



ALBUQUERQUE
YOUTH
SYMPHONY
PROGRAM

AYS Parents Association (AYSPA)

Parent & Student Handbook 2011 - 2012

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AYSPA Board of Directors

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Congratulations! Your student is in the Albuquerque Youth Symphony and that makes you a member of AYS Parents Association (AYSPA).

This handbook gives an overview of our activities and will answer most of your questions.

What is the AYSPA?

The Albuquerque Youth Symphony Parents Association is comprised of the parents of all members of the Albuquerque Youth Symphony. AYSPA strives to support the students in every possible way, as with uniforms, post-concert refreshments and the yearbook. Our primary responsibility is to assist the students to raise funds for the annual tour. The AYSPA is an auxiliary organization of the Albuquerque Youth Symphony Program, Inc.

General Meetings. In addition to the orientation meeting in June and a short meeting after the Hummingbird concert preview in early August, we have three general meetings during the season, each in the week preceding our major concerts. The senior concerto soloist for the upcoming concert performs at each meeting, and we keep you up to date on important concert and tour information.

Board of Directors. The AYSPA Board of Directors is made up of the AYS Conductor/Music Director, the AYS Program Executive Director and AYS parent officers (see front page for names). The board helps plan the tours, fund raising, and coordinates AYS functions.

E-mails. Our primary form of communication with you and your student is via e-mail. Let us know whenever you change your e-mail address! We also communicate periodically through newsletters, telephone calls and notes given to students at the Monday evening rehearsals.

Student Roster. A roster of students, including parents' names, addresses and phone numbers, is issued at the start of the season. Please check this list for accuracy and notify the AYSP office (875-1319) to make changes. (Parent portal info?)

What does AYSPA do?

We coordinate General Activities and Fundraising. Every AYS parent is expected to participate in at least one of these activities, which are explained in detail in the following pages:

General Activities & Volunteering Opportunities:

1. Picnic/meeting at the end of rehearsals at Hummingbird Camp in August.
2. Uniform Chairpersons. Distributes boys' and girls' uniforms on the last day of Hummingbird Camp and collects at the end of the season.
3. Reception Committee: Organizes post concert receptions, help set up tables, food & drinks, cake, etc.

4. Yearbook Chairperson. Produces a yearbook layout for printing (your photos throughout the year are appreciated).

Fundraising Events:

1. Sell tickets, inventory and collect concert ticket income (fall and winter concerts).
2. Annual Luminaria Campaign. Sell and prepare luminarias. All students and parents are required to participate in the annual Luminaria Fund-Raising Campaign, which culminates on **Saturday, December 3, 2011**.
3. Host a Luminaria House.
4. Sponsor a raffle and other fundraisers as needed or suggested.

General Activities

Hummingbird Music Camp – Aug 3 - 6, 2011

The Albuquerque Youth Symphony goes to Hummingbird Music Camp on August 3 - 6, 2011 (Wed-Sat). The students rehearse new concert material and participate in sectional rehearsals and recitals (participants are listed in the letter received in June).

Parents are invited to Hummingbird on Saturday, the last day, at 11:00 a.m. for an AYSPA general meeting. Bring a picnic lunch, meet your fellow parents and other students, short parent meeting, and enjoy a preview of the first concert. Students return home with their families. There is NO bus transportation back to Albuquerque. See the materials provided in June with your student's AYS acceptance letter for specific camp information.

Concert Uniforms

AYS concert uniforms are passed out on the last day at Hummingbird (girls) and at a rehearsal in early August (boys) by the Uniform Chairpersons.

Girls' Uniforms. Girls wear the AYS blue dress and their own black dress shoes (flats or heels).

Boys' Uniforms. Boys wear the AYS blazer and tie, and their own white dress shirt, black pants, black dress shoes and black socks.

Cleaning/Repairs. *Please note washing or dry-cleaning instructions provided with the outfits.* In the event a uniform needs to be repaired during the year, contact your Uniform Chairperson to make arrangements. All girls' uniforms will be turned in at the end of the year for storage. Boys' uniforms will be assessed an end-of-year cleaning fee from student accounts, so they don't need to be cleaned before turning in.

Ensembles

Ensembles are formed each year, and they perform at various local venues. If you know of performing opportunities for these musicians, please contact Gabriel Gordon, Music Director, at the AYS office. See AYS Program Handbook for more information.

Concert Receptions

Following each concert at Popejoy Hall, a reception is held in honor of the concerto soloist and all the members of the Albuquerque Youth Symphony. Parents and friends are invited and encouraged to attend.

Please sign up at the pre-concert general meeting to bring something (e.g., cookies, sandwiches, drinks, fruit, paper plates) to the reception.

Yearbook

The AYS yearbook is produced at the end of the season. It includes a senior section (save a senior photo for the yearbook!) and candid shots taken at AYS events throughout the year. E-mail your best photos to the AYS office (subject line: Yearbook Photo). The yearbook is released at a signing party at the end of the year.

Concert Recordings/DVDs

Quality recordings are made of every AYS concert and made available on DVD and CD for purchase. You'll receive an order form early in the year. They make great gifts for family and friends!

Fundraising Events

***AYSPA is an auxiliary association of a non-profit organization;
all funds raised belong to the association.***

Point System

Earnings from AYSPA fundraisers are allocated as points, based on the efforts of each student. When this system was adopted in 1994 there was a remarkable increase in student and parent participation *and* income. It's possible for students to earn enough points to pay for their entire tour share. AYS families are required to participate in the fundraising opportunities.

One Point = \$1. Students earn points by participating in fundraising activities available to all students. Net income from each activity is allocated to student accounts as points, each point worth one dollar (1 point = \$1). Every point earned subtracts one dollar from the student's tour cost. Points are awarded only for activities that generate income.

Left-Over Points. Any remaining points in student accounts after a tour will be carried over in the following year to the respective accounts. If neither the student nor a sibling is in AYS the following year, the balance will be transferred to the AYSPA general fund.

Non-Fundraising Events. There are numerous tasks (e.g., reception and uniform committees) for students and parents that do not earn points. Your participation in these projects is vitally important to AYS and is very much appreciated.

Concert Tickets

One of our goals is to enlarge our audience beyond the AYS family by promoting AYS concerts. Newcomers are positively impressed by AYS concerts. AYS students and parents have the opportunity to sell concert tickets prior to the fall and winter concerts. We strive to provide a large and appreciative audience for these fine musicians

Earn Points. Selling AYS concert tickets is an easy way to earn points toward tour expenses. Ticket information for all AYS concerts is distributed to students several weeks prior to the concerts. AYS tickets are welcome gifts for friends, family, neighbors and businesses.

Luminaria Fundraising Campaign

An Albuquerque Tradition. The Albuquerque Youth Symphony's luminarias are an Albuquerque tradition. AYS luminaria patrons look forward every year to receiving a call from an AYS student and placing their orders. Our established customer base depends on AYS for their luminarias. *We assemble and deliver approximately 10,500 dozen luminarias in one day!*

Pays for the Tours. Besides being an excellent opportunity to meet and work with AYS families on Luminaria Day, this fundraiser is a major financial support of our annual tours.

Luminaria Tasks. The luminaria campaign is threefold: (1) folding bags; (2) calling customers; (3) assembling and delivering luminarias on December 3, 2011. These phases are detailed in the Luminaria Handbook (distributed in the Fall). A brief description of the tasks is described below:

Bag-folding: Students kick off the luminaria campaign in August at Hummingbird by folding bags in group sessions. In the Fall every student is given two to three bundles of bags (*total:1000- 1500 bags per student*) to fold and return.

Calling customers: Students call customers in September/October from a list of past customers. *We do not make solicitation calls*; calls are to customers who are expecting us to call them, and they want to place their orders. Many customers have been ordering from us for more than ten years. You may, if you wish, add new customers to your student's assigned list.

Assembling and delivering luminarias: On Saturday, December 3, 2011. This is a one-day family affair **required** for everyone (students and parents) in the AYS. Luminarias are assembled and delivered (we don't set them up!).

Luminaria Houses. Every year we require approximately ten AYS families to host luminaria houses in strategic areas of Albuquerque and Rio Rancho. AYS families—and friends—are assigned to one of these houses. This is the most fun and rewarding non-musical event of the year, and it usually lasts from 8:00 a.m. to 5:00 p.m. *Everyone stays until the job is done.*

Luminaria Credits. Not points! Credits are earned by performing specific tasks during the luminaria campaign. These tasks include: number of bags folded, orders placed, hosting luminaria house, work done on Luminaria Day, and others. After December 3rd, earned credits will be calculated into points and assigned to the respective students' accounts.

Other Fundraising Events

Besides the traditional fundraisers, the board may decide to add additional fundraisers as point-earning activities, particularly during a year when AYS is planning a major tour. (Such events have included calendar sales at the Albuquerque Balloon Fiesta, a golf tournament, rummage sales, theme dinners, and a raffle prize drawing.) Other fundraising ideas are welcome; please notify any board member with your idea. Point allocations will be determined by the AYSPA Board.

Annual AYS Tour

AYS Performance Tour

The Albuquerque Youth Symphony is one of a handful of youth symphony organizations in the country that tours annually. This year the orchestra will be going to Austria, Germany and the Czech Republic. Typically, our chaperones include the AYS Conductor, Executive Director, and the officers of AYSPA. It's expected that AYS members conduct themselves in a mature manner at all times. Required documents for travel will be signed and notarized by the parents; please verify your student's information is accurate and current. Parents wishing to travel along with the students may do so on their own and attend the various performances. It will be up to the parents to organize their travel and lodging arrangements.

Tour Contract. Due to the significant commitment this international tour requires from both parents and students, the terms stated in the Family Tour Contract are repeated here for emphasis.

1. We understand that going on the tour is a requirement of participation in the Youth Symphony.
2. We understand that the cost of the tour is approximately \$3,500 - \$3,750 and agree to honor the payment plan we have selected below by making payments on time. (put something about refund policy).
3. We will supply requested information needed for tour arrangements in a timely way.
4. If for any reason a scheduled payment will be delayed, we will immediately contact the AYSPA board to make alternate arrangements.
5. We have or will have a passport for our participating student by February 1, 2012.
6. We understand that regardless of payment option selected, participation in the luminaria fundraiser is required. This includes folding a minimum of 100 doz. bags, calling all the assigned names on AYS-supplied call lists, and working the entire day on December 3 to construct and deliver luminarias. We also understand that families are expected to participate along with students.
7. We understand that AYSPA will provide other fundraising opportunities including concert ticket sales, a drawing and other possible opportunities, but student participation is optional. We understand that unsold concert or drawing tickets must be turned in, even if the student is not participating for raising funds.
8. We understand that after October 30, 2011, the tour fees are non refundable.

Travel Insurance. Parents are urged to get travel insurance for their child, and can be purchased at www.unitedworldtours.com.

Instrument Insurance. We urge parents to get insurance policies to insure their student's instruments in the event they are damaged or lost on tour, at rehearsals or recitals. *AYSPA is not responsible for lost or damaged instruments.*

Tour account refunds. After you have made payments, and if your child has a balance in his tour account, the balance of those payments may be refunded. The request must be made in writing. Parents are urged to donate any balances to the AYSPA general fund to help pay for subsequent tours. Please note that student account balances earned through fundraising (luminarias sales, etc.) may not be refunded.

Financial Donations

Donations made to the AYS or the AYS Program are tax-deductible and the donors will receive a letter for their taxes. Donations made to the AYS cannot be designated towards a particular student's account, and will be added to the AYS General fund. Non-deductible funds may be applied towards a student's account, but no acknowledgement of a donation will come from the AYS.

Among the ways to donate that are shown on our website, there are:

United Way. During your company's United Way campaign drive, you can donor-designate to an agency of your choice. Specify the Albuquerque Youth Symphony Program from the browser list provided by United Way.

eBay. The AYS Program is registered as a charity with eBay/MissionFish as an additional way to donate to our program. When selling an item on eBay, you may designate 10% - 100% of the proceeds of that item to benefit the AYSP. When buying on eBay, check for any AYS Program auctions that are running by going to www.missionfish.org

Program Recognition. Your donations are recognized in the AYS concert programs.

AYS Website

Go to www.aysmusic.org for AYS news, calendar of events, student roster, tour announcements, luminaria bag folding video, AYS store, photo gallery, ways to give, live recordings and much more.

2011 - 2012 AYSPA Committees & Chairpersons

Concert tickets: Kristine Purrington

KHFM Radiothon: TBD

Girls' Uniforms: Gia Scarpetta and Glenda Mathes

Boys' Uniforms: Kevin & Christie Boyack

Raffle Tickets: TBD

Luminaria Houses: TBD

Special Fundraising Events: Cecilia Acosta

Concert Receptions: Lang Ha Pham and Laurie Johnson

Yearbook: TBD

End of Year Dance and Yearbook Signing Party: AYS Student Leadership

Tentative AYSPA 2011 – 2012 Calendar

- August 2** -----AYS Parent Meeting
- August 3 - 6** ----- Hummingbird Camp – Picnic lunch, parent meeting, and concert
- August 22** ----- Luminaria bag distribution after rehearsal
- September 5** ----- Concert ticket distribution for Oct 2 concert
- September 19** ----- Distribution of luminaria sales packets before rehearsal
- September 27** ----- 7:00 pm AYSPA General Meeting, Sandia HS
- *October 1** ----- 9:00am-12:00pm – Dress Rehearsal at Popejoy
- *October 2** ----- 3:00pm - Concert at Popejoy w/reception following
- TBD** ----- Luminaria Phone Bank Party
- October 17** ----- Return folded bags for full credit
- October 31** ----- Return all luminaria sales packets and orders for full credit
- *December 3** ----- Luminaria Day!!! (Participation is required ALL DAY)
- *December 10** ----- Rain/snow date for Luminaria Day
- December 12** ----- Concert ticket distribution for Feb. 5 concert
- February 1** ----- 7:00pm AYSPA General Meeting, Sandia HS
- *February 4** ----- 9:00am-12:00pm – Dress Rehearsal at Popejoy Hall
- *February 4** ----- Playathon Concert – Cottonwood Mall - Time TBA
- *February 5** ----- 2:00pm Concert at Popejoy w/reception following
- March 25** ----- 2:00 p.m. Chamber Music Recital at Albuquerque Academy
- April 11** ----- 7:00pm AYSPA General Meeting, Sandia HS
- *April 14** ----- 1:30pm-2:30pm Dress Rehearsal at Popejoy
- *April 15** ----- 6:00pm – Concert at Popejoy w/reception following
- *May 29 (TBD)** ----- Time TBA – Farewell Concert at Sue Cleveland High School,
- *May 31 – June 9** ---- AYS Tour to Austria, Germany & the Czech Republic
- TBD** ----- Yearbook signing and dance party
- *Attendance is mandatory**