

TBS
PROGRAM
GUIDE

TAU BETA SIGMA
crescendo 

A MUSICAL YOUTH INITIATIVE



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Foreword

The original version of this guide was developed during the 2011-2013 biennium by NVPSP Kevin Earnest with contributions from the 2012-2013 District VPSPs: Marlee Newman, WD; Jaclyn Smith, SWD; Nathan Tendick, MWD; Belinda Baker, SED; Elise Mahr, NCD; and Alana Leeti, NED. The last revision to this document was made February, 2016, by NVPSP Adrienne Rall.

Introduction

The purposes of the Program Guides are to better define the National Programs of Tau Beta Sigma, provide an accessible resource for members interested in executing programs on the chapter and district levels, record goals and histories of our programs for future development and growth, and provide a resource for those not involved in Tau Beta Sigma to learn more about projects that are important to our organization.

All the information in this guide can be a valuable resource. We suggest that you read it in its entirety at least once before attempting to implement the program. Even the most experienced members may find new and helpful information. After familiarizing yourself with these guides, you can use them as a quick reference when needed. The national program materials serve a vast and diverse community of members. To help implement the programs, we sometimes provide suggestions about what people across the country are doing that might spark interest and ideas. At Tau Beta Sigma, we know that not every example or suggestion we provide will work for every chapter or university.

If you have questions that aren't covered in these documents, be sure to contact your District VPSP or National VPSP. Remember that your leaders are always willing to assist you and answer questions.

Brief Overview of Tau Beta Sigma

Tau Beta Sigma is a co-educational national honorary band sorority dedicated to serving college and university bands. The Sorority numbers over 3,500 active members at more than 140 university campuses. Tau Beta Sigma operates primarily as a student service and leadership recognition society whose chief aim is to assist the Director of Bands in developing the leadership and enthusiasm that they require of their band. Our goals are not only to provide the band with organized and concentrated service activities, but to give our membership valid and wholesome experiences in organization, leadership, and social contacts. The honorary nature of membership is based on our premise that "it is an honor to be selected to serve"—this band, its department of music, its sponsoring institution, and the ideals of band music in the nation's colleges and universities.

Tau Beta Sigma's Mission

We provide exceptional service to collegiate bands and promote equality and diversity, including empowering women in the band profession. We cultivate leadership, educational achievement, music appreciation and community development.

Program Summary

Crescendo, a common musical term for a gradual increase in loudness, comes from the Italian and Latin words meaning “to grow or increase.” The “Crescendo” program addresses the Tau Beta Sigma purpose “To promote the existence and welfare of the collegiate bands and to create a respect and appreciation for band activities and achievements among the listening public everywhere.” The program’s purpose is to focus on the increase/growth of college band members by encouraging younger musicians to continue playing and performing as they make the transition to college.

Program History

The first incarnation of this program titled “Scouting for Music” was first introduced during the 2007 – 2009 biennium. For such a young program, chapter participation developed quickly with a little under half of all chapters having reported participation in the program’s first few years. The initial program sought to connect Girl Scout USA (GSUSA) troops with Tau Beta Sigma chapters. Although many chapters still work in conjunction with GSUSA, the focus on partnership with GSUSA became too restrictive for the program to reach a larger audience. At the 2015 National Convention the national delegation determined that rebranding the program as “Crescendo” would allow Tau Beta Sigma to include all local schools and youth organizations and would encourage all chapters to participate in it each year without issue.

Developing the Program in your Chapter

Before you contact:

Before contacting a local youth organization, you need to meet with your Chapter to establish some parameters for your interaction. Gather the answers to the following questions:

What group are you going to work with?

One of the easiest ways to be involved in the program is to connect with a local music educator to develop activities that would benefit their school's music department. For guidelines concerning developing a partnership with a local music educator, see page 4.

Another option is to connect with your local GSUSA council office. You can gather contact information from the "Council Finder" on the GSUSA website at <http://www.girlscouts.org/councilfinder/>. If you are interested in connecting with a local Girl Scout troop, you will find more resources for collaborating with GSU on page 5.

How many TBS members will participate?

Many youth organizations and schools have Adult-to-Child ratios, but remember that these ratios are minimums and your chapter should be prepared to provide more than the minimum to have an effective activity. In order to qualify as a "Crescendo" activity, the following minimum number of Active members must participate:

Chapter Size:	Minimum number of Active participants:
<16	80% of Active members
17-30	75% of Active members
>30	24 Active members

What dates are we available to host the program?

Remember that working with youth is different than working with other college students. You may need to set aside hours during a normal school day if you plan to work with a local elementary, middle, or high school group; or, if you plan to work with a youth organization or scouting troop you may need to set aside an evening or weekend day. Regardless of which group you plan your activity with, try to get at least 3 dates that you can propose where you will have enough chapter members available to support the program.

What is your budget?

If you are planning an activity with a scouting troop (Girl Scouts, Boy Scouts, etc.), your budget might need to include supplies and badges for the troop members. If you are working with a local music educator or an after school program, although you may not have the badge expense, you should still plan on supplies expenditures. Be realistic in your budget, and do not expect the youth organization to provide you with any supplies unless explicitly stated.

Working with a Local Music Educator:

- 1.) Answer the questions in the “Developing the Program in your Chapter” section so that you have an idea of the number of people involved, possible dates, and a budget.
- 2.) Plan for an appropriate space. If you are hosting the event on campus, make sure that you have arranged for all of the logistics – some of the things to consider include reserving a room, obtaining parking information, obtaining permission slips, snacks, and directions to the activity site. If the educator is hosting, make sure that you have adequate transportation and directions for all of the TBS members who will be attending.
- 3.) Be aware that there may be some paperwork involved with volunteering in a public school. Specifically, many schools require a formal background check on any volunteer who will be alone with students. If the band director is present for the entirety of activity, this may not be an issue.
- 4.) Find a local program that is willing to work with you. We strongly suggest that you utilize your Director of Bands or Chapter Sponsor in this search. Some chapters may also have local alumni who teach music in the area that would be grateful for the assistance. The sample contact letter in Appendix A can be tailored to suit your needs.
- 5.) Complete the Crescendo Record form in Appendix B and have the music educator sign and date it.
- 6.) Keep 2 copies of the form – provide one to the chapter Treasurer along with receipts for expenses and the other to the Vice President for Service/Service Chair or Chapter President. If the activity was successful, this form will be helpful in planning your next Crescendo activity.

Working with Girl Scouts of America (GSUSA):

1. Answer the questions in the “Developing the Program in your Chapter” section so that you have an idea of the number of people involved, possible dates, and a budget.
2. Plan for an appropriate space. If you are hosting the event on campus, make sure that you have arranged for all of the logistics – some of the things to consider include reserving a room, obtaining parking information, obtaining permission slips for parents of the girls, snacks, and directions to the activity site.
3. Familiarize yourself with the basic structure of the Girl Scouts. Information is available at www.girlscouts.org, including the vocabulary regarding age groups.

One badge that is appropriate is the Junior’s “Musician” Skill Building Activity Badge. However, because every level allows girls to create their own badges, you may consider working with the council leadership to create a program that fits individual troop’s goals. You can also host other non-badge related activities.

For the Junior’s “Musician” badge, you will need to purchase the activity book for that particular Journey. The “Musician” badge is part of the It’s Your World – Change It! Journey. Head to the Girl Scout Shop (www.girlscoutshop.com) and find the badge activity set for that journey.

4. Download the GSUSA Safety Guidelines from <http://www.gs-top.org/volunteer-essentials>. Make sure that your chapter can meet all of the requirements.
5. Find the contact information for your local GSUSA Council online at <http://www.girlscouts.org/councilfinder/>.
6. Contact your local GSUSA Council. A sample initial contact email is included in Appendix B. If you’ve taken the time to gather all of the preliminary information, you should be well on your way to a successful event!
7. Complete the Crescendo Record form in Appendix C and have a GSUSA representative sign and date it.
8. Keep 2 copies of the form – provide one to the chapter Treasurer along with receipts for expenses and the other to the Vice President for Service/Service Chair or Chapter President. If the activity was successful, this form will be helpful in planning your next Crescendo activity.

Appendix A: Initial Contact Letter for Local Music Educator

Dear <<Insert contact's Name – use the appropriate title>>,

My name is <<insert your name>>. I am a student at <<insert your college/university name>> and a member of Tau Beta Sigma (TBS). Tau Beta Sigma is a National Honorary Band Sorority that works to serve college bands and promote women in music. With this in mind, TBS has a national program aimed at partnering our chapters with local schools to develop a respect and appreciation for band activities and achievements amongst youth. I am contacting you to start developing a similar program.

[Adjust the following paragraph as appropriate]

We would like to work with your students by <<insert project here>>, and we will be able to provide <<insert number of Active participants>> TBS members to facilitate the program. We are available to host this program on <<provide 3 or 4 prospective dates>>. I would like to arrange a phone call to further develop our program and get our partnership started. Please let me know about your availability at your earliest convenience.

Sincerely,

(Your Name)

(Your Chapter)

(Your phone number)

(Your e-mail address)

Appendix B: Initial Contact Letter for GSUSA

Dear <<Insert contact's Name – use the appropriate title>>,

My name is <<insert your name>>. I am a student at <<insert your college/university name>> and a member of Tau Beta Sigma (TBS). Tau Beta Sigma is a National Honorary Band Sorority that works to serve college bands and promote women in music. With this in mind, TBS has a national program aimed at partnering our chapters with local Girl Scout Councils and Troops to develop musical programming. I am contacting you to start developing a similar program.

[Adjust the following paragraph as appropriate]

We have a copy of the Junior “It’s Your World” Badge Activity Set which we have used to create the attached schedule and flyer of the program to earn the “Musician” badge. We will be able to provide <<insert number of Active participants>> TBS members to facilitate the program.

We are available to host this program on <<provide 3 or 4 prospective dates>>. I would like to arrange a phone call to further develop our program and get our partnership started. Please let me know about your availability at your earliest convenience.

Sincerely,

(Your Name)

(Your Chapter)

(Your phone number)

(Your e-mail address)

Appendix C: Crescendo Program Record Form

To be completed by the Chapter:

Contact information for the person signing below:

Name:

Title:

Phone number:

Email address:

Brief Description of Activity:

Number of TBS Active member participants:

Number of youth members interacted with:

To be completed by the appropriate authority:

I hereby acknowledge that the members of Tau Beta Sigma participated in the “Crescendo” program by providing members to facilitate the activity described above.

Signature

Date

If you have any feedback or questions about this activity or the Crsecendo program, please email Adrienne Rall, National Vice President for Special Projects, at adrienne@tbsigma.org.

Appendix D: Timeline/Checklist

Note that this list is presented with many potential milestones. It is intended to be used as a guide, so some items may not be applicable for your program. You may edit or mark "N/A" as appropriate.		
Time until Presentation	Milestone:	Date Completed
3-12 months	Determine what type of Crescendo event you would like to hold: <ul style="list-style-type: none"> • Instrument Petting Zoo • Girl Scout or Boy Scout Day (Help them earn their music badge) • World of Music Day • Work with a local school/band director by assisting with music and/or marching lessons • Work with a local school/band director by playing pep band with students at a game and discussing benefits of continuing music in college • Other 	
	Find a youth organization or school to participate in Crescendo and set a date: (In some cases you may book the youth organization first and then decide a date together. In other cases it will be appropriate to reserve the space first and then find a youth organization(s) to work with.) <ul style="list-style-type: none"> • Contact Chapter Sponsor and DoB for a list of potential youth organizations and schools. • Contact your band and TBS alumni who are band directors regarding their own school's participation. 	
	Reserve your space. (Make sure to include any audio-visual requests and room set-ups, if necessary.)	
3 months	Confirm your event with the participating school or organization.	
	Begin promoting your event, if necessary.	
2 weeks	Check-ins:	
	Youth Organization or School	
	Facility	
	Chapter (attendance, specific planning)	
1 day	Prepare for the event: <ul style="list-style-type: none"> • Place any supplies, materials, etc. needed in one place. • Check with chapter members regarding the time of the event and transportation to it. 	
30 minutes	Be at the facility of the event. Walkthrough the space, the setup, and any other last minute logistics. Confirm the event details with the adult supervisor/band director.	
0 minutes	Start the event.	
During	Remain positive and poised.	

Appendix D: Timeline/Checklist

After	Thank the youth and the adult supervisor/band director. Clean up the facility, always remembering to leave it better than you found it.	

One copy of this completed document should be retained by the Chapter for its records.