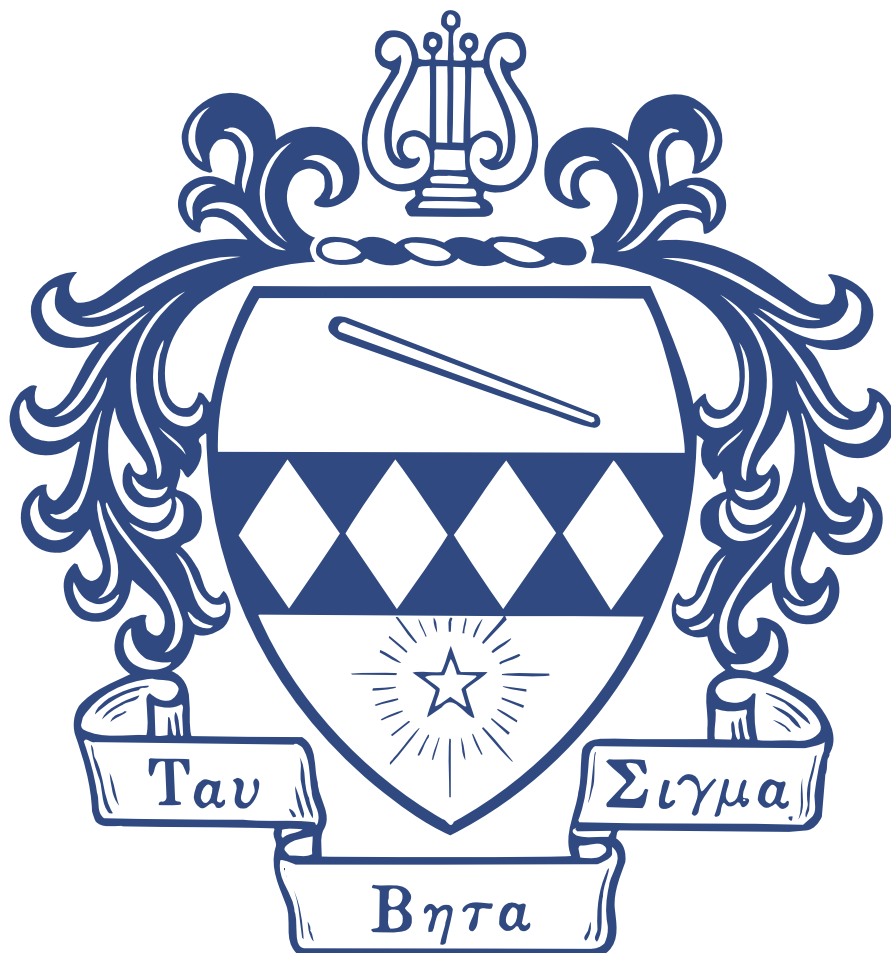


TAU BETA SIGMA NATIONAL PROGRAMS GUIDE



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TBS

PROGRAM
GUIDE

women in
MUSIC

TAU BETA SIGMA

Speaker Series

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Foreword

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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 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

The Women in Music in Speaker Series has developed into the hallmark of the Sorority's National Programs. An integral component of District and National Conventions, this program engages our members by providing the opportunity to meet women who work in various aspects of the music profession, including professional performers, music therapists, and educators. This program attempts to connect members with our mission statement by giving women in music a face.

Program History

This program was first launched during the 1997 District Convention season. Every year since, the National Council has recognized women in the field of music to present at both district and national conventions. Although early in the execution of the program the participants were largely chosen from those within the current membership, the program has grown and evolved into a nation-wide search to find women with compelling stories to tell and words of wisdom to bestow upon our membership. Notable speakers in the recent past include performer Cora Coleman-Dunham, composer Julie Giroux, and assistant director of "The President's Own" Marine Band, Captain Michelle Rakers.

You can find more information about past speakers at www.tbsigma.org/women.html. Recommendations for future speakers should be submitted to the National Vice President for Special Projects.

Developing Your Chapter's Program

Establish the basics: Who? For Whom? Where? When?

Who? – You need a Speaker!

At times, the right person may be the impetus for starting the program at your Chapter. If you are interested in hosting a Women in Music Speaker and don't already have someone in mind, it can be a time-consuming process to find a person who is willing and able to speak.

Often times the best place to start is at your own university or from one nearby. These are people who have worked very hard to get to their position, and they could provide some helpful insight. It is wise to focus your search on individuals who have a number of years of experience in their field. The knowledge and wisdom that is accumulated over time will make the event more rewarding for your chapter. Your Sponsor and Director of Bands can often get you started in finding the right person. You may also consider band or chapter alumni. Of course, your District and National Vice Presidents for Special Projects can also assist in finding a speaker.

When initially contacting your potential speaker, it is important to approach them in a very professional manner. A sample email is included as Appendix A to this document. With professionalism in mind, you may want to enlist your Sponsor or Director of Bands to initiate contact with the speaker.

Also, when contacting your speaker, be aware of your timeline. Many people will have other commitments that prevent them from being available the closer you get to your planned date. If you plan to ask a faculty member, it is recommended that you do so at the beginning or end of an academic year. In other words, try to book speakers for the Fall semester at the end of the previous Spring semester and Spring speakers at the beginning of the Fall semester. This will ensure that you have plenty of time in case your first-choice speaker is unavailable.

For Whom? - Define Your Target Audience

Audiences will differ depending on the context of your event. Is it taking place for all of campus or is it exclusive to Sisters and Brothers? Is your chapter hosting an open event for your entire marching band, your entire music department, or a larger public? Defining your demographic will help you not only choose the right speaker but also gear the conversation in a way that the greatest number will find it relatable. For example, if you are looking to host an event for your chapter and composition majors constitute a large portion of your active body, then consider inviting a professional composer. Or, perhaps your chapter wants to host an event open to your entire marching band, and your band is made up of primarily engineering and biology majors. In that case, look into audio engineers, music therapists, or other careers that combine music with science. Choosing the right speaker for your audience will help boost attendance and ensure that your event will provide the greatest service to the greatest amount of people.

Also, remember that this is an opportunity for your chapter to demonstrate Tau Beta Sigma to your band, your university, and the community. If you are inviting the band or the general public, make sure to publicize the event early and often. You may also consider hosting a small reception following the talk.

Where/When? – Reserve Your Space

Ensure that you have followed proper procedures to reserve the space that you will be using. On many campuses, this will mean filing paperwork with the Facilities, Maintenance, or Security departments in order to reserve the space. Many speakers will expect there to be audio/visual support in order to present slides, play music, or simply be amplified during their talk. Make sure that you have a capable person on hand to assist the speaker with any set up or technical issues that might arise during the presentation.

Thanking Your Speaker

Honorarium

It is important to show gratitude for your speaker's services, and there are a variety of ways to do so. Monetary compensation is an acceptable option, especially if your guest has traveled out of their way to attend your event. Before beginning your search for a speaker, discuss with your chapter treasurer how much money can be put aside to reimburse your speaker for their services and/or traveling expenses.

Honorary Membership

Per the TBS National Constitution,

“6.607 HONORARY. In recognition of outstanding ability, accomplishment, or devotion to the best interest of the Sorority, a person can be given Honorary Membership by a chapter. This shall be the highest honor which can be conferred by a chapter. Undergraduates are ineligible for this recognition.”

With that in mind, think carefully before using this as a form of gratitude. Honorary Members receive a membership card, a membership shingle, a Recognition Pin, and are eligible to become Life Members. To grant honorary membership, fill out the necessary Tau Beta Sigma Honorary Initiation Form in the Online Membership & Reporting System (OMRS) at online.kkytbs.org. Remember that the Honorary Initiation Fee must accompany the OMRS form.

Professional Networking

Be sure to maintain a positive working relationship with your speaker. They can become a resource to assist your chapter with service project ideas, professional ties, and other potential Women in Music speakers.

Other Resources

The appendices contain documents that you may find useful as you develop your Women in Music Speaker Program. Appendix A contains a sample of an initial contact letter. Be sure to address the speaker by the appropriate title – “Dr.” or “Ms.,” even if you know the person well. Appendix B contains a list of questions that speakers typically ask and information that they will need in order to be prepared to be successful. Consider editing it to suit your specific circumstances and attach it to your initial request. Appendix C contains a timeline/checklist to help you stay organized. Finally, Appendix D is a list of ways your chapter can potentially advertise the event to your band, your campus, and your community.

Appendix A: Sample Letter to Prospective Speaker

Dear (Speaker's Name – use the appropriate title),

My name is (your name). I am a student at (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. One way in which we do this is through our Women in Music speaker series. Our chapter would like to start our own local implementation of this program by hosting a speaker series.

I am writing to ask if you will consider being a Women in Music speaker. We are looking to host this program on (provide a short list of potential dates and times). (Our schedule is still flexible so we should be able to work around your schedule.) I would like to arrange a phone call to further discuss the possibility of you joining us. Please let me know if you are interested in this opportunity at your earliest convenience.

If you are not available to present but have other ideas of women in your field who may be interested, we would greatly appreciate your recommendations.

Sincerely,

(Your Name)

(Your Chapter)

(Your phone number)

(Your e-mail address)

Appendix B – Frequently Asked Questions for Speakers

Who is my audience?

Size: ranges from 20 to 200 depending upon the site. The average group is about 50 students.

Age: Almost all members of the audience will be undergraduate students.

Demographics: We are a co-ed organization, and most of our members are not music majors. All of our chapter members are involved in our college band program, either in marching band, in pep band, or in concert band.

How long is my presentation?

We have scheduled approximately 45 minutes with about a 10-minute Q&A at the end. The Chapter will also be hosting a reception afterwards.

What format of presentation should I use?

We certainly encourage you to use music as part of your presentation! Many of our presenters use PowerPoint slides, Prezis, and audio or video clips in addition to their talk, although it is certainly not required. We encourage you to be dynamic and interactive with our students; they will respond!

What audio/visual equipment is available?

Most of our campus classrooms are equipped with a projector and speakers. If you have specific A/V requests, we can typically accommodate them with enough advance notice.

What should I talk about?

Our Women in Music Speaker series is designed to give our chapter members exposure to the unique experiences of professional women in music-related fields, to promote equality and diversity, and to cultivate music appreciation. You have been contacted because of your experience. We find that our most successful speakers connect to us simply by sharing their journey and their passion for music. In Tau Beta Sigma, we believe that friendship and respect among Sorority members is promoted through our mutual interest in the Art of Music, in its performance, and in the aesthetic qualities it can project to others.

Will I be compensated?

Tau Beta Sigma is a non-profit service organization. As such, our members volunteer their time and effort to support music, specifically college bands. If we are asking you to travel an excessive distance, we may be able to offer an honorarium to offset those costs, however most of our speakers offer their time pro bono. I can promise that our chapter members are an enthusiastic, appreciative audience who are genuinely looking forward to hearing what you have to say!

Where can I get more information?

You can find out more about the Sorority and the Women in Music speaker series by visiting our website, <http://www.tbsigma.org>. If you have any other questions about presenting, please contact the National Vice President for Special Projects, tbs@tbsigma.org.

Appendix C – 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	Set a date. (In some cases you may book the speaker first and then decide a date together. In other cases it will be appropriate to reserve the space first and then find your speaker.)	
	Reserve your space. (Make sure to include any audio-visual requests, if necessary.)	
6 months	Find a Speaker:	
	Contact Chapter Sponsor and DOB for a list of potential speakers.	
	Contact local alumni association for list of potential speakers.	
	Contact District or National VPSP for assistance finding a speaker.	
3 months	Confirm your speaker. Obtain biographical information and headshot for promotional materials.	
	Begin promoting your event.	
	If you plan to present your speaker with Honorary membership, file the appropriate form in OMRS.	
Chapter meeting prior to the event	Send around a thank you card to the speaker for Chapter members to sign.	
2 weeks	Check-ins:	
	Speaker	
	Facility	
	Chapter (attendance, reception planning)	
1 day	Prepare for the presentation. Put the following together in one place: A copy of the biographical information or other introduction spiel; a bottle of water for the speaker; and the shingle, membership card, and pin if the speaker will be granted Honorary membership.	
30 minutes	Meet your speaker. Walkthrough the space, the a/v setup, and any other last minute logistics. Give the speaker that bottle of water. Confirm the pronunciation of biographical information with the speaker.	
0 minutes	Introduce the speaker. Remind the audience about the reception, if there is one planned.	
During	Listen attentively.	
After	Thank the speaker. Present honorary membership, if applicable. Invite the speaker and the audience to the reception, if applicable.	
Within 48 hours after	Write the speaker to thank them again. An email will suffice but a handwritten note is better. If you passed around the card at the prior chapter meeting as suggested above, be sure to mail it in a timely fashion.	

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

General items:

- Create a Facebook Event and invite people to attend
 - Include who your speaker is, what Tau Beta Sigma is, when and where the event will be held, and any other pertinent information (parking, reception, etc.)
- Have each chapter member post about the event several times on their social media, linking to the aforementioned Facebook Event

Advertising to your band and music department:

- Email the event information to your band and/or music department listserv
- Share the event information with your band's social media group
- Post a flyer in the band room
 - Be cognizant of campus rules regarding flyers!
- Post a flyer(s) in the music department
 - Be cognizant of campus rules regarding flyers!
- Share the event information with music faculty and ask them to announce it in their classes
 - Ask them to offer extra credit in their class for those students who attend

Advertising to your campus:

- Post flyers around campus
 - Be cognizant of campus rules regarding flyers!
- Chalk the sidewalk with your event's information
 - Be cognizant of campus rules!
- Ask that the event information be broadcast on your campus radio station
- Ask the campus radio station to interview you about the event for their news section
- Submit the event information to your campus listserv, calendar, and/or announcements email
- Partner with your campus women's studies or gender studies department and organizations affiliated with these programs to assist in publicizing or hosting a reception
- Ask the women's/gender studies department to offer their students credit for attending the event
- Ask the campus newspaper to advertise the event

Advertising to your community:

- Post flyers at local coffee shops and restaurants
- Post flyers at local public libraries
- Post flyers at local community centers
- Post flyers at local music stores
- Email the event information to your chapter/band alumni
- Ask that the event information be broadcast on your local radio station(s)
- Contact local music educators and ask them to share information about the event with their students and students' parents

TBS
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TAU BETA SIGMA
crescendo 

A MUSICAL YOUTH INITIATIVE



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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 Crescendo program, please email the National Vice President for Special Projects, tbs@tbsigma.org.

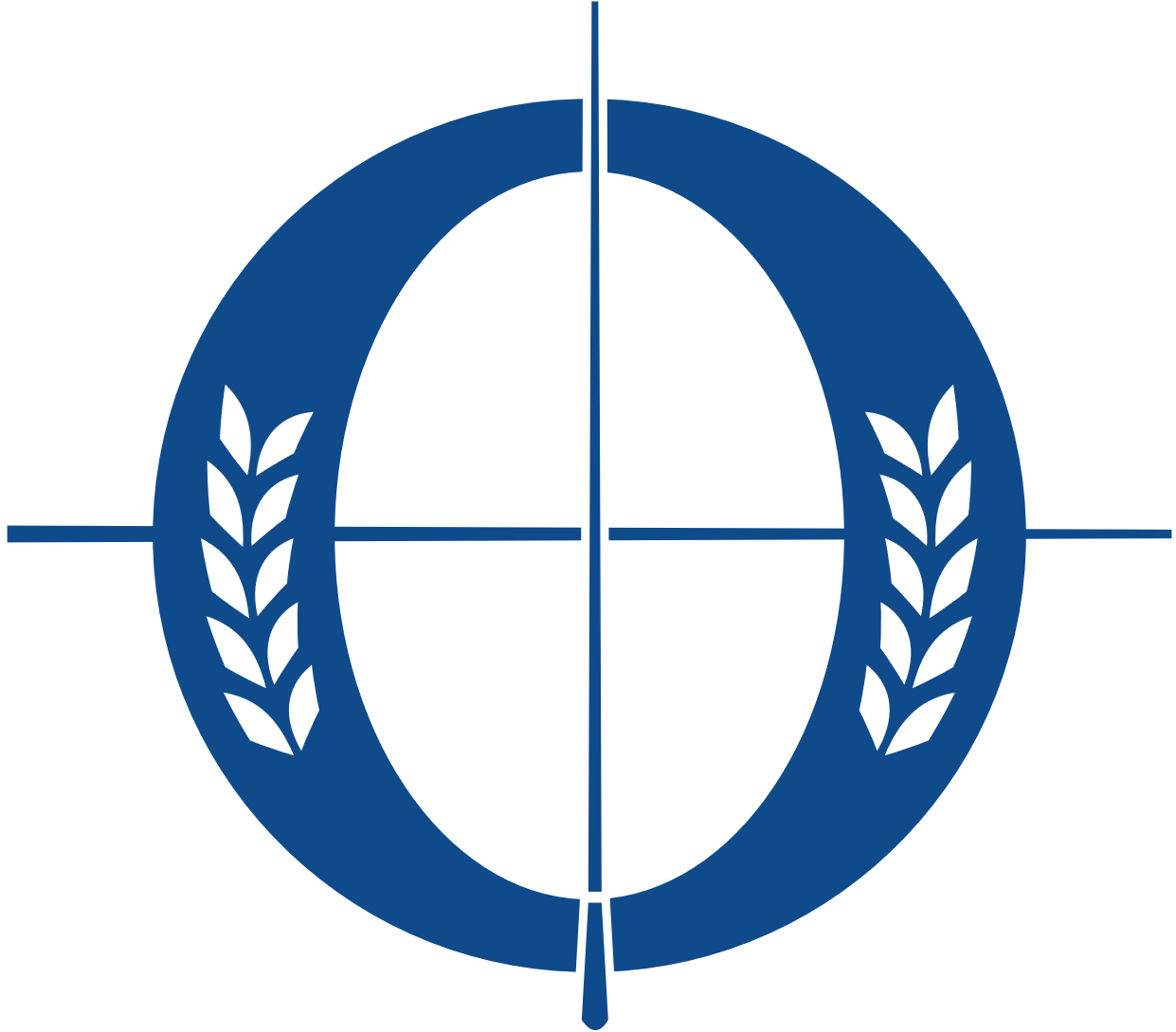
Appendix D: Timeline/Checklist

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.



TAU BETA SIGMA
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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 Erika Pope, National Vice President for Special Projects, at erikapope@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.