

## Chronological List for Branch Chairs

Month	Job	Comments/Done
Summer	Request rooms from institutions	
August	<p>Set up primary <b>Assistants</b></p> <p>Drop-off and Pick-up points                      Theory</p> <p>Hospitality                                              Data Entry</p> <p>Scheduling                                              Honors Recital</p> <p>(Check last year's list of assistants for preferred workers)</p>	SEE: Assistants, Hospitality, Scheduling, Data Entry
August	<p><b>Newsletter</b> items for September Newsletter</p> <p>Registration instructions</p> <p>CM Calendar</p> <p>Convention Theme Festival theme</p> <p>Add appropriate items from CM Newsletter sent out by state</p>	SEE: Branch Newsletter and CM Newsletter
September	<p>Edit <b>Registration Packet</b> from last year</p> <p>Branch Info</p> <p>Registration instructions                      Work Schedule request form</p> <p>Theory/Ear Training info                      Off-Site locations request</p> <p>CM Calendar                                      Drop-off / Pick-up points</p> <p>Mention that Registration Packet should be kept for reference throughout the year</p> <p>Copy and staple together Registration Packets</p> <p>Branch Info</p> <p>State info</p> <p>Policy                                              Letter to Teachers</p> <p>Addendums / Errata Lists                      Letter to parents</p>	SEE: CM Packet, Work Schedule,
September	<p>Enlarge <b>Teacher # List</b> for your branch and make several copies</p> <p>1. Use for \$ amount paid and check # for fees received from teachers to give to Treasurer</p> <p>2. Color code each discipline for quick identification of teachers for each discipline</p> <p>Update database on Branch Home Page with new teacher #s for new year</p>	SEE: Teacher #, Branch Home Page – Assign Local Teacher Numbers
September	<p><b>Meeting</b></p> <p>Pass out Registration Packets</p> <p>Explain Registration</p> <p>Dates scheduled for Help Sessions</p> <p>Passwords</p> <p>Updating email address</p> <p>Students continuing, transferring to new teacher, dropping</p> <p>Work Preference Form</p> <p>Convention Theme Recital theme</p> <p>Important Policy items and changes</p> <p>Take extra packets to drop-off point for teachers not at meeting to pick up</p> <p>OR have assistant mail packets when teachers call and request them</p>	SEE: CM Packet, Passwords, Transfers, Theme Recital, Policy
September	Answer telephone questions	
September	<p>Hold <b>CM Intro</b> and Registration Help class</p> <p>CM -The Big Picture</p> <p>Preparing students for CM</p> <p>Sight Reading                                      Ear Training – play examples</p> <p>Technique                                              Literature</p> <p>Requirements for applying for Convention</p>	
September	<p><b>Newsletter</b> items for October Newsletter</p> <p>Get registration completed early</p> <p>Send check and copy of student / level list with Work Preference to Chairman</p> <p>Add appropriate items from State CM Newsletter</p>	
October	Answer more telephone questions	
October	<p><b>Meeting</b></p> <p>Deadline reminder – no late registration or changes after November 15</p> <p>Teacher responsible for accuracy of all information entered in database</p> <p>Policy for student transferring to a different teacher within branch</p>	
October	<p>Enter registration <b>checks</b> as they arrive from teachers:</p> <p>Pass checks on to Treasurer for early deposit to be cleared in time to cover big check sent to state</p>	SEE: State Fees

October	<p><b>Design</b> Evaluator Letter to be send out in February  Leave blanks for date, time, site address  Create page with locations and directions to venues to copy on back of form  Design Student Information Sheet to be sent out in January for students to bring to theory / evaluation  Copy various forms for later use  Drop List                                      Change List                                      Teacher Work Schedule</p>	SEE: Evaluator Letter, Student Information Sheet, Lists, Drop, Changes, Work Schedule
October	<p><b>Newsletter</b> items for November Newsletter  Deadline for Registration and money  Send in Work Preference form, student list and SASE with money  How to handle Transfer Students within the branch  Add appropriate items from State CM Newsletter</p>	SEE: Branch Newsletter and CM Newsletter
November	<p>Enter registration <b>checks</b> by number and amount on list downloaded from Branch Home Page  Total checks and compare to State total  Get check from Treasurer to send to State</p>	SEE: State Fees
November	<p>Enter teachers on <b>Teacher Work Schedule</b> Choices form  Verify use of private studios for off-site evaluations  List teacher names for specific jobs on work schedule for each venue  Teachers volunteering studios will work at their own studio</p>	SEE: Work Schedule, Venues
November	<p><b>Meeting</b>  Registration deadline is November 15, send in money, student list, work preference sheet, SASE  Start a list of students' pieces for online evaluation form entry in January  Will only have short time in January to fill out evaluation forms  Good time to verify pieces meet CM requirements  Reverting back to non-Panel status must be done before January 15 deadline</p>	SEE: Evaluation Form, Panel
November	<p><b>BBE</b>  Purchase Big Brown Envelopes (larger than 9X13) and enter info on front  Teacher #                      Teacher Name                      Number of Path A / Path B / Panel students</p>	SEE: BBE
November	<p><b>Newsletter</b> items for December newsletter  Start list of students' pieces for Evaluation forms and verify they meet CM requirements  Add appropriate items from State CM Newsletter</p>	
November	<p><b>Download</b> Registration Info from State website  Print out first Master List by Teacher #  Create lists  Advanced Students                                      Wind teachers and students  Panel Students                                              String teachers and students  Seniors (also 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade)                      Voice teachers and students</p>	SEE: Branch Home Page, Lists
December	<p><b>Edit</b> final information bulletin for schedule mailing in February  Instructions: Filling out Evaluation Forms – Ride-Togethers, Convention, Honors  Technique preparation  Honors Recital requirements  No Photocopies  Work Schedule and explanation of jobs  Student Information sheet and directions for student to bring to theory / evaluation  Locations and directions to all venues</p>	SEE: Evaluation Forms, Ride-togethers, Honors, Work schedule, Student Information Sheet
December	Answer phone calls about somehow having missed the deadline or wanting to change levels	
December	Look up information for <b>Seniors</b> from last 3 years to check qualification for Senior Medallion	SEE: Senior Award
December	<p><b>Newsletter</b> items for January Newsletter  Instructions for obtaining schedule either online or by mail  Have student pieces ready for quick Evaluation Form entry  Add appropriate items from State CM Newsletter</p>	
January	<p>Copy Branch forms to be sent out  Student Information Form  Work Assignments  Evaluator Letter</p>	SEE: Student Information Sheet, Work Schedule, Evaluator Letter
January	<p><b>Fill out</b> Work Assignment Form to send to teachers with Student Information Form  Fill out Evaluator Letter with correct day, times, location, Honors requirements</p>	
January	<p><b>Meeting</b>  Instructions for filling out Evaluation Forms online including branch cut-off date  Review procedure for Ride-Togethers  Inform Chair of Drops ASAP</p>	SEE: Evaluation Form, Ride-Together, Drop

January	Keep track of any <b>Changes</b> in student status Keep list of changes to be compared to original Master Schedule in case there are questions	SEE: Changes
January	<b>Newsletter</b> items for February Newsletter Remind of theory and evaluation dates for various disciplines Inform Chair of Drops ASAP How to handle schedule problems (if allowed in your branch) Add appropriate items from State CM Newsletter	
January	Double check with <b>Venues</b> to be used for Theory and Evaluations Get check from Treasurer for sites requiring prepayment Verify table set-up in each room for theory Walk through facility to verify quality of pianos in each room Find out which rooms need card tables for evaluations	
January	Send check for \$4 per <b>Regionalized Panel</b> student to State Office Deadline January 15	SEE:Regionalization, Panel, Deadline
January	Check <b>Evaluation Forms</b> for accuracy Download Evaluation Information TAB file from Branch Home Page Break information into manageable groups and have assistants help check entered information Drops – add to Drop List Levels – same as originally registered for Syllabus page # filled in and agrees with registered level Number of pieces correct for registered level Honors eligibility if checked off Convention eligibility if checked off – level and music must meet recital qualification Ensemble and Ride-together filled in correctly if being used Telephone teachers with incorrect information and make changes where necessary	SEE: Branch Home Page – Reports – Evaluation Information TAB file, Evaluation Form, Levels
January	<b>Schedule</b> using BFS program Make manual changes where necessary Ensembles need same room and evaluator Duo piano need 2 pianos in same room Ride-togethers must be at same venue within a hour of each other Print out Master List for reference in case of changes Handy to have list by Teacher and a list by Student Alpha Send out Student Schedules via internet and/or postal mail	SEE: Branch Fast Schedule
February	<b>Last Mailing</b> Final instructions Evaluation Schedule Honors Recital information Teacher Work Schedule Student Information form Convention application information	SEE: Convention – Final application
February	Answer telephone complaints about scheduled work time	
February	Answer telephone calls to report <b>DROPS</b> Add to Drop List and make changes where needed: BFS, Master List, Printed schedules	SEE: Drop
February	Print out <b>Theory Test Labels</b> using BFS program Count Theory Tests received and compare number from state with State and Branch lists Separate tests and labels by Disciplines and Levels before starting to put labels on tests Double check that levels match on labels and tests Put tests in order for theory testing day	SEE: BFS
February	Answer telephone calls to request <b>Changes</b> Fill in Change Form for any changes made to guarantee changes are made everywhere needed Encourage teacher to make changes within own studio with others of same length evaluation <u>Teacher MUST call you back with any changes</u> Make changes to BFS, Lists, Evaluation Sheet, Evaluator Packet	SEE: Change
February	Receive list of Evaluators and prepare <b>Evaluator Letter</b> for mailing Make list of Evaluators, Days and Locations for all disciplines Copy Evaluator Letter designed in October and fill in appropriate information Mail out Evaluator Letter and directions to each venue to each Evaluator	SEE: Evaluator, Evaluator Letter
February	<b>Newsletter</b> items for March Newsletter Don't bother calling about changes Show up on time to WORK, SIGN-IN, READ DIRECTIONS for job When, where and how to get results online and in BBE after evaluations Get Honors Recital form in ASAP Add appropriate items from State CM Newsletter	

February	Verify people and equipment for <b>Hospitality</b> by phone or email Evaluation and Theory venues for all disciplines Tables, ice chests, paper goods, food and beverages	SEE: Hospitality
February	Verify people and equipment for <b>Theory and Evaluations</b> by phone or email Tables, Portable CD players, Computers	SEE: Supplies
February	Telephone <b>Evaluators</b> to verify they are scheduled and received branch mailing Answer any questions about locations, branch honors requirements, food restrictions	
February	Update <b>Work Schedules and Job Descriptions</b> for Theory and Evaluation Days Theory Evaluations Set-up Set-up Check-in Check-in Room Monitor Door Monitor Ear Training Theory Make-ups Hospitality Hospitality Grading Floaters Floaters Runners Office Office Data Entry Data Entry	SEE: Assistants, Data Entry, Door Monitor, Hospitality, Job Descriptions, Room Monitors, Runners, Work Schedule
February	Make <b>Name Tags</b> for each venue so evaluators will be able to identify volunteers	SEE: Venues
February	Answer telephone calls about everything imaginable	
February / March	Update <b>Evaluator Instruction Sheet</b> to put in Evaluator Packet Reminder of branch Honors requirements Where to go for breaks and lunch How to handle Evaluator Schedule and Payment Invoice at end of day	SEE: BBE, Evaluator Packet, Evaluator Schedule, Payment Invoice
February / March	Update <b>Instructions</b> for different Venues Studios / Strings / Voice / Winds Hostess / Door Monitor End of Day – Check Evaluation sheets for completion by Evaluator at all venues	SEE: Hostess Packet, Door Monitor
February / March	Purchase <b>Supplies</b> for Theory and Evaluations Pencils / Markers / Highlighters Signs – blank Red pencils for grading Tape for signs Post-It pads for notes "Tums" Brown paper to cover practice room windows for evaluations	SEE: Supplies
February / March	Print <b>Signs</b> for each venue CM → OR CM ←, etc. No Parents Beyond This Point Quiet Please Theory Testing – Quiet Please Theory –Level 1, etc. Room # 1, etc. Check-in Desk Parent Waiting Area	SEE: Signs
February / March	<b>Copy:</b> Evaluator Instructions Sign-in sheets for Volunteers State Grading Guidelines for Theory Job Descriptions for different Venues Branch Grading Instructions Remain at Level Form Schedules with Jobs for each day and venue	
February / March	Print out final <b>MASTER LISTS</b> <u>Student Alpha / Level / Path / Teacher # / Day / Room / Time</u> <u>Teacher # / Student Alpha / Level / Path / Day / Room / Time</u> <u>Level / Student Alpha / Path A / Teacher # / Day / Room / time</u>	SEE: Lists
February / March	<b>THEORY DAY Preparation</b> Sharpen pencils Tests in desired order for distribution Student Alpha Master List for Check-in desk - indicate Advanced students already exempt	
February / March	<b>THEORY DAY Necessities</b> Schedule for Theory Day Markers / Pencils Job Descriptions Tests / Answer Keys Teacher Sign-in sheet Ear Training CDs Master Lists CD players with working batteries or cords Signs / Tape Lap Top computer to enter scores	
February / March	<b>THEORY DAY Work</b> Check-in desk highlights students on list when arriving Graders given review of state and branch instructions for grading Any failures brought to attention of Chairman Enter all results on computer	SEE: Check-in, Grading Tests, Data Entry

February / March	<b>EVALUATION DAY Preparations</b> Print Evaluator Schedules Fill out scheduled times on Evaluator Payment Invoice Prepare Evaluator packets Schedule                      Pen                      Instructions / Honors info Payment Invoice              Kleenex                      "Remain at Current Level" form Candy                      Post-it notes for notes to teachers Print Room Schedules for Check-in and Door Monitors using BFS program Prepare Off-Site Packets Job Descriptions for Hostess & Door Monitor                      Signs Instructions for checking Evaluation form                      Evaluator Packet End of Day instructions                      Honors requirements Evaluation schedule for check-in if more than one room at venue Deliver Off-site packets to venues: check out venue for possible problems	SEE: Payment Invoice, Evaluator Packet, Room Schedule, Branch Fast Schedule, Hostess Packet, Door Monitor
February / March	<b>EVALUATION DAY Necessities</b> Evaluation Day Schedules                      Evaluator Packets with schedules Room Schedules for Check-in desk                      Theory testing materials if needed Job Descriptions                      Signs / tape / brown paper Master Lists                      BBEs with certificates and corrected Theory tests Teacher Sign-in sheets                      Syllabus Clip boards for Door Monitors                      Lap top for Data Entry	SEE: Evaluator Packet, Room Schedules, Data Entry
February / March	<b>EVALUATION DAY Work</b> Check-in desk – highlight students on Schedule when arriving / going in for evaluation Check Evaluation forms – Evaluator signature, all ratings circled, appropriate info filled in ALL Data entered into database by computer –scores and appropriate convention and honors info Make rounds every few hours to encourage people, answer questions, "put out fires" Runners deliver completed Off-site evaluation materials at lunch and mid-PM Separate evaluation forms by teacher # and stuff BBEs	
February / March	<b>Stuff BBEs:</b> Path Bs could have blank theory tests and blank Path B certificates put in before evaluation day Insert Completed Evaluation Forms, Graded Theory Tests and Certificates	
March	<b>Newsletter</b> items for April newsletter Many thanks all around Information about Convention Appropriate info from State CM Newsletter	
March	Answer telephone questions about results and convention – Will it never end?!? Remember the <b>Line of Communication</b> if there are complaints to be handled	SEE: Line of Communication
April	Update <b>Senior Medallion</b> results 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> grade students that were Drops, No-shows, Fail, or Remain at level should be noted on the lists made when registration info was downloaded in November 12 <sup>th</sup> grade students need to be checked for qualification with this year's results Past years (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> ) should already have been checked for qualification Order Senior Medallions from the State Office	SEE: Senior Award
April	Send <b>thank you notes</b> to evaluators and major assistants You may want to include copy of Evaluator Schedule if not available on day of evaluations	
April	<b>Meeting</b> Thank everyone profusely! You couldn't have done it without them Reminder of Convention location and dates	
April	Put your feet up, relax and give yourself a pat on the back. No, you haven't gone deaf. The phone has really stopped ringing!!	