

Piano Teachers' Forum of Grand Rapids

MEMBER'S GUIDEBOOK

Musical Enrichment for All Generations Since 1950

www.ptfgr.org

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MTNA CODE OF ETHICS

The principles and aspirations found in the Code of Ethics are not conditions of membership, but are goals and ideals that each MTNA member should strive to make an essential part of his or her professional commitment to students, to colleagues, and to society.

COMMITMENT TO STUDENTS

The teacher shall conduct the relationship with students and families in a professional manner:

1. The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
2. The teacher shall clearly communicate the expectations of the studio.
3. The teacher shall encourage, guide and develop the musical potential of each student.
4. The teacher shall treat each student with dignity and respect, without discrimination of any kind.
5. The teacher shall respect the student's right to obtain instruction from the teacher of his or her choice.

COMMITMENT TO COLLEAGUES

The teacher shall maintain a professional attitude and shall act with integrity in regard to colleagues in the profession:

1. The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
2. The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
3. The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

COMMITMENT TO SOCIETY

The teacher shall maintain the highest standard of professional conduct and personal integrity:

1. The teacher shall accurately represent his/her professional qualifications.
2. The teacher shall strive for continued growth in professional competencies.
3. The teacher is encouraged to be a resource in the community.

CONSTITUTION AND BYLAWS OF THE PIANO TEACHERS' FORUM OF GRAND RAPIDS

ARTICLE I: NAME

The name of this organization shall be Piano Teachers' Forum of Grand Rapids.

ARTICLE II: PURPOSE

The Piano Teachers' Forum is committed to musical enrichment and continuing education for all ages.

ARTICLE III: AFFILIATION

Section 1. The Forum is directly affiliated with the Michigan Music Teachers Association (MMTA) and the Music Teachers National Association (MTNA).

Section 2. All members of the Forum shall also hold membership in the Michigan Music Teachers Association and the Music Teachers National Association as required by MTNA.

ARTICLE IV: MEMBERSHIP

Section 1. Active membership is open to all persons professionally engaged in piano teaching. Such membership entitles members to hold office, to vote, and to participate in the activities and services of the Forum. Active members are encouraged to attend Educational Programs and Informational Business Meetings.

Section 2. Associate membership is open to all persons not professionally engaged in piano teaching but who wish to support the programs of the Forum. Such membership provides admission to all Educational Programs and Informational Business Meetings of the Forum, but does not include the right to vote or hold office.

Section 3. Senior membership is open to any person who has reached the age of seventy (70) and has been a member of the Forum for ten (10) successive years. Such members shall have all the privileges of either Active or Associate membership, depending on their teaching status.

Section 4. All Active, Associate, and Senior members who have paid their dues by July 1 shall be listed in the Piano Teachers' Forum Directory.

Section 5. Annual dues for Active and Associate members shall be proposed by the Executive Committee and voted on by the membership. Annual Forum dues for Senior members shall be reduced by half. All dues shall be paid for the following season in accordance with the billing procedure of MTNA.

ARTICLE V: OFFICERS

Section 1. PRESIDENT

The President shall preside at all Informational Business Meetings, as well as meetings of the Executive Committee and Administrative Board, appoint chairmen of all standing committees, appoint all special committees and chairmen as needed, and shall perform all other duties implied by this title. The President may be a member ex officio of all standing and special committees, with the exception of the Nominating Committee.

Section 2. FIRST VICE-PRESIDENT

In the absence of the President, the First Vice-President shall preside and perform all other duties pertaining to the office of the President, and shall also serve as Program Chairman, arranging all Educational Programs with the approval and cooperation of the Administrative Board.

Section 3. SECOND VICE-PRESIDENT

In the absence of both the President and the First Vice-President, the Second Vice-President shall preside and perform all other duties pertaining to the office of the President. The Second Vice-President shall also serve as Membership Chairman, preparing a membership roster for each meeting throughout the year, and shall also work closely with the Chairman of the Membership Coffee to encourage the growth of Forum membership.

Section 4. FIRST TREASURER

The First Treasurer shall receive all dues and any other funds which may be collected, attend to all disbursements authorized by the Forum, keep a full account of the finances of the organization, and shall submit a written statement to the President and Recording Secretary at each meeting and a full written report for the year at the May joint Administrative Board meeting.

Section 5. SECOND TREASURER

The Second Treasurer shall assist the First Treasurer at all Forum meetings and shall Chair the Communication Committee.

Section 6. RECORDING SECRETARY

The recording secretary shall keep a record of all Informational Business Meetings as well as meetings of the Executive Committee and Administrative Board.

Section 7. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected Officers whose term shall be for two (2) years. They shall hold meetings upon the call of the President, have the power to fill any vacancies occurring on the Committee, and shall conduct the business of the organization.

Section 8. ADMINISTRATIVE BOARD

The Administrative Board shall consist of the Officers, Immediate Past President, and all Committee/Service Chairs. Additional Past Presidents may attend Administrative Board meetings in an advisory capacity upon invitation of the President.

ARTICLE VI: MEETINGS

Section 1. Educational Programs shall be held monthly from October through May.

Section 2. Informational Business Meetings for the general membership shall accompany each monthly program from October through May except for the month of the Annual Workshop. Announcements may be made, all necessary Reports may be given, and voting and/or elections may take place at such meetings.

Section 3. Administrative Board meetings shall be held at least twice during a fiscal year, one preceding the general October meeting and one as a joint meeting with incoming and outgoing Administrative Board members following the election of new officers. Other meetings may be held as deemed necessary. Written reports must be submitted in advance of each meeting.

Section 4. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Forum in all cases in which they are applicable.

Section 5. The President shall appoint a Parliamentarian to provide parliamentary opinion during the deliberations of the Executive Committee, Administrative Board, and Informational Business Meetings.

Section 6. In the absence of a Parliamentarian, the President and First Vice-President shall provide parliamentary opinion during the deliberations of the Administrative Board, the Executive Committee, and Informational Business Meetings.

ARTICLE VII: QUORUM

Section 1. Members present at a business meeting shall constitute a quorum for the transaction of business at general meetings.

Section 2. Four (4) members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

Section 3. Ten (10) members of the Administrative Board shall constitute a quorum for the transaction of business at meetings of the Board.

ARTICLE VIII ELECTIONS

Section 1. A Nominating Committee shall consist of two members from the Administrative Board and three from the general membership appointed by the President. The Chair of the Nominating Committee shall also be appointed by the President.

Section 2. The Nominating Committee shall submit names for the offices of President and First Vice-President for a two-year term at the February meeting of even-numbered years, and shall submit names for the offices of Second Vice-President, Recording Secretary, First Treasurer, and Second Treasurer for a two-year term at the February meeting of odd-numbered years. Nominations may be made from the floor at any time prior to the elections. No name shall be placed in nomination without the consent of the nominee.

Section 3. With the exception of the President and First Vice-President, officers may be allowed to serve consecutive terms upon approval of the Executive Committee and the majority vote of membership in attendance and voting on the date of the election(s). Vacancies in office will be filled by appointment of the President subject to the approval of the Administrative Board. However, if the vacancy occurs while the Nominating Committee is in session, the Nominating Committee shall offer the name of the candidate for the unexpired term of the vacancy.

Section 4. The election shall be held at the March meeting, a majority vote of membership in attendance and voting on the date of the election(s) being necessary to elect. Elections shall be by ballot, except when the number of nominees does not exceed the number to be elected, in which case the election may be by unanimous consent, or by oral vote.

Section 5. Officers shall be installed at the last meeting of the season.

ARTICLE IX: COMMITTEES/SERVICES

Section 1. Committee and Member/Student Services Chair shall be appointed by the President upon his or her election, and committees will be formed to conduct the business of the Forum.

Section 2. All Committees and Member/Student Services shall be listed and described in detail in the Member Guidebook.

Section 3. The chair of each committee shall form his or her own committee.

Section 4. Rules and regulations, if any, set up by any committee/service shall be approved by the Executive Committee, and shall be adhered to by all the membership. Such rules shall be listed in the Member Guidebook.

ARTICLE X: AMENDMENTS

Section 1. Bylaws, upon recommendation of the Executive Committee, may be revised/amended by a majority vote of all members present and voting at any Informational Business Meeting, the proposed amendment(s) having been submitted to the members at least four (4) weeks in advance.

Section 2. The Bylaws may also be revised/amended by a majority vote of the membership via mail ballot. The ballot and proposed amendment(s) are to be submitted to the members at least four (4) weeks in advance of the required return date. The date for the return of the completed ballots is to be not less than four (4) weeks after they are mailed, and such date must be clearly stated on the ballot.

Respectfully Submitted,
Stephanie Burr, Joy Holtrop, Marilyn Slenk (Chair), Michele Wells

STANDING RULES OF THE PIANO TEACHERS' FORUM OF GRAND RAPIDS

1. The object of the Forum is to provide piano teachers with a positive environment in which they may experience professional and musical growth, and to offer students a wide variety of performance opportunities. We strive to encourage interaction among teachers which will inspire them to teach with greater knowledge and enthusiasm, and will challenge them to hold themselves and their students to a higher standard of musical excellence.
2. Each member shall be responsible for the payment of his or her lunch reservation.
3. Each meeting shall be comprised of a networking/coffee time (30 minutes), an educational program (90 minutes), and a business meeting (30 minutes), with the exception of the workshop and Winners Recital.
4. One program a year should be designated as a "Members' Program". This program shall be presented by one or more members of the Piano Teachers' Forum.
5. Luncheons may be attended by members, prospective members, invited guests, and speakers. The business meeting shall be attended by members and prospective members.
6. Any non-member may attend no more than one (1) meeting (excluding workshops) within a one-year period.
7. The Annual Workshop is open to any interested persons at the designated fee. Students are invited to attend at a reduced fee.
8. Annual Forum dues are thirty-five dollars (\$35.00) and are payable in accordance with the billing procedures of MTNA. Forum dues are not refundable.
9. Subscriptions to *Clavier Companion* may be ordered through the Forum at a reduced rate.
10. Members shall sign the Attendance Roster at every meeting they attend.

11. Teachers are required to fill out all enrollment forms of student-related events sponsored by the Piano Teachers' Forum. These would include the Sonata-Sonatina Festival, Forum Scholarship Competition, Forum Student Recitals, Student Achievement Testing (SAT), Ensemble Festival, and Awards Competition. As of 2014, all event registrations will take place online. The forms are found at www.ptfgr.org. Click on "Member Resources," then click "Online Registration" to select the appropriate event.
12. Any teacher entering students in any Piano Forum event should submit a single check covering all his or her students' enrollment fees for the event. The check should be payable to the Piano Teachers' Forum of Grand Rapids. Neither cash nor student checks will be accepted.
13. A member shall be considered in good standing when he or she has paid membership dues in full and abides by the code of ethics laid out by MTNA.
14. Committee Chairs may be given an honorarium each year for their services, as determined by the Executive Committee.
15. Standing Rules shall be reviewed by the Executive Committee as needed, and the proposed revisions submitted to the Administrative Board for approval.
16. A survey shall be conducted annually to evaluate each presentation or program and any other topics necessary.

MTNA AND MMTA OVERVIEW

The Piano Teachers' Forum of Grand Rapids is the local affiliate of the Michigan Music Teachers Association and the Music Teachers National Association. A portion of the annual membership dues goes to support both of these larger organizations. Since 1876, MTNA has been the undisputed leader in empowering the music teaching professional. MTNA is a powerful alliance, providing a collective voice for teachers. Programs and services are developed with individual studios in mind and the opportunities for continuing education, networking, career and professional development, peer recognition, and student programs are countless.

The MTNA Professional Certification Program provides teachers with prestige, recognition, the potential for student recruitment, and increased earning power while allowing teachers to enhance their professional status. State associations such as MMTA offer annual conferences and workshops. The MTNA National Student Competitions are the most successful and prestigious student competitions in the country. Each year, hundreds of students compete for top prizes and national recognition. MTNA members enjoy enlightening educational opportunities through the annual National Conference, workshops and seminars encompassing all areas of music teaching, technology, studio management, law, ethics, and the latest developments in the music field.

Members receive a discount when purchasing MTNA teacher-oriented publications, including guides to legal issues, taxes, effective studio communications, community outreach programs, jazz studies, and more. Free investment services for MTNA members are available through Raymond James Financial Services, Inc., including retirement planning, financial planning, life insurance, college savings planning, long-term care planning, and portfolio reviews. Available exclusively to MTNA members are a variety of insurance plans including general and professional liability, instrument insurance, sexual abuse defense, term life, dental, vision, cancer, supplemental health, prescription drug, homeowners, auto, and long-term care.

Established in 1989, the MTNA Foundation offers programs to financially assist teachers and students with their educational pursuits while providing an opportunity for individual and corporate support of MTNA and its programs. The Foundation provides funding for Teacher Enrichment Grants, Local Association Matching Grants, New Local Association Start-Up Grants, the commissioning of new American music, and other important initiatives.

FINANCIAL AND EXPENSE VOUCHER PROCEDURES

An expense voucher must be submitted in order to be reimbursed by the Treasurer for expenses that are incurred in performing Forum responsibilities. Vouchers are available on the website www.ptfgr.org. On the home page, click "Member Resources," then select "Helpful Links." You will find the "Expense Voucher" option listed here. Click on "expense voucher" and print copies as needed. Receipts or bills should be stapled to the voucher. REIMBURSEMENT CANNOT BE ISSUED WITHOUT A RECEIPT.

Vouchers and/or deposits should be labeled with the name of the project, event, or associated committee. Persons in charge of deposits for events should deliver the deposit to the Treasurer as soon as possible.

If a voucher is given to the Treasurer at the "beginning" of a monthly meeting, the reimbursement will be made by the end of that meeting if possible.

A voucher that is mailed to the Treasurer should be accompanied by a self-addressed, stamped envelope if reimbursement is expected before the next meeting.

Budget requests for the coming year are due at the May Forum meeting and should be submitted directly to the Treasurer. In the event that a budget request reflects a substantial adjustment, a written documented recommendation must be submitted along with the request. For further questions in this regard please contact the Treasurer.

TEACHER OF THE YEAR

Selection for Teacher of the Year:

The Nominating Committee shall select Teacher of the Year, in addition to the responsibilities of the Nominating Committee described under Article VIII Elections. The Nominating Committee will announce and present the Teacher of the Year Award at the May Forum meeting.

PIANO TEACHERS' FORUM PROGRAMS

Meetings are held on the second Friday of each month, September through May. Meetings start at 9:30, with a time for coffee and networking at 9:00. The exception is the November workshop, which begins at 9:00. The September meeting is a Membership Coffee to kick off each year and introduce new members to the benefits of PTFGR. The May meeting begins at 10:00 and consists of an Honor's recital of students who have received prizes and recognition from Piano Teachers' Forum over the past year.

Visit the website for an up-to-date schedule of presenters and their biographies.

HISTORY OF THE PIANO TEACHERS' FORUM OF GRAND RAPIDS

The first meeting of the Piano Teachers' Forum of Grand Rapids was held on April 21, 1950 at the Women's City Club. The first president, Mrs. Dorothy Pelck McGraw, had called together several of her colleagues to form a group to "foster congenial fellowship among its members, to offer opportunity for beneficial interchange of thought and to stimulate teaching interest by listening to instructive talks." At this meeting a committee was appointed to draw up a constitution. Early meetings of the organization were occasional and often in the form of five-day workshops.

In 1951, the meetings were changed to the YWCA and then back to the Women's City Club in 1952. During that year, the Forum hosted the Fall Convention of Michigan Music Teachers Association at the Pantlind Hotel. The first auditions for State Certification were held in Grand Rapids on March 30, 1954. In 1956, the Forum became one of the first organizations to affiliate with MMTA.

Through the years, the Piano Teachers' Forum of Grand Rapids has seen increased membership along with enhanced member and student services. The organization is the proud sponsor of numerous competitions and activities for young pianists and serves as a vital resource for many piano studios across West Michigan.

HISTORY UPDATES:

An update for each year of the Forum can be found in the Forum library or in the Historian's notebook.

ACKNOWLEDGMENT:

The Piano Teachers' Forum of Grand Rapids expresses appreciation to Mamie Malinowski for her historical records 1950–1983; to Nancy Cook, Historian 1983–1994; to Millie Muller, Historian 1994–2004; Jerre Jean McDaniel, Historian 2005–2008; Chuck Bouwsma, Historian 2009–2010; Yelena Wells, Historian 2012–2016, and current Historian Michele Wells.

SONATA-SONATINA FESTIVAL

1. Eligible teachers: Forum members must have their dues paid in full. Non-member piano teachers must pay the teacher entry fee of \$15.

2. Eligible performers: Teachers are encouraged to perform and may play at no cost. Students of any age, who have eligible teachers, may perform. Teachers may enter as many students as they wish.

3. Eligible pieces: Any one movement of a work with the title *Sonata* or *Sonatina* may be played. This includes works from any musical period, with no restriction of form. Pieces must be in the original form, not arranged. Duet or other ensemble works are allowed only if originally written in that form by the composer. Ensemble arrangements of solo works are not acceptable. Pieces must be performed from memory. Repeats should be omitted, unless the movement is one minute or less. *Movements that can be performed in 5 minutes or less are encouraged; this allows more students to participate in each recital.*

4. Judge's music: The judge must be given a printed publisher's copy of the edition used by the student, with each measure numbered. No photocopies are to be submitted unless the work is permanently out of print and a permission letter from the publisher is attached. Music downloaded legally from the internet should have an identifying mark. If it does not, attach a note for the judge asserting that it is a legal copy.

5. Feedback: The judge's written evaluation of each performance will be mailed to the participating teachers. Participation ribbons will be handed out to each student following each recital.

6. Fees are non-refundable:

*Forum members' students: \$10 per solo/ensemble

*Non-members' students: \$12 per solo/ensemble (and \$15 teacher fee)

*Teachers: no cost

7. Payment: A single check from each teacher, made payable to *Piano Teachers' Forum of GR*, covering all fees from the teacher's studio should be mailed to the address on the online entry form. Payment is due upon completion of entries.

8. Entry forms: Entry is done **ONLINE ONLY** at ptfgr.org. Click on "Member Resources," then click "Online Registration." Select the Sonatina/Sonata Festival registration. Please take care to be accurate and complete! Accurate movement #'s are especially critical to avoid repetition of the same piece in the same recital. The following worksheet is a

reproducible guide for teachers to record the needed information for online registration. **Paper entry forms will not be accepted.** Entries are due by the October Forum meeting.

9. Teacher work requirements: Teachers entering 5-10 students are expected to work ½ day. Teachers entering 11+ students are expected to work the entire day or find a suitable substitute.

10. Schedule: A list of students' assigned recital times will be emailed to each teacher when scheduling is completed. Once schedules are sent out, recital assignments cannot be changed. Recitals are approximately 45 minutes. Students are expected to stay for their entire recital.

SONATA-SONATINA FESTIVAL TEACHER WORKSHEET

(For your personal records only, registration submitted online)

Enrollment **must be done online** at ptfgr.org. Below is the information you will need to fill out the online entry form.

Performer _____ Age _____

Title _____ Mvt _____ Key _____

Opus _____ No. _____ K _____ HOB XVII/ _____ SAT level of piece _____

Composer _____ Length (minutes) _____

Siblings to schedule with _____

Time request (*circle only if absolutely needed*) AM PM

SCHOLARSHIP COMPETITION

1. The teacher of the competitor must be a member of the Piano Teachers' Forum, MMTA, and MTNA, with dues for the current year paid in full.
2. Scholarship recipients must use their grants for summer study at any recognized music camp or institution of music instruction, subject to the approval of the Executive Committee.
3. The Scholarship Competition shall be open to junior high level students (grades 6–8) in odd-numbered years, and to senior high level students (grades 9–11) in even-numbered years.
4. The Scholarship Competition shall be held in February.
5. The repertoire required of all competitors shall include:
 - a. One work from the Baroque or Classical Period, and
 - b. One work from the Romantic or Contemporary Period.
6. All competition repertoire must be performed from memory.
7. One copy of the performance pieces, with every measure numbered must be furnished for the judge. No photocopies are allowed.
8. Scholarship auditions are closed.
9. A winner and two alternates shall be selected. An alternate shall be awarded the scholarship if the winner does not accept the prize. Winners or alternates who receive Forum scholarships may not compete in the same division a second time.
10. Enrollment must be completed online at ptfgr.org. Click on "Member Resources," then click "Online Registration." Select the Scholarship Competition Application. The guidebook form below is for your records and contains all the information needed for online registration.
11. Payment: A single check from each teacher, made payable to *Piano Teachers' Forum of GR*, covering all fees from the teacher's studio should be mailed to the address on the online entry form or brought to the January meeting. Payment is due upon completion of entries.

SCHOLARSHIP COMPETITION APPLICATION

Maximum Performance Time: 12 minutes

Application Fee: \$12.00

SCHOLARSHIP APPLICATION WORKSHEET:

(For your personal records only, application submitted online.)

STUDENT _____ PHONE _____

ADDRESS _____

SCHOOL _____ AGE _____ GRADE _____

TEACHER _____ PHONE _____

COMPOSITION	COMPOSER	MINUTES
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1. _____

2. _____

STUDENT RECITALS

1. The Piano Teachers' Forum invites every member to enter a few students in the annual Student Recitals. How nice it would be to have 100 percent participation, and why not? This is a great opportunity for the members and students, especially since it is held immediately prior to the Junior Festival and Student Achievement Testing.
2. Participating teachers must be Forum members in good standing, with dues paid in full for the current year.
3. Students of all ages and levels are eligible to perform. Teachers are also welcome to perform.
4. Each teacher may enter a maximum of five students in each of the recitals (20 students total maximum).
5. Entries must be submitted by the January meeting.
6. Each student may perform one solo number, but may also participate in an ensemble.
7. All pieces must be memorized and of high quality.
8. Performances are limited to six minutes.
9. The participation fee is \$7.00. For ensembles, the fee is \$4.00 for each student.
10. Students and their guests are expected to remain for the entire recital. The performers should dress as they would for any formal occasion.
11. Forty-five minute recitals, scheduled consecutively, will be presented throughout the day.
12. Requests for specific recital times will be honored whenever possible, but students should be prepared to accept times other than their first or second choices, if necessary. If there are not enough students to fill all recitals, the later program(s) will be omitted; and enrolled students will be divided among the earlier recitals.
13. This is a wonderful event. Please give it serious consideration and "join the party."

STUDENT RECITALS WORKSHEET

(For personal records only, registration must be submitted online).

Enrollment fee: \$7.00 for solo; \$4.00 for each student in an ensemble

Enrollments: Enrollment **must be completed online** at www.ptfgr.org. Click on "Member Resources," then click, "Online Registration." Select the Student Recital registration. Payment is due by the January meeting. A single check, made payable to Piano Teachers' Forum of Grand Rapids, should be mailed to the address listed on the online form.

*****ALL REPERTOIRE MUST BE MEMORIZED*****

STUDENT _____ SEX _____ AGE _____

TITLE _____ OPUS _____ KEY _____

COMPOSER _____ TIME _____

SAT LEVEL OF PIECE _____ TEACHER _____

RECITAL TIME (only if absolutely necessary) 1st choice _____ 2nd choice _____

MMTA STUDENT ACHIEVEMENT TESTING

WHAT IS ACHIEVEMENT TESTING?

The Achievement Testing Program is sponsored by the Michigan Music Teachers Association and administered by the various local associations throughout the state.

The program is a systematic, graded study incorporating the following:

PERFORMANCE	Three memorized pieces of differing styles
THEORY	Written tests
TECHNIQUE	Scales, chords, arpeggios, cadences
AURAL AWARENESS	Hearing/labeling of musical components, melody playback
SIGHT READING &	Playing new music at sight
TRANSPOSITION/HARMONIZATION	Transposing/Harmonizing short melodies or pieces

The five elements of testing are representative of basic keyboard musicianship. The program is divided into thirteen levels to enable a student to participate from elementary through high school.

WHO CAN PARTICIPATE IN THE SAT PROGRAM?

Any school age student studying with a teacher who is a member of Michigan Music Teachers Association may participate in the program.

WHEN AND WHERE DOES SAT TAKE PLACE?

SAT is scheduled annually in the spring, usually during March. SAT Centers are located throughout the state, each center being affiliated with a local MMTA affiliate.

IS THERE A FEE?

A fee is required to participate in the program. This covers the cost of test and curriculum printing, rental of facilities and equipment, performance judges, certificates and trophies.

WHY SHOULD A STUDENT PARTICIPATE IN THE PROGRAM?

SAT is invaluable. The program offers the same kind of motivation for learning and recognition for achievement that students obtain in other areas of their education. It encourages a sense of accomplishment in musicianship while the student develops commitment and self-discipline. Results of the program are sent to the student's school to become incorporated into his or her permanent academic record.

Complete information is located in the Student Achievement Handbook.

STUDENT ACHIEVEMENT TESTING

SEMI-FINALS AND STATE DAY:

Local Student Achievement Testing is a complete event for students in Levels 1 through 5, and may be considered as such for those in Levels 6 through 12. However, a competition in PERFORMANCE ONLY is held for students in Levels 6 through 12 who wish to compete and who meet the eligibility requirements. Semi-Finals Day, which occurs a few weeks after local achievement testing, is held at three different sites in Michigan. Finalists from this event are chosen to compete at State Student Day at the Music School of Michigan State University.

AWARDS AND TROPHIES:

Local

Certificates are awarded to all participants.

Graduated trophies are awarded every two years to students receiving a score of at least 70 percent each year. All five areas of testing must be at the same level each year.

If a student skips a year or fails to qualify the second year, the next year will be considered the second year. If a student misses more than one year, the next year of participation will be considered the first year.

The higher level of the two years of participation will be inscribed on the trophy.

Any high school senior is eligible for a trophy providing their score is at least 70 percent, and the student has participated for two years.

Semi-Finals

All Semi-Finalists receive a certificate with calligraphy writing, including the MMTA logo.

Finals (State Student Day)

All participants receive a plaque with the MMTA logo, "MMTA Student Day Finalist," and the year engraved on the metal plate.

SCHOOL RECOGNITION

The ultimate purpose of the School Recognition Committee is the achievement of recognition by high school administrations for their students' independent studies in the arts. The Forum's particular interest is recognition for piano study; however, spear-headed by MMTA, the recognition sought encompasses all areas of independent music study.

MMTA's immediate goal is the placement of SAT scores in high school students' permanent records, as well as recognition by the schools of such students at the school's "Honors Day."

PROCEDURES

1. Achievement testing is held in February or March each year. The teacher is asked to include the complete school address on the registration form of each student being entered in achievement testing.
2. Computer records of test results and school addresses are compiled for each student by the School Recognition Committee.
3. A form letter with students' test results is sent to the schools around the third week of April.
4. Teachers are urged to enlist the parents' help in contacting the schools and requesting that the information sent by the School Recognition Committee be placed in the student's CA-60 file for elementary through junior high students. Senior high school students may personally request that the information be placed in their files.
5. Teachers and/or parents may request that the teacher be allowed to present the SAT trophy to the student at the school's awards ceremony. If the teacher desires to present the trophy at his or her own recital, it can be returned to the teacher by the student.

Student Achievement Testing

Please go to ptfgr.org and follow the links for registration.

Registration for ALL students needs to be completed by the January meeting.

Repertoire for levels 6-12 needs to be completed by the January meeting.

Repertoire for levels 1-5 needs to be completed by the February meeting.

Fee of \$20 per student is due to the SAT chair by the January meeting. Please make checks out to **Piano Teachers' Forum of Grand Rapids**. (Fee cannot be paid online.) Please submit with Check Submission Form.

Information needed for registration:

Student name and student address

Student level for SAT

Student grade, student school, school address

Siblings to be scheduled together

Scheduling requests (only request something if there are SERIOUS conflicts)

Repertoire and composers

Teacher name and teacher address

Teacher volunteer date(s)

Trophy needs (students earn a trophy every 2 years, with a minimum average score of 70)

Reminders:

Registration should be done by teachers, NOT by parents. **Please do not have parents email or call the SAT Chair directly with questions or requests.** ALL questions/requests should come from teachers, not parents.

All teachers that enter students are required to work. If entering 1-10 students, 1 full day is required. If entering 11 or more students, 2 full days is required. **Please only send a sub as the last resort. We need our teachers work at SAT to make things successful.**

Check Submission Form

Fee of \$20 per student due by the January meeting

Teacher Name:

Number of lower level students:

Number of upper level students:

Check total:

PTFGR ENSEMBLE FESTIVAL

1. PURPOSE

To provide a performance experience for students on all levels which is

- a. non-competitive;
- b. encourages the study and performance of ensemble literature;
- c. provides positive evaluation and encouragement.

2. ELIGIBILITY

- a. All piano, voice, and other instrumental students regularly enrolled with a PTFGR member are eligible to participate.
- b. Ensemble members do not need to study with the same teacher.
- c. Members of an ensemble do not all need to be students of a PTFGR member, as long as one participant studies with a member. However, the PTFGR member should serve as the principal coach. All teachers should be listed on the registration form.
- d. PTFGR teachers may participate as members of an ensemble.

3. ENROLLMENT FEE

The entry fee is \$5.00 per participant in each event. The teacher should submit one check covering enrollment fees for all his or her students' events, payable to Piano Teachers' Forum of Grand Rapids. Members of PTFGR do not have to pay the registration fee to accompany their own students, who may not have a suitable playing partner.

4. REPERTOIRE

- a. Any ensemble literature on any level of difficulty, including popular styling and arrangements, is acceptable.
- b. Each event should not exceed six minutes.
- c. More than one piece may be performed in each event as long as the total time does not exceed six minutes.
- d. Participants should play from an original score.
- e. Repertoire need not be memorized.

5. AWARD

- a. Personalized certificates will be presented to each participant and teacher.
- b. Students receive one certificate for each year of participation.

PTFGR ENSEMBLE FESTIVAL

Fee: \$5.00 for participant in each event

Enrollment Deadline: the April meeting

Enrollment **must be completed online** at www.ptfgr.org. Click on “Member Resources,” then click, “Online Registration.” Select the Ensemble Festival registration.

Registration payment: A single check totaling all accrued fees from each teacher, made payable to Piano Teachers’ Forum of Grand Rapids should be mailed to the Ensemble Festival Chairperson or brought to the April meeting.

Note: Members of PTFGR do not need to pay the registration fee to accompany their students who may not have a suitable playing partner.

PTFGR ENSEMBLE FESTIVAL WORKSHEET

(For your records only, submit registration online)

EVENT _____

(one piano/four hands; one piano/six hands; two pianos/four hands; two pianos/eight hands; voice/piano; etc.)

PIECE (maximum six minutes total performance time)

1. TITLE _____ TIME _____

COMPOSER _____ LEVEL _____

PARTICIPANTS

Piano 1: Primo _____

Secondo _____

Terzo _____

Piano 2: Primo _____

Secondo _____

Terzo _____

Voice: _____

Instrument: _____

TEACHER ENROLLMENT FORM

PTFGR TEACHER _____

ADDRESS _____

PHONE _____

Please number each event. If a student is involved in more than one event, list his/her name for each event.

Event No. _____ Student's Name _____

1 Piano _____ 2 Pianos _____

ANNUAL AWARDS COMPETITION

1. The teacher must be a member of the Piano Forum, MMTA, and MTNA, with dues for the current year paid in full.
2. There is no limit to the number of students that a teacher may enter in any of the four Divisions.
3. Students are eligible for entry in the Junior I Division if they are in elementary school grades up through 6th grade; Junior II Division if in grades through 8th grade; Intermediate Division if in grades through 10th grade; Senior Division if in grades through 12th grade. Students may enter more than one Division.
4. Entrants will be assigned a number, and judges will only know them by their numbers, not by names or teachers.
5. Required competition repertoire shall be selected by the Awards Competition Committee.
6. A student may perform only the repertoire required for his or her Division.
7. Compositions must be memorized and may be performed in any order. No repeats should be taken unless specified on competition repertoire sheets.
8. First and second endings should be played if they are in the score.
9. Awards will be granted as follows:

	1 st Place	2 nd Place
SENIOR DIVISION	\$50	\$30
INTERMEDIATE DIVISION	\$40	\$25
JUNIOR II DIVISION	\$30	\$20
JUNIOR I DIVISION	\$30	\$20

10. Every contestant will receive a certificate for participating. A First Place winner in one Division may not compete in the same Division the following year.
11. Judges shall be selected by the Awards Competition Committee.
12. In the event that the number of entries in a Division is too large, entrants may be split into separate groups in order to facilitate judging and to be fair to all.
13. Judges shall be allowed to declare “no winner” in any Division if performances are substandard. They may likewise declare “Honorable Mention” recognition at their discretion. In case of ties, the awards will be split between the two winners. The decision of the judges will be final.
14. No tape recording or video recording will be allowed.
15. The teacher should submit a single check covering all his/her students’ enrollment fees. This check, payable to Piano Teachers’ Forum of Grand Rapids, should be clipped to the students’ enrollment fees.
16. Online registrations and fees must be submitted to the Awards Competition Chair by April 1.
17. The teacher should complete enrollment forms as clearly, accurately and completely as possible. Enrollment must be done online at www.ptfgr.org. Click on “Member Resources,” then click “Online Registration.” Select the Annual Awards Competition registration.
18. The performance times of participating students will be phoned or mailed to each teacher as soon as scheduling has been completed.
19. Teachers should be certain that students have no other commitments on Competition Day so they are able to appear at their scheduled times.
20. First Place winners will be asked to perform both winning compositions at the May meeting of the Piano Forum, which is normally the Friday following the Competition. The Second Place winner will be asked to perform if the first place winner is unable to attend.

ANNUAL AWARDS COMPETITION WORKSHEET

(For personal records only, registration must be submitted online).

Entry Fee: \$12.00

Enrollment Deadline: April 1. Enrollment **must be completed online** at www.ptfgr.org. Click on "Member Resources," then click, "Online Registration." Select the Annual Awards Competition registration. A single check totaling all accrued fees from each teacher, made payable to Piano Teachers' Forum of Grand Rapids should be mailed to the Annual Awards Competition Chair. Payments may also be submitted at the March Forum meeting.

STUDENT _____ GRADE _____ AGE _____

ADDRESS _____ PHONE _____

DIVISION _____ TEACHER _____

KATHEY & HOWARD RICE MEMORIAL SCHOLARSHIP

This scholarship is established to honor the memory of Kathey (Katherine S.) Rice, a Grand Rapids teacher of piano and music theory. Kathey's passion was her piano students, and she continued teaching, despite her struggle with cancer, until only a month before her death on August 26, 1998.

The Piano Teachers' Forum of Grand Rapids, the local professional organization affiliated with the Music Teachers National Association (MTNA) and the Michigan Music Teachers Association (MMTA), administered the scholarship through Spring 2017. Kathey was an active participant and served in various executive positions in these organizations, including President of the Piano Teachers' Forum and member of the MMTA Board.

The scholarship was meant to recognize and reward excellence in a Grand Rapids piano student. The award should be based on three criteria, all of which were important to Kathey in her own teaching: demonstrates technical ability, musical sensitivity, and a working knowledge of music theory.

The scholarship pays for part or all of a session at Blue Lake, Interlochen, or a similar summer piano program. It may also be used to defray the cost of tuition for ongoing music study, as determined by an administrative committee within the Piano Teachers Forum. The scholarship must be noncompetitive; the recipient is to be selected confidentially by the administrative committee. Since exemplary achievement by a piano student can only be the result of hard work and dedication, students cannot apply or compete for this award. Those eligible for consideration can only demonstrate, on a continuing basis, a competence and devotion that will then be recognized and rewarded by a grant from the Kathey and Howard Rice Memorial Scholarship.

SUNSHINE COMMITTEE

The chair of the Sunshine Committee is responsible for sending cards to members who are ill, hospitalized, or who have lost members of their immediate families. Any Forum member who is aware of any such illness or bereavement is urged to notify the chair immediately.

HISTORIAN

The function of the Historian is to maintain a written record of activities and achievements of the Piano Teachers Forum, available to all members. A recorded history of the organization from its inception in 1950 through the year prior to the current season can be found in the Historian's Notebook, which is available at meetings. The record is updated each year by the current Historian.

Additionally, the Historian maintains and constantly updates the official Forum Scrapbook. The scrapbook secures within its pages all newspaper publicity, programs, and other written recognition of the Forum and its individual members that merit attention. The Scrapbook is on display at every Forum meeting. Forum members are urged to become familiar with the evolution of their dynamic organization by reading the History, and by looking through the pages of the Scrapbook. Members are also encouraged to submit materials for the Scrapbook.

MEMBERSHIP DIRECTORY/GUIDEBOOK

1. The Membership Directory contains the current membership roster, lists of past presidents, Teacher of the Year, programs for the current year, and members of the Executive Committee and Administrative Board.
2. The Guidebook contains the MTNA Code of Ethics, the Forum Constitution and Bylaws, Standing Rules, and other information concerning the activities of the Piano Teachers' Forum. Also included in the Guidebook are information and enrollment forms for Forum-sponsored auditions and competitions, committee activities and educational opportunities.
3. The Membership Directory is replaced every year, and lists only those members who have paid their MTNA dues by the official MMTA deadline.
4. Annually and at other times, pages in the Guidebook will be added, deleted or replaced. Members are responsible for keeping their Guidebooks up to date. New pages will be made available at general Forum meetings.
5. Teachers are responsible for online registration of events found at the website, www.ptfgr.org. Enrollment forms included in the guidebook are for personal use only, providing the teacher with the information required to properly register for the event.

TEACHER REFERRAL SERVICE

1. The Referral Service was established to link students looking for teachers with teachers in the same area who have openings in their schedules. The Referral Service is extremely valuable to the community, as well as to the Forum membership, by eliminating time wasted in contacting teachers whose classes are full.
2. If a teacher has openings, he or she should fill out the referral form and send it to the Referral Chair. When a teacher's schedule is full, he or she should notify the Chair.
3. The Referral Service will place reference cards or fliers at major area music dealers during the late summer. This material will include a short description of the Referral Service and the phone number of the Referral Service Chair. If prospective students contact Forum members whose schedules are full, they are asked to give the Referral Service phone numbers to the callers.
4. In order to be listed on the Referral Service roster, a teacher must be a member of the Piano Teachers' Forum, MMTA, and MTNA with dues for the current year paid in full.
5. When the Referral Service Chair gives a list of available teachers to a prospective student, it is made clear that this does not constitute endorsement by the Piano Teachers' Forum of Grand Rapids, MMTA, or MTNA. This is only a service to give names of teachers with openings. It is the responsibility of the parents and/or prospective student to research the background, qualifications, and success of a potential teacher.

PIANO TEACHERS' FORUM

REFERRAL SERVICE

If you have openings for new students and would like to be included on our referral list, please fill out the following information and return this sheet to the Referral Chair. You may also e-mail your information.

Since no personal recommendations or evaluations are given, there is no need to give additional information.

NAME _____

TELEPHONE _____

CITY _____

EMAIL _____

(Provide this information only if you would like it to be given to prospective students.)

NE NW SE SW OTHER (please specify)
(Please circle quadrant)

Do you have a minimum age for a student? _____

If so, what is the minimum age? _____

Do you teach adult students? _____

Please mark which levels you teach:

Elementary _____

Early Intermediate _____

Late Intermediate _____

Advanced _____

Do you teach the Suzuki Method? _____

Do you travel to the homes of students? _____

MTNA CERTIFICATION OF MUSIC TEACHERS

The MTNA Professional Certification Program exists to improve the level of professionalism within the field of music teaching. Certification helps readily identify competent music teachers within the community and provides these teachers with prestige, recognition and the potential for student recruitment and increased earning power. Please visit MTNA Certification website: <http://www.mtnacertification.org/>

PERIODICAL GROUP SUBSCRIPTIONS

Annual group subscriptions to *Clavier Companion* are available to Forum members at a reduced rate. A subscription year runs from September through August and all issues are mailed to each subscriber's home.

Subscribing members receive ten issues per year.

At the last three meetings of each year (February, March, and April) the Subscription Chair will inform members of the rate for the coming year and remind them of the subscription deadline.

Checks for subscriptions should be made payable to Piano Teachers' Forum of Grand Rapids and given to the Subscription Chair.

MUSIC SALES

As a service to its membership, the Piano Teachers' Forum of Grand Rapids offers teachers the opportunity of selling surplus printed music from their libraries. Members wishing to sell scores are encouraged to do so at the November Workshop and/or the April meeting. Please observe these guidelines:

1. Notify the Music Sales Chair, Ellen Johnson, one week ahead of time in order to have name cards and tables prepared in advance.
2. Set-up time is promptly at 8:30 a.m.
3. Each person is responsible to sell his or her own materials and to provide change. Purchasers must pay individual sellers, by check if possible. Sellers should bring a calculator.
4. The Piano Teachers' Forum and/or the Women's City Club are not responsible for the sale or for the picking up of books after the Workshop. All scores must be removed before 1:00 p.m. and no sales will be held after the lunch period.
5. Any scores left after 1:00 p.m. will be disposed of by the Music Sales Chair. Forum members who wish to sell printed music at other meetings during the year may do so according to the following guidelines:
 - a. A limited amount of table space will be available on a first-come, first-served basis. No reservations are needed.
 - b. Each person is responsible for his or her own materials.
 - c. All materials must be removed before noon.

LIBRARY MATERIALS

As a service to its membership, the Piano Teachers' Forum of Grand Rapids maintains a lending library of books, periodicals, audio tapes, CDs, and video tapes. The library is maintained by the Forum Librarian, Thomas Moss. Members who wish to use the Forum Library are asked to observe the following guidelines:

1. Only current Piano Teachers' Forum members in good standing may borrow from the library.
2. Materials may be checked out for a period of one month.
3. Materials must be returned at the next meeting to allow another member to check them out. Materials may be renewed if no member is requesting to check them out.
4. Both check-outs and returns must be documented in the library register.
5. The teacher is responsible for the replacement cost of any lost book or recording.
6. All materials must be returned at the last business meeting in May
7. Special arrangements to check out materials over the summer may be made with the Librarian at the May meeting.