mailto:lead.singer@aol.com">lead.singer@aol.com</a>
898989	Larry	Peters	Larry	Sarah	8745 W. Wright St.	Anytown	WA	98112	456-4545	
999999	James	Powell	Jim	Mandy	4678 Wright St.	Anytown	WA	98111	345-6521	<a href="mailto:JPPowell@nwlinc.net">JPPowell@nwlinc.net</a>
879999	Robert	Smith	Bob	Samantha	1647 Oak Ave.	Anytown	WA	98111	123-6754	<a href="mailto:mittzy23@aol.com">mittzy23@aol.com</a>
888888	Samuel	Smith	Sam		2233 Maple Ave., Apt. 23	Anytown	WA	98111	456-9876	
877778	Sanuel	Spade	Sam	Elizabethy	5464 Center St.	Anytown	WA	98112	234-1556	
989898	Herbert	Thyme	Herb	Marilyn	345 Walnut St., Soace 334	Anytown	WA	98111	349-5634	<a href="mailto:H.Thyme@msn.com">H.Thyme@msn.com</a>
999888	Ken	Tuckyfriedchicken	Ken	Cora	2324 Center St.	Anytown	WA	981s12	234-8675	<a href="mailto:chickenman@msn.com">chickenman@msn.com</a>
888889	Steven	White	Steve	Mary Lou	RR 15, Box 201	Ruraltown	WA	98122	456-5835	<a href="mailto:SteveW@Aaol.com">SteveW@Aaol.com</a>

# Session #4

## Society Youth Policy

**It is the policy of the Society that all youth under 18-years old must have the permission of their parent or guardian to participate in all chapter activities and that an adult member must supervise the youth at all times at the activities**

- SEE SECRETARY EXHIBIT SEC. 4.2 PAGE 15
- A parent or guardian must complete and sign a Youth Policy Membership form.
- A parent or guardian must complete and sign a Youth Policy Participation form for each activity.
- The chapter secretary must file all forms in chapter legal file.
- Each youth member must be supervised by an adult member at all chapter-, district- or Society-sponsored activities at all times.

[Sample Form - Youth Membership]  
**YOUTH MEMBERSHIP FORM<sup>1</sup>**  
\_\_\_\_\_  
**Chapter, SPEBSQSA, Inc.**

Youth [Name] \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_ SS# \_\_\_\_\_  
Parent/Guardian [Name] \_\_\_\_\_  
Supervisor(s) [Chapter Member(s) Name(s)] \_\_\_\_\_

**Consent and Agreement by Parent/Guardian**

I, am the parent or legal guardian of the Youth named above. The Youth desires to apply for membership in the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA), as a member of the Chapter named above. I acknowledge that I have received a copy of the SPEBSQSA Youth Policy Statement \*\* [and the Youth Policy Statement of the Chapter]<sup>2</sup>, have reviewed and understand the same, and have had the opportunity to discuss the same with officers of the Chapter. I have also carefully reviewed and discussed the Policy Statement(s) with the Youth, particularly his obligations and responsibilities as a member of SPEBSQSA and the Chapter. I understand that the Youth's participation in the activities of the Chapter and SPEBSQSA may involve local or long distance travel to and from events, and attendance by the Youth at events or activities which may take place late at night, and/or where alcohol may be consumed by adults. I further understand that my consent and agreements, as set forth below, are conditions to the approval of the Youth's membership.

I hereby consent to the Youth joining and becoming a member, and participating in all activities of SPEBSQSA and the Chapter. I agree to be responsible for, and promptly to discharge, all financial obligations of the Youth to the Chapter and SPEBSQSA. I assume and accept full responsibility for the active supervision of the Youth, and for all actions of the Youth, during or arising out of all activities in which the Youth participates. If I am a member of the Chapter I will diligently perform such supervision at all times. If I am not a member of the Chapter (or in my absence, if I am a member), I hereby designate the Chapter member(s) named above as Supervisor(s) to supervise the conduct and activities of the Youth as a participant in any or all Chapter and SPEBSQSA activities, including (but not limited to) participation in meetings, performances, conventions, social events, and any associated travel. I hereby grant to such Supervisor(s) my permission, full authority and responsibility, in my place and stead as a parent, to supervise the Youth, as fully and completely as I might do if I were personally present, as deemed necessary and appropriate in the reasonable judgment of such Supervisor(s). I agree that the Supervisor(s), when providing such supervision, will be performing that function in an individual and personal capacity, and not as an agent or representative of the Chapter or SPEBSQSA. I understand and agree that any of the following may result in the Youth being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of the Youth's membership: (i) my failure and/or the failure of such Supervisor(s) to provide effective supervision of the Youth; (ii) the failure of the Youth to abide by the Bylaws, and Code of Regulations (if any), of the Chapter, and the Bylaws, Code of Ethics, Statements of Policy, or other governing documents of the SPEBSQSA, or (iii) the failure of the Youth to accept and comply with my supervision and/or the supervision of such Supervisor(s).

In the event of any medical emergency involving the Youth, in my absence I further hereby authorize such Supervisor(s) to obtain, provide, give consent, or furnish authorization for, any necessary emergency medical services or treatment to the Youth, including (but not limited to) surgical procedures which may be recommended by a physician, it being my desire that the Youth be provided with such emergency medical services or treatment as soon as reasonably possible, after a need arises.

\_\_\_\_\_  
(Signature)  
Parent/Guardian

DATE: \_\_\_\_\_ [Printed Name]: \_\_\_\_\_

<sup>1</sup> Signed copy of Form to be retained in Chapter file

<sup>2</sup> \*\*Delete if inapplicable

Youth [Name] \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_ SS# \_\_\_\_\_  
Parent/Guardian [Name] \_\_\_\_\_  
Supervisor(s) [Chapter Member(s) Name(s)] \_\_\_\_\_

**Acceptance of Responsibility by Supervisor(s)**

I, the Supervisor(s) named and designated above, hereby accept responsibility for, and agree to perform, the supervision of the conduct and actions of the Youth as a member of the Chapter and SPEBSQSA. I understand that my responsibility shall cover all aspects of the Youth's participation in the activities of the Chapter and of SPEBSQSA, including (but not limited to) participation in meetings, performances, conventions, social events, and any associated travel. I agree that my responsibility shall continue for so long as the Youth is a member of the Chapter and under the legal age of majority, or until I rescind this Acceptance by written notice to the Chapter President or Secretary. I understand that my failure to provide effective supervision of the Youth, or my rescission of this Acceptance, may result in the Youth being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of the Youth's membership in the Chapter and SPEBSQSA. [If more than one Supervisor is named, the foregoing statements and agreements are separately made by, and shall separately apply to, each.]

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)  
Supervisor(s)

[Printed Name(s)]: \_\_\_\_\_

DATE: \_\_\_\_\_

**Acknowledgment by Youth**

I, the Youth named above, understand that my membership in the Chapter and SPEBSQSA, and my participation in Chapter and SPEBSQSA activities and events is conditioned upon the supervision of my conduct and actions by my Parent/Guardian and/or the Supervisor(s) named above. I understand that my failure to accept and comply with such supervision, or the failure of my Parent/Guardian and/or the Supervisor(s) to provide the same, may result in my being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of my membership in the Chapter and SPEBSQSA.

\_\_\_\_\_  
(Signature)  
Youth

[Printed Name]: \_\_\_\_\_

DATE: \_\_\_\_\_

Youth Policy Membership form 0-02.doc



[Sample Form - Specific Activity]  
**YOUTH PARTICIPATION FORM<sup>1</sup>**  
Chapter/District - SPEBSQSA, Inc.

Youth [Name]: \_\_\_\_\_ Activity: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Location: \_\_\_\_\_  
SS# \_\_\_\_\_ Date(s): \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_

Supervisor(s) [Name(s)]: \_\_\_\_\_

**Consent and Agreement by Parent/Guardian**

I, am the parent or legal guardian of the Youth named above. The Youth desires and/or has applied to participate in the Activity referenced above. I acknowledge that I have received a copy of the Youth Policy Statement of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA) \*\*[and the Youth Policy Statement of the \_\_\_\_\_ Chapter/District] <sup>1</sup>, have reviewed and understand the same, and have had the opportunity to discuss the same with persons responsible for the Activity. I have also carefully reviewed and discussed the Policy Statement(s) with the Youth, particularly his/her obligations and responsibilities as a participant in the Activity. I understand that participation by the Youth is conditioned upon the consent, agreements, and other provisions contained in this document.

I hereby consent to the Youth participating in the Activity. I hereby designate the Supervisor(s) named above (if other than the undersigned Parent/Guardian) to supervise the conduct and activities of the Youth as a participant in the Activity, including (but not limited to) participation in any associated travel. I hereby grant to such Supervisor(s) my permission, full authority and responsibility, in my place and stead as a parent, to supervise the Youth as fully and completely as I might do if I were personally present, as deemed necessary and appropriate in the reasonable judgment of such Supervisor(s). I understand and agree that the failure of the Youth to accept and comply with such supervision, and/or the failure of such Supervisor(s) to provide effective supervision of the Youth, may be grounds for the denial or immediate termination of the Youth's participation in the Activity. I understand and agree that if any Chapter, District or SPEBSQSA member provides such supervision, such member will be performing that function in his individual and personal capacity, and not as an agent or representative of the Chapter, District or SPEBSQSA.

I accept full responsibility for all actions of the Youth and such Supervisor(s) during or arising out of the Youth's participation in the Activity. In the event of any medical emergency involving the Youth, I further hereby authorize such Supervisor(s) to obtain, provide, give consent, or furnish authorization for, any necessary emergency medical services or treatment to the Youth, including (but not limited to) surgical procedures which may be recommended by a physician, it being my desire that the Youth be provided with such emergency medical services or treatment as soon as reasonably possible, after a need arises.

\_\_\_\_\_  
Parent/Guardian (Signature)

[Printed Name]: \_\_\_\_\_

DATE: \_\_\_\_\_

<sup>1</sup> Signed copy of Form to be retained in Chapter/District file

<sup>2\*\*</sup> Delete if inapplicable

**YOUTH PARTICIPATION FORM**

Page 2

Youth [Name]: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_  
Activity: \_\_\_\_\_  
Location: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Supervisor(s) [Name(s)]: \_\_\_\_\_

**Acceptance of Responsibility by Supervisor(s)**

I, the Supervisor (s) named and designated above, hereby accept responsibility for, and agree to perform, the supervision of the conduct and actions of the Youth as a participant in the Activity. I understand that my responsibility shall cover all aspects of the Youth's participation in the Activity, including (but not limited to) participation in any associated travel. I agree that my responsibility shall continue for the entire duration of the Activity, or until I rescind this Acceptance by written notice to the Chapter, District, or SPEBSQSA officer (or designated representative) in charge of the Activity. I understand that my failure to provide effective supervision of the Youth, or my rescission of this Acceptance, may be grounds for the denial or immediate termination of the Youth's participation in the Activity. [If more than one Supervisor is named, the foregoing statements and agreements are separately made by, and shall separately apply to, each.]

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)  
Supervisor(s)

[Printed Name(s)]: \_\_\_\_\_

DATE: \_\_\_\_\_

**Acknowledgment by Youth**

I, the Youth named above, understand that my participation in the Activity is conditioned upon the supervision of my conduct and actions by the Supervisor(s) named above. I understand that my failure to accept and comply with such supervision, or the failure of such Supervisor(s) to provide the same, may result in the denial or immediate termination of my participation in the Activity.

\_\_\_\_\_  
(Signature)  
Youth

[Printed Name]: \_\_\_\_\_

DATE: \_\_\_\_\_

# Chapter Insurance



## Liability Insurance

- Each chapter automatically carries general liability insurance (bodily injury, and property damage).
- Protects the chapter, district and Society from third-party liability claims.
- Does not cover chapter members.
- Limit of the policy is \$10 million for each occurrence.
- The annual fee for the liability insurance is invoiced on the December Society statement to the chapter.
- Chapters may not opt out of this insurance policy.

## Bonding Insurance

- Each chapter is automatically covered by Bonding Insurance.
- Those covered by Bonding Insurance must be written into the minutes at the January meeting of the chapter board or at subsequent meetings when another individual becomes known who handles money.
- Chapter is covered to \$50,000 for losses by an individual misappropriating funds.
- Chapter may not opt out of this coverage and fee is paid in December
- There is \$1000 deductible on each claim.



- Required for most facility rentals
- Contact agent to receive one certificate specific for your event
- Outlines proof of coverage
- Certificate changed  
January 1, 2015
- Check Document Center for  
new PDF Fillable Form or  
MS Word Form.

ACORD 25 (2014/05) 1 of 2      08118500000118500      AEC      © ACORD CORPORATION 1988

# Optional Insurance

## Chapter Property Insurance

- Recommended for chapters with risers, sound equipment and uniforms.
- Recommended for chapters with vehicles or trailers to transport risers, uniforms and other chapter property.
- Contact Society Insurance agent or a local agent.

## Liability Insurance for Members

- Available to cover members as separate coverage.
- Contact Society Insurance agent or a local agent.

Brochures for various plans  
are available online at  
[www.barbershop.org](http://www.barbershop.org) Document  
Center



# Insurance Claims Process



- Contact Director of Finance Administration at the Society.
- **Share the following information:**
  - Name, address and phone number of the individual(s) involved
  - Date and location of the incident
  - Pertinent details of the accident or incident
- **Insurance Agent for the Barbershop Harmony Society is:**  
**The Crichton Group for: Acc't #17891**  
3011 Armory Drive, Suite 250  
Nashville TN 37204  
1 (615) 383-9761  
attn: Phil Barnes

## **IMPORTANT**

**Do not make any statements (written or otherwise) to anyone except the Barbershop Harmony Society's insurance agent or investigating police officials.**

- **The Society and its insurance agent will do any follow-up.**

# 7 Habits of Highly Effective People



## Personal Leadership

1. Be productive and have a vision
2. Begin with the end in mind
3. Put first things first

## Interdependent Leadership

4. Think Win/Win
5. Seek first to understand and then to be understood
6. Synergize – Build relationships and work together

## Balanced Self-renewal

7. Preserve and enhance your greatest asset – YOU!

Stephen R. Covey – The 7 Habits of Highly Effective People

# ASCAP/BMI/SESAC

## BMI/SESAC Clearance

- Show clearance form used by U.S. Chapters and submitted to the district secretary and then returned

## ASCAP Licensing

- Revenue provided Secretary by Chapter Treasurer.




# BMI Show Clearance



- Mail completed form with Check to District Secretary. Address at bottom of FWD Website.

SPBBSQA, INC.  
THE BARBERSHOP HARMONY SOCIETY  
An International Organization

  
APPLICATION FOR SHOW CLEARANCE BMI AND SESAC LICENSE\*

The \_\_\_\_\_ Chapter \_\_\_\_\_ of the \_\_\_\_\_  
Name No. Name

district requests a show clearance and BMI License and SESAC License for \_\_\_\_\_  
Date(s)

Our chapter show will be held at \_\_\_\_\_ which has the capacity of \_\_\_\_\_ seats.  
Location No.

The highest ticket price for our concert will be \$ \_\_\_\_\_ and we will present \_\_\_\_\_ performance(s).

A check is enclosed in the amount of \$ \_\_\_\_\_ payable to S P B B S Q S A, Inc. which represents our fees for the BMI License and for the SESAC License. (See attached rate schedule to determine fee.)

We understand that upon receipt of our chapter's copy of this form, endorsed by the district secretary, our show clearance and BMI License and SESAC License have been granted.

\_\_\_\_\_ for \_\_\_\_\_ Chapter

\_\_\_\_\_ for \_\_\_\_\_ District

BMI \_\_\_\_\_  
SESAC \_\_\_\_\_

*W. J. Linnell*  
National Director Musical Attractions  
\_\_\_\_\_ BMI

*[Signature]*  
District General Licensing  
\_\_\_\_\_ SESAC

Form 3016  
(WHITE - CHAPTER COPY/CANARY - DISTRICT COPY/PINK - BMI COPY/GOLDEN ROD/SESAC COPY/GREEN - INTERNATIONAL OFFICE COPY)

**BMI/SESAC Rate Per Concert**  
Highest Price of Admission (exclusive of tax)

Seating Capacity	\$0.00-\$3.00	\$3.01-\$6.00	\$6.01-\$9.00	\$9.01-\$12.00	\$12.01-\$15.00	\$15.01-\$18.00	\$18.01-\$21.00	\$21.01-\$25.00	\$25.01-\$30.00	Over \$30.00
0-250	28	28	28	28	28	28	28	28	28	28
251-500	28	28	28	28	28	28	28	28	28	28
501-750	28	28	28	28	28	28	28	28	28	28
751-1000	28	28	28	28	28	28	28	28	28	28
1001-1500	28	28	28	28	28	28	28	28	28	28
1501-2000	38	38	38	38	38	38	38	38	38	38
2001-3000	38	38	38	38	38	38	38	38	38	38
3001-4000	58	58	58	58	58	58	58	58	58	58
4001-5500	58	58	58	58	58	58	58	58	58	58
5501-7500	76	76	76	76	76	123	123	123	123	123

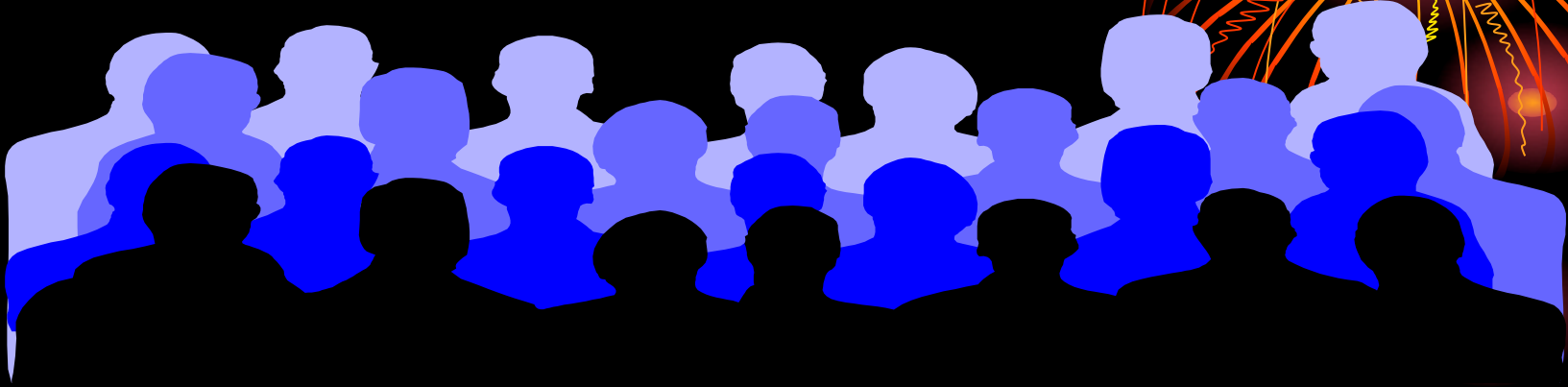
# ASCAP Reporting



- **ASCAP REPORTING FORM FOR THE YEAR 2014**
- The form is to be completed to comply with the agreement between the Barbershop Harmony Society and the American Society of Composers, Authors and Publishers. (ASCAP). The form is to be submitted to the District Secretary along with your ASCAP payments.. Check should be written to “Barbershop Harmony Society”. NOT ASCAP
- If Your chapter does not gross more than \$29, 625.00 in ticket sales for all performances during 2014 fill out top portion (Section A) and mail a check for the minimum amount of \$237.00. If your chapter grosses more than \$29,625.00, complete SECTION B and submit the appropriate fee using the formula.
- You only need to make one ASCAP payment per year.
  - District Secretary address on bottom of FWD Web Page.



# BMI/SESAC Show Clearance Process



- Complete BMI/SESAC form and fees from table on the form.
- **Send the completed form to your district secretary.**
- District secretary sends Email show clearance to Chapter Secretary and District Web Master. Webmaster places the show date on the district calendar.
- **The chapter is free to finalize venue and talent contracts.**
- **Signed form is stored by chapter secretary in chapter legal file.**

**SPEBSQSA, INC.**  
**THE BARBERSHOP HARMONY SOCIETY**  
*An International Organization*



**APPLICATION FOR SHOW CLEARANCE BMI AND SESAC LICENSE\***

The \_\_\_\_\_ Chapter \_\_\_\_\_ of the \_\_\_\_\_  
 Name No. Name  
 district requests a show clearance and BMI License and SESAC License for \_\_\_\_\_  
 Date(s)

Our chapter show will be held at \_\_\_\_\_ which has the capacity of \_\_\_\_\_ seats.  
 Location No.

The highest ticket price for our concert will be \$ \_\_\_\_\_ and we will present \_\_\_\_\_ performance(s).

A check is enclosed in the amount of \$ \_\_\_\_\_ payable to S P E B S Q S A, Inc. which represents  
 our fees for the BMI License and for the SESAC License. (See attached rate schedule to determine fee.)

We understand that upon receipt of our chapter's copy of this form, endorsed by the district secretary, our  
 show clearance and BMI License and SESAC License have been granted.

\_\_\_\_\_ for \_\_\_\_\_ Chapter

\_\_\_\_\_ for \_\_\_\_\_ District

BMI \_\_\_\_\_

SESAC \_\_\_\_\_

*W. Kimmel*

National Director Musical Attractions

BMI

*[Signature]*

Director General Licensing

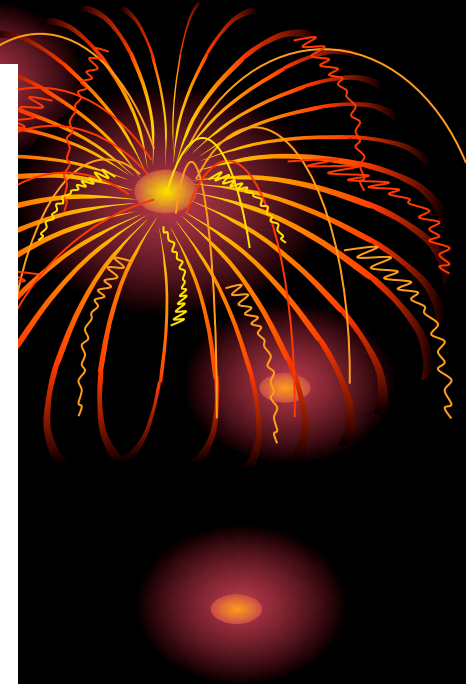
SESAC

Form 3016

(WHITE CHAPTER COPY/CANARY DISTRICT COPY/PINK BMI COPY/GOLDEN ROD-SESAC COPY/GREEN INTERNATIONAL OFFICE COPY)

**BMI/SESAC Rate Per Concert**  
 Highest Price of Admission (exclusive of tax)

Seating Capacity	\$0.00-\$3.00	\$3.01-\$6.00	\$6.01-\$9.00	\$9.01-\$12.00	\$12.01-\$15.00	\$15.01-\$18.00	\$18.01-\$21.00	\$21.01-\$25.00	\$25.01-\$30.00	Over \$30.00
0-250	28	28	28	28	28	28	28	28	28	28
251-500	28	28	28	28	28	28	28	28	28	28
501-750	28	28	28	28	28	28	28	28	28	28
751-1000	28	28	28	28	28	28	28	28	28	28
1001-1500	28	28	28	28	28	28	28	28	28	28
1501-2000	38	38	38	38	38	38	38	38	38	38
2001-3000	38	38	38	38	38	38	38	38	38	38
3001-4000	58	58	58	58	58	58	58	58	58	58
4001-5500	58	58	58	58	58	58	58	58	58	58
5501-7500	76	76	76	76	76	123	123	123	123	123



# Chapter Incorporation



**It is the policy of the Society that each chapter is incorporated in the State or Province where they reside**

**Incorporation protects individual members from lawsuits brought against the chapter**

- **Contact the Secretary of your State or Province to determine if your chapter is incorporated. Often this can be done online.**
- **Incorporation must be confirmed annually (usually in April) by receiving a Certificate of Continued Existence and the payment of an annual fee to the State or Province.**
- **Review with the chapter treasurer to determine if the annual fee has been paid.**
- **Each chapter needs a Resident Agent to monitor the continued annual incorporation of the chapter.**

# Arizona Corporation Commission

[www.cc.state.az.us/Divisions/Corporations/annual-report-electronic-submission.asp](http://www.cc.state.az.us/Divisions/Corporations/annual-report-electronic-submission.asp)

## For Non-Profit Corporations

- **Nonprofit corporations** - \$10 filing fee plus an additional \$35 expedite fee (if you choose to expedite), plus any reinstatement fees that may be applicable. If there are no reinstatement fees, the total cost will be either \$45 for an expedited filing or \$10 for a non-expedited filing.

# California Secretary of State

- [www.sos.ca.gov](http://www.sos.ca.gov)
- You must know the exact corporation name or corp number to file.
- 1. Click on Business Programs
- 
- 2. Click on Forms and Fees
- 
- 3. On the left column, click on E-file statements of Information for Corporations



# Priorities of the Secretary



- **Membership recordkeeping and processing**
- **Youth Policy recordkeeping**
- **Incorporation follow-through**
- **Show Clearances and submission of appropriate licensing applications (ASCAP and BMI/SESAC U.S. Liability/Bonding Insurance for chapter**
- **Meeting responsibilities**

# MODULE #4

## Legal Requirements



## Legal Requirements

### Copyright Law

- Chapter Legal Files
- Show talent contracts
- Chapter elections and Annual Meeting of the corporation.





# Copyright Law

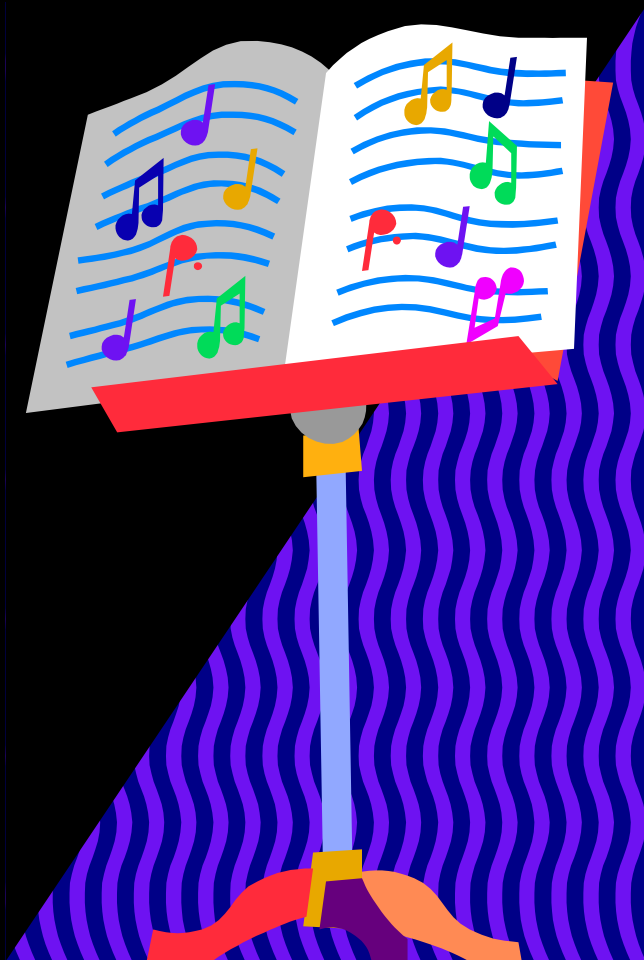


## IT IS AGAINST THE LAW TO...

- reproduce the copyrighted works in copies and recordings;
- prepare derivative works based on the copyrighted work;
- perform the copyrighted work publicly;
- distribute the copyrighted work publicly; and
- display the copyrighted work publicly.

**It is YOUR duty to remind your chapter officers of these copyright restrictions**

# Copyright Infringement



**\$50,000 per copy  
of printed  
or recorded  
material**

If you have questions regarding  
copyright law, process for  
making audio tapes, video tapes,  
DVDs, printed sheet music  
contact Barbershop Harmony

**Society Erin Elkins: Copyright,  
Library & Licensing  
Manager, Music Services)  
at 1-800-SING  
(7464).**



## Permission to arrange

Please complete one form per song or medley, and submit to [library@barbershop.org](mailto:library@barbershop.org) or mail to Barbershop Harmony Society  
110 - 7<sup>th</sup> Ave. N.  
Nashville, TN 37203

song title (list all songs if medley)	
writer(s)	
copyright date	
current publishers (see <a href="http://www.ascap.com">www.ascap.com</a> or <a href="http://www.bmi.com">www.bmi.com</a> )	
number of copies	
arranger name	
person submitting filing	
email	
phone	
Choose payment method)	<input type="checkbox"/> MasterCard, Visa, Discover or American Express card number and expiration
	<input type="checkbox"/> Check enclosed
	<input type="checkbox"/> Chapter charge: Name and chapter number

These prices and times are customary but can be greater for a quote, please send an email to [library@barbershop.org](mailto:library@barbershop.org) or call the Music Library 800-875-7454

Generally, the fee is \$60 per song, with 5 copies included.

- additional copies are \$2.65 each or \$2.49 for 40+ copies.
- medleys are generally \$30 per song, with 5 copies included.
- additional copies of medleys are \$3.15 each or \$2.98 for more than 40 copies
- processing time is usually 30-60 days but can be longer, especially if medleys or multiple publishers are involved.

## Arrangement And Reproduction Request

TO: \_\_\_\_\_  
(Name of Publisher)

\_\_\_\_\_  
(Address of Publisher)

As a member of SPEBSQSA Inc., I hereby request permission, pursuant to the terms of this agreement, to arrange for barbershop quartet and chorus, and reproduce a limited number of copies of the Arrangement (hereinafter referred to as the Arrangement) the following Song (hereinafter referred to as the Work):

\_\_\_\_\_  
(Name of Work/Author/Composer)

If the aforesaid request is granted, I agree that this permission shall be subject to the following terms and conditions, with the express understanding that no permission beyond that granted hereby shall exist:

1. I shall have the right to arrange the Work solely for barbershop quartet and chorus.
2. I shall have the right to make 5 copies of the Arrangement. I agree to pay, by remittance to SPEBSQSA, Inc., with this request, the sum of \$ \_\_\_\_\_ covering the costs to SPEBSQSA, Inc. for handling and mailing, and the royalty fee of \$ \_\_\_\_\_, for the privilege of arranging and making 5 copies. If I wish to make more than 5 and no more than 200 copies of the Arrangement, I may be permitted under this agreement to do so by paying additionally to SPEBSQSA, Inc. the royalty fee of \$ \_\_\_\_\_ per copy for all copies over 5 and up to 200. Under no circumstances shall I make more than 200 copies of the Arrangement.
3. I agree to submit one of the finished copies to SPEBSQSA, Inc., for archival and study purposes, with the express understanding that unless you give permission, such copy shall not be made available to any person other than employees of SPEBSQSA, Inc. and the publisher and author and/or composer of the Work (if requested).
4. The Arrangement shall be automatically the copyright of the copyright owner of the Work, and I agree that I shall seek no registration of such copyright in the name of the copyright owner or any other name unless authorized by you.
5. I agree no recording use, or public performance for profit use, or any other use requiring authorization shall be made of or from the Work or the Arrangement unless licensed by you or an agent or organization acting on your behalf.
6. SPEBSQSA, Inc. shall remit to you, under an agreed procedure, the royalty fees paid by me hereunder.
7. I shall not undertake to grant any permission to others to arrange and/or reproduce any additional copies of the Arrangement.
8. On the first page of music of each copy of the Arrangement produced hereunder, I shall place the following:

Copyright \_\_\_\_\_ by \_\_\_\_\_. This Arrangement authorized.  
(year) (Name of Copyright owner)

\_\_\_\_\_No recording use, public performance for profit use, or any other use requiring authorization, or reproduction or sale of copies in any form shall be made of or from the Arrangement unless licensed by the copyright owner or an agent or organization acting on behalf of the copyright owner.®

9. This permission is strictly limited to the Work and to the terms and conditions expressly set forth herein and shall not grant any right to print, publish or vend any other right, it being understood that all rights in the Work are reserved by you, subject to this permission.

\_\_\_\_\_  
Arranger(s)

Date \_\_\_\_\_

AGREED TO: \_\_\_\_\_  
(Name of Publisher)

By \_\_\_\_\_ Date \_\_\_\_\_

Mail this form to SPEBSQSA, Inc., Old Songs Library, 7930 Sheridan Road, Kenosha, WI 53143,  
who will process it with the publisher.  
[library@spebsqsa.org](mailto:library@spebsqsa.org)

# Chapter Legal Files

**Store all chapter legal documents together in a file box or cabinet at a safe location**

The chapter secretary is responsible for maintaining the chapter legal file

- Incorporation records
- Certificate of Continued Existence
- Resident Agent Certificate
- Chapter Charter
- Chapter Bylaws
- Chapter Rules and Regulations
- Chapter membership reports
- Membership applications
- Chapter Statement of Policy
- Copy of transactions and meeting minutes
- Insurance and bonding records
- Year-end treasurer report and IRS 990 forms
- Annual financial reports
- Director contracts
- Show talent contracts

**Suggest Making Electronic Copies also (CD)**

# How long do I keep our chapter records?



- **In general, keep documents and records for your chapter FOREVER**
- Review Table 3 (Section 4.8.6) in the 2012 Chapter Secretary Manual
- Discuss with your Chapter Board of Directors the best way to store your chapter records
- Explore saving your documents electronically and store in a safe location

# Preparing for a natural disaster

As chapter secretary you are responsible for the safekeeping of ALL chapter records and files

- Plan ahead for a disaster.
- Consider scanning your documents and storing them on a CD ROM.
- Store your chapter documents in a location safe from the elements.
- Keep chapter records and legal file according to the table in the 2012 Chapter Secretary Manual (4.8.6, Table 3)





# Leadership Linkages

**Ways to show  
leadership in your  
chapter**



**Be the conscience for  
your chapter and be  
concerned they stay  
legal by maintaining an  
organized and up-to-  
date legal file**

# Is your U.S. chapter prepared for a visit from the IRS?



- All legal documents for your chapter in order

- Financial reports and records and minutes in order

## VERY IMPORTANT

- A running formal list of service and community activities your chapter has participated in

# Show Talent Contracts

## IMPORTANT

**NEVER sign any contracts with talent or venue until the show date is cleared by district secretary.**

- Get everything in writing!
- Utilize talent contract to finalize and clarify details.
- Stipulate a deadline to return signed contract
- In U.S., remind chapter treasurer of IRS 1099 form responsibilities for reporting fees paid to talent in excess of \$600.
- File contracts in chapter legal file.

**Information Request For Chapter Show Appearances**

The \_\_\_\_\_ Chapter is holding its annual show on \_\_\_\_\_ at the \_\_\_\_\_  
(name of chapter) (dates)  
\_\_\_\_\_ in \_\_\_\_\_. Show time is \_\_\_\_\_ p.m.  
(name of auditorium)

We would like to have your quartet supply information relative to all expenses for:

\_\_\_\_\_ one appearance on one show \_\_\_\_\_ two appearances on one show  
\_\_\_\_\_ two shows on the same night \_\_\_\_\_ two shows on successive nights  
\_\_\_\_\_ Afterglow \_\_\_\_\_ Other appearances as follows (chapter dinner, radio & TV, etc.) \_\_\_\_\_

As a guest artist on our show, you will be required to:

- (a) be backstage 30 minutes before the show.
- (b) provide the chapter with the necessary publicity material and glossy pictures.
- (c) abide by the rules of the auditorium where the show is held (no smoking, drinking, etc.).
- (d) limit your performance on stage to the time allotted by the chapter.
- (e) notify the chapter if your quartet has any change in personnel prior to show date.
- (f) request written permission from the chapter, if district and chapter policy permits, to sell recordings if it is your practice to conduct such sales.
- (g) notify the chapter of your arrival time and mode of transportation.

.....

The \_\_\_\_\_ quartet (U.S. quartet tax reporting number \_\_\_\_\_) hereby  
(quartet name)  
agrees to appear on the \_\_\_\_\_ chapter show as listed above.  
(chapter name)

We agree to reserve these dates for your chapter for \_\_\_\_\_ days from \_\_\_\_\_ awaiting your confirmation.  
(No.) (date of signing)

Our fee for this guest appearance is as follows:

Travel	\$ _____	SIGNED FOR THE QUARTET
Housing & Meals	\$ _____	
Talent Fee	\$ _____	
Other Expense	\$ _____	
Total	\$ _____	(date)

\* For U.S. quartets, regardless of the amount paid, under backup withholding a chapter **must** withhold 20% of the payment if the tax reporting number is not provided. (The tax reporting number can be a social security number or an employer identification number.)

.....

The \_\_\_\_\_ chapter hereby contracts for the \_\_\_\_\_ to appear as a guest artist at the  
(name of chapter) (name of quartet)  
time, place and expense as shown above.

SIGNED FOR THE CHAPTER

\_\_\_\_\_  
(Chapter Show Chairman or Talent Coordinator)

\_\_\_\_\_  
(date)

This contract is signed by both parties with the understanding that no tape recording will be made until all requirements of the Society's recording policy have been met. Copies of this policy may be obtained from the international office of SPEBSQSA, 7930 Sheridan Road, Kenosha, WI 53143

# Chapter Elections



- Chapter elections must be held by October 15.
- Chapter elections are held to coincide with the annual membership meeting, which is a requirement for continued existence as a not-for profit incorporated organization.
- Candidates must be announced twice in the two-weeks prior to the annual membership meeting.
- The announcement of candidates and annual membership meeting shall be done by written notice through e-mail, letters to those without e-mail or chapter bulletin, and verbally at chapter meeting/rehearsal.
- Elections are to be conducted with secret ballot, unless the slate of officers is uncontested.
- The chapter secretary must report the new officers online no later than December 15.
- Failure to report new officers is grounds for suspension of the chapter charter.

# MODULE #5

[www.barbershop.org](http://www.barbershop.org) & ebiz



## ***Session 7*** (30 minutes)

### **Society Online Services**

- Contest entry, Officer reporting,
- The Society website and Document Center
- The Member's area on the website
- Understanding and navigating ebiz

## ***Session 8*** (50 minutes)

### **Society Online Services**

- Procuring a password
- Practical use of the website by going online at [www.barbershop.org](http://www.barbershop.org) in class.
- Learning what ebiz can and cannot do.
- The future of ebiz for the chapters and chapter secretary

# New Leadership Reporting

## Update Chapter Officers Information

Back to [menu](#)

1. Choose an office and enter the member number of the person holding that office.
2. Select "[Delete]" for the office to remove a person from the list
3. You can [show a chapter member list](#) if you need to find the member number of one of your members.
4. Make sure you press "Save" at the bottom of the form to save your changes
5. PROBE Membership is encouraged and is a legitimate chapter expense. Visit PROBE online at <http://www.harmonize.com/probe/> or contact Secretary/Treasurer [Dick Gir](#) to enroll chapter officers.
6. If your director is not a member and you don't know his/her ID, drop a note to [membership@spebsqsa.org](mailto:membership@spebsqsa.org) and give their name and your chapter number.

[Click Here To Copy Officers From 2005](#)

Please note: This will overwrite and replace any existing entries you have for 2006.

**Do Not Use Your Enter Key. Use Mouse and Click Please.**

C-057 Bellevue officers for 2006

Office	Member Number or ID	Name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
<input type="button" value="Save"/>		

- **Now reported online at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org) Members link.**
- **Reporting is to be completed by December 15.**
- **The basic leaders for most chapters are:**
  - President**
  - VP Chapter Development**
  - VP Music & Performance**
  - VP Mktg./PR (25+ members)**
  - Secretary**
  - Treasurer**
- **Additional officers/leaders are at the discretion of the chapter**



# Quartet Registration

- NOT a chapter secretary duty to register quartets, however, chapter secretary can distribute registration forms and answer questions
- Quartet completes hardcopy form or online at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)
- There is an annual fee of \$40 to initially register or maintain registration of your quartet.
- Quartets must have a name that is not the same of past Society International Quartet Champions or currently used by a registered quartet.
- Registered quartets receive a card and registration number.

**BARBERSHOP HARMONY SOCIETY**

**QUARTET REGISTRATION RENEWAL FORM**  
 QUARTET REGISTRY, Barbershop Harmony Society  
 1107<sup>th</sup> Avenue N  
 Nashville, TN 37203-3704  
 615-823-3993 FAX 615-313-7619  
 quartet@barbershop.org

Please fill out this form completely. Enclose a remittance of \$40.00 Annual Registration Fee (U.S. Funds only). The fee is payable by check, MasterCard or Visa and may be mailed to address above, or register/renew on line at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)

☐ **NEW QUARTET REGISTRATION**

First Choice \_\_\_\_\_ All names must be approved by the Society Office \_\_\_\_\_ District in Which Quartet Intends to Compete \_\_\_\_\_  
 Second Choice \_\_\_\_\_  
 Third Choice \_\_\_\_\_

**CONTACT MAN**

(name) \_\_\_\_\_ (membership number) \_\_\_\_\_  
 (address) \_\_\_\_\_ (city, state, postal code/zip) \_\_\_\_\_  
 (home phone number) \_\_\_\_\_ (work phone number) \_\_\_\_\_ (fax phone number) \_\_\_\_\_  
 (e-mail address) \_\_\_\_\_ (quartet e-mail address) \_\_\_\_\_ (quartet web-site address) \_\_\_\_\_

**QUARTET PERSONNEL**

Tenor \_\_\_\_\_ Member # \_\_\_\_\_  
 Lead \_\_\_\_\_ Member # \_\_\_\_\_  
 Bari \_\_\_\_\_ Member # \_\_\_\_\_  
 Bass \_\_\_\_\_ Member # \_\_\_\_\_

☐ **QUARTET RENEWAL**

Quartet Name \_\_\_\_\_ Quartet No. \_\_\_\_\_

**PAYMENT INFORMATION**

MasterCard/Visa \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name/membership # \_\_\_\_\_ Amount \_\_\_\_\_

Please be aware of the following:

- All members of the quartet must be enrolled on the membership records at the Society Office. (If a membership is questionable the contact man will be notified.)
- To assure there will be no duplication of a quartet name with any other registered quartets, ALL names must be approved by the Society Office.
- The contact man will be sent a registration packet after the above requirements are met and verified.
- THIS FORM MUST BE COMPLETELY FILLED OUT, OR IT WILL BE RETURNED.

COVER: Western needs legend/humorist Dick Van Dyke, Jr. • Honoring TV's classic program/rule change  
July/August 2014

# THE HARMONIZER

OFFICIAL PUBLICATION OF THE TV-100 CLUB

## Dick Van Dyke

10 years later, he's still quartetting, still giving back to youth



## July/August 2009 • The HARMONIZER

- July/August 2009 • The HARMONIZER 35



## MEMBER SERVICES DIRECTORY

How can we help you barbershop today? Get answers from your staff

### Society Headquarters

110 7th Ave N • Nashville, TN 37203-3704 • 800-876-7464 (SING)  
615-823-3993 • fax: 615-313-7615 • [info@barbershop.org](mailto:info@barbershop.org)  
Office hours: 8 a.m.-5 p.m. Central or any time at [www.barbershop.org](http://www.barbershop.org)

### Executive Offices

#### Larry Deters

Acting Executive Director  
[ldeters@barbershop.org](mailto:ldeters@barbershop.org)

#### Patty Leveille

Executive Assistant/HR/Office Manager  
2630 • [pleveille@barbershop.org](mailto:pleveille@barbershop.org)

#### Ashley Nilles

Member Services-Administrative Asst.  
4118 • [anilles@barbershop.org](mailto:anilles@barbershop.org)

#### Amanda Emamali

Member Services-Receptionist  
4114 • [aemamali@barbershop.org](mailto:aemamali@barbershop.org)

#### Douglas Gordon

Member Services-Administrative Asst.  
4114 • [dgordon@barbershop.org](mailto:dgordon@barbershop.org)

### Education and Services

#### Paul Wietlisbach

Director of Education  
4130 • [education@barbershop.org](mailto:education@barbershop.org)

#### Mike O'Neill

Member Services - Music  
4126 • [moneill@barbershop.org](mailto:moneill@barbershop.org)

#### James Estes

Member Services - Music  
4124 • [jestes@barbershop.org](mailto:jestes@barbershop.org)

#### Adam Scott

Member Services - Music  
4125 • [ascott@barbershop.org](mailto:ascott@barbershop.org)

#### Sherry Lewis

Executive Assistant  
4122 • [slewis@barbershop.org](mailto:slewis@barbershop.org)

### Finance and Administration

#### Heather Verble

Director of Finance/CFO  
4133 • [hverble@barbershop.org](mailto:hverble@barbershop.org)

#### Julie Cervantez

Member Services - Accountant  
4134 • [jcervantez@barbershop.org](mailto:jcervantez@barbershop.org)

#### Nick Fotopoulos

Member Services - Information Technology  
4141 • [nfoto@barbershop.org](mailto:nfoto@barbershop.org)

#### Sam Hoover

Member Services - Information Technology  
4142 • [shoover@barbershop.org](mailto:shoover@barbershop.org)

### Copy Center

#### Justin Gray

Member Services - Copy Center  
4147 • [jgray@barbershop.org](mailto:jgray@barbershop.org)

#### Joe Rau

Member Services - Copy Center  
4147 • [jrau@barbershop.org](mailto:jrau@barbershop.org)

### Rick Spencer

Director of Operations/COO  
4123 • [rspencer@barbershop.org](mailto:rspencer@barbershop.org)

### Membership Services

Charters, licensing, dues, fees, renewals,  
address corrections, officers and rosters

#### Becca Box

Manager, Membership Services  
4120 • [bbox@barbershop.org](mailto:bbox@barbershop.org)

#### Jacqueline Robinson

Member Services - Membership  
4113 • [jrobinson@barbershop.org](mailto:jrobinson@barbershop.org)

#### Kat Bowser

Member Services - Membership  
4129 • [kbowser@barbershop.org](mailto:kbowser@barbershop.org)

### Events

#### Dusty Schleier

Manager, Meetings & Conventions  
4116 • [dschleier@barbershop.org](mailto:dschleier@barbershop.org)

### Communications

#### Melanie Chapman

Manager of Marketing & PR  
4137 • [mchapman@barbershop.org](mailto:mchapman@barbershop.org)

#### Eddie Holt

Member Services - Web Developer  
4140 • [eholt@barbershop.org](mailto:eholt@barbershop.org)

#### Lorin May

Member Services - The Harmonizer  
4132 • [harmonizer@barbershop.org](mailto:harmonizer@barbershop.org)

#### K.J. McAleesejergins

Audio/Video Manager  
4144 • [KJ@barbershop.org](mailto:KJ@barbershop.org)

### Harmony Marketplace

#### Nancy Carver

Member Services Manager, Retail  
4117 • [ncarver@barbershop.org](mailto:ncarver@barbershop.org)

#### Pam Cervantez

Member Services - Shipping/Receiving  
4143 • [pcervantez@barbershop.org](mailto:pcervantez@barbershop.org)

#### Rachael Fry

Member Services, Retail  
4144 • [rfry@barbershop.org](mailto:rfry@barbershop.org)

#### Michelle Hankins

Member Services, Retail  
4145 • [mhankins@barbershop.org](mailto:mhankins@barbershop.org)

### Music Library

#### Erin Elkins

Member Services - Library/Licensing  
4127 • [library@barbershop.org](mailto:library@barbershop.org)

### Society Historian

#### Grady Kerr

(214)-574-5377  
[Grady@GradyWilliamKerr.com](mailto:Grady@GradyWilliamKerr.com)



## Board of Directors

### PRESIDENT

Alan Lamson • Manchester, CT  
860-647-9523  
[janlam314@cox.net](mailto:janlam314@cox.net)

### EXECUTIVE VICE PRESIDENT

Shannon Elswick • Clermont, FL  
407-648-7851  
[Shannon.Elswick@orlandohealth.com](mailto:Shannon.Elswick@orlandohealth.com)

### TREASURER

Dwayne Cooper • Austin, TX  
512-288-2851  
[dwaynecoop@aol.com](mailto:dwaynecoop@aol.com)

### IMMEDIATE PAST PRESIDENT

Bill Biffle • Albuquerque, NM  
505-246-9090  
[bbiffle@barbershop.org](mailto:bbiffle@barbershop.org)

### EXECUTIVE DIRECTOR/ BOARD SECRETARY

Larry Deters • Brentwood, TN  
800-876-7464  
[ldeters@barbershop.org](mailto:ldeters@barbershop.org)

Clarke Caldwell • Nashville, TN  
(Ex Officio, Harmony Foundation)  
[ccaldwell@harmonyfoundation.org](mailto:ccaldwell@harmonyfoundation.org)

### BOARD MEMBERS AT LARGE

Rick Ashby • Lititz, PA  
717-625-2945  
[rashby@ptd.net](mailto:rashby@ptd.net)

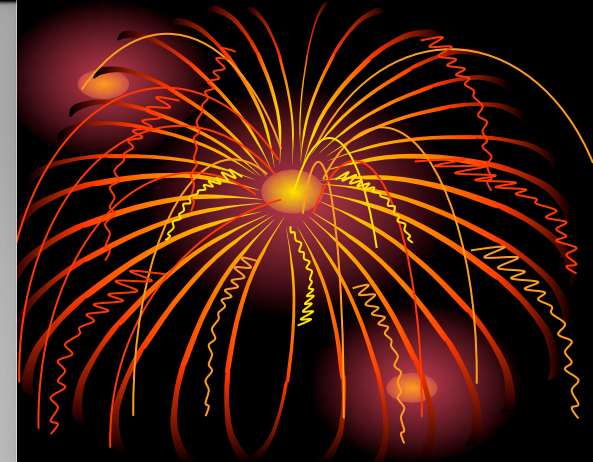
Ted Devonshire • Port Hope, ON  
905-753-2002  
[cedev@eagle.ca](mailto:cedev@eagle.ca)

Don Fuson • Leawood, KS  
913-897-0625  
[donfuson@kc.rr.com](mailto:donfuson@kc.rr.com)

John Miller • Westport, CT  
203-254-9594  
[John.miller@nbcuni.com](mailto:John.miller@nbcuni.com)


Gary Parker • Dallas, TX  
972-980-9893  
[gwp73@sbcglobal.net](mailto:gwp73@sbcglobal.net)

Jim Sams • Collierville, TN  
901-488-3128  
[jimsamsca@bellsouth.net](mailto:jimsamsca@bellsouth.net)





# Society Web Site – *ebiz* page





customer portal to the Barbershop Harmony Society




Home   [RENEW MEMBERSHIP](#)   [Find](#)   [My Records](#)   [My Memberships](#)   [Quartets](#)   [Order History](#)    [View Cart](#)   [Pay Dues Renewals](#)   [Contest Entry](#)

Logged in as Michael Lanctot - 154266   [Logout](#)

Welcome, Michael Lanctot

[Logout](#)



**Help:**  
[How do I find my ebiz password?](#)


**Find:**  
[Members](#) - [Quartets](#) - [Chapters](#)  
Locate other Members, Quartets and Chapters using a variety of search options.

**Member Management**  
Take charge of your account. Change your address, renew your membership, make payments online.


**Chapter Management**  
Get your chapter roster, Secretaries can manage your members' profiles for them, Enter or Change Chapter Officers, and much more!

**Renew Your Quartet** or **Register a New Quartet**  
Want to manage your quartet? Now you can online with Barbershop Harmony Society's online Quartet Management capabilities. Register a new Quartet. Renew your Quartet's membership or change Quartet members.

# ebiz page - Customer Service Center



**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History  View Cart Pay Dues Renewals Contest Entry

Logged in as Michael Lanot - 154266 [Logout](#)

---

## Customer Service Center

- [Update User Profile](#)  
Update Name, Address, Phone, Password, etc.
- [Update Topics Of Interest](#)  
View your current profile of Topics of Interest, Edit the topics you are interested in
- [Open Shopping Cart](#)  
Open a previously saved shopping cart
- [Order History](#)  
View history of all Orders Placed, Order Status, Balance Due
- [Make a Payment](#)  
Make a payment on an existing order
- [Renewals](#)  
Renew membership(s) and subscriptions

- Provides ready access to member to update his information and services like: Pay fees or dues or order things from the Harmony Marketplace.
- Provides services to the chapter secretary and chapter president.
- Secure!
- Easy to navigate even for a computer challenged.

# ebiz page – Members



**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History  View Cart Pay Dues Renewals Contest Entry

Logged in as Michael Lanotok - 154266 [Logout](#)

First Name or Nick Name    
Last Name    
City    
State    
Email    
Home Phone

Member No.

Search

[search by proximity](#)

Search results will appear below

## TIPS

- Fill in as much known information as possible.
- Partial “key words” are okay , if you are not sure of exact spelling.
- Names O’ (i.e. O’Reilly) enter last name as “O” and remainder of last name
- More information included narrows the search.



# ebiz page – Quartets



**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History View Cart Pay Dues Renewals Contest Entry

Logged in as Michael Lanotot - 164266 [Logout](#)

---

Search Quartets	Search Results
<p><b>Search by Name</b></p> <p>Name Contains <input type="text"/></p> <p><b>Search by Proximity</b></p> <p>Locate Quartets Within <input type="text" value="5"/> Miles of</p> <p>City, State/Province <input type="text"/> <input type="text"/></p> <p>OR Zip Code <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p>	

## TIPS

- Enter name of the quartet EXACTLY the way it is spelled.
- Partial “key words” is okay , if you are unsure of exact spelling.
- Be careful. Some quartets deliberately misspell their names.
- Active (paid-up annual registration) registered quartets listed only.
- May locate multiple quartets within a specific geographic location (City/Postal Code).

# ebiz page - Chapter



**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History View Cart Pay Dues Renewals Contest Entry

Logged in as Michael Lanot - 164266 Logout

### Chapter Search

☒ **By Proximity**

Locate Chapters Within  Miles of

City, State

OR

Zip Code

☐ **By Name**

Chapter Name Contains

OR

Chorus Name Contains

☐ **By District**

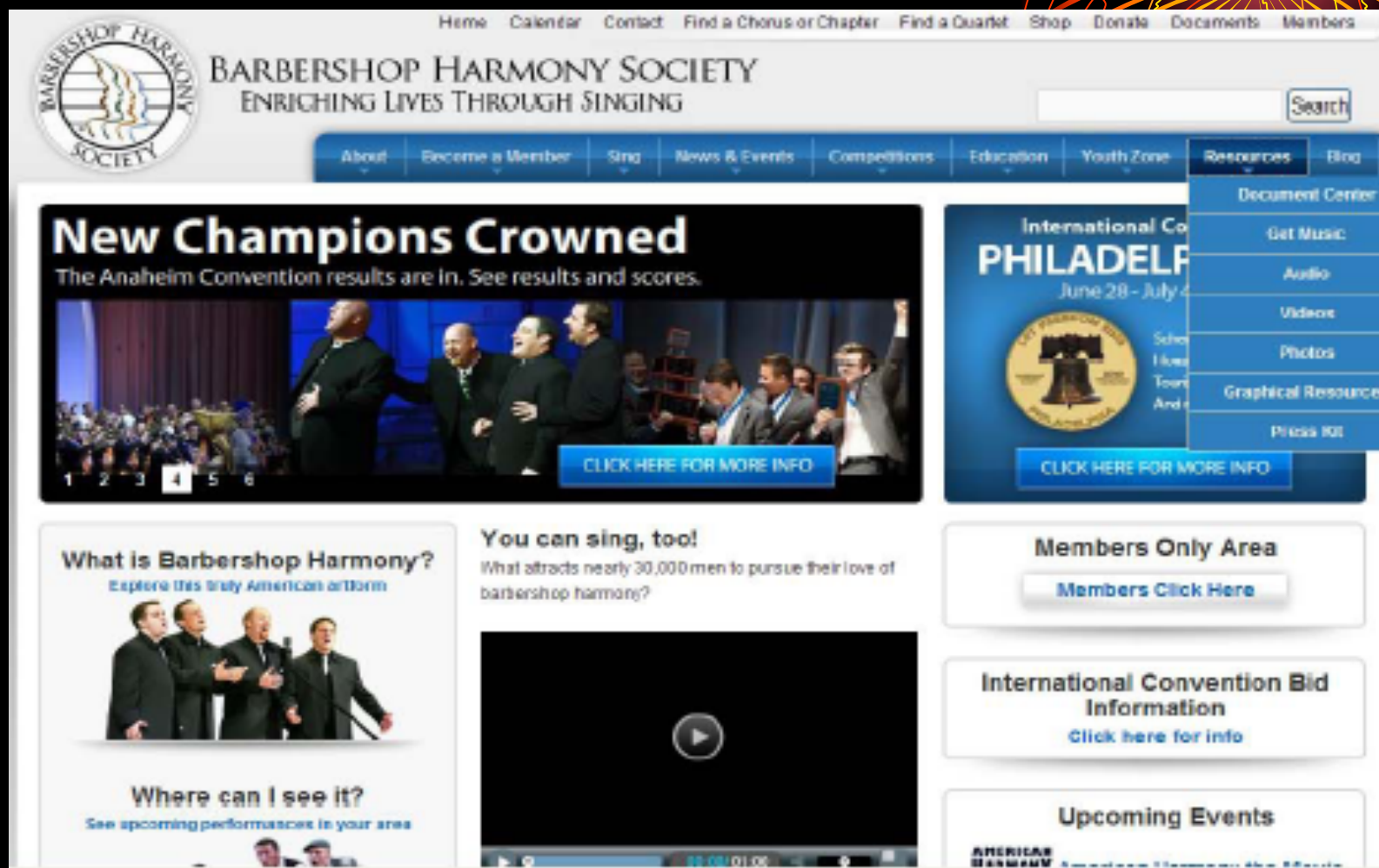
District

### Search Results

## TIPS

- Intuitive approach to finding a specific chapter
- You can obtain a list of all chapters in a specific geographic area or district
- Use of partial “key words]” in name or nickname of chorus is okay.

# Society Web Page – *Document Center*



The screenshot shows the Barbershop Harmony Society website. The top navigation bar includes links for Home, Calendar, Contact, Find a Chorus or Chapter, Find a Quartet, Shop, Donate, Documents, and Members. The main header features the society's logo and the tagline "BARBERSHOP HARMONY SOCIETY ENRICHING LIVES THROUGH SINGING". A search bar is located on the right. Below the header, a secondary navigation bar contains links for About, Become a Member, Sing, News & Events, Competitions, Education, Youth Zone, Resources, and Blog. The "Resources" menu is open, displaying a list of options: Document Center, Get Music, Audio, Video, Photos, Graphical Resources, and Press Kit. The main content area is divided into several sections. On the left, a large banner titled "New Champions Crowned" features a video player showing a group of men singing, with a "CLICK HERE FOR MORE INFO" button. Below this, a section titled "What is Barbershop Harmony?" includes a video player and a link to "Explore this truly American artform". To the right of the banner, a section titled "You can sing, too!" includes a video player and a link to "What attracts nearly 30,000 men to pursue their love of barbershop harmony?". On the far right, there are three boxes: "Members Only Area" with a "Members Click Here" button, "International Convention Bid Information" with a "Click here for info" link, and "Upcoming Events" with a link to "AMERICAN BARBERSHOP HARMONY SOCIETY".

Home Calendar Contact Find a Chorus or Chapter Find a Quartet Shop Donate Documents Members

BARBERSHOP HARMONY SOCIETY  
ENRICHING LIVES THROUGH SINGING

About Become a Member Sing News & Events Competitions Education Youth Zone Resources Blog

Document Center  
Get Music  
Audio  
Video  
Photos  
Graphical Resources  
Press Kit

**New Champions Crowned**  
The Anaheim Convention results are in. See results and scores.

CLICK HERE FOR MORE INFO

**What is Barbershop Harmony?**  
Explore this truly American artform

**You can sing, too!**  
What attracts nearly 30,000 men to pursue their love of barbershop harmony?

**Members Only Area**  
Members Click Here

**International Convention Bid Information**  
Click here for info

**Upcoming Events**  
AMERICAN BARBERSHOP HARMONY SOCIETY

# Society Web Site – Document Center



Home Calendar Contact Find a Chorus or Chapter Find a Quartet Shop Donate Documents Members

## BARBERSHOP HARMONY SOCIETY

ENRICHING LIVES THROUGH SINGING

About Become a Member Sing News & Events Competitions Education Youth Zone Resources Blog

### Search Document Center

Note: The document search will search all file names, and not document category or section names. (20 characters max)

### Documents

#### Board of Directors (1/4)

- Board of Directors (4)

#### Business & Finance (2/55)

- Chapter Business Documents (52)
- Policy Documents (3)

#### Contest & Judging (2/9)

- Collegiate Quartet Contest (2)
- General Contest & Judging (7)

#### Copyright/Legal (1/5)

- Copyright / Legal (5)

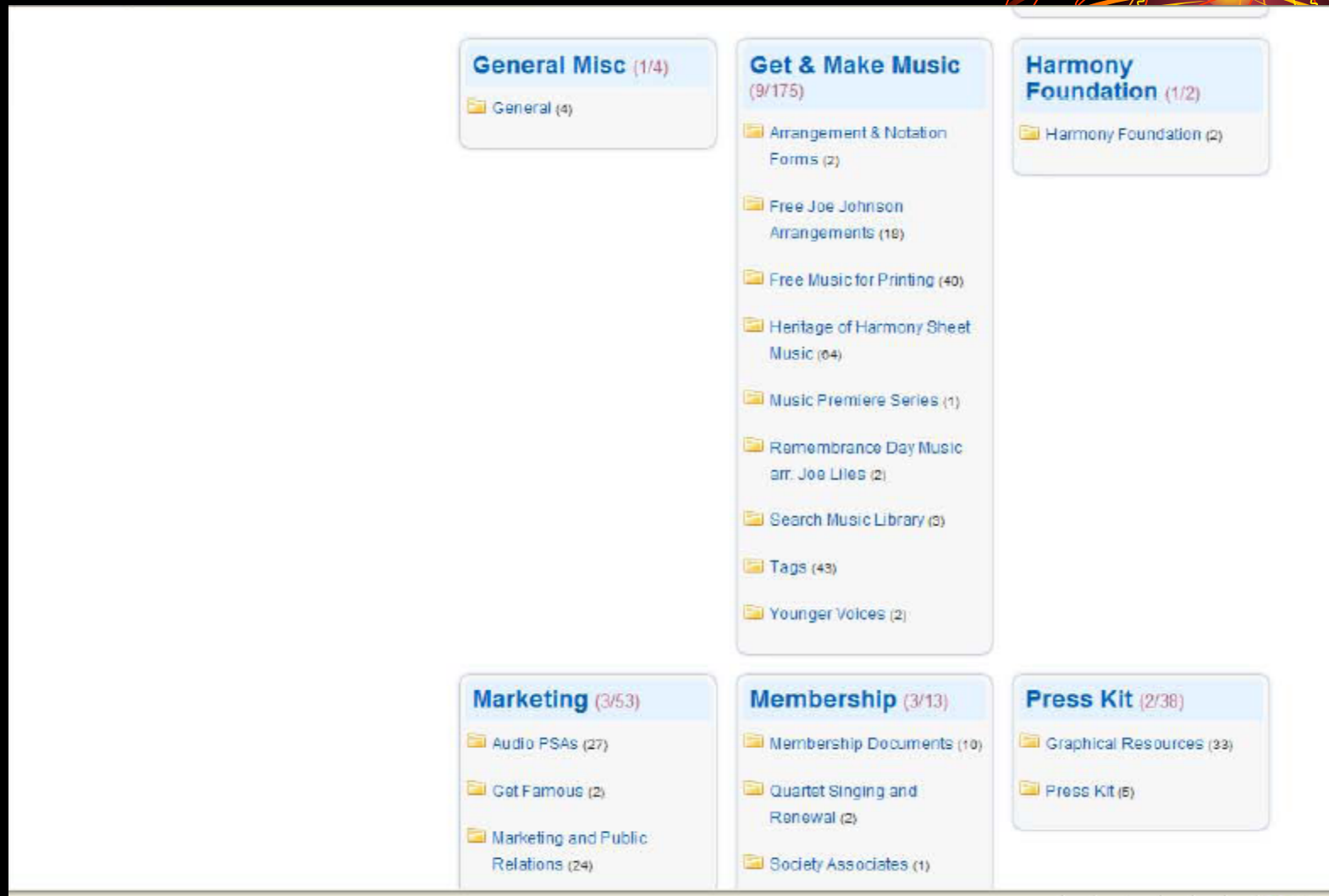
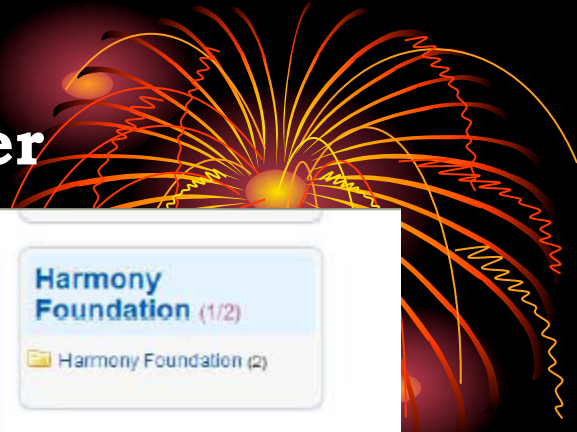
#### Digital Publications (1/1)

- The Harmonizer (1)

#### Education (7/93)

- Direct & Teach (31)
- Harmony University (34)
- Lead the Chapter (11)
- Music Scholarships (1)
- Performance Skills (2)
- Singing Skills (11)
- Using Finale (3)


# Society Web Site – Document Center



The screenshot displays a web interface for a document center, organized into six categories, each with a folder icon and a count in parentheses:

- General Misc (1/4)**
  - General (4)
- Get & Make Music (9/175)**
  - Arrangement & Notation Forms (2)
  - Free Joe Johnson Arrangements (18)
  - Free Music for Printing (40)
  - Heritage of Harmony Sheet Music (64)
  - Music Premiere Series (1)
  - Remembrance Day Music arr. Joe Liles (2)
  - Search Music Library (3)
  - Tags (43)
  - Younger Voices (2)
- Harmony Foundation (1/2)**
  - Harmony Foundation (2)
- Marketing (3/53)**
  - Audio PSAs (27)
  - Get Famous (2)
  - Marketing and Public Relations (24)
- Membership (3/13)**
  - Membership Documents (10)
  - Quartet Singing and Renewal (2)
  - Society Associates (1)
- Press Kit (2/38)**
  - Graphical Resources (33)
  - Press Kit (5)

# Society Web Page – Document Center



**Singing For Life**  
(8/25)

- Canada Blood Drive Newspaper Ads (2)
- Canada Flyers (2)
- Canada Posters (2)
- Singing for Life General (7)
- Singing For Life Harmonizer Articles (5)
- US Blood Drive Newspaper Ads (2)
- US Flyers (2)
- US Posters (3)

**Singing Valentines**  
(1/2)






- Singing Valentines (2)

**Youth** (2/9)

- General Youth Documents (3)
- Youth Chorus Festival Documents (6)

---

**Most downloaded files**

-  [Click here to search Music Arrangement Catalog](#) (Get & Make Music/Search Music Library)
-  [Harmonizer July - August 2009](#) (Digital Publications/The Harmonizer)
-  [Click here to search Music Arrangement Catalog - Excel](#) (Get & Make Music/Search Music Library)
-  [Music Premiere Song Selections by Year](#) (Get & Make Music/Music Premiere Series)
-  [Membership Application and Transfer Form](#) (Membership/Membership Documents)



# Society Web Page – Document Center



Home Calendar Contact Find a Chorus or Chapter Find a Quartet Shop Donate Documents Members

## BARBERSHOP HARMONY SOCIETY

ENRICHING LIVES THROUGH SINGING


About Become a Member Sing News & Events Competitions Education Youth Zone Resources Blog

### Search Document Center

Note: The document search will search all file names, and not document category or section names. (20 characters max)

### Documents

#### Chapter Business Documents

 2006 Audit (2.15 MB)	<input type="button" value="Details"/> <input type="button" value="Download"/>
 2007 Strategic Planning for Your Chapter (79.89 KB)	<input type="button" value="Details"/> <input type="button" value="Download"/>
 2008 Exempt Org Business Income Tax Return 990-T (663.27 KB)	<input type="button" value="Details"/> <input type="button" value="Download"/>
 2008 Instructions 990-T (5.30 MB)	<input type="button" value="Details"/> <input type="button" value="Download"/>
 2008 Instructions 990EZ (7.66 MB)	<input type="button" value="Details"/> <input type="button" value="Download"/>
 2008 IRS Tax Form and Instructions (123.00 KB)	<input type="button" value="Details"/> <input type="button" value="Download"/>
 2008 Org Exempt Under Section 501-c-3 Schedule A (268.16 KB)	<input type="button" value="Details"/> <input type="button" value="Download"/>

# Society Web Site [www.barbershop.org](http://www.barbershop.org)

## Document Center

- Does not require password to access.
- Provides access to forms and documents in Word or PDF format
- Acrobat Reader for PDF files is downloadable to your computer at no charge
- Many manuals and booklets are downloadable to your computer/printer on this site.

## ebiz for members

- Does require password to access.
- Provides access to reports, lists and specialty entry/registration forms of specific importance to the chapter secretary.
- Provides access to member profiles that can be updated by the member or chapter secretary. A verification posting sent after each profile is updated to CS and member.

# Contest & L/A Registration



## Contest Entry

- Contest Entry Form is completed online at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)
- Entry is automatically sent to the District Representative of Contest and Judging for your district, the Convention General Chairman and the contest CAs
- There is a deadline for submission of the Contest Entry form (CJ20) and it varies from district to district. Contact your district Representative of Contest and Judging for the deadline and special rules.

## LA Registration

- Information about LA should be received from your district's LA Coordinator in October.
- Coordinate the list of chapter officers attending and complete and submit the LA registration.
- The payment for LA is a legitimate chapter expense that will require a motion at your chapter board meeting authorizing the expenditure.
- Encourage all chapter officers to attend LA; both new and veteran officers.

# Certification of songs sung at contest



- Submitted as part of contest entry process
- Chapter Secretary certifies that songs and arrangements are legal according to copyright law.
- Submits song titles, composer, arranger and proof that songs were purchased legally and arranger was paid for services
- Re-enters contest online if the songs chorus plans to sing change.

# Certification of paid-up members at contests



- It is vital that the chapter secretary is able to determine and certify that each member of his competing chorus is a paid-up member of the Society.
- This is especially critical when a member's renewal comes due immediately prior to the spring, fall or International contests.
- Penalties for having non-members or non-paid-up members singing at a contest may be severe, up to and including disqualification of the chorus.

# CONTEST ENTRY PROCESS

## Contest Details

<input type="radio"/> Quartet	<input checked="" type="radio"/> Chorus	<input type="radio"/> VLQ									
<input type="radio"/> International <input checked="" type="radio"/> District or Division											
Where Do you want to Compete?		EVG Evergreen									
Convention :		International Chorus Preliminaries and District Quartet Convention-O									
<table border="1"> <thead> <tr> <th>Chorus Name</th> <th>Subscription End Date</th> <th>CONTINUE</th> </tr> </thead> <tbody> <tr> <td>C057 Bellevue</td> <td>Dec 31 2010</td> <td>CONTINUE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Chorus Name	Subscription End Date	CONTINUE	C057 Bellevue	Dec 31 2010	CONTINUE			
Chorus Name	Subscription End Date	CONTINUE									
C057 Bellevue	Dec 31 2010	CONTINUE									

Convention Name	International Chorus Preliminaries and District Quartet Convention
Convention Start Date	10/30/2009
Convention End Date	11/1/2009
CJ20 Cutoff Date	10/20/2009
Convention Type	District Only
Note to Entrant	<p>QUARTETS -- Be prepared to state whether your quartet is a novice quartet (by District Contest Rules) when you complete the contest entry (CJ20) Form, which will be confirmed by the EVG DRCJ.</p>
Panel Size	3
Airport Code	
Venue Name	Telus Whistler Conference Center
City	Whistler
State	BC
Country	CANADA
Zip	V0N 1B4



# CONTEST ENTRY PROCESS

## Select from the following list of Directors

PersonID	Name	ADD
101500	Denny Stiers	<input type="button" value="ADD"/>
135907	Stuart Turner	<input type="button" value="ADD"/>
239392	Donny Rose	<input type="button" value="ADD"/>

If the Director is not in the above list, please enter the MemberID and click ADD

[ADD](#)

[Find M](#)

Select all applicable contest sub-sessions for your competition from below list.

## List of Directors (Note : Max you can select is 2)

Member ID	Name
239392	Donny Rose

[Home](#)

[Continue](#)

If you click a Check box and it does not result in a checked box, that is because the DRCJ will make that decision for you if you are eligible.

**If you are entering both District and Division contests, select applicable contest sub-sessions from each.**

EX: You are entering both District and Division contests, you see selection buttons for each. Select District and enter checks in each applicable box and Save, then Select Division and enter checks in each applicable box and Save.

## Enter Contest :

☒ Chorus

[Save](#)

[Save and Continue](#)

[Save and Finish Later](#)

[Save and Finish](#)

[Home](#)

Select	SubSession Name
<input checked="" type="checkbox"/>	International Preliminary Chorus
<input checked="" type="checkbox"/>	District Chorus
<input type="checkbox"/>	District Small Chorus
<input checked="" type="checkbox"/>	Most-Improved Chorus
<input type="checkbox"/>	Scores for Evaluation Only
<input type="checkbox"/>	Mic Tester only

# CONTEST ENTRY PROCESS



Evaluation Type :

Select Riser :

Estimated number of Participants on the stage

Give any specific instructions or requests in this area for the DRCJ

## Song Entry Process

The next series of screens will permit you to enter all of the information required to satisfy the clearance requirements for the songs that you plan to sing in the contest. This process can be done quickly if you have all of the information with you when you start the entry process. You may enter as many songs as you want and are not penalized if you enter more than is required for your projected number of rounds but the system will warn you when you have not entered the required number of songs based on the types of contests you have selected in the previous entry screens. A one round contest requires 2 songs, a two round contest requires 4 songs, etc. and you will have to have the required number to compete.

## Instructions about submitting song clearances

### **BHS Marketplace Songs or Medleys carried in the BHS Marketplace**

You will only need the marketplace ID number that came with the song or medley when you purchased it. If you don't know the ID number, you can enter all or a portion of the song title and it will search the marketplace song inventory for the arrangement ID number and you can select the correct one.

### **Other Sources**

These instructions apply to songs that you did not get through the BHS Marketplace. You will need all of the detailed information provided at the time the arranger received the copyright clearance. If it is a medley or song arranged by you or acquired from another arranger, you will need all of the proof of copyright clearance information for all songs in the medley. If the arranger used a marketplace song as part of the medley, you can enter the marketplace ID in that medley submission.

# CONTEST ENTRY PROCESS

Song Entry Process

☒ Market Place      ☐ Other Source

[Show Saved Songs](#)    [Finish Contest Entry](#)    [Exit To Finish Later](#)

Click [HERE](#) to see songs previously saved in other conventions

Enter the ID for the Song Purchased :

Enter SongID or SongTitle and press search

Search for the Song Title :  [Search](#)

Song Entry Process

☒ Market Place      ☐ Other Source

[Show Saved Songs](#)    [Finish Contest Entry](#)    [Exit To Finish Later](#)

Click [HERE](#) to see songs previously saved in other conventions

Enter the ID for the Song Purchased :

Enter SongID or SongTitle and press search

Search for the Song Title :  [Search](#)

Arrangement ID	Old ID	ProductID	Song Title	Medley	Arranger	Add
6370		202407	Nobody's Sweetheart		1. Kitzmiller, Scott	<a href="#">Add</a>

# **MODULE #5 (Alternative)**

## Grant Writing Seminar



### **Session #7** (30 minutes)

- Role of the chapter secretary in the grant writing process.
- What are you trying to achieve by writing a grant?
- What are the things a chapter secretary should NOT do?



### **Session #8** (50 minutes)

- What are the tools you'll need?
  - Society Grant Writing Booklet

# Session #7

## Role of chapter secretary in grant writing process



- **Member of the Grant Writing Team**
- **Resource for gathering information for the team and helping to keep things organized**
- **Provide input, as needed**
- **Provide proofreading support**
- **Provide suggestions for presentation of the finished product to the group providing the grant**
- **Provide follow-up support and liaison between the chapter and the funding group.**

# Gathering the team



- Seek direction from the chapter board. Have a realistic goal!
- Keep the team small in number.
- Gather a diverse group of members who could work well together.

Leaders with common sense and can motivate the team.

Visionaries that can see and seek the possibilities how a grant may assist the chapter and also promote our hobby.

Writers who can prepare a document for presentation to the funding agency

Front men who can interface in a positive way with the agency

Proofreaders that can pick apart the document that will need to be prepared

- Seek “worker bees” that will commit time and effort to the project.
- Seek those with the qualities you seek for the project – don’t ask for volunteers, personally ask those you want!
- Provide a positive work environment.
- Find members that are positive about the outcomes.



# What are you trying to achieve?



- It's not about \$\$\$\$ , but about building a reputation and a relationship!
- There is no free lunch – You must offer something of value in return.
- The funding agency must like you.
- You must like the funding agency.
- You must be flexible.
- You must reach a wide group of people.
- You must show a return for the funding agency... it's not about the \$\$\$\$

# Preparing the ground work for a successful project



- Identify **potential funding agencies.**
- Research **the funding agencies.**
- Learn **when the funding agency decides on potential grant applications.**
- Meet **with the key people in the selection process.**
- Exceed **what the funding agency is seeking.**
- Listen **to the customer (the funding agency).**
- Follow-through **on what you promise.**
- Seek feedback **from others to improve.**
- Sell **what you do best... BARBERSHOP SINGING.**

# Session #8

## Tools Needed for Grant Writing



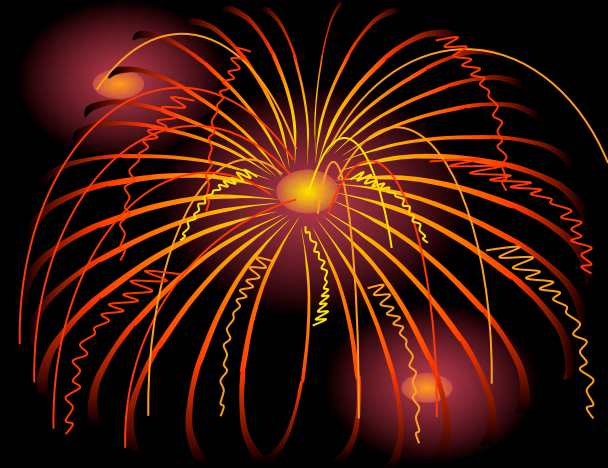
- **Society/HF Grant Writing Handbook.**
- **Library books on grant writing**
- **List of potential grant funding resources and leads**
- **Application for the grant**
- **Computer for word processing**
- **Location to meet regularly and develop the proposal.**

# What not to do!



- **Don't procrastinate... set and meet your deadlines and those of the funding agency.**
- **Submit a grant proposal with typos.**
- **Submit a grant proposal not meeting the specific goals and standards of the funding agency.**
- **Don't just ask for \$\$\$.** Show the funding agency how you propose to earn the grant money by doing something that enhances the funding agency's image in the community.
- **Always give something in return for the grant money.**

# What to do!



- **Build relationships everywhere.**
- **Connect barbershop singing with the funding agency... it's like apple pie and mother.**
- **Promote barbershop singing, but also promote the funding agency.**
- **Get involved with the arts community... cast bread on the water.**
- **Enhance your visibility in the community.**
- **Read and bone-up on grant writing**
- **Start small with your proposal, be successful, and promote a larger proposal next time.**
- **Focus on the arts and youth... that's hot**

# What happens if we don't get the grant?



- Find out why... ask for feedback as to why your proposal was rejected.
- Keep trying and improving the product.
- Refine your presentation.
- Few organizations get grants the first time around... keep trying.
- Continually improve your standing in the local community and the arts community.
- Work for free as an entre for future funding of your projects.
- Build relationships! Know the people you're trying to get a grant from.
- DON'T EVER GIVE UP



# How did we do on the Course Objectives?

Each chapter secretary will be able to:

- Demonstrate how to navigate the [www.barbershop.org](http://www.barbershop.org) web site and locate documents and forms.
  - Demonstrate the process of completing and submitting the Membership & Transfer application form.
  - Describe the factors determining the correct membership classification.
  - Describe the show clearance and licensing process.
  - Describe the need and claim process for liability/bonding insurance.
  - Outline the legal documents that should be stored by each chapter.
  - Describe the reasons why the Youth Policy and Incorporation are needed.
  - Describe the various roles of the CS in efficient chapter operation.
  - Outline the CS priorities and proper relationships with the CP and CT.
- Outline the process for transferring to a new chapter.
  - Identify the qualities of a leader.
  - Identify the ways a CS can be an effective chapter leader.
  - Describe the four different EasyDues plans available to the members.
  - Outline how a chapter roster can be generated by using the Society web site.
  - Discuss and demonstrate the fundamentals of Parliamentary Procedure.





*Thank you!*

