



# Spokane Youth Symphony

## 2023-2024 Handbook

### Spokane Youth Symphony Mission Statement

To provide exemplary orchestral education and performance opportunities for the youth of the Inland Northwest.

**Website:** [www.SpokaneYouthSymphony.org](http://www.SpokaneYouthSymphony.org)

**Email:** [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org)

### Mailing Address

SYS  
P.O. Box 9547  
Spokane, WA 99209

### Office

601 W Maxwell Ave Suite #1  
Spokane, WA 99201

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## **SYS Personnel**

### **Conducting Staff**

**Philip Baldwin**, SYS Artistic Director, and Spokane Youth Symphony Orchestra conductor

**Roberta Bottelli**, Spokane Youth Philharmonic conductor

**Jerilynn Harris**, Spokane Youth Sinfonietta conductor

**John Marshall**, Spokane Youth Strings conductor

### **Board of Directors**

**Adelle Lines**, President

**Ken Treis**, Vice President

**Patty Hendrickson**, Treasurer

**Julia Salerno**, Secretary

**Christina Carlsen**

**Sharon Cattich**

**Mary Beth Cullitan**

**Connie Kerbs**

**Jason Miller**

**John Moody**

**Weiling Zhu**

### **Administrative Staff**

**Jennifer O'Bannan**, Executive Director  
[info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org)

**Madeline Smith**, Office Manager

**Felicia Bawden**, Business Manager

### **Orchestra Aides**

Orchestra Aides provide information to SYS musicians and assist the conductor. They are present at each rehearsal, concert, and tour. Orchestra aides are responsible for recording attendance and assist SYS by handing out fliers, making announcements, and communicating with students and parents as necessary for clarification of SYS expectations and events. Orchestra aides also handle the gathering of checks, cash,

and order forms that are turned in from fundraisers which then are given to the SYS administrative staff. Compensation for the position is full tuition for the SYS 2022-2023 season for one child.

For questions regarding the SYS program, write to the SYS office at [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org). If you have questions concerning personnel, policies, and procedures for the Board President, or a question for a conductor, please write to the [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org) address and your email will be forwarded as needed to correct person.

## Prerequisites for Participation in SYS

### A. Entrance Audition

Auditions typically take place in late May and late August or early September for each season. Current SYS members who wish to move up to the next orchestra are expected to audition in May. Students who plan to remain in the same orchestra do not need to do an entrance audition. The September auditions are primarily for students new to the program and those current members who are asked to re-audition. Returning members will benefit by auditioning in May since there may be fewer openings available if they wait to audition in September.

For a student to participate in any SYS orchestra, he/she must first audition and be accepted into that ensemble. **Only students new to SYS and those who wish to move up need to perform an entrance audition.**

### B. Enrollment

The enrollment process must be completed prior to student participation in the Spokane Youth Symphony. If a student has been in one of our orchestras during the past season or has auditioned successfully for placement in one of the SYS orchestras, he/she may be enrolled.

Enrollment is accomplished when a parent or guardian of an SYS student submits the online **2023-2024 Enrollment and Payment Agreement** form. The student needs to be a returning SYS orchestra member or have been accepted by audition into one of the SYS orchestras for the 2023-24 season. The online enrollment and payment agreement form, available at [www.SpokaneYouthSymphony.org](http://www.SpokaneYouthSymphony.org), includes agreement to the following documents: **2023-2024 Handbook, Liability Release, and Media Release** forms, along with the agreement to pay full tuition or monthly payments.

**Parent Volunteering for a minimum of nine (9) hours**, July-May, is required per family for the 2023-2024 season. To volunteer, please go to Parent Volunteers under Member Info on our website and click on the "Signup Genius" icon. *(Parent Volunteer duties will be posted as our season develops.) If you are unable to volunteer, you will need to pay the \$150 opt out fee.*

## Part 1: Tuition

The Spokane Youth Symphony organization is funded by tuition, grants, individual donations, concert ticket revenue, donations, and group fundraising events. *The tuition fees only cover approximately one-half of the yearly expenses of the organization.* Our expenses include paid conductors, administrative staff, music specialists for workshops and sectionals, rent for rehearsal space and the SYS office, rent for the Fox Theater concert expenses, music, instruments, equipment, printing costs and general overall organizational expenses. We strive to be conservative with our expenditures while dedicating our organization to provide an enriching educational experience.

### 1.1 Entrance Fee

All members enrolling in any of the Spokane Youth Symphony orchestras will be assessed an Entrance Fee due at time of enrollment. (FULL TUITION includes the ENTRANCE FEE.)

### 1.2 Tuition Amounts

#### Spokane Youth Symphony Orchestra

Full Tuition: **\$660 per year** (includes Entrance Fee)

Monthly Payments: **\$115 Entrance Fee** due at enrollment plus **\$80 per month** September through April

#### Spokane Youth Philharmonic

Full Tuition: **\$600 per year** (includes Entrance Fee)

Monthly Payments: **\$105 Entrance Fee** due at enrollment plus **\$75 per month** September through April

#### Spokane Youth Sinfonietta

Full Tuition: **\$550 per year** (includes Entrance Fee)

Monthly Payments: **\$95 Entrance Fee** due at enrollment plus **\$70 per month** September through April

#### Spokane Youth Strings

Full Tuition: **\$465 per year** (includes Entrance Fee)

Monthly Payments: **\$85 Entrance Fee** due at enrollment plus **\$60 per month** September through April

### 1.3 Multiple Child Discount

If a family has multiple students enrolled, **tuition for the student in the highest orchestra will be 100% tuition and the rest of the siblings will receive 20% off the fee** of the orchestra in which they are enrolled. If the "primary child" who is paying full tuition drops out rates will be re-calculated.

If a family applies for and qualifies for tuition assistance, they will not be allowed to take advantage of the multiple sibling discount. Discount is not cumulative.

**Multiple Child Discounted Entrance Fee and Monthly Payments for additional sibling** with 20% discount:

**Symphony Orchestra:** (20% off for sibling **after** first student's 100% tuition)

Full Tuition: **\$528** (includes Entrance Fee)

Monthly Payments: **\$92 Entrance Fee** due at enrollment plus **\$64 per month** for 8 months

**Philharmonic:** (20% off for sibling **after** first student's 100% tuition)

Full Tuition: **\$480** (includes Entrance Fee)

Monthly Payments: **\$84 Entrance Fee** due at enrollment plus **\$60 per month** for 8 months

**Sinfonietta:** (20% off for sibling **after** first student's 100% tuition)

Full Tuition: **\$440** (includes Entrance Fee)

Monthly Payments: **\$76 Entrance Fee** due at enrollment plus **\$56 per month** for 8 months

**Strings:** (20% off for sibling **after** first student's 100% tuition)

Full Tuition: **\$372** (includes Entrance Fee)

Monthly Payments: **\$68 Entrance Fee** due at enrollment plus **\$48 per month** for 8 months

#### **1.4 Withdrawal from SYS**

If a student must withdraw from the program,

1. The parent needs to contact SYS staff in advance by emailing [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org).
2. The student then needs to inform his/her orchestra conductor and orchestra aide.
3. Any SYS music must be returned to the orchestra conductor or orchestra aide within two weeks of the last concert or rehearsal that the student participates in.
4. A fee will be charged for any unreturned music.
5. Tuition refund policy: The Entrance Fee is non-refundable after the 1st day of rehearsal. Monthly Tuition Payments are non-refundable after the first rehearsal of the month. For families who paid Full Tuition, SYS will refund a pro-rated amount (minus the Entrance Fee).

#### **1.5 Tuition Assistance**

Application is available at [www.SpokaneYouthSymphony.org](http://www.SpokaneYouthSymphony.org) by going to **Tuition Assistance** under "Member Info" in the menu.

The Spokane Youth Symphony (SYS) strives to provide financial assistance to children in need so they may profit from the orchestral music experience. SYS believes that no deserving young musician should be denied participation in the Spokane Youth Symphony orchestras because of inability to meet tuition requirements.

Need is typically established by documented eligibility for the National School Lunch Program. Applicants will be notified of assistance awards within 15 days of application.

Send Application to:

SYS  
P.O. Box 9547  
Spokane, WA 99209

or email to [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org)

## **Part 2: Events & Activities**

### **2.1 Rehearsals**

**The rehearsal season for all orchestras will begin on Monday, September 11th.**

#### **Rehearsal times and locations:**

**Spokane Youth Symphony Orchestra:**

St. John's Cathedral, 127 E. 12<sup>th</sup> Ave. (Great Hall)  
Mondays, 6:30-9:00 P.M.

**Spokane Youth Philharmonic:**

St. John's Cathedral, 127 E. 12<sup>th</sup> Ave. (Community Room)  
Mondays, 6:30-8:30 P.M.

**Spokane Youth Sinfonietta: NEW LOCATION FOR SINFONIETTA ONLY!**

Manito Presbyterian Church, 401 E 30th Ave. (Fellowship Hall, basement)  
Mondays, 6:00-8:00 P.M.

**Spokane Youth Strings:**

Manito United Methodist Church, 3220 S. Grand Blvd. (Fellowship Hall, first floor)  
Mondays, 6:00-8:00 P.M.

Schedules for each orchestra are made available online for the season's rehearsals and concerts. In the event of a schedule change, you will be notified by email and a notice will be posted on the website. Please check the website regularly for changes. Orchestra rehearsal times/locations are subject to change.

### **2.2 Seating Auditions**

#### **Philosophy:**

Auditions play an important role in the training and development of a musician, and the system in use by the SYS is typical of all elite ensembles, whether student or professional. While every care is taken to seat students fairly and based on their audition, it is important to recognize that auditions are by nature subjective, and that there is no perfect system for evaluating students. It is important to understand that audition outcomes are in no way intended to discourage students or to belittle their efforts. Auditions judge a player's abilities on a given day but are not meant as a judgment of a student's character or as a way of assigning their relative value to the organization. The SYS conducting staff endeavors to reward hard work and to value every student's contribution to the organization and the musical product.

#### **Protocols:**

##### **Wind/Brass Seating**

If there is more than one woodwind or brass player per part, the following seating order will be observed: Principal 1<sup>st</sup> (#1 rank); Principal 2<sup>nd</sup> (#2 rank); assistant Principal 1<sup>st</sup> (#3 rank);

assistant Principal 2<sup>nd</sup> (#4 rank). In certain exposed soloist passages, the assistant principals may be asked to be tacet for artistic and/or balance reasons.

### **Seating Changes following auditions**

If auditions occur during a rehearsal series, changes to the seating order will usually be applied to the next concert series. This decision, however, will be at the director's discretion. If string seating is rearranged during a concert series, players should continue to play their original divided (divisi) part.

### **Missed auditions**

*If a member is unable to attend, or participate in a regularly scheduled seating audition, the audition must be **audio-recorded in advance and the recording sent by email to [info@spokaneyouthsymphony](mailto:info@spokaneyouthsymphony)**, at least one day prior to the audition.* The musician must understand that the recording may carry less weight than a live audition. Students who miss the seating audition and do not provide a recording will likely be seated at the back of the section for that concert and rehearsal series, at the discretion of the conductor.

### **Performance Standards**

If a member does not appear to be meeting performance, leadership or behavioral standards, the director may reassign the seating.

### **Outcomes**

- All seating decisions are at the Director's discretion, and decisions are final. A student's tuition must be current to be seated.

## **2.3 Photo Night**

In the early fall, each orchestra will be professionally photographed. Individual photographs are also available for an additional, modest fee. *(All students will be photographed individually to be included in the yearbook.)* **Each student will receive an order form/envelope when the rehearsal season begins. The student must arrive at Photo Night with the envelope filled out and payment enclosed if they are ordering pictures. All students are *required to attend rehearsal in concert attire* on their orchestra's picture night, even if they are not purchasing photos.**

### **Photo Night Schedule:**

**Strings:** Monday, September 18

**Sinfonietta:** Monday, September 25

**Philharmonic:** Monday, October 2

**Symphony Orchestra:** Monday, October 9

IMPORTANT NOTE: Please plan for PHOTO NIGHT so that the student has all the required clothing items in time for Photo Night. For details, see section 3.4 Concert Attire Dress Code. Links to online clothing sites are available on our website.

## **2.4 Concerts**

The main **Spokane Youth Symphony concert series** includes four concerts at the Martin Woldson Theater at The Fox, 1001 West Sprague Avenue, Spokane. All SYS orchestras perform in four concerts per season. The concerts begin at 4:00 p.m. Orchestra dress rehearsals occur at the Fox earlier on concert in the afternoon.

**2023-2024 Concert Season** "Celebrate Spokane!"

**November 12, 2023**, "Mountains and Streams"

**January 28, 2024**, "The Nature of Music"

**March 17, 2024**, "Voices of our Youth"

**May 19, 2024**, "Expo!"

## **2.5 Concerto Competition**

A yearly **Concerto Competition** for students in the **Spokane Youth Symphony Orchestra** will take at a date TBD. Rules and details of the competition will be available in the early fall on the website.

## **2.6 Awards**

Awards are presented at the final concert of the season. These include (for each orchestra): **Most Improved Award, Leadership Award, and Conductor's Award**. In addition, the **Jessica Sund Camp Scholarship Award** is given to a student in Strings and Sinfonietta and the **Angela Armstrong Inspiration Award** may be awarded to a senior string player in Symphony.

# **Part 3: Musician Responsibilities**

## **3.1 Musician Code of Conduct**

Membership in the Spokane Youth Symphony is an honor and a privilege. The young musicians chosen by audition to play in these groups are expected to make membership a priority among their many activities. Instrumentation and balance are established at the time of audition and must be maintained. If the orchestras are to provide the highest possible level of performance, preparation of the music and attendance at all rehearsals and concerts for the entire season is of utmost importance.

### **All members will adhere to the following Code of Conduct:**

- 1. Attendance is required** at all rehearsals and concerts. Upon arrival, check in with the Orchestra Aide before taking your place. **Students should arrive 15 minutes before rehearsal** to tune and be ready to play before the rehearsal begins. **Late arrival is not acceptable.**
- 2. Bring a portable music stand and pencil** to all rehearsals (*the bringing of music stands applies to Philharmonic, Sinfonietta and Strings members*).
- 3. Return all music promptly** to the orchestra aide when asked to do so. If a student must leave the orchestra, all music must be returned within two weeks of leaving or a penalty will be assessed.
- 4. If you borrow anything, return it.** This is particularly true for borrowed instruments, which must be turned in at the end of the season.
- 5. Your complete attention is always required.** The use of cell phones and electronic games is not allowed during rehearsals or concerts.
- 6. Students must behave respectfully** to the conductors, staff, volunteers, and fellow musicians always. **Speaking out of turn during rehearsals or concerts is not permitted.** (This includes whispering, joking, and otherwise disruptive behavior. A student may be removed from the group by the conductor, orchestra aide, or parent volunteer if such behavior continues.)
- All students must **respect the property of our rehearsal and concert locations.** Gum chewing is not permitted.
- We **strictly prohibit the use of alcohol, tobacco, and illegal drugs.** Any student in violation will be immediately removed from the orchestra.



**9. In matters of seating, the Conductor's decision is final.**

**10. At concerts, students must be seated in the theater hall as audience members** when they are not on stage performing. Appropriate audience etiquette is expected while students support their fellow musicians. Such etiquette includes refraining from talking, using personal electronics or phones, or doing homework, and it includes remaining seated. **Respectful listening is an important part of a musical education.**

A STUDENT'S PARENT WILL BE CONTACTED IF POOR BEHAVIOR IS ONGOING AND, IF NOT CORRECTED, A STUDENT MAY BE REMOVED FROM THE ORCHESTRA WITHOUT TUITION REIMBURSEMENT.

### **3.2 Absences**

Submit the [SYS Absence Form](#) (found under "Member Info" on the website) in the event your child must be absent.

**Rehearsals are very important and should take priority** over other activities with very few exceptions.

The following are excused absences: 1) illness 2) family emergency 3) religious observance, or 4) school music event. All other absences will be unexcused. Three or more unexcused absences may be cause for dismissal or may prevent a student from performing in a concert.

In the event of a required school music event, please notify the orchestra aide as far ahead as possible before the rehearsal. Submit the online Absence Form within one week of the absence.

### **3.3 Concert Attendance**

Musicians will be expected to participate in all scheduled concerts. Our students are required to sit **quietly in the theater as an audience member** with the other students when not onstage performing. It is unacceptable to come late or leave early from a concert. If a parent would like their child to sit with them after intermission, or if the student must leave the building due to an unavoidable circumstance, the parent must submit the **Concert Attendance Release** form found on the **Absences** page of the website PRIOR to the day of the concert. Students are expected to remain in the designated seating or backstage until the end of the concert unless pre-excused by a parent.

Parents are responsible for transporting students to and from concerts. There is a dress rehearsal the day of the concert. Students may be asked to participate in other special performances.

### **3.4 Concert Attire Dress Code**

Concert attire is an important part of symphony music as a performance art. The audience experiences the harmony of the orchestra not just by hearing but also visually. The Spokane Youth Symphony requires formal dress for concert performances. For all orchestras, this means no black jeans or cargo pants, no tight pants (leggings), no casual shoes (no boots or athletic shoes) or low-cut blouses. More specific requirements are as follows:

#### **Spokane Youth Symphony Orchestra (advanced ensemble "Symphony")**

**Ladies:** Long-sleeved (or three-quarter sleeved) full-length black dress or long-sleeved (or three-quarter sleeved) black blouse and full-length black skirt or full-length black dress slacks, opaque black stockings, black dress shoes and subdued accessories

**Gentlemen:** Black suit, white long-sleeved dress shirt, black bow tie, black dress shoes and black socks

#### **Spokane Youth Philharmonic, Spokane Youth Sinfonietta and Spokane Youth Strings**

(Philharmonic, Sinfonietta, and Strings)

**Ladies:** Long-sleeved (or three-quarter sleeved) white blouse with black mid-calf or full-length skirt or full-length black dress slacks, black stockings and dress shoes, and subdued accessories

**Gentlemen:** Long-sleeved white shirt, long black tie, black dress pants, black dress shoes and black socks

**If a musician arrives for a concert dressed inappropriately, they will not be allowed to play.**

NOTE: Reasonable dress code accommodations will be made in accordance with the SYS non-discrimination policy.

The following online retailers may offer performance attire that meets the dress code requirements for our orchestras:

[www.concertattire.com](http://www.concertattire.com)

[www.stageaccents.com](http://www.stageaccents.com)

[tuxedowholesaler.com](http://tuxedowholesaler.com)

Please note that many options offered on these sites do not meet the requirements described above. SYS does not recommend or endorse any specific business.

### **3.5 School Music Policy**

**The Spokane Youth Symphony strongly encourages all its members to participate in their school music programs.** The Spokane Youth Symphony organization believes its success depends on families remaining committed to the musical education of their children. We recognize and value the vital role played by music educators, both private and public, in training our musicians. Youth orchestras, school music programs, and private teachers share the common goal of training the next generation of musicians, audience members, and arts supporters.

### **3.6 Private Lessons**

It is highly recommended that all of our orchestra members receive private lessons. The level of playing in our orchestras requires the involvement of private teachers to provide the necessary background in technical matters. A list of teachers who work with our students is available on our website.

For students who cannot afford the full price of private lessons, the **Christine J. Cooper Scholarship Fund** has been established to assist students who qualify for financial assistance for lessons. The information and application for this scholarship will be posted on our website by late August. **Application must be made each year, September-May, for which assistance is needed.**

### **3.7 Instrument Shortage Policy**

Students who have not yet enrolled, or current SYS students willing to move down an orchestra to play 'shortage' instruments in the specific orchestra of need, receive half tuition scholarships for a limit of one year from the time of acceptance into the shortage position. Movement between orchestras are subject to the approval of both conductors involved. Positions will be filled on a first come first serve basis once officially accepted by audition and/or conductor into the specific orchestra of need. Extensions beyond one year will be evaluated by application on a case-by-case basis.

### **3.8 Fundraising**

#### **3.8 Fundraising**

Each family with one or more students in an SYS orchestra is **required to raise at least \$200** during the 2023-2024 season for the organization. Note that this minimum fundraising requirement is per family, not per student! Also, please realize that you must sell more than \$200 of products in order to raise \$200. Any surplus funds raised (beyond the required minimum) will be credited to your family's fundraising account. You can use money from your fundraising account to pay for camp and tour expenses. **Families that don't meet the required minimum will be billed for the remainder.**

SYS provides several opportunities for fundraising throughout the year:

- **Holiday Fundraiser:** Students and their families sell evergreen wreaths and other holiday items for delivery around Thanksgiving. Details will be provided at the first rehearsal of the season. Students must sell approximately 10-15 large wreaths to meet the \$200 fundraising requirement.
- **RaiseRight Gift Cards:** Families buy gift cards through the RaiseRight program and spend them at participating retailers. These companies donate up to 20% of the gift card amount back to SYS.

For example, you pay \$50 for a \$50 RaiseRight eGiftCard (plus a minimal .29 bank fee). If you order physical cards that are available for home shipping, shipping charges will apply. Your family's earnings are shown in the RaiseRight app.

- **Flower Power Fundraiser:** Flower Power offers quality bulbs and plants available from growers in Holland and the U.S. and offers an unconditional, 100% replacement guarantee. All items are shipped to buyers directly beginning in April. Students must sell \$400 to raise \$200.
- **Donations:** Students receive credit for 100% of all donations made in their name. Donors can make checks payable to SYS and should include the student's name on the memo line.

We greatly appreciate all the hard work that students and their families put into these fundraisers. Tuition fees only cover about half of our ongoing expenses, so we need to rely on fundraisers to help close that gap. Your effort and contributions make a big difference!

## **Part 4: Parent Involvement**

### **4.1 Volunteering**

The strength of the Spokane Youth Symphony depends on many team members, and parents are a vital part of that team. Parents are expected to volunteer a minimum of nine (9) hours during the 2023-2024 season or pay the \$150 Volunteer Opt-Out Fee.

Parents will receive regular email notices alerting them to volunteer opportunities. These will include volunteer activities such as chair set-up and tear-down for rehearsals, concert chaperones, tour chaperones, program stuffing, rehearsal door guards, wreath pick-up day assistance, etc. Links in the email will direct the parent to a volunteer posting, where they will be able to sign up unless all spots for that opportunity have been filled. The on-line system will track their volunteer hours.

### **4.3 Donations**

A donation to SYS may be made online or by mailing a check to Spokane Youth Symphony, P.O. Box 9547, Spokane, WA 99209. We depend on contributions from supporters to enable us to fulfill our mission.

A non-mandatory donation of \$5-\$10 per student will be requested in May to help provide flowers and/or gift cards for the conductors at the final concert of the season.

## **Non-discrimination policy**

The Spokane Youth Symphony admits members based on musical ability and potential, as demonstrated in audition. Musicians are selected based on their playing ability and the need of instrumentation to create a balanced orchestra. The Spokane Youth Symphony does not discriminate based on race, color, sex, creed, religion, political belief, disability, nationality, sexual orientation, gender identity, or ethnicity in the administration of its educational policies, admission policies, scholarship programs, or other programs.