



TAU BETA SIGMA
CODA

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Foreword

The original version of this program was developed during the 2015–2017 biennium by National Vice President for Special Projects Adrienne Rall, at the behest of the 2015–2017 National Council, with contributions from the 2015–2017 District Programs Committees.

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 the 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 here/within/herein. 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 Vice President for Special Projects 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 also 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

Coda is a common musical term for the concluding passage of a piece or movement, typically forming an addition to the basic structure. The "Coda" 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 also addresses two of Tau Beta Sigma's Eight Essential Factors: "A mutual interest in the Art of Music, in its performance, and in the aesthetic qualities it can project to others," and "Generosity of mind, heart, and hand." The program's purpose is to focus on cultivating and continuing musicianship and music appreciation during the "concluding passage" of life.

Program History

After witnessing chapters across the nation apply the same principles and activities found in our "Crescendo" program to their work with the elderly in their communities, the National Council sought to create a new program to solidify this type of service to music. The first incarnation of this program was introduced to the Programs Committees at the 2017 District Conventions, modified, and then given to the Programs Committee at the 2017 National Convention in Orlando, Florida for approval.

Developing the Program in your Chapter

Before you contact:

Before contacting an elder care facility or community music program, 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 elder care facility such as an assisted living community, a senior living community, or senior citizen center to develop activities that would benefit their residents/members. For guidelines concerning developing a partnership with a local elder care facility, see page 4.

How many TBS members will participate?

Some assisted and senior living communities have Volunteer-to-Resident ratios that they must adhere to, but remember that these ratios may be minimum guidelines and your chapter should be prepared to provide more than the minimum to have an effective activity. In order to qualify as a “Coda” 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 community members/businesses 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 an elder care facility; or, if you plan to work with a senior citizen center 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?

Your budget will need to include a line for supplies, regardless of whether you plan to work with the elderly or a community music program. Be realistic in your budget, and do not expect the assisted living or senior living communities or a senior citizen center to provide you with any supplies unless explicitly stated.

Working with an Elder Care Facility:

- 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. You will most likely be holding this event at the elder care facility, so you will need to make sure that you have arranged for all of the logistics – some of the things to consider include reserving their activities room and making 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 an elder care facility. Specifically, some facilities may require a formal background check on any volunteer who will be alone with residents. If a paid staff member is present for the entirety of activity, this may not be an issue.
- 4) Find a local elder care facility that is willing to work with you. We strongly suggest that you utilize your Director of Bands or Chapter Sponsor in this search. The sample contact letter in Appendix A can be tailored to suit your needs.
- 5) Complete the Coda Record form in Appendix B and have a staff member at the facility, ideally the activities director, sign and date it.
- 6) Keep two 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 Coda activity.

Appendix A: Initial Contact Letter for Assisted and Senior Living Communities

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 Assisted Living and Senior Living Communities as well as Senior Citizen Centers to continue a respect of and an appreciation for the art of music among the elderly. I am contacting you to start developing a similar program.

[Adjust the following paragraph as appropriate]

We would like to work with your residents/members 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 Community Music Programs

Appendix B: Coda 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 community members interacted with:

To be completed by the appropriate authority:

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

Signature

Date

Appendix C: Timeline/Checklist

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

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 Complete
3-12 months	Determine what type of Coda event you would like to hold: <ul style="list-style-type: none"> • Instrument Petting Zoo • World of Music Day • Percussion, Drum, or Rhythm Circle • Kazoo Band • Formal Recital-style Performance • Name that Tune Pops Recital • Sing-a-long Recital • Making Simple Musical Instruments • Other 	
	Find an elder care facility to participate in Coda and set a date: (In some cases you may book the facility first and then decide a date together.) <ul style="list-style-type: none"> • Contact Chapter Sponsor and DoB for a list of elder care facilities. 	
	Reserve your space. (Make sure to include any audio-visual requests and room set-ups, if necessary.)	
3 months	Confirm your event with the elder care facility.	
	Begin promoting your event, if necessary.	
2 weeks	Check-in with elder care facility	
	Check on the space you plan to use	
	Check-in with Chapter (attendance, specific planning)	

Appendix C: Timeline/Checklist

1 day	<p>Prepare for the event:</p> <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. Walk through the space, the setup, and any other last minute logistics. Confirm the event details with the staff member/supervisor.	
0 minutes	Start the event.	
During	Remain positive and poised.	
After	Thank the residents/members and the staff. 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.