

SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM  
PROGRESS REPORT  
CONFIDENTIAL

REPORT FOR FISCAL YEAR 1995 - 1996

PARTICIPANTS NAME: Stephen Button

CHAPTER: Almost Heaven

CLASSIFICATION:     X     DIRECTOR/CO-DIRECTOR  
                             \_\_\_\_\_     ASSOCIATE/ASSISTANT DIRECTOR  
                             \_\_\_\_\_     CANDIDATE DIRECTOR

DMA: Record highest score received in each skill area and the year the score was achieved. Numbers correspond to DCP form numbers.

MUSICAL/TECHNICAL SKILLS

\_\_\_\_\_ 1. Conducting. 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions. Year of evaluation: \_\_\_\_\_

\_\_\_\_\_ 2. Analytical listening. 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production. Year of exam: \_\_\_\_\_

\_\_\_\_\_ 6. Judging categories. 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book. Year of exam: \_\_\_\_\_

9 7. Vocal production. 10 points possible for all classifications. Understanding and practical application of components of good vocal skills. Year of exam: 94

\_\_\_\_\_ 9. Music theory. 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures. Year of exam: \_\_\_\_\_

\_\_\_\_\_ 10. Rehearsal planning and implementation. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning. Year of evaluation: \_\_\_\_\_

Score part 1: \_\_\_\_\_ Score part 2: \_\_\_\_\_  
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

6.5 3. Organizational knowledge. 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology. Year of exam: 95

\_\_\_\_\_ 4. Teaching. 10 points possible for all classifications. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style. Year of evaluation: \_\_\_\_\_

Score part 1: \_\_\_\_\_ Score part 2: \_\_\_\_\_  
Enter total score above.

\_\_\_\_\_ 5. Management. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Selecting, training, utilizing musical leaders; working with chapter administration. Year of evaluation: \_\_\_\_\_

Score part 1: \_\_\_\_\_ Score part 2: \_\_\_\_\_  
Enter total score above.

\_\_\_\_\_ 8. Communication. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others. Year of evaluation: \_\_\_\_\_

Score part 1: \_\_\_\_\_ Score part 2: \_\_\_\_\_  
Enter total score above.

Total score received in Musical/Technical Skills areas: 9Total score received in Management/Communications Skills areas: 6.5Total scores received in all skill areas: 15.5Scores required

Approved Director:

Combined scores of at least 50 points in all ten skill areas.

Certified Director:

Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in Musical Technical Skills areas, and at least 26 points in Management/Communications areas.

DMA: List attendance at regional or WW director education training sessions or an international chorus director's seminar in the last 12 months.

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COMMENTS BY DMA:

Status: Applicant as of date: \_\_\_\_\_

Advanced to Approved status by DMA on date: \_\_\_\_\_

Recommended for Certified status on date: \_\_\_\_\_

Reaffirmed at current status on date: \_\_\_\_\_

SIGNED: Mary Ellen Guntzelman, DCP Coord #4 DATE: 4-23-96  
Director of Musical Activities

Distribution: DCP Participant  
International Headquarters  
DMA

FOR OFFICE USE ONLY:

Approval Date: \_\_\_\_\_

SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM  
SELF-EVALUATION

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS: Please complete this form and forward it to your DMA. You may retain a copy for your personal files, if you so desire.

NAME STEPHEN BUTTON CHAPTER ALMOST HEAVEN REGION 4  
ADDRESS PO BOX 691 PHONE (304) 548-6036 DATE 11/17/93  
CLENDENIN WV 25045 (304) 548-6690 (W)

Currently serving as: Sweet Adelines International chorus Director/Co-Director XX  
Associate/Assistant Director \_\_\_\_\_ Section Leader \_\_\_\_\_ Other \_\_\_\_\_

Using a numerical rating from 1-5 (1=low; 5=high), rate your level of proficiency in each of the following skill areas:

3 I. CONDUCTING SKILLS

Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

2 II. ANALYTICAL LISTENING SKILLS

Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

1 III. ORGANIZATIONAL KNOWLEDGE

Knowledge of International and regional structure, including appointees, elected officials, committees, and their duties; includes understanding of organizational philosophy, policies, and terminology.

2 IV. TEACHING SKILLS

Includes presentation style and methods of teaching music, vocal skills, section unity, and barbershop style.

1 V. MANAGEMENT SKILLS

Includes the selection, training, and utilization of musical leaders and working with chapter administration.

(continued)



PARTICIPANT'S NAME STEPHEN BUTTON

1 VI. KNOWLEDGE OF THE JUDGING CATEGORIES

Includes knowledge and application of the four judging categories as outlined in the Judging Category Description Book.

2 VII. VOCAL PRODUCTION KNOWLEDGE

Includes understanding and practical application of the components of good vocal skills.

2 VIII. COMMUNICATION SKILLS

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

1 IX. KNOWLEDGE OF MUSIC THEORY

Includes understanding of music notation, key signatures, time signatures, intervals, and chord structures.

3 X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS

Includes understanding of time scheduling, rehearsal pacing, variety, and long-range planning.

COMMENTS:



HARMONY INTERNATIONAL

DIRECTOR CERTIFICATION PROGRAM

SKILL AREA III: ORGANIZATIONAL KNOWLEDGE  
(To be completed by program participant.)

PARTICIPANT'S NAME STEPHEN BUTTON CHAPTER ALMOST HEAVEN DATE 6/10/95

Classification: Director X Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

A. Write the letter identifying the term in the list below which correctly matches each of the following descriptions. No term is used more than once.  
(1 point for each correct answer)

- |   |   |
|---|---|
| A. Worldwide Management Committee                   | J. Tucson, Arizona                      |
| <del>B. Director of Musical Activities</del>        | K. Prospective Chapter Supervisor       |
| C. Coronet Club                                     | L. Queens of Harmony                    |
| D. 2  | <del>M. Regent</del>                    |
| <del>E. International Board of Directors</del>      | <del>N. 3</del>                         |
| <del>F. Leadership Development Committee</del>      | <del>O. Tulsa, Oklahoma</del>           |
| G. Education Direction Committee                    | P. 26                                   |
| <del>H. Membership Development Representative</del> | <del>Q. 27</del>                        |
| I. Music Education Committee                        | R. Worldwide Region Chapter Supervisors |

E 1. The governing body of Harmony International.

B 2. Who is responsible for overseeing the musical excellence of the region?

~~X~~ F 3. Who is responsible for supervising and evaluating both the musical and administrative programs of Harmony International?

~~X~~ Q 4. The number of geographic regions in Harmony International, including the Worldwide Region.

N 5. A chapter must compete at least once every \_\_\_\_\_ years in order to renew its charter.

M ~~6.~~ The chief elected officer in the region.

O 7. The location of International Headquarters.

~~X~~ S 8. Who is responsible for planning, supervising, and evaluating the administrative and musical programs of all chapters outside the North American continent?

L 9. The title given to International quartet champions.

H 10. Who is responsible for supervising the internal development of prospective chapters in the region?



B. Answer each of the following as indicated. (2 points for answering each numbered item correctly; no partial credit.)

1. The purpose of Harmony International is to EDUCATE + ENCOURAGE its members in the singing of 4-PART HARMONY IN BARBERSHOP Style.
2. What is the name of the International President? BEV. SELLES.
3. What is your Regent's name? TOLLIE OBERLIES.
4. What is your DMA's name? MOLLY HUFFMAN.
5. What is the name of the Executive Director of the International Headquarters staff? ? KAREN BROOKE?.

To be completed by DMA :

Total points ~~10~~ 13 ÷ 2 = Score ~~5~~ 6.5

Signed: \_\_\_\_\_, DMA # \_\_\_\_\_ Date \_\_\_\_\_



## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VII: VOCAL PRODUCTION KNOWLEDGE

(To be completed by program participant)

PARTICIPANT'S NAME STEPHEN BUTTON CHAPTER ALMOST HEAVEN DATE 7/16/94Classification: Director X Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Write the letter of the correct answer in the blank to the left of each of the following items:

- d 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the \_\_\_\_\_  
a. epiglottis      b. larynx      c. soft palate      d. glottis      e. cricoids
- c 2. The primary resonator in the human voice is the \_\_\_\_\_  
a. hyoid bone      b. larynx      c. pharynx      d. diaphragm  
e. external and internal intercostals
- a 3. In singing, muscles that interfere with vocal freedom are the \_\_\_\_\_ muscles.  
a. swallowing      b. abdominal      c. intercostals      d. diaphragm  
e. sternum
- b 4. For proper resonation, the \_\_\_\_\_ must be open.  
a. vocal cords      b. soft palate      c. intercostals      d. larynx  
e. diaphragm
- b 5. When we swallow, the "lid" that closes off the windpipe is called the \_\_\_\_\_  
a. cricoid cartilage      b. epiglottis      c. glottis      d. sphincter  
e. soft palate
- a 6. Amplification of the voice is called \_\_\_\_\_  
a. phonation      b. articulation      c. vibrato      d. resonation  
e. harmonics
- ee 7. One of the muscles of inhalation is the \_\_\_\_\_  
a. abdominal muscle      b. vagus      c. internal intercostals      d. jaw  
e. diaphragm
- a 8. Proper phonation is achieved by lifting the \_\_\_\_\_  
a. abdominal muscles      b. jaw      c. phrenic nerve      d. larynx  
e. epiglottis
- e 9. Closure of the vocal cords is called \_\_\_\_\_  
a. resonation      b. articulation      c. relaxation      d. interference  
e. approximation



- c 10. For good correct vocal production the \_\_\_\_\_ must be relaxed and free.
- a. intercostal muscles      b. vagus nerve      c. jaw      d. hyoid bone  
e. sternum
- b 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a \_\_\_\_\_, and a resonator suitable to the frequency or pitch, produced.
- a. articulator      b. vibrator      c. reflex action      d. approximator  
e. transmitter
- d 12. Vowels are formed primarily with the
- a. jaw      b. soft palate      c. vocal cords      d. tongue  
e. cheek muscles
- a 13. Intercostal muscles are the muscles which control the
- a. ribcage expansion      b. diaphragm      c. drop/lift      d. shoulders  
e. vocal cords
- b 14. The laryngo-pharynx is the area where pitches \_\_\_\_\_ are resonated.
- a. between middle "C" and the "C" an octave higher      b. below middle "C"  
c. above the "C" above middle "C"
- b 15. The vocal cords are attached to the
- a. soft palate      b. hyoid bone      c. pharynx      d. epiglottis  
e. thyroid cartilage
- a 16. The "middle voice" is used for producing tones
- a. between middle "C" and the "C" an octave higher      b. below middle "C"  
c. above middle "C"
- b 17. The area of the pharynx that is closed by the soft palate is
- a. laryngo-pharynx      b. naso-pharynx      c. oro-pharynx
- b 18. The ventricular bands are
- a. vocal cords      b. false vocal cords      c. transverse abdominal muscles  
d. tongue muscles      e. jaw muscles
- c 19. The part of the body not involved in the swallowing mechanism is
- a. jaw      b. tongue      c. diaphragm      d. lips      e. larynx



- C 20. Proper posture for singing is an upright stance with body weight primarily
- a. evenly distributed on both feet
  - b. on the heels with the legs relaxed
  - c. forward on the balls of the feet.

To be completed by the DMA

Total points 18  $\div$  2 = Score 9

Signed: \_\_\_\_\_, DMA Date \_\_\_\_\_