

Response Attachment

East Tennessee Vocal Association, 304 Battle Front Trail, Knoxville, TN 37934
EIN: 62-1296895

Item 2

After phone conversation with IRS Exempt Organizations Specialist, John Rice, a letter was sent requesting that Recognition of Exemption application be amended to a 501(C3) application. A completed Form 1023 and Schedule H are enclosed.

Item 3

Scholarship Program Beginning in 2003 ETVA began a Scholarship program for high school students in east Tennessee. Each year every student who participates in the All-East/All-State Audition process is eligible and is given consideration for a scholarship . Currently, a scholarship is awarded to the student, in each of the All-East/All-State Audition voice part classifications: Soprano 1, Soprano 2, Alto 1, Alto 2, Tenor 1, Tenor 2, Bass 1, and Bass 2, who achieves the highest All-East/All-State Audition score for their respective voice part. A student's audition score is based on numerical ratings assigned by each adjudicator of a five-member adjudication panel that is comprised of ETVA members. Each adjudicator evaluates a student's audition on a scale of 1 to 50 for each of the following criteria: Tone, Musicality, Diction, Technical Accuracy, Pitch, and Rhythm. The student's audition score is tabulated by an Audition Manager computer program that drops the highest and lowest adjudicator's scores and then totals the average of the three remaining adjudicator's scores. This means of compiling a student's audition score is used in order to insure that there is no impartiality given to a student's audition by an adjudicator. Student's audition scores are kept on file by the Association's Executive Director/Secretary and the student's score card is returned to the student after the results of all the auditions have been posted on the ETVA website.

The purpose of these scholarships is to recognize the achievements of each of the recipients and to encourage their further vocal and musical development. It is planned that as additional scholarship revenue increases that additional student scholarship offerings will be established. No member of the ETVA Board, Officer, or ETVA member is eligible to receive scholarship assistance from the organization. ETVA sponsors and supports its Scholarship Program as a means to help talented students in east Tennessee continue their vocal music pursuits and further develop their musicianship skills.

Item 4

The organization's mailing address is the residence of the ETVA Executive Secretary/Treasurer. The organization has no financial obligations associated with the use of this address. In addition, the organization rents a 5' x 10' storage unit at Dixie Lee Storage, 19668-B Highway 11 E, Lenoir City, TN 37772. This unit is used to store archived records of the organization as well as materials and equipment that is used periodically for activities that are carried out by the organization. No member of the organization has an indirect or direct financial interest in Dixie Lee Storage. A Rental Agreement is attached.

Item 5

The East Tennessee Vocal Association has two compensated positions, Executive Secretary/Treasurer and Webmaster. The financial compensation for both of these positions for services rendered to ETVA is recommended by the ETVA Executive Board and voted on by the organizations membership. A voting member of the ETVA Executive Board who receives compensation, directly or indirectly, from the

Organization for services is precluded from voting on matters pertaining to that member's compensation. The qualifications for the position of Executive Secretary/Treasurer are the proven ability to carry out basic secretarial duties, manage and develop budgets, and perform financial bookkeeping duties. In addition it is preferred that this individual have a basic knowledge of choral/vocal music. The description and duties for this position are as follows:

Finances

Manage all bank accounts (checking account, scholarship fund, credit card, etc...)
Manage all Financial accounts (payables and receivables)
Make bank deposits
Assist Executive Committee in development of annual budget
Create end of year financial report that includes budget and actual expenses
Manage employee payroll taxes
Create tax forms W-2 and 1099 for employees
Manage & pay State and Federal unemployment tax
Supply receipts to those who need them

General

Keep minutes for ETVA general meetings
Maintain all ETVA files, including official copies of minutes and finances
Create contracts for all guest clinicians and conductors
Make travel and lodging arrangements for all guest clinicians and conductors
Maintain office supplies for all events
Maintain ETVA equipment including computer and printer
Maintain ETVA equipment inventories and archival records
Serve as a voting member of the Executive Board

Events

(The following event lists do not include the financial and clinician logistic responsibilities associated with each event as described above.)

All-East/All- State Auditions

- Mail practice CDs
- Prepare information bulletins
- Coordinate use of facility with Site Chair
- Transport all equipment to audition site (such as computer, CD players, etc...)
- Make arrangements for worker's lunch
- Make copies as needed

Prepare judge's boxes
See that judge's forms and paper bags are ordered
Be present from beginning until end

All-East

Prepare information bulletins
Mail practice CDs
Coordinate use of facilities with Site Chair
Prepare Name tags for all singers/teachers
Prepare certificates for all singers
Coordinate on-site Registration desk work
Coordinate t-shirts order and sales
Make arrangements for concert recording/sales/disbursement
Make arrangements for on-site scholarship collection (if needed)
Create or make arrangements for printed concert program
Prepare All-State practice CDs for disbursement

All-State Screening

Prepare information bulletins
Coordinate activities with site chair
Coordinate registration desk
Assign teacher work positions
Prepare judge's boxes
Prepare singer badges
Prepare result posters (one per choir)

J. B. Lyle Choral Festival

Prepare information bulletins
Prepare certificates for each participating choir
Order plaques
Prepare printed program
Receive registrations
Create schedule
Prepare judge's sheets with labels (4 per choir)
Make lunch arrangements for judges and workers
Make arrangements for recording engineer
Prepare result envelopes for each choir
Prepare performance CD or cassette with label (one per choir)
Prepare judge's cassette tape labels (3 per choir)
Prepare results poster

Middle School Choral Festival

Prepare judge's sheets with labels
Prepare performance CD or cassette with label (one per choir)
Prepare judge's cassette tape labels
Make arrangements for recording engineer

The qualifications for the position of Webmaster are the proven ability to design and maintain an organizational website that includes the ability to utilize online registration. In addition, it is preferred that this individual has a basic knowledge of choral/vocal music. The description and duties for this position are as follows:

General

- Design ETVA website format
- Maintain server connection
- Serve as website administrator
- Keep website content current
- Monitor MENC membership status of ETVA members
- Develop and administer online registrations
- Forward all online registrations to ETVA Executive Sec/Treas.
- Monitor and approve postings for ETVA yahoogroups listings
- Serve as a non-voting member of the Executive Board

Events *(Prior to August 1st of each year the ETVA Calendar of Events for the up-coming school year is posted on the website. This includes registration deadlines)*

All-East/All-State Auditions

- Open and close online registration on designated dates
- Assign code numbers for each student registered
- At close of registration send registration information to ETVA Executive Sec/Treas
- Post results (student's audition scores) of Auditions
- Send results to ETVA Executive Sec/Treas
- Post All-East Men's, Mixed, and Women's Chorus assignments
- Forward All-East Chorus assignments to ETVA Executive Sec/Treas

All-East

- Open and close online registration for high school Men's, Mixed, and Women's Choruses on designated dates
- Open and close online registration for Freshman Honor Chorus on designated dates
- Open and close online registration for Middle School Honor Chorus on designated dates
- At close of respective registrations send registration information to ETVA Executive Sec/Treas
- Maintain current information on website regarding the student personnel of each All-East Chorus

Post during the week following the All-East Choirs' Concert the All-State selection results and keep this information updated until the All-State Event takes place

Forward to TVA Executive Sec/Treas the All-State selection results, and keep the Executive Sec/Treas updated with any changes in personnel until All-State takes place.

All-State Screening

Post the results of All-State Screening

Update and post any changes in the student personnel of the All-State Choirs.

J. B. Lyle Choral Festival

Make the Festival registration materials available as a download from the website

Post the Festival ratings

Middle School Choral Festival

Make the Festival registration materials available as a download from the website

Item 6

No members of the organization's governing body or related parties will have any direct or indirect financial interests in the organization's projects, services, facilities, organizational assets, or personal usage of organizational assets or activities by which they may benefit.

Item 7

We do not maintain individual accounts for participants and no individual receives individual financial incentives/credits for working fundraising events.

Item 8

Included with this response is a signed Articles of Association document.

Item 9

ETVA has four categories of membership: Active, Associate, Honorary Life, and Retired.

Active membership is open to all persons engaged in the teaching and/or supervision of vocal music in public and private schools as well as public and private colleges and

universities. To be granted active membership in ETVA, the applicant must be a current member of the Music Educators National Conference (MENC) and the Tennessee Music Educators Association (TMEA). Associate membership is open to any person desiring to support the East Tennessee Vocal Association. Membership in MENC and TMEA is not a requirement for this membership category. Honorary Life membership is only open to individuals who have rendered distinctive service in the field of vocal music in east Tennessee. Recipients of this membership category are nominated and must receive a unanimous vote of those present at any of the organization's General meetings. Current membership in MENC or TMEA is not a requirement of this membership category. Retired membership is open to past active and associate members who are no longer engaged in the teaching and/or supervision of vocal music in public and private schools as well as public and private colleges and universities. Membership in MENC and TMEA is not a requirement for this membership category. The benefits of membership in ETVA are the opportunity for students from member's respective middle and/or high schools to participate and receive the educational benefits of any or all of the ETVA sponsored activities. Approval of ETVA membership applications are made by the organization's Executive Secretary/Treasurer using the above membership criteria and requirements as the determining factor.

Item 10

The East Tennessee Vocal Association (ETVA) is an organization that supports the advancement and enrichment of vocal/choral music education for middle school and high school age youth in the public and private schools of east Tennessee. The following are the activities carried out by this organization to achieve its' goal of the advancement of

music education and vocal music in particular for middle school and high school age youth .

All-East/All-State Auditions High School age youth in grades 10-12 who participate in their respective school's choral program are encouraged by their respective teachers to participate in the All-East/All-State Auditions. Each participant is supplied with a copy of the choral music that is being used for the audition (The choral music used for the auditions will change from year to year and is dependent upon the repertoire that has been selected by each of the Guest conductors of the respective All-East Choirs). In addition, each audition participant receives from ETVA a practice compact disc (CD) of the choral music being used. This CD has their voice part dynamically highlighted. This CD allows the audition participant to practice the audition music on their own as well as during regular classroom instruction by their teacher. On the day of auditions each student receives five score cards that are used by the audition judges. They also receive directions as to the specific sections of each audition piece upon which they will be judged. After the auditions are completed each student participant receives their five score cards which will contain both a numerical score and written comments that indicate ways they can improve their vocal development.

All-East Honor Choirs Each student who participates in one of the five All-East Choirs, Middle School Honor Chorus, Freshman Honor Chorus, Mixed Chorus, Men's Chorus and Women's Chorus receives a set of music for their respective choir (This repertoire changes from year to year). The correct notes, rhythm, and pronunciation of text for each piece is learned by participating students prior to the beginning of rehearsals with the respective Guest Conductor of each of the All-East Choirs. For the Freshman Honor

Chorus, Mixed Chorus, Men's Chorus and Women's Chorus each of the participating singers (students) receives from ETVA a practice compact disc of the pieces to be performed by their respective choir. This CD allows the audition participant to practice the audition music on their own as well as during regular classroom instruction by their teacher. Each of the high school All-East Choirs rehearse with their respective guest conductor for 10 hours prior to their concert. During these rehearsals the participants receive instruction from the guest conductor related to artistic choral singing, musicianship, vocal technique, and musical style. The Middle School Honors Chorus rehearses with the respective guest conductor for 4 hours prior to the concert. During these rehearsals the participants receive from the guest conductor instruction related to artistic choral singing, musicianship, vocal technique, and musical style. Each student performing with an All-East Choir receives from the sponsoring organization a Certificate of Participation that acknowledges membership in an All-East Choir. Many students use this certificate as part of their folios when applying for acceptance to a college or university.

All-State Screening The screening process is held to ensure that each student who has been selected for an All-State Choir has learned the pitches, rhythm, and text pronunciation for each of the All-State pieces (The repertoire for the screenings is dependent upon the music selected each year by the All-State conductors and changes from year to year). As a means of preparation for the screening each All-State participant receives from ETVA a practice compact disc of the music they are expected to learn. This CD allows the screening participant to practice the All-State music on their own as

well as during regular classroom instruction by their teacher. The requirements for passing the screening are that each screening participant must demonstrate that they can sing the correct pitches, rhythm and text pronunciation for each of the All-State pieces for their respective choir before a panel of screening judges. Students are informed on the day of the screenings the specific passages of music in each All-State piece of music upon which they will be judged. Students assigned to the All-State Men's and Women's Choir perform their screening test in quartets. Students assigned to the All-State Mixed Choir perform their screening test in octets. Passing the All-State Screening ensures that participating students are prepared to receive and utilize the instruction regarding musicianship, musical style, and vocal technique that will be offered by their respective All-State conductor during All-State rehearsals.

J. B. Lyle Choral Festival High School choirs that participate in this festival each perform three pieces of music that is of their choosing and that differs from year to year. During their performance three adjudicators make both verbal and written comments as well as giving a letter or numerical rating (A, B, C, D, E or I, II, III, IV, V) to the choirs performance of the music with A or I indicating superior. The criteria for these comments and ratings are indicated on the JB Lyle Choral Adjudication Form that is included. The verbal comments are made on a cassette recorder while the written comments are made using the Adjudication Form. In addition, to the performance aspect of the Festival, each choir also is adjudicated regarding its' music sight-reading ability which is rated by the sight-reading adjudicator using the same letter or numerical scale as indicated above and supplying written comments on the JB Lyle Choral Sight Reading

Form that is included. The music to be used for sight-reading are pieces selected from the *Florida Vocal Association Sight-Reading Materials* and purchased each year from that organization. A copy of this material is included. Any choir participating in the Festival can choose in both the performance and sight-reading aspects of the Festival to receive only comments and no ratings. This is done to encourage inexperienced choirs or weak choral programs to participate in the Festival and receive the educational benefits of the written and verbal comments of the adjudicators without being rated. Each choir that performs receives a Certificate recognizing their participation and Choirs that receive superior ratings from the adjudicators are awarded a 7 x 9 awards plaque for their achievement. Each choir also receives the verbal and written comments of the adjudicators and a compact disc recording of their performance. Another educational benefit of this Festival is that choirs get to hear other choirs of their peers perform.

Middle School Choral Festival Middle School choirs that participate in this festival each perform two or three pieces of music that is of their choosing and that differs from year to year. During their performance two adjudicators make both verbal and written comments as well as giving a letter or numerical rating (A, B, C, D, E or I, II, III, IV, V) to the choirs performance of the music with A or I indicating superior. The criteria for these comments and ratings are indicated on the Middle School Choral Adjudication Form that is included. The verbal comments are made on a cassette recorder while the written comments are made using the Adjudication Form. Choirs that only perform two pieces can elect to have one of the adjudicators work with the choir in a mini-clinic regarding some weak aspect of their Festival performance. All choirs have the option to

perform for comments only and no ratings. This is done to encourage inexperienced choirs or weak choral programs to participate in the Festival and receive the educational benefits of the written and verbal comments of the adjudicators without being rated. Each choir that performs receives a Certificate recognizing their participation and Choirs that receive superior ratings from the adjudicators are awarded a Certificate of Achievement. Each choir also receives the verbal and written comments of the adjudicators and a compact disc recording of their performance. Another educational benefit of this Festival is that choirs get to hear other choirs of their peers perform.