Spokane All-City Jazz Ensembles



Handbook

updated 12/08/2022

Website: www.spokaneallcityjazz.org

Administrator: [admin@spokaneallcityjazz.org](mailto:admin@spokaneallcityjazz.org)

PO Box 31541

Spokane WA 99223

**WELCOME!**

Welcome to the Spokane All-City Jazz Ensembles (SAJE). SAJE provides a unique and challenging educational experience to student interested in taking their jazz musicianship to the next level and having a really good time in the process. This includes the study and development of ensemble skills, listening skills, jazz soloing and improvisation techniques, and leadership qualities.

This handbook contains information about our program including responsibilities of students involved, dates and times to put on your calendar, and an overview of each special event so you can know what to expect throughout the year.

If you ever have any questions or concerns, please bring them to your group instructor or directly to the Administrator or Director of the program. The Board of Directors is responsible for establishing policies for the operation of the program and is available to discuss any questions as well. We value your input and strive to make the SAJE experience positive and rewarding for all.

**MISSION STATEMENT**

*We provide the opportunity for youth to experience the joy of jazz through community performance and education.*

We are a non-profit organization created to provide opportunities for middle school and high school jazz students in small group settings.

Through ensembles, classes, guest artists, master classes, and performances, students in the All-City Jazz Program have many opportunities to grow and learn.

**STUDENT EXPECTATIONS**

* ***Regular attendance and focused participation in the weekly lessons is the most important aspect of the SAJE experience.***
* Be at lessons on time, ready to start playing when the lesson hour begins, with instrument and everything else needed for full participation in the lesson.
* Notify instructors through the Administrator in the event of tardiness or absence due to illness or emergency. *Absences will be excused for school band activities and performances.*
* Be willing to work with the instructor, have a positive attitude, and be respectful and supportive of fellow musicians.
* Practice at home, focusing on techniques laid out by the instructor in lessons.
* No food, gum or drinks except water during rehearsals or performances.

**ATTENDANCE**

**REHEARSALS**

Attendance at ***all*** regularly scheduled rehearsals is required to maintain membership in good standing. Each SAJE group is dependent upon the interaction between all members and upon the development, growth and progress of each individual student. Excessive absence of any student is seriously detrimental to the group’s development and performance.

Rehearsals start promptly at the listed time. Plan to arrive a few minutes early to settle your belongings.

In case of tardiness or absence due to illness or emergency, instructors must be notified through the SAJE Administrator **prior** to rehearsal in time to adjust plans and programs when necessary. Any recurring conflicts in schedule need to be addressed with the instructor as soon as they develop.

If a student misses more than one (1) rehearsal prior to any concert, it will be up to the discretion of the instructor whether they will be prepared to perform in the upcoming concert. *Exceptions to this rule are the first rehearsal of the year, if the student has not yet signed up, or if one of the missed lessons is due to a school band event.*

**EVENTS**

In order to support the entire program and students in each of the other groups, every effort should be made on the part of the student to attend all three special events in December, March, and May from beginning to end, if possible. The exception is the High School May concert, in which students are asked to arrive 20 minutes prior to their own performance and are allowed to leave once they have cleared the stage.

**CONCERT ATTIRE**

There will be three performance opportunities throughout the year, in January, March, and May. For the January concert, we ask the students to dress in semi-formal attire:

*Gentlemen:* nice slacks (no jeans), button-down shirt with a tie, dress shoes (no athletic shoes).

*Ladies:* at least knee-length skirts/dresses or nice pants, comparable shirt/shoe requirements.

For the March and May events, these are more casual and we ask the students to wear their black SAJE performance shirts and jeans or other pants with no holes.

**COMMUNICATIONS**

Communications between SAJE and families may be by phone, email, or written. We will also occasionally send home flyers with students regarding upcoming SAJE events.

**VOLUNTEERS**

**As with any non-profit organization, SAJE is always in need of volunteers. V**olunteer help is in constant need for fundraising. Please contact the Administrator if you have any suggestions for sources of additional revenue.

Volunteers for concerts will be notified of their schedules before the concert. Please be sure to let SAJE know promptly if you cannot keep your volunteer assignment so that someone else may be scheduled in your place.

**SPONSOR SAJE**

Each year, the goal for this organization is to provide a quality jazz education and a positive experience for students and families at the most affordable price possible. The tuition you pay goes toward paying our instructors, all of whom are respected jazz musicians and educators in the area, and toward operational fees such as office administration and rental of lesson space.

What it does not cover is the cost of any of the other events throughout the year, where we bring in other great jazz musicians and clinicians, as well as have a nice performance opportunity for the students. There are fundraisers throughout the year and SAJE Board members pursue support from local businesses to offset these costs.

If you or your business is willing to sponsor a performance event or part of the event, we would be happy to provide you with advertisement in programs, space for a banner at the event, or any other promotional service suggested by the donor with approval of the SAJE Board of Directors. Spokane All-City Jazz Ensembles is a 501 (c)(3) charitable organization; as such, direct contributions to SAJE of money or the cost of food or other tangible items contributed for any event are tax deductible.

**GENERAL INFORMATION**

**SIGN-UP FORMS**

Registration Form in Google Docs  
This is a necessary form providing SAJE with pertinent information regarding communication, group placement, etc. Please notify the Administrator of changes to this information.

Included with the registration form, the consent gives permission for SAJE to use a student’s picture or voice for publication or advertisement. The liability release is a parent authorization releasing the Spokane All-City Jazz Ensembles from liability that may be incurred.

By completing the registration form, parents’ commit to fulfill the financial obligations to the organization. The financial obligation is the full tuition for the session, regardless of payment option. Options include paying monthly, paying the full-year tuition with a discount, or paying a discounted rate for multiple students in the program.

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| **THE ABOVE FORM MUST BE FILLED OUT COMPLETELY FOR THE STUDENT TO PARTICIPATE IN ANY SAJE ACTIVITY!** |

**CURRENT TUITION RATES 2022**

Tuition and fees for each student during the season (7 months, roughly from mid-October through mid-May) are as follows:

$15 Registration Fee(includes free SAJE t-shirt)

Monthly Tuition: $70  
 Multi-student discount (10% discount):$63

Full-Year Tuition (10% discount): $441  
 Multi-student discount (10% discount):$396.90

Tuition is due before the first lesson of the month to SAJE:

Families choosing annual payment will be invoiced during October. This option is due before the first lesson.  
Those choosing monthly payment will be invoiced at the end of each month, for the following month.

**PLEASE NOTE**

* SAJE reserves the right to suspend a student from rehearsal and/or performance if tuition payments and fees are not current.
* Withdrawal from SAJE does not eliminate any fees owed at that time. It is required to notify the Administrator, in addition to the lesson instructor, of any withdrawal, so that billing can be adjusted.

**SCHOLARSHIPS**

There are a limited number of scholarships available from SAJE. Scholarships require an application process and will be given according to financial need.

**COVID-19**

**SAJE** has implemented reasonable health and safety protocols, taking into account recommendations by local, state and national public health authorities, in response to the COVID-19 pandemic. As a member of our community, you are expected to abide by the Health and Safety regulations in place for the state of Washington which was developed in accordance with public health guidelines. These standards apply to anyone who is physically present at a SAJE-sponsored activity. If you are feeling sick with any COVID-19 symptoms, you should notify your coach and stay home.

**BOARD OF DIRECTORS**

Director: Rachel Bade-McMurphy

President: Mike Witherup

Vice-President: Robin Amend

Administrator: Paula Atkison

**MUSIC STAFF**

Rachel Bade-McMurphy

Brenda McMurphy

David Floratos

Lauren McKinley

**CONTACT**

*Email: admin@spokaneallcityjazz.org*