**BURNSVILLE AREA MUSIC TEACHERS**



**HANDBOOK**

**2024 – 2025**

**Web Site: BAMTA.NET**

**Burnsville, Minnesota**

**BURNSVILLE AREA MUSIC TEACHERS ASSOCIATION**

**Handbook**

**2024-2025**

**Please place this Handbook in a 3-ring binder**

**and bring it to every meeting.**

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BAMTA WEB SITE – BAMTA.NET (case sensitive)

**BAMTA PROFESSIONAL POLICIES**

We consider the following principles of professional practice essential in the relationship of teacher, student and parent, and encourage our members to adopt these policies.

**THE TEACHER’S RESPONSIBILITY TOWARD THE STUDENTS AND THEIR PARENTS**  
The teacher’s responsibility toward students and their parents is to develop the musical potential of each student to as full a degree as possible by:

* Recognizing that music is important in the total development of the student
* Exhibiting a manner and attitude of sensitivity to the emotional needs of students, and instilling in them a confidence and joy of attainment that will enrich their lives and contribute to the development of the whole person
* Encouraging students constantly and giving them a fine appreciation for all kinds of music, offering a broad and enriched program of instruction including theory, technique, keyboard harmony and sight reading, as well as repertoire and performance skills
* Assuring parents that there will be no increase in tuition during the course of a school year
* Endeavoring to participate in a program of continued education with attendance at workshops and membership in musical organizations.

**THE PARENTS’ AND STUDENTS’ RESPONSIBILITY TO THE TEACHER**

The parents’ and student’s responsibility to the teacher is to:

* Realize that steady progress is assured only when a conscientious attitude toward musical study is held by both student and parent
* Understand that in engaging a private music teacher, certain policies must necessarily exist
  + A minimum number of lessons per school year are to be assured by the teacher; time is reserved in the teaching schedule for that student, thereby establishing a basis for good instruction and assuring the teacher the same economic stability enjoyed by other professional members of the community.
  + Students are expected to complete the full school term regardless of when a final recital may be held.
  + If this agreement must of necessity be terminated due to unforeseen circumstances, a minimum of one month advance notice must be given in writing.
* Understand that music education is a continuing process and lesson fees are considered tuition payable in advance on a schedule to be worked out with the individual teacher.
* Understand that missed lessons may be made up at the teacher’s discretion. Reasonable notice must be provided and the reason for missing must be valid - illness, injury or family emergency.

**THE TEACHER’S RESPONSIBILITY TOWARD THE PROFESSIONAL COMMUNITY**

The teacher’s responsibility toward the professional community is to:

* Refuse to enroll a student of another teacher unless the student’s obligation toward that teacher has been met in full.
* Maintain a highly professional attitude toward the work of other teachers.

**BAMTA OFFICES AND DUTIES**

**PRESIDENT**

Preside at all BAMTA meetings according to modified Roberts Rules of Order.

Call and preside at BAMTA executive board meetings, which are held one to two weeks before regular meetings when the president feels they are necessary.

Prepare an agenda for meetings.

Take attendance at meetings and retain attendance records on file.

Retain and distribute as needed BAMTA Policy Sheets.

Review job descriptions with new board members.

Encourage each committee to maintain a notebook to be passed to succeeding board member.

Communicate regularly with all committees.

Oversee summer preparation:

* Membership dues need to be paid to the Treasurer in September of each year.
* Program/Directory will be available before the first meeting takes place in September.

Participate as ex-officio member of all committees.

Term – two years.

**VICE PRESIDENT**

In the event the president cannot fulfill her entire term, the Vice-President steps in as president.

Preside at BAMTA board or general meetings if the president is unable to attend.

Serve as Chairperson of Senior Award Committee.

Serve as Membership Chair.

Attend all general and board meetings.

Term – two years, progresses to President at end of Vice President Term.

**SECRETARY**

Attend all general and board meetings.

Record minutes of all meetings; keep one copy for BAMTA files and provide one copy for each Board Member.

Submit minutes of preceding meeting.

Correspond as directed by board (thank you notes, get-well wishes, etc.).

Term – two or more years (as long as is willing to serve).

**TREASURER**

Collect and disburse funds as directed by the board.

Member dues must be received by or at September meeting.

Keep a list of all paid members, including their addresses and phone numbers.

Pay the Program Presenter **$175.00** on the date of the program, along with a Thank You note.

Volunteer Member Presenters will receive a thank-you, but no stipend.

Limit 2 paid presentations per year.

Reimburse MFMC attendee for Convention and/or meeting expenses, including registration, hotel and mileage.

Keep records of all financial transactions. Reconcile checkbook monthly with bank statement.

Submit treasurer’s report at board and general meetings. Give copies of treasurer’s report to the President and Secretary.

Receive and keep receipts of expenditures. Instruct members in procedure for reimbursement of expenses.

Term – two or more years (as long as is willing to serve).

**FESTIVAL CHAIRPERSON**

Chairman may have a Co-chair.

Oversee all aspects of the Junior Festival.

Distribute Festival information to membership at or before September general meeting.

Distribute Festival repertoire list, official rules, and other pertinent information to members.

Festival Day Preparations:

* Reserve Festival date at Festival site.
* Set judging guidelines. Set payment guidelines, arrange for payment with Treasurer.
* Recruit BAMTA members for work assignments at the October meeting. All teachers who enter students must work.
* Collect fees and registrations as they come due.
* Appoint one committee member to recruit more people to schedule playing times and check selections for legitimacy.
* Distribute pertinent NFMC information to members about Festival (T-shirts, International Peace Garden Music Camp, etc.)
* Prepare the church the evening before Festival Day (put up tables, signs, etc.)
* Clean up church after the Festival.
* Arrange for refreshments for judges and teachers.
* Order participant certificates from State in January.
* Prepare folders for rooms and judges.
* Appoint one person to be in charge of tuning the church pianos.

Preside at March meeting to review Festival Day.

Distribute color-coordinated Superior Certificates and Gold Cup Trophies to teachers when they arrive from State.

Term – as long as is willing to serve.

**FESTIVAL REPERTOIRE CHAIRPERSON**

Receive Festival registrations on or before the registration deadline.

Check that the following criteria have been met for each entry:

* The registration form is completely filled out
* The correct fee is paid. Note that any second registration has a different entry fee.
* The student advances to a higher level if they received a superior the previous year.
* A level is repeated only one time if a lower score was obtained the previous year.
* Required pieces are taken from the Festival Bulletin and are listed in the stated class level.
* Choice pieces do not appear anywhere in the Bulletin.
* Choice pieces Elementary I and above are by non-American composers.
* No choice piece is by Lynn Freeman Olson
* Hymns and/or American Folk Songs are not used as choice pieces for Piano Solo Event.
* Required and choice pieces represent the same level of musicianship.

Notify teachers immediately if any error is found on the registration form or if insufficient fees have been paid.

Notify the Treasurer if a teacher has over-paid.

Hand in fee information and the checks to the Treasurer.

Hand in the checked registration forms to the Festival Chair.

Note: An adult entrant has a different criterion regarding fees, memorization and levels repeated. See adult participation rules in Festival Bulletin.

**FESTIVAL SCHEDULER and RECORDER**

Schedule Student Participants for Festival.

Inform the judge selection person of schedule and repertoire for each room.

Provide schedules for Festival Committee and teachers.

Prepare folders for rooms and judges.

Coordinate recording of ratings and distribution of rating sheets to teachers.

Record Scores.

Compile, print reports for teachers, Festival Committee and MFMC.

Keep reports on file by year.

Print final reports for teachers and certificates for students.

Term – as long as willing to serve.

**FESTIVAL JUDGE SELECTION**

Procure judges for Festival and inform them of schedule and repertoire for the level to be judged.

Term – as long as is willing to serve.

**ON-SITE FESTIVAL RECORDER**

Lay all clasp envelopes with teachers’ names in alphabetical order around library table.

When critiques come in, record each score on the master sheet. Cross off names on master.

Write student name and teacher name on critique. Check that judge has signed the critique.

Lay each critique on corresponding teacher’s envelope. A “no show” critique is also returned to the teacher.

Check master list to make sure all names are crossed off or “no show” is written down.

Recheck each teacher’s pile of critiques for accuracy.

Place all critiques in envelopes.

\*\*suggestion: The master list should be printed out **in order of performance** for each room.

**MEMBER MENTOR**

Advises and supports members who ask for assistance.

Term – as long as willing to serve.

**MEMBERSHIP**

The Vice President is also Membership Chair.

Send attendance sheet around at each meeting and collect.

Encourage members to be active in BAMTA by communicating via phone or email when a member has missed a meeting, using the attendance list.

Send a card when there is a need: surgery, injury, death.

**MFNC LIAISON**

Attend all BAMTA general and board meetings.

Attend or delegate attendance to the two annual state meetings of MFMC and be BAMTA’s voice and vote.

Attend or delegate attendance to the biennial state MFMC convention.

Receive all mailings from MFMC and keep BAMTA members informed of state opportunities and news.

Participate on state committees as interest and time allow.

Order and coordinate distribution of new Festival bulletin with the Festival chairperson.

Term – as long as willing to serve.

**PROGRAM COMMITTEE**

The Committee Chair selects members on the committee.

Plan all programs for the coming year by early July and submit to the calendar.

Set meeting dates (Guideline: the third Friday in September, the third Tuesday in October, January, April and June, and the first Tuesday following Festival).

Set meeting locations

Recruit co-hostesses for each meeting.

Prepare and distribute Directory and Program.

Compose and send a letter of confirmation to all Presenters.

Term – Begins in summer, as long as willing to serve.

Pre-meeting Procedures:

Call Program Presenter two weeks before actual meeting date. Check needs for presentation. Confirm date, time, location, fee, and provide directions/map.

Contact hostess about necessary arrangements: piano tuning, coffee, etc.

Contact co-hostesses about responsibility for refreshments. Co-hostesses should email membership at least one week before the meeting. Co-hostesses contact hostess with number of members expected.

Preparation of Directory, Program and Handbook:

Obtain a list of all paid members, including their addresses and phone numbers from Treasurer.

List members at large with contact information, and keep it up-to-date.

List officers and committee members

List the coming year’s meetings and events with dates, times, locations and registration deadlines.

Update the Handbook.

Send Program, Directory and Handbook to each member and to the website coordinator by August 1.

**PUBLICITY and SCRAPBOOK**

Maintain a scrapbook of programs, newspaper articles, correspondence, etc.

Submit press releases to the local newspapers regarding BAMTA meetings, events and activities.

Term – however long person is willing to serve.

**SENIOR AWARD**

The Vice President is Chair of Senior Award.

Term – 2 years

**WEBMASTER**

Update the BAMTA website periodically as needed.

Term – as long as willing to serve.

**SENIOR AWARD**

Senior Award is an adjudicated event for high school seniors who are currently studying piano with a BAMTA teacher. Cash awards will be presented to qualifying students.

1. Each applicant is required to submit a BAMTA Senior Award Application, along with a non-refundable $20 entry fee by the required deadline.
2. Refer to current schedule in directory for date and location for audition.
3. The applicant need not be planning to major in music to be eligible for the award, but is encouraged to pursue music study in the future.
4. Each student must audition before an independent judge retained by the BAMTA board.
5. Performance time will be a minimum of seven minutes and a maximum of fifteen minutes.
6. The applicant must play two compositions in contrasting styles at the Early Advanced to Advanced levels (NFMC Moderately Difficult I or higher). The student must play the pieces listed in the application. A third piece may be played, if necessary, to fill the 7-minute minimum time requirement.
7. Judging will be done on a point system using the criteria on the attached page.
8. Memory is encouraged but not required. Extra points will be awarded to applicants who play by memory.
9. The judge will be advised that musicality of performance should take precedence over difficulty of music.
10. Long repeats should be avoided, but teacher’s choice, based on musicality, will prevail in the decision of repeats in general.
11. The amount of the award will be determined by the judge based on the number of points earned at the audition. All auditioning students will receive a Certificate of Participation from BAMTA.
12. BAMTA reserves the right to distribute partial or no award if none of the applicants meets the requirements.
13. Auditioning students must supply original copies of the music being performed and a copy of their application form for the judge. *NO PHOTOCOPIES OF MUSIC ARE PERMITTED*.
14. Notification of the award will be made to the applicant’s teacher and to the local newspapers, as well as to the winner’s high school. The award will be presented to the winner by a BAMTA Board Member. The winner will be invited and strongly encouraged to perform at the next BAMTA regular meeting.

**IF YOU ARE THE CHAIRPERSON FOR THIS EVENT:**

1. Set the date of the Audition and the Application Deadline; inform the Program Committee by June so that the information can be included in the BAMTA Program.
2. Recruit two or three BAMTA members to help as door monitor, time keeper and judge assistant.
3. Recruit an outside judge to be paid $25.00 per hour, plus $10.00 per student. A thank you note should accompany payment.
4. Send completed a repertoire list, scoring sheets and the following guidelines with a cover letterto the judge two weeks before the event.
5. The amount of the awards will be determined by the judge based on the number of points earned at the audition. In case of close scores, awards may be divided. The amount of $500 can be distributed at the discretion of the judge, judge’ assistant and BAMTA Vice-President.
6. Guidelines for the awards are:
7. First prize is up to $300.
8. Second prize is up to $200.
9. The rest, if any, will receive Honorable Mention in the amount of $50 per performer.
10. Funds will be distributed up to a maximum total of $500.
11. All auditioning students will receive a Certificate of Participation from BAMTA.
12. On Event Day, the Chairperson or her representative shall open the facility and remain throughout the Auditions, but should not be in the Audition Room. Only the Time Keeper, Judge’s Assistant, Judge and the Auditioning Student may be in the room during the performance.
13. If the Chairperson has a student playing in the Audition, a BAMTA Board Member shall supervise on Event day.
14. Remind the applicants’ teachers that all winners are strongly encouraged, but not required, to play in the April BAMTA meeting.
15. Prepare and submit an article and pictures of winners to Publicity Committee for publication in Burnsville *Current* the week after the Audition, and the winner’s high school. Present checks and certificates at the Student Recital, BAMTA meeting, or send them through the mail.

**REPERTOIRE SUGGESTIONS FOR SENIOR AWARD**

These are a few examples of required difficulty:

Baroque: Bach 2- or 3-part Inventions

Movement of a French or English Suite

Scarlatti Sonata

Handel movement of a Suite

Classical: Haydn, Mozart, Beethoven movement of a Sonata

Romantic: Schumann Scenes from Childhood

Chopin Mazurkas

Grieg Lyric Pieces

Impressionist: Debussy, Ravel

Any festival pieces MDI and higher

Contemporary:Valenti, Prokofiev, Joplin, Gershwin

Any festival pieces MDI and higher

Remember, these are only guidelines for a few musical choices in each category.

**BAMTA SENIOR AWARD APPLICATION**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_ PLEASE

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTACH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHOTO

Age \_\_\_\_\_\_\_\_\_\_\_\_\_ Grade in School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former Piano Teacher(s): Years of Study:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Piano Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years of study: \_\_\_\_\_\_\_\_\_\_\_

List Compositions to be played (Two Contrasting Styles):

COMPOSER PIECE KEY Op. No. Mov’t

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance time: 7 – 15 minutes

Tell us about your future music plans, and how you would use this scholarship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list past notable musical activities and awards, such as school, church, community awards, festival, contests, theory and piano exams, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SENIOR AWARD JUDGING SHEET**

STUDENT NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ JUDGE INITIALS

*GRADE 11 OF 12 ITEMS LISTED. Discard one that least applies.*

COMPOSITION A 0 1 2 3 TOTAL

1. Phrasing

2. Tempo

3. Note Accuracy

4. Rhythm

5. Balance/Voicing

6. Dynamics

7. Tone Quality

8. Articulation

9. Pedaling

10. Style

11. Memory

12. Convincing Performance

COMPOSITION B 0 1 2 3 TOTAL

1. Phrasing

2. Tempo

3. Note Accuracy

4. Rhythm

5. Balance/Voicing

6. Dynamics

7. Tone Quality

8. Articulation

9. Pedaling

10. Style

11. Memory

12. Convincing Performance

COMPOSITION C 0 1 2 3 TOTAL

1. Phrasing

2. Tempo

3. Note Accuracy

4. Rhythm

5. Balance/Voicing

6. Dynamics

7. Tone Quality

8. Articulation

9. Pedaling

10. Style

11. Memory

12. Convincing Performance

GRAND TOTAL

**NATIONAL FEDERATION OF MUSIC CLUBS FESTIVAL**

Information for Teachers

**2025 Festival fee is $30 per student**

The annual MFMC Festival is one of the major programs of BAMTA. It is a local component of the National Federation of Music Clubs. Our local participation includes only Piano Events. Please refer to the MFMC website for more information on scholarships, festivals and other events. http://mfmc2.pairserver.com/wordpress/

BAMTA has two festival sites: Burnsville and Northfield. **The Burnsville site is the MAIN SITE:** teachers should select the Burnsville siteunless they are from Northfield or their students have a serious conflict with the Burnsville date. DO NOT GIVE YOUR STUDENTS A CHOICE. The Northfield site is a small site specifically for Northfield teachers which cannot accommodate a large number of students. To help you we have prepared **site-specific** student information sheets. Please give your students the appropriate information. Availability of the Northfield site is at the discretion of the Festival Co-Chairs. If neither date works, the teacher may register the student in the Festival of another Club in the region.

**EMERGENCY Make-up Date:** if a serious conflict arises after it’s too late to re-register in another festival, our emergency make-up date will be the Senior Award date, and there will be an additional $15 fee.

**Teachers are required to use the Festival Admission Form** (pp. 19-20) in preparation for Festival**.** Copy the form as needed, fill in the required information, and give it to the student one week before Festival. The student must bring it to the Festival along with their music. Please note that there are two forms, one for Burnsville and one for Northfield.Please use the correct form.

**Students may participate in one or more of these events: Piano Solo, Piano Duet and Piano Concerto**. If you wish to enter a student in Piano Duet or Piano Concerto, you MUST let the Festival Chairs know at the October meeting so we can make arrangements**.** Please refer to your Bulletin for more information and consult the Festival Chairs if you have any questions.

**Student Festival Fees: First entry-$30.00; Second entry-$15.00 per concerto participant, $12 per duet**

A teacher may not charge MORE than the official BAMTA fee for Festival.

**Attendance is required** at the October meeting for all teachers entering students in Festival. Please bring:

* **One check** payable to BAMTA – $42 plus $3 for each student you expect to enter in Festival.
* $42 includes $36.00 for MFMC dues, $6.00 for the NFMC publication, *Junior Keynotes*
* $3 per student pays MFMC student dues. (Adult students pay an additional $5.00.)

Festival registrations must be delivered or mailed (postmarked) to the designated person *by* the December deadline. Please fill out an individual registration form for each student indicating Required and Choice pieces. Include one check payable to BAMTA.

All teachers who register students in the Festival are expected to work, either beforehand or the day of the Festival. Do not expect to hear your students perform. Plan to spend the day working at your assigned stations.

Teachers are expected to read their NFMC Bulletins to familiarize themselves with Festival regulations.

**Rules Concerning Festival Day**

Rules copied here apply to our Festival, but this is not a complete list of rules. Please refer to your NFMC Festival Bulletin for all rules regarding Eligibility, Progression, Choice of Material and Teacher Responsibility in the Event of a Disqualification on pages 1-18. To comply with copyright law, we require that each teacher owns a published copy of the NFMC Bulletin.

When a student comes in the room to play, we assume that all rules and regulations have been met. If, however, there is a problem, we want to help you address it objectively and with minimal distraction. Please relay issue immediately to Festival chair or BAMTA president so that it may be addressed with a possible solution rather than disqualification.

The following rules will be upheld. If there is an infringement, **the student may play for comments only**. No score will be given.

* A student must advance to the next level if they have received a Superior score the previous year. A level may be repeated one time if a lower score was obtained. After that, the student must advance at least one level.
* Students MUST play the pieces recorded on the registration.
* No repertoire changes are permitted after registration unless required as per NFMC rules. Our Festival Repertoire Chairperson will check your applications for obvious repertoire problems and give you suggestions for compliance.
* Students must perform from memory.
* Choice piece must be at least 16 measures long, not including repeats; 12 measures for PP and PI.
* Published or otherwise copyright-legal scores must be provided for the judge.
* NO photocopied music is allowed in the audition room unless accompanied by written permission from the publisher, stating that the selection is out-of-print.
* No photography, video or audio recording is allowed in audition rooms during any performance. If recording equipment or cameras are used, the Judge’s Assistant will quietly ask the person to put their equipment away. The student will not be disqualified in any way.
* Judges’ decisions are final. Students may not be judged again at a later time by the same or a different judge to receive a different rating.

Other considerations:

* NO pieces by Lynn Freeman Olson
* A short 30-45 second warm-up is encouraged, but it may not be part of either judged piece.
* Students who do not bring published scores (or copyright-legal copies) may choose to play for comments only or play later in the day after obtaining the proper scores.
* If a student chooses to play for comments only, (the music is not memorized, the student does not provide a score for the judge, the student plays only one piece), please attach a note to the student’s music.
* Special Requests and Time Requests should be used only when there is a specific need. PLEASE KEEP TIME REQUESTS TO A MINIMUM. Don’t ask your students if they have a special request, but if they ask you, be sure to submit it and it will be honored.
* In an emergency, schedule changes can be made at the discretion of the Scheduler for a fee of $10.00, to be paid directly to the Scheduler.
* Teacher error (e.g. incorrect choice of literature, photocopies, incorrect level, etc.) may be corrected at the request of and expense of the teacher.

The following will be treated as a suggestion, and not a reason for disqualification:

* Repeats should be omitted except in short Primary compositions. Teachers should use their discretion with repeats; when a repeat is needed to complete the piece, the repeat should be used.

**OFFICIAL GOLD CUP PLAN**

The following is a synopsis of the Gold Cup Plan. Please refer to the current Federation Festivals Bulletin for more information regarding Gold Cups.

**PURPOSE**

To offer additional incentive to entrants in the NFMC Festivals and to make it possible for each entrant to receive this special award through the accumulation of points based on ratings earned.

**HOW POINTS ARE EARNED**

Based on ratings received in Festivals conducted in the District or equivalent geographical division of the State Federation, points are earned as follows: Superior, 5 points; Excellent, 4 points; Satisfactory, 3 points; Fair, 2 points; Needs Improvement, 1 point. Adult participants may not be given a score by the judge that is less than 3 points. Solo and concerto points may be combined beginning in 9th grade. Solo level must be Difficult I or above and Concerto level Junior III or above. See p.11 of Festival Bulletin.

**AWARDS**

When a total of 15 points has been earned, the first Gold Cup is awarded. Points above the required total are applied toward the total of 15 additional points required for a second cup, larger than the first one earned. After attaining the second cup, in like manner, an entrant may earn a third and a fourth cup, continuing in the same pattern throughout the Festival age bracket.

First Gold Cup – 15 points

Second Gold Cup – 30 points

Third Gold Cup – 45 points

Fourth Gold Cup – 60 points

Grand Cup – 75 points

President’s Cup – 90 points

**FEES**

To support this optional award program, states adopting the Gold Cup Plan should require an entry fee for each participant in addition to the required Festival entry fee. The amount of this fee is determined by the state according to its financial structure, costs of the cups, number of entrants, involved, etc.

**ACCUMULATING POINTS**

To accumulate points, these rules must be observed:

1. All points counted toward Gold Cup must be earned in the same EVENT. Points in different Events may not be combined for Gold Cup with the exception of points for Solo and Concerto or Sonata-Concerto Events for the same instrument.
2. In Senior High School (grades 9-12) points from advanced piano solo and instrumental solo events may be combined with points earned in the Senior Concerto and Sonata Events for the same instrument for the Gold Cup Award. Also, in grade 12 only points in Musical Theater and Vocal Art Song may be combined.
3. A student who has previously entered the solo event may enter the concerto event of the same section to continue the sequence toward a Gold Cup.
4. See page xvii in Handbook for details on points.
5. An entrant may work toward cups in more than one event simultaneously, provided required fees are paid in each event entered.

**FESTIVAL PRE-REGISTRATION INFORMATION - BURNSVILLE**

To be given to students before registration

**WHAT:** National Federation of Music Club (NFMC) Festivals are held all over the country and are very popular in parts of Minnesota. Our club has held Festivals since 1980, with about 200 students participating each year.

**WHEN:** Saturday, March 15, 2025 aside the entire day until you know your scheduled time, because changes cannot be made to the schedule. Special schedule requests may be indicated on the registration form completed in December. You will find out your actual scheduled time a few weeks before Festival.

**WHERE:** Mount Calvary Lutheran Church, 3930 Rahn Road, Eagan, 55122.

**HOW IT WORKS:** Your teacher will help you choose two pieces to learn and memorize. One piece is from a special list, and the other is not. On Festival Day, you perform these two pieces for a judge, who gives you a written critique and a score of 1-5 points.

Every year we will add up your points, and when you have accumulated 15 points you will earn a Gold Cup Trophy. Left-over points can be carried forward to your second Gold Cup Trophy.

Your family is welcome to come into the room to listen to your performance. However, they may NOT record your performance or take any pictures in the judging room.

**Recording and photography is strictly prohibited in the room, according to National Federation rules. This includes cell phones.**

**FEE: $30.00 per student with additional $12 (duet) or $15 (concerto) fee, if applicable.**

Please write a check directly to your teacher. Your teacher will tell you when the fee is due.

**FESTIVAL PRE-REGISTRATION INFORMATION - NORTHFIELD**

To be given to students before registration

**WHAT:** National Federation of Music Club (NFMC) Festivals are held all over the country and are very popular in parts of Minnesota. Our club has held Festivals since 1980, with about 200 students participating each year.

**WHEN:** Friday, March 7, 2025. Set aside the entire day until you know your scheduled time, because changes cannot be made to the schedule*.* *If absolutely necessary*, special schedule requests may be indicated on the registration form completed in December. You will find out your actual scheduled time a few weeks before Festival.

**WHERE:** Bethel Lutheran Church, 1321 North Avenue, Northfield, MN

**HOW IT WORKS:** Your teacher will help you choose two pieces to learn and memorize. One piece is from a special list, and the other is not. On Festival Day, you perform these two pieces for a judge, who gives you a written critique and a score of 1-5 points.

Every year we will add up your points, and when you have accumulated 15 points you will earn a Gold Cup Trophy. Left-over points can be carried forward to your second Gold Cup Trophy.

Your family is welcome to come into the room to listen to your performance. However, they may NOT record your performance or take any pictures in the judging room.

**Recording and photography is strictly prohibited in the room, according to National Federation rules. This includes cell phones.**

**FEE: $30.00 per student with additional $12 (duet) or $15 (concerto) fee, if applicable.**

Please write a check directly to your teacher. Your teacher will tell you when the fee is due.

**FESTIVAL ADMISSION FORM - BURNSVILLE**

To be filled out by the teacher and given to the student at the last lesson before Festival.

Students are REQUIRED to present this form with their music at the Registration Desk.

**Room\_\_\_Time\_\_\_\_\_\_\_ID#\_\_\_\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class\_\_\_\_\_\_**

**Event** (please circle one)**:** Piano Solo Piano Duet Piano Concerto

**Date: Saturday, March 15, 2025**

**Place: Mount Calvary Lutheran Church, 3930 Rahn Road, Eagan, MN 55122**

Bring this sheet and the music for the following two pieces:

Number your measures. NO PHOTOCOPIES ALLOWED!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(REQUIRED) (CHOICE)

Arrive 10-15 minutes early.

Bring this sheet and your music to the Registration Desk.

Check in with the Door Monitor at your room.

In the room, the Judge’s Assistant will call your number.

Hand her your music and tell her which piece you will play first.

Adjust the bench and play your warm-up.

Play your pieces (see instructions below).

Smile and bow. Return to your seat and wait for your music.

Your warm-up is your chance to see how the piano feels and sounds. You want to know if the keys are easy or hard to press down. Be sure to test the pedal if you will use it in your pieces.

When you are asked to play, take a deep breath and let it out slowly. Let all those nervous feelings drop off the ends of your fingers. THINK carefully the speed you want the piece to go and THINK the first few measures in your head, feeling the basic beat. Get your hands in the correct position and the correct octave. Enjoy playing! Make music!!

When you have finished the first piece, place your hands in your lap, and THINK about your next piece. The judge will tell you when to play. At the end of your performance, smile and bow. Return to your seat. You may leave the room after the assistant returns your music to you. I will receive your critique after the Festival is over, and we will discuss it at your next lesson. No matter how your performance turns out, we know how hard you have worked, how much you have learned and improved. Be proud of yourself!! Good luck!

**Festival Regulations for the Judging Rooms**

1. Enter and exit the room quietly.
2. The door must remain closed when a student is at the piano.
3. No cell phones allowed.
4. Cameras and recording devices are strictly prohibited.

**FESTIVAL ADMISSION FORM - NORTHFIELD**

To be filled out by the teacher and given to the student at the last lesson before Festival.

Students are REQUIRED to present this form with their music at the Registration Desk.

**Room\_\_\_Time\_\_\_\_\_\_\_ID#\_\_\_\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class\_\_\_\_\_\_**

**Event** (please circle one)**:** Piano Solo Piano Duet Piano Concerto

**Date: Friday, March 7, 2025**

**Place: Bethel Lutheran Church, 1321 North Avenue, Northfield, MN**

Bring this sheet and the music for the following two pieces:

Number your measures. NO PHOTOCOPIES ALLOWED!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(REQUIRED) (CHOICE)

Arrive 10-15 minutes early.

Bring this sheet and your music to the Registration Desk.

Check in with the Door Monitor at your room.

In the room, the Judge’s Assistant will call your number.

Hand her your music and tell her which piece you will play first.

Adjust the bench and play your warm-up.

Play your pieces (see instructions below).

Smile and bow. Return to your seat and wait for your music.

Your warm-up is your chance to see how the piano feels and sounds. You want to know if the keys are easy or hard to press down. Be sure to test the pedal if you will use it in your pieces.

When you are asked to play, take a deep breath and let it out slowly. Let all those nervous feelings drop off the ends of your fingers. THINK carefully the speed you want the piece to go and THINK the first few measures in your head, feeling the basic beat. Get your hands in the correct position and the correct octave. Enjoy playing! Make music!!

When you have finished the first piece, place your hands in your lap, and THINK about your next piece. The judge will tell you when to play. At the end of your performance, smile and bow. Return to your seat. You may leave the room after the assistant returns your music to you. I will receive your critique after the Festival is over, and we will discuss it at your next lesson. No matter how your performance turns out, we know how hard you have worked, how much you have learned and improved. Be proud of yourself!! Good luck!

**Festival Regulations for the Judging Rooms**

1. Enter and exit the room quietly.
2. The door must remain closed when a student is at the piano.
3. No cell phones allowed.
4. Cameras and recording devices are strictly prohibited.

**FESTIVAL REGISTRATION**

**PLEASE CHECK ONE: \_\_\_ Burnsville Festival, March 15, 2025 *(main site)***

**\_\_\_ Northfield Festival, March 7, 2025**

EVENT (circle one) Piano Solo Piano Duet Piano Concerto CLASS\_\_\_\_\_\_\_\_\_ (Note Pre-Primary Restrictions)

STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior or Adult (circle one)

*First Last (must use same spelling every year)*

DUET PARTNER (if Piano Duet or Concerto) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has student previously participated in Festivals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ If yes, Class in previous 2 years \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_

*(2024) (2023)*

Scores previous 2 years \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ Year of last Festival participation\_\_\_\_\_\_\_\_\_\_\_

*(2024 (2023*

Has this student entered a Festival in another Club? \_\_\_ Name of Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUIRED COMPOSITION AND COMPOSER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHOICE COMPOSITION AND COMPOSER

**Non-refundable fee enclosed**: \_\_\_\_\_\_\_\_\_\_

First Entry: $27 *(Student Membership Dues of $3.00/student were paid in October)*

Second Entry: Duet - $12 per participant or Concerto - $15 per participant

**Send:**

**SPECIAL REQUESTS TIME REQUESTS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Completed registration form(s) | Carpools | AM | PM |
| 1. One check for all students payable to BAMTA |  |  |  |
|  |  |  |  |

**TO: DEADLINE: Postmarked or delivered by Tuesday, Jan. 7,**

Jean Krinke 2025

2040 Como Ave. #302

St. Paul, MN 55108

**NOTE**

1. The use of photocopied music will result in an IMMEDIATE DISQUALIFICATION.
2. If the student does not provide the Judge with a musical score, the student will be allowed to play for comments only. NO RATING WILL BE GIVEN.
3. If a student must withdraw, the teacher should note this at the registration desk.

By my signature I certify that I have complied with all rules as stated in the NFMC *Festival Bulletin.* I further certify that all music used by this entrant in this Festival is in the original, purchased form, and has not been photocopied.

Teacher’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Burnsville Area Music Teachers Association**

**EXPENSE VOUCHER**

**Submit completed form with original receipts to the Treasurer for reimbursement.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Function/Purpose** | **Item** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Totals:** |  |  |  |

Subtotal: \_\_\_\_\_\_\_\_\_

Amount Donated: \_\_\_\_\_\_\_\_\_

Reimbursement Total: \_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MINNESOTA FEDERATION OF MUSIC CLUBS CODE OF ETHICS**

We, the members of Minnesota Federation of Music Clubs, Inc. (MFMC), having dedicated ourselves to bringing into working relations with one another, music clubs and other musical organizations and individuals in maintaining high musical standards; and aiding and encouraging musical education; and the promotion of American music and American artists, throughout America and other countries; and to cooperate with the National Federation of Music Clubs in its specific plans for the advancement of music, recommend the following principles of ethical practice as standards of professional conduct.

**Responsibilities to our students**

1. The relationship between teacher and student shall be established, maintained, and terminated in a professional manner. The teacher shall respect the personal integrity and privacy of students at all times.
2. Members are responsible for encouraging, guiding, and developing the musical potential of each student.
3. Members shall encourage students to participate in community music activities.

**Responsibilities to our colleagues**

1. Members shall maintain a professional attitude and shall act with integrity in regard to their colleagues.
2. Members will be respectful and professional towards teachers and students regarding all aspects of Festivals and scholarship auditions.
3. Members shall participate as fully as possible in activities of Minnesota Federation of Music Clubs.

**Responsibilities to our public**

1. Members shall maintain the highest standard of moral conduct, professional conduct, and personal integrity.
2. Members shall exhibit the highest standard of expertise by maintaining their professional abilities in their field of teaching and performing.
3. Members shall maintain and increase the prestige of the art of teaching of music as a culturally enriching profession.
4. When asked, members shall assist those seeking guidance in selecting an independent teacher by suggesting the names of two or more teachers in the community. The final choice shall be made by the parent and the student.
5. Members shall refrain from making exaggerated claims or misleading statements concerning their teaching qualifications. Advertising copy shall be dignified, strictly truthful, and representative of the art of music and its responsibility to the community.

**Consequences of Violating the Minnesota Federation of Music Clubs Code of Ethics**

A MFMC member violating the MFMC Code of Ethics will receive a verbal reprimand from his or her club president, or a club member, or the MFMC state president. Should a violation occur during Festivals or a scholarship audition the Festival or scholarship chairman has authority to verbally reprimand the member. A verbal reprimand shall consist of speaking personally and professionally, specifying which statement of the code has been violated and reminding her or him of the consequences that may be brought to bear.

The member will be put on probation for one year following the violation. This action may be taken by any of the following: club president, club member, Festival or scholarship audition chairperson, or MFMC state president. If further violations occur during the probation period, the MFMC member may be denied continued membership in the MFMC. If the violation is directly related to the Festival or scholarship audition, the member will not be allowed to be on-site during these activities.

Sanctions imposed by a club president, club member, Festival chairperson or scholarship audition chairperson in response to an ethics violation must be made with the approval of the MFMC state president. Any violation of this code of ethics must be reported to the MFMC state president immediately. The state president must continue to be informed and will be of assistance to the club president, club member, Festival chairperson or scholarship audition chairperson regarding each instance of violation.