



# **Central Minnesota Youth Orchestra Handbook**

*(10/27/2020)*

# Table of Contents

## **CMYO Programs**

CMYO Ensembles	2
Rehearsal Schedule	2
CMYO Conductors	3

## **Fair Share Contribution Program**

Introduction to Fair Share	4
Fair Share Pledge	5
5 Refund Policy	5
Instrument Liability	5

## **CMYO Expectations & Conduct**

General Guidelines	5
5 Attendance Policy	5
Inclement Weather Policy	5
Harassment & Discrimination Policy	6
Safety Policy	6
Parent Participation	6

## **Performance Information**

Concert Information	6
Special Events	6
Audience Concert Etiquette	7
Concert Dress Requirements	7
Accommodations	7

## **School Participation**

Reasons to Stay in School Programs	7
------------------------------------	---

## **Summer & In School Programs**

Mississippi Strings Camp	8
Upper Midwest Music Camp	8

## **Support CMYO**

8

## **Venue Locations/Maps**

College of Saint Benedict Map	9
Saint Cloud State University Map	10

## **Underwriters & Major Contributions**

CMYO Contact Information	11
Board of Directors	11
11 Administration Personnel	11
Underwriters & Collaborators	12

## **Forms & Waivers**

**13**

## **CMYO Programs**

The Central Minnesota Youth Orchestra inspires and prepares students to become passionate leaders in their communities and school programs by being a good example through music preparation and enhancing their musical knowledge and instrumental skills.

## **CMYO Ensembles**

### **Prelude**

Prelude is the newest member of the ensembles. The program is designed to give hands-on with a professional cello instructor on posture, technique and other related parts to playing the cello. This would not replace the need for private lessons. However, the class would give students opportunity to work alongside other cellists while learning repertoire related to developing their skills as cellists.

### **Cadenza**

Cadenza offers students who have been playing for about a year, the opportunity to start performing in an ensemble setting. Students will experience playing melody and harmony, learn about different key and time signatures, understand the different roles within the orchestra setting, and introduce rehearsal and concert etiquette. Music selections are used to cultivate these concepts in a fun environment. Please check the website for more information about qualifications. CMYO understands that students may be in development of the general guidelines and may still qualify for an ensemble. Please contact the director for more information.

### **Intermezzo**

Intermezzo bridges between Cadenza and Encore by increasing expectations between learning the roles of performing in an ensemble and enhancing the student's skill level. Further development and exploration of differing key signatures, more complex melodies and harmonies, vibrato, shifting, and bow articulations. Please check the website for more information about qualifications. CMYO understands that students may be in development of the general guidelines and may still qualify for an ensemble. Please contact the director for more information.

### **Encore**

Encore is the advanced level ensemble. Please check the website for more information about qualifications. CMYO understands that students may be in development of the general guidelines and may still qualify for an ensemble. Please contact the director for more information. Students will use critical thinking, leadership skills and understanding of different musical styles. Students should be taking private lessons at this level to help continue growth in their skills.

With questions regarding which ensemble would best fit the student's current skill level, please contact the instructors for more information. Though not required to participate in CMYO, it is highly recommended to take lessons with a private instructor.

<http://www.cmyo.org/Lessons.html>

## Rehearsals

Please refer to the website for the most current rehearsal information at <http://www.cmyo.org>

## CMYO Conductors

### Prelude Director & Cadenza Director

**Rhonda Johnson** has a Bachelor of Science degree in Music Education from St. Cloud State University and holds a current teaching license issued by the Minnesota Department of Education. For the past three summers, she has attended the American Suzuki Institute at the University of Wisconsin, Stevens Point earning certifications in the Suzuki Method of Talent Education. Rhonda started her career by heading the Elk River Area Arts Council's Strings For Youth program and taught orchestra in the St. Cloud area public and parochial school systems for 13 years.

Rhonda has also enjoyed opportunities to perform outside the 'classical' realm on violin, viola and cello. Rhonda was recruited to be a part of the string quartet backing up music legend Bobby Vee for the fundraiser Rockin' Round the Clock. This branched out to include his Christmas shows throughout the region, playing at Big Top Chautauqua in Washburn, Wisconsin with Bobby and Buddy Holly's band The Crickets, and in 2009 at 50 Winters Later in Clear Lake, Iowa with Bobby, The Crickets and The Smithereens. Rhonda has also done the Bridge over Troubled Water and Pet Sounds albums with local band Collective Unconscious.

Rhonda and her husband, John, opened their own music store, Johnsons' Violins in 2009 in St. Cloud to keep string playing alive in Central Minnesota. She has been an instructor/conductor for the Crow River Area Youth Orchestra. Currently, she performs with the St. Cloud Symphony Orchestra and the Bethlehem Chamber Orchestra, teaches in her own private studio, with the St. Cloud Suzuki Studio and at St. John's Preparatory School giving middle and high school string lessons and is a conductor with the Central Minnesota Youth Orchestra.

### Intermezzo Director

**Amber Kopp** has a Bachelor of Science degree from St. Cloud State University for Music Education. She holds a current teaching degree for the state of Minnesota. She taught at a number of different schools in District 742 over the past 2 and a half years. This next year, she is working in Brainerd, MN as their high school orchestra teacher.

Amber enjoys playing outside orchestra opportunities such as weddings, Heartland Symphony Orchestra, and the St. Cloud Symphony Orchestra.

Amber hopes to continue playing and teaching other young musicians about the joy of orchestral music

### Encore Artistic Director/Founder

**Michael Zellgert** attended University of Wisconsin-Superior where he studied violin performance and conducting, including both choral and orchestral technique with Diane Balko and Dr David Scott. In addition, he received mentoring under Markand Thakar (*Peabody Institute of The Johns Hopkins University*) and Yong-Yan Hu (*Rostock Philharmonie & Shanghai Broadcast Symphony*).

Michael has appeared as a soloist with community and university orchestras throughout Minnesota and part of Wisconsin including Gustavus Adolphus College and University of Wisconsin - Superior. He has served as concertmaster with the Itasca Symphony Orchestra, UW-Superior Chamber Orchestra, Heartland Symphony Orchestra, and St. Cloud Symphony Orchestra along with performing as a violinist with the Minnesota Ballet, the Duluth Festival Opera, and the Lyric Opera of the North. Throughout his career as a violinist, he has performed with small ensembles including the Dynamic String Quartet, Highland Quartet, Saint Benedicta Trio, Pastiche, and Music Saint Croix.

Michael has served as the music director of the Woodland Community Orchestra, Long Prairie Chamber Orchestra, and Crow River Area Youth Orchestra and is a guest, and cover conductor with regional and civic orchestras including the St. Cloud Symphony Orchestra, Heartland Symphony Orchestra, Buffalo Community Orchestra, and Willmar Area Symphonic Orchestra. His interest in music education has led him to conduct string sectionals for the College of St. Benedict/St John's University Orchestra, and clinics for high school orchestras. He has adjudicated auditions for solo/ensembles and camps including Interlochen Camp for the Arts.

In addition to performing and conducting, Zellgert has held office on orchestra and arts boards throughout Minnesota including the Chamber Music Society of St. Cloud and the Prairie Arts Council. His background has included administrative positions like the Director of Operations & Personnel with the Duluth-Superior Symphony and Computer Systems Manager with the St. Cloud Housing & Redevelopment Authority.

Michael maintains a private studio, is a member with the Duluth-Superior Symphony Orchestra, 2nd violin principal and cover conductor with the St. Cloud Symphony Orchestra, member of the St. Cloud String Quartet and Islay Trio, and music director of the Central Minnesota Youth Orchestra.

## Fair Share Contribution Program

### Overview:

Families participating in the Central Minnesota Youth Orchestra participate in a Fair Share program. Rather than paying tuition, families are shown the expenses involved to make the program successful and asked to make a pledge for the year. Advantages of this system include the opportunity for families to pay based on their financial ability without dealing with scholarship applications, and the opportunity for families to count their Fair Share payment as a charitable contribution on their tax return.

Your generosity is crucial to make the Fair Share program work. If you have the means, please consider going above and beyond the Fair Share contribution *minimum* request to cover for families who do not have the means to contribute. If you are unable to give the minimum amount, please indicate what is feasible for your family when you register your child(ren). Our goal is to make this opportunity available to all students who have earned a place in the Youth Orchestra on the merits of their musicianship. The CMYO mission is: *"To provide a unique orchestral experience leading to performances that shape, educate, and inspire lives of developing youth musicians in the communities of Central Minnesota."* Your generosity helps make this goal a reality.

### Suggested Request for a Full Year:

Encore	\$400
Intermezzo	\$300
Cadenza	\$200
Prelude	\$200

Please note that the average cost of providing the CMYO program for your child is significantly higher than the above. Taking into account the cost of staff, guest artists, field trip(s), music, supplies and more, the **average program cost** for the year is actually \$1,050 per Encore student, \$764 per Intermezzo student, and \$510 per Cadenza student. The balance is covered by grants and donations.

After having studied organizations similar to ours, it is clear that CMYO offers a superior musical experience at a significantly lower cost.

**We are happy to welcome your son or daughter as part of the Central Minnesota Youth Orchestra. Thank you for the cooperation you show and the sacrifice you make in providing this exceptional experience for your child.**

## **Refund Policy**

CMYO has a “No Refund” policy in regard to cost sharing payment. We expect the student to commit for the entire orchestra year. The full payment will be due and payable for the entire year regardless of the student’s non-attendance at rehearsals or concerts.

## **Instrument Liability**

All CMYO students/families are responsible for their instruments. Lost, stolen, or damaged instruments (or instrument accessories) are not the responsibility of CMYO.

## **CMYO Expectations & Conduct**

### **General Guidelines**

- Bring all music, instrument, and a pencil to every rehearsal and come musically prepared.
- Arrive 10 minutes early with music and instrument ready.
- All orchestra members are responsible for setting up their sections and putting away their stands in a neat and orderly fashion.
- Respect all members’ desire to participate fully without distractions. If your behavior becomes a distraction, you will be asked to leave the rehearsal.
- Food or drinks are not allowed in the rehearsal rooms. You may eat or drink during break time outside of the rehearsal hall.
- At the end of every performance please place all copies of the music in the box provided.
- CMYO makes available all information about rehearsals, concerts, special events, and changes. It is the responsibility of the parent and/or student to obtain this information and to be aware of any changes. This information will be available at the table outside the rehearsal hall and on the website at <http://www.cmyo.org>

### **Attendance Policy**

Each participant will be allowed only two absences during the preparation time for each concert. If a third absence occurs, or the dress rehearsal or concert is missed, participation in the upcoming concert is at the discretion of the conductor.

- Student participation is mandatory for all CMYO concerts.
- Talk to your director if it will be necessary for you to miss a rehearsal.
- Avoid arriving late to rehearsal as it is very disruptive to the rehearsal.

### **Inclement Weather Policy**

The procedure for notifying you if Saturday rehearsal is cancelled due to weather is as follows:

- <http://www.cmyo.org> on the front page
- CMYO’s Facebook page

If the road conditions in your area are hazardous, please use your discretion whether it is safe to travel. If you are unable to attend, please contact your director via email or the Contact Us on the website: [http://www.cmyo.org/Contact\\_Us.php](http://www.cmyo.org/Contact_Us.php)

## Harassment & Discrimination Policy

In accordance with federal, state, and local laws, CMYO prohibits any kind of harassment. CMYO is responsible for the enforcement of these laws among all its members and staff. Individuals with a grievance may make their concerns known by:

- a. Directly confronting the person engaged in harassment and reminding that person that such harassment is contrary to CMYO policy and must stop immediately
- b. If the individual does not wish to communicate directly with the individual engaging in the harassment or if such attempts have been unsuccessful, the individual should contact his or her CMYO conductor, or the Board President.

## Safety & Background Check Policy

CMYO's staff is present at all activities, but we cannot always control the presence of outside guests at our host venues. Accordingly, we encourage parents and students to monitor and report any unusual strangers or behavior to our staff. Any staff or volunteer that is in contact with student will be required to satisfy a background check prior to assisting with the CMYO program.

## Parent Participation

Parent meetings are scheduled the first Saturday of each month, during student rehearsals. These monthly meetings are for all parents, as a means of promoting optimal communication between families and the CMYO organization. During monthly meetings, parents will be able to sign up for opportunities to support CMYO with various short-term projects.

Parents are expected to be involved in their students' CMYO experience, and are needed for:

- Overseeing the sign-in table at rehearsals
- Chaperoning field trips
- Serving as "gopher" to directors on concert day
- Setting up concert receptions
- Cleaning up after concerts and receptions
- Fundraising in the community
- Promoting CMYO at school open houses and orchestra concerts
- Staffing Lemonade Arts Fair booth ● And more!

## Performance Information

### Concerts

Concert dates are posted on our website at <http://www.cmyo.org>

## Special Events

Special events may happen any time within a year that may include attending performances, performing opportunities including tours, or participating with outreach or fund raising. A signed consent form will be required before a student can attend any event that is outside of the CMYO concert series.

## Audience Concert Etiquette

CMYO is an educational organization dedicated to exposing children of all ages to the excitement of live concerts; however, very young children may not be quite ready for a formal concert setting. You are the best judge of your child's capability to sit quietly through a concert. If your child becomes restless during a piece please exit quietly to the lobby.

## Concert Dress Requirements

### Males:

Black dress slacks, black dress shoes, black socks, long sleeve white dress shirt, plain black tie (no bow ties).

### Females:

Skirt: Long black skirt. If wearing a skirt, dark or black hose is required.

Dress pants: Dress pants are acceptable.

Blouse: White, ¾ to long sleeved blouse (tucked in)

Shoes: Black dress shoes

### Not allowed:

Jeans, jean-like trousers, suspenders, tennis shoes, sandals, hats, leggings, tight-fitting skirts, miniskirts, side slits on skirts, jumpers, plunging necklines, backless dresses, sleeveless or strapless dresses or blouses, sweaters, dangling earrings, glitter, sequins, bracelets, and extra-large hair bows.

## Accommodations

In compliance with the Americans with Disabilities Act, the Central Minnesota Youth Orchestra does not discriminate against people with disabilities and will make reasonable accommodation for all students with disabilities.

The Chair of the Board shall be designated as the ADA coordinator. All complaints in regard to ADA violations shall be referred to her/him. The Chair shall make reasonable accommodations and advise the board when such has been done. If the accommodation cannot be done or poses extreme financial considerations, the Chair shall advise the board of such, with the reasons and/or estimates of cost.

## School Participation

Recognizing that the success of the CMYO is dependent on the support and success of the area public and private school instrumental programs along with private studio instructors, the CMYO expects public and private school instrumental program participation when it is available. The CMYO provides an opportunity for orchestral and chamber music performance and is not intended to replace those programs offered by the schools. We would like everyone, including students with school programs, to participate in the CMYO program. Help us advocate for a continued strong school string orchestra presence by speaking out for your school program and participating in orchestra through the schools. We are stronger and can offer more when we work together.

## Reasons to Stay in School Programs

-Access to All-State groups



- Access to state solo and ensemble competitions
- Access to other opportunities and information related to music
- Serve as a role model to others
- Keep your school music programs alive and vital **Summer &**

## **In School Programs**

### **Mississippi Strings**

Mississippi Strings is a summer, week-long, ½ day camp that is held in June and hosted at a local school. Open to 3rd-12th with at least one year of string. There are three levels of orchestra based on ability and fun enrichment classes to supplement their musical education. For more information, please contact Carlin Stiles (320) 223-8281 or [mississippistringscamp@gmail.com](mailto:mississippistringscamp@gmail.com)

### **Upper Midwest Summer Camp**

Jointly sponsored by MNSOTA and the College of Saint Benedict in ST. Joseph, this is the ideal summer program for 7<sup>th</sup> through 12<sup>th</sup> grade students eager to develop their string playing through chamber music, string orchestra, and technique classes.

For more information, please go to: <http://www.mnsota.org/events/upper-midwest-camp>

## **Support CMYO**

CMYO is your region's youth orchestra. We will be looking at more ways to serve the needs of the youth musicians as we continue to grow. Our focus will be working alongside local instructors and directors to find ways to enhance the quality of the youth musicians in the region.

The Central Minnesota Youth Orchestra plans many fun offerings including field trips to professional orchestras & ensembles, opportunities with guest artists, regional tours, plus more!

### **Artistic Benefits:**

- Professional orchestral skill development
- Perform a concert at the end of the semester
- Perform within the communities
- Meet with special guests offering master classes
- Field trip opportunities to performances and events
- Quality rehearsal and performance venues

### **Financial Benefits:**

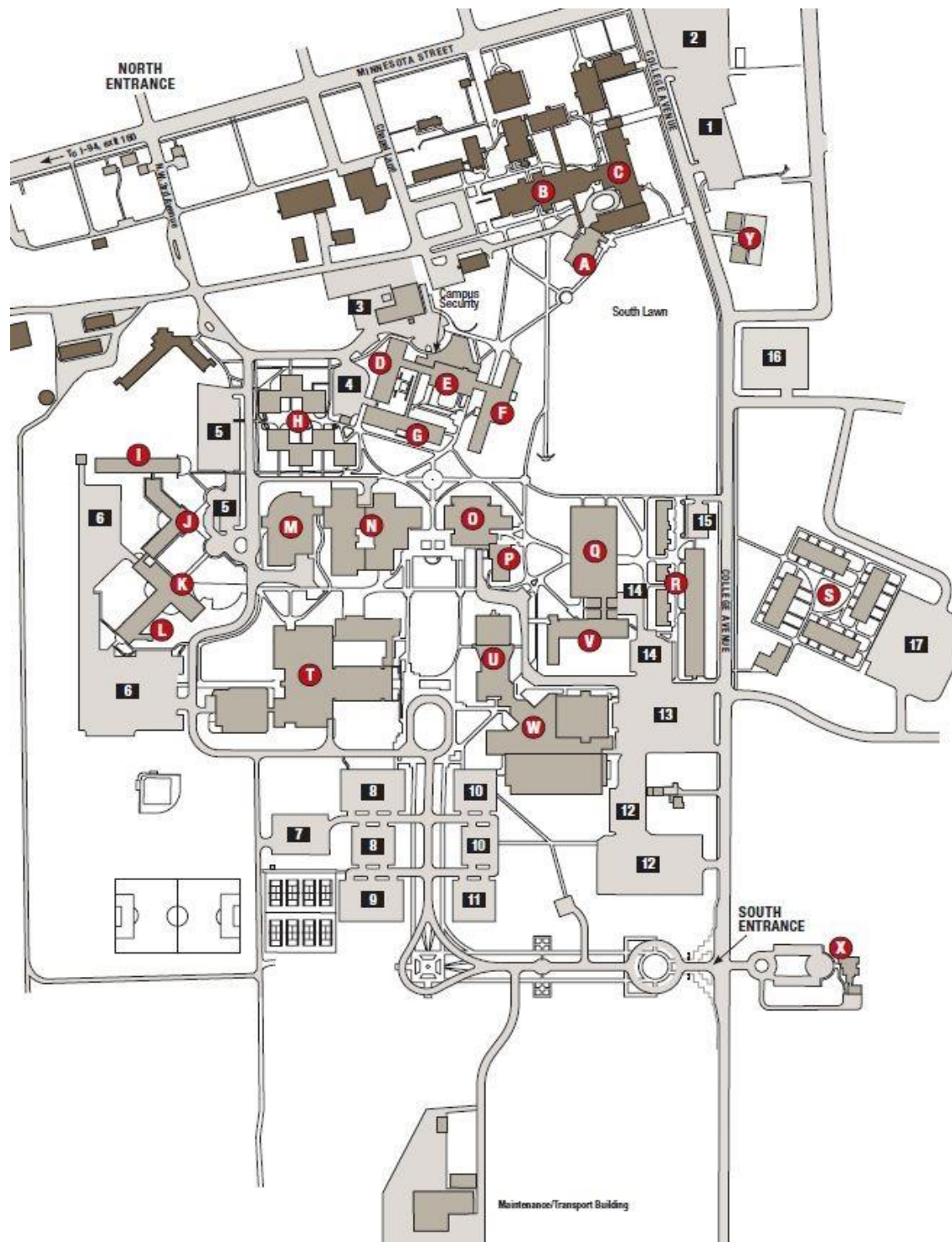
- Free business sponsored discount membership card for registered CMYO students
- Financial donations can be a write off for taxes

### **To donate, Please Make Checks Payable To:**

Central Minnesota Youth Orchestra  
P.O. Box 85  
St. Joseph, MN 56374

**Click on Donate on CMYO's Website to donate online: <http://www.cmyo.org>**

# Venues & Maps - College of Saint Benedict



**T - Benedicta Arts Center - Rehearsal Hall**

**PARKING**

**Guests: Lots, 8, 10, 12**

# ST. CLOUD STATE UNIVERSITY CAMPUS MAP

Visit [www.StCloudState.edu/campusmap/](http://www.StCloudState.edu/campusmap/)

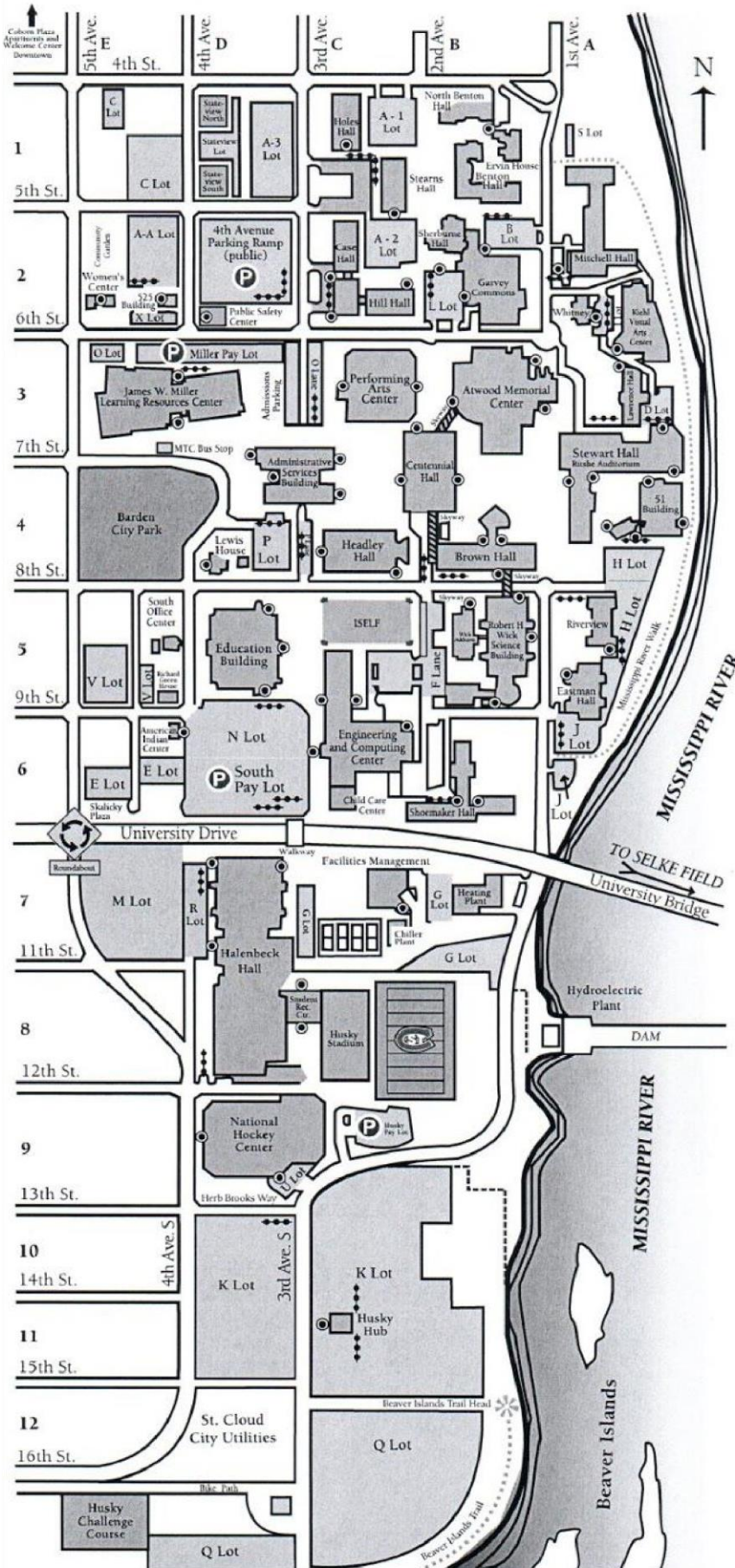
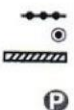
## TO REACH THE CAMPUS

- **From Interstate 94:** Take Exit 171. Drive north into St. Cloud on Stearns County Road 75. At 22nd Street South turn east. At Clearwater Road turn north. Follow the signs to campus.
- **From U.S. Highway 10:** Exit west on Minnesota Highway 23. Cross the Mississippi River on the Granite City Crossing Bridge. At Fifth Avenue turn south. Follow the banners to campus.
- **From the southwest (Minnesota Highways 15 and 23 and Stearns County Road 75):** All routes link with Division Street. Turn south at Fifth Avenue. Follow the banners to campus.
- **From the east (Minnesota Highway 23):** Follow Minnesota Highway 23 into St. Cloud. Cross the Mississippi River at the Granite City Crossing bridge. Turn south on Fifth Avenue. Follow the banners to campus.

## LEGEND

AS	Administrative Services, 720 4th Ave S	C4
AIC	American Indian Center, 901 4th Ave S	E6
AMC	Atwood Memorial Center, 651 1st Ave S	B3
BTH	Benton Hall, 445 1st Ave S	B1
BH	Brown Hall, 151 8th St S	E4
CPA	Coborn Plaza Apartments, 500 3rd St S	B1
CPW	Coborn Plaza Welcome Center, 355 5th Ave S	E1
CG	Community Garden	E2
CSH	Case Hall, 550 3rd Ave S	C2
CH	Centennial Hall, 201 8th St S (Husky Bookstore)	B4
ECC	Engineering & Computing Center, 910 3rd Ave S	C6
EH	Eastman Hall, 850 1st Ave S	A5
EB	Education Building, 840 4th Ave S	D5
ErH	Ervin House, 425 1st Ave S	B1
FLD	Husky Field	B8
FMB	Facilities Management, 211 11th St S	C7
GC	Garvey Commons, 577 1st Ave S	B2
HaH	Halenbeck Hall, 1000 4th Ave S	D7
HH	Headley Hall, 225 8th St S	C4
HiHH	Health Center, 550 3rd Ave S	C2
HP	Heating Plant, 1025 1st Ave S	B7
HiH	Hill Hall, 550 3rd Ave S	C2
HoH	Holes Hall, 400 3rd Ave S	C1
Hub	Husky Hub, 1420 3rd Ave S	C11
HS	Husky Stadium, 1111 3rd Ave S	C8
ISELF	801 2nd Ave S (under construction)	C5
KVAC	Kiehle Visual Arts Center, 580 1st Ave S	A2
LH	Lawrence Hall, 650 1st Ave S	A3
LeH	Lewis House, 724 4th Ave S	D4
MC	James W. Miller Learning Resources Center (library) 400 6th St S	D3
MH	Mitchell Hall, 566 1st Ave S	A2
NHC	National Hockey Center, 1204 4th Ave S	D9
PA	Performing Arts Center, 620 3rd Ave S	C3
PR	Public Parking Ramp, 516 4th Ave So	D2
PSC	Public Safety Center, 526 4th Ave So	D2
RGH	Richard Green House, 827 4th Ave So	E5
	Ritsche Auditorium (Stewart Hall)	A4
R	Riverview, 826 1st St S	A5
SBH	Sherburne Hall, 525 1st Ave S	B2
SMH	Shoemaker Hall, 915 1st Ave S	B6
SOC	South Office Center, 809 4th Ave S	E5
SVN	Stateview North, 410 4th Ave S	D1
SVS	Stateview South, 422 4th Ave S	D1
STH	Stearns Hall, 410 3rd Ave S	C1
SH	Stewart Hall (Ritsche Auditorium), 702 1st Ave S	A4
SRC	Student Recreation Center, 1111 3rd Ave S	C8
WH	Whitney House, 576 1st Ave S	A2
WSB	Robert H. Wick Science Building (Planetarium), 825 1st Ave S	B5
WC	Women's Center, 520 5th Ave S	E2
51B	51 Building, 51 8th St S	A4
525	525 Building, 525 4th Ave S	E2

- Handicapped Parking
- Wheelchair Accessible Entrance
- Skyway
- Under Construction
- Public Parking



## CMYO Contact Information

<b>Website:</b>		<a href="http://www.cmyo.org">http://www.cmyo.org</a>
<b>Phone:</b>		(320) 492-4288
<b>Email:</b>	Michael Zellgert	<a href="mailto:michael.zellgert@cmyo.org">michael.zellgert@cmyo.org</a>
	Rhonda Johnson	<a href="mailto:rhonda.johnson@cmyo.org">rhonda.johnson@cmyo.org</a>
	Amber Kopp	<a href="mailto:amberfaithkopp@gmail.com">amberfaithkopp@gmail.com</a>
	Marianne Zitzewitz	<a href="mailto:marianne.zitewitz@cmyo.org">marianne.zitewitz@cmyo.org</a>
	General Contact	<a href="http://www.cmyo.org/Contact_Us.php">http://www.cmyo.org/Contact_Us.php</a>

## Board of Directors

President	John Carlton
Secretary	John Johnson
Treasurer	Hans Mersinger
Member	David Arnott
Board Advisor	Thea Stockinger

*Are you interested in joining the vision? Contact us for more information!*

## Administration

Artistic Director/Encore	Michael Zellgert
Intermezzo Director	Amber Kopp
Cadenza/Prelude Director	Rhonda Johnson
Development Coordinator	Afton Benson
Mentor	Laura Dahl & Marianne Zitzewitz

## Underwriters & Major Contributions



This activity is funded, in part, by appropriations from the Minnesota State Legislature with money from the State's general fund, and its arts and cultural heritage fund that was created by a vote of the people of Minnesota on November 4, 2008.

## Facilities/Venues

COLLEGE OF  
Saint Benedict



Saint John's  
UNIVERSITY



## Additional Funding & Collaboration



## CENTRAL MINNESOTA YOUTH ORCHESTRA MEDIA WAIVER

Photos and videos are taken during rehearsals, concerts, and events. Both photos and videos are posted to the public through the media via online, articles for newspapers, and YouTube.

My Child's Name: \_\_\_\_\_

\_\_\_ I agree to allow my child to be videotaped and photographed during rehearsals, concerts, and events by the CMYO staff or consultants. It is the understanding the files will be used to promote the program throughout the media that is available for CMYO.

\_\_\_ I **DO NOT** agree to allow my child to be videotaped and photographed for promotional purposes. It will be my responsibility to ensure my child understands and makes efforts to avoid media capture. In addition, CMYO will make best efforts to remove your child from media recording done by the CMYO staff or consultants for the purposes of promotion.

I understand that by not signing this waiver, my child may not be able to participate in rehearsals, concerts, and events. \_

---

(first and last name)

(date)

## CENTRAL MINNESOTA YOUTH ORCHESTRA SPECIAL EVENTS & FIELD TRIP TRAVEL WAIVER

I hereby allow \_\_\_\_\_ to participate in activities that are outside of the scheduled rehearsal site and will require transportation to event(s).

Information regarding events that require traveling will be available on the website, a flyer sent at an earlier rehearsal, and/or through the parent meetings.

### Choose One:

**I AGREE** TO ALLOW CMYO TO TRANSPORT MY CHILD TO EVENTS AND PERFORMANCES THAT IS PRESENTED AS PART OF THE CENTRAL MINNESOTA YOUTH ORCHESTRA PROGRAM EXPERIENCE. A RIDE WILL BE PROVIDED BY THE CENTRAL MINNESOTA YOUTH ORCHESTRA ON THESE EVENTS UNLESS NOTIFIED FOR OTHER ARRANGEMENTS.

**I DO NOT AGREE** TO ALLOW CMYO TO TRANSPORT MY CHILD TO THE EVENTS AND PERFORMANCES THAT IS PRESENTED AS PART OF THE CENTRAL MINNESOTA YOUTH ORCHESTRA PROGRAM EXPERIENCE. IT WILL BE MY RESPONSIBILITY TO ENSURE MY CHILD IS PICKED UP OR TRANSPORTED TO THE LOCATIONS FOR THE EVENTS AND/OR FIELD TRIPS. I WILL NOTIFY CMYO IN ADVANCE OF ANY CHANGES OF TRAVEL ARRANGEMENTS FOR ANY EVENTS. A NEW FORM WILL BE SUBMITTED TO REFLECT THE CHANGE.

**I understand if I do not sign & date the form, my child may not be allowed to participate in the event(s) or activity(s).**

BY SIGNING THIS FORM, I AM AGREEING TO THE TERMS LISTED ABOVE.

---

(first name & last name)

(phone)

(date)

# Staff & Volunteer Background Check Form

## REVIEW POLICIES BEFORE AGREEING TO THE TERMS

### Harassment & Discrimination Policy

In accordance with federal, state, and local laws, CMYO prohibits any kind of harassment. CMYO is responsible for the enforcement of these laws among all its members and staff. Individuals with a grievance may make their concerns known by:

- a. Directly confronting the person engaged in harassment and reminding that person that such harassment is contrary to CMYO policy and must stop immediately
  
- a. If the individual does not wish to communicate directly with the individual engaging in the harassment or if such attempts have been unsuccessful, the individual should contact his or her CMYO conductor, or the Board President.

### Safety & Background Checks Policies

CMYO's staff is present at all activities, but we cannot always control the presence of outside guests at our host venues. Accordingly, we encourage parents and students to monitor and report any unusual strangers or behavior to our staff.

Any staff or volunteer that is in contact with students will be required to satisfy a background check prior to assisting with CMYO program.

### Terms for authorization to perform background check ( Print Name, Choose An Option, Sign)

I, \_\_\_\_\_, HEREBY

**Option #1:** \_\_\_ I request the CMYO to process a background check. If the background check is determined to be necessary, the fee will be \$10 at my expense. Instructions will be sent to my email.

My email is \_\_\_\_\_

**Option #2:** \_\_\_ I **DO NOT** authorize a background check. I understand no contact with students will be allowed during any activity that allows me to be in a supervisory or authoritative role.

Signature \_\_\_\_\_ Date \_\_\_\_\_