



Iowa High School Music Association

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August – 2018

ROUTE TO: ___ Band Director ___ Vocal Director ___ Orchestra Director

RE: "INTENT TO REGISTER" FORM – REGISTRATION - TEACHER TENURE AWARDS – REQUIRED MUSIC LISTS - ACADEMIC ACHIEVEMENT AWARDS - ELECTION NEEDS – PENALTY POLICY

Greetings! I hope your summer has been a time to rejuvenate and re-energize yourself as we enter this new school year. These materials have been sent to each High School Music Teacher and Administrator in each of our member schools. **While the Intent to Register Form has been sent to each teacher individually, we only need one form returned per high school. Please work with your music colleagues to collectively complete this form and return it.**

Next week, IHSMA will be mailing director copies of the Fall Bulletin. This mailing is one of three sent directly to high school music personnel in Iowa. In the future, you will also receive:

- All-State Festival schedules and information if your school is successful in the audition processes;
- Spring Bulletin

The "**Intent to Register**" form can also be found on the IHSMA website. Check the programs in which your district intends participation, and return the card to our office. Please include your email address and cell phone numbers. This is our best way of communicating with you. One day after the registration deadline, an email reminder will be sent to schools who have declared their "intent" via these forms and from which we have not received a registration. We will email schools a second time if the Penalty Deadline arrives and the registration still has not been received. **It is extremely important that you return this form – it is our only method of verifying who is teaching where.** If you have additional staff, please indicate those individuals and their contact information on the form where indicated. **Registration information can be found on the IHSMA website, www.ihisma.org, within the section designated for each festival.**

REGISTRATION for all IHSMA festivals will be **ONLINE** for the 2018-2019 school year. Each director will need a Username and Password in order to login to the IHSMA website and complete their registrations. Returning directors should know their UserNames and Passwords. If you are a new director at your school, can't remember/lost your Username and Password, or have changed schools, please contact the IHSMA office at (515) 432-2013 so an account can be set up for you or so we can provide you the needed information.

PURCHASE ORDERS will be accepted for all registrations for the 2018-2019 school year. **Purchase orders will not be accepted for membership payment. Remember your membership fee of \$25 is due by September 15!**

TEACHER TENURE AWARDS are presented at the All-State Music Festival Concert. Teachers who have completed 30, 35, 40, or more years of contracted high school music instruction in Iowa are eligible to receive this award. Teachers with 30 or more years of experience and intending to retire at the end of this school year are also eligible. Read the information found in the Awards Information section of the Fall Bulletin (No. 253) carefully if you are in one of these categories.

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REQUIRED MUSIC LISTS – Required Literature Lists for band and choral ensembles will be used for the 2018-2019 IHSMA Large Group Festival. Copies of these publications (list and regulations) can be downloaded online, free of charge, at www.ihsma.org. Significant changes have been made to the choral list; please make sure you are working from the most current version (which is always found on the IHSMA website). If you have trouble downloading the list or do not have access to the Internet, contact the office, and we will provide you one copy free of charge.

ACADEMIC ACHIEVEMENT AWARDS were presented to 214 large ensembles in 2017-2018; 191 at the Distinguished Level! We commend everyone's effort in this regard. The application form for 2018-2019 is available online. If you are unable to download forms from the web or do not have access, call the office and request that a hard copy be sent to you. The IHSMA employs a plaque recognition program for these awards. This plaque is an appropriate 16" X 20" plaque that contains twelve spaces for ensemble recognition and will be forwarded to the deserving schools upon receipt in the IHSMA office of the application form and once verification of participation in the corresponding IHSMA festival can be made. 8 1/2" x 11" individual certificates, which departments, schools, or boosters might want to provide to individual members of such ensembles, are available from the IHSMA. These certificates cost \$.10 each, which covers cost and postage.

ELECTION NEEDS: In the Fall Bulletin are the election requirements for the Iowa High School Music Association. There will be one position on the Executive Committee up for election this fall. This position, Vocal Music Representative, will serve a term ending June 2023. Duane Philgreen has completed his second term and is not eligible for re-election. High School Vocal Music Teachers of member schools are eligible for this position.

District Advisory Group members are selected for a three-year term on a rotating basis. Terms have expired for representatives from the southern three districts. The Southwest District will nominate and elect an Administrative Representative (Superintendent or High School Principal); the South Central District will nominate and elect a High School Instrumental Music Representative; and the Southeast District will nominate and elect a High School Vocal Music Representative.

Online Nomination instructions for any vacancies will be emailed to administrators on September 4, 2018. Nominations must be submitted online by midnight September 17, 2018. The top two candidates, plus ties, will be named as nominees for each position. The Official Ballots, with the qualified nominees' names printed thereon, will be available online to member schools on September 24, 2018. Those ballots must be completed online by midnight, October 8, 2018. The newly elected member will assume duties upon notification of election by the Executive Director.

IHSMA REGISTRATION/PENALTY POLICY: Events sponsored by the Iowa High School Music Association have established registration deadlines. Both the Registration Deadline and the Penalty Deadline are online purchase order/check number submission deadlines. Entries submitted online after the online purchase order/check number registration submission deadline must include the standard registration fee for that particular group or individual PLUS the 50% penalty fee (to a MAXIMUM of \$25.00 per school). Once the penalty online purchase order/check number submission deadline has passed, schools may still register for participation by paying the following additional penalties: Marching Band - \$100.00 per entry; All-State - \$100.00 per student; Show Choir/Jazz Choir/Jazz Band - \$100.00 per entry; Large Group - \$100.00 per entry; Solo/Small Ensemble - \$24 per entry. These late entries will be scheduled at the convenience of the festival host.

OTHER PENALTY PROVISIONS! Schools will be penalized for failing to abide by established procedural deadlines - the return of adjudication forms, initial schedules, program information, etc. **Each time** a district is tardy in the return of materials, their membership fee will be increased by \$25.00 and a letter of explanation will be sent to the high school principal.

Alan Greiner, Executive Director