

SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM  
PROGRESS REPORT  
CONFIDENTIAL

REPORT FOR FISCAL YEAR 199\_\_\_\_ - 199\_\_\_\_

PARTICIPANTS NAME: Camp, Millie

CHAPTER: Metro Nashville #23

CLASSIFICATION:

\_\_\_\_ DIRECTOR/CO-DIRECTOR  
\_\_\_\_ ASSOCIATE/ASSISTANT DIRECTOR  
0 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

0 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: \_\_\_\_\_

7.0 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: \_\_\_\_\_

0 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: \_\_\_\_\_

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

X0 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

7.5 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: \_\_\_\_\_

0 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.

0 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.

X0 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: 14.5Total score received in Management/Communications Skills areas: 7.5Total scores received in all skill areas: 22.0Scores 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.

---

COMMENTS BY DMA:

Status: Applicant as of date: ~~XX/28/94~~ 10/7/92

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

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

Reaffirmed at current status on date: XX 9/28/94SIGNED: Pet Estok, DCP Coordinator #23Director of Musical ActivitiesDATE: 12/5/94

Distribution: DCP Participant  
International Headquarters  
DMA

---

FOR OFFICE USE ONLY:

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



SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM

PROGRESS REPORT

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS TO DMA: Record the score which the participant has achieved for each skill area. If evaluation for one or more areas has not yet taken place at the time the Progress Report is completed, write "NA" in the appropriate blank(s).

Distribution: One copy to International Headquarters; one copy to participant; one copy to DMA file.

PARTICIPANT'S NAME Millie Camp DATE 10/7/92  
CHAPTER NAME Metro Nashville REGION 23  
CLASSIFICATION: DIRECTOR \_\_\_\_\_ ASS'T./ASSOC. DIRECTOR \_\_\_\_\_ OTHER X  
TOTAL SCORE 22

N/a I. CONDUCTING SKILLS (10 points possible for all participants)

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

COMMENTS:

7.0 II. ANALYTICAL LISTENING SKILLS (10 points possible for all participants)

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

COMMENTS: This is a difficult test but you've done well for the first time to take it!! The only way to study for this one is to listen to good barbershop tapes and listen critically to your chorus.

7.5 III. ORGANIZATIONAL KNOWLEDGE (10 points possible for all participants)

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

COMMENTS: You only missed three! Find out who is responsible for supervising and evaluating both the musical and administrative programs for Sweet Adelines the purpose of Sweet Adelines, and the Executive Director of International Headquarters.

(continued)

PARTICIPANT'S NAME Millie Camp

N/A IX. KNOWLEDGE OF MUSIC THEORY (10 points possible for all participants)

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

COMMENTS:

N/A X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS (10 points possible for director and ass't./assoc. directors; 5 points possible for "other" participants)

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

SCORE PART I: \_\_\_\_\_ SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

IX. MASTER LEVEL PROJECTS

SCORE PART A: \_\_\_\_\_ SCORE PART B: \_\_\_\_\_ SCORE PART C: \_\_\_\_\_

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional yes International yes

COMMENTS:

Status: Retained as: Applicant Director X Approved Director \_\_\_\_\_  
Certified Director \_\_\_\_\_ Master Director \_\_\_\_\_

Advanced to: Approved Director \_\_\_\_\_

\*Successful completion of requirements for Certified Director \_\_\_\_\_

\*Successful completion of requirements for Master Director \_\_\_\_\_

\*Advancement determined by Education Direction Committee.

Signed: Pat Estok DMA # 23 Date 10/7/92

RE: DIRECTORS CERTIFICATION PROGRAM/TEST SCORES

※ ※

If the "Date of Test" did not change on an area that you were retested, you did not make a higher score.

cc: Pat Estok, DMA #23



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 Millie Camp CHAPTER Metro-Nashville REGION 23  
ADDRESS 2107 Hampton Ave. PHONE (615) 385-2073 DATE 7/10/91  
Nashville, TN 37215 ( ) \_\_\_\_\_

Currently serving as: Sweet Adelines International chorus director \_\_\_\_\_  
assistant/associate 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.

3 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.

3 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.

4 IV. TEACHING SKILLS

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

3 V. MANAGEMENT SKILLS

Includes selecting, training, and utilizing musical leaders and working with chapter administration.

(continued)

DATE: JUNE 6, 1991

TO: MILLIE CAMP  
DIRECTORS CERTIFICATION PROGRAM PARTICIPANT

FROM: DEBBIE GRANTHAM, DCP COORDINATOR #23



RE: DCP PROGRAM/ADVANCEMENT

Welcome to the DCP Program!! As a participant you will receive information during the year concerning testing and special classes. There are requirements for advancement in the DCP Program and the following is a summary of these requirements:

#### LEVEL I - APPLICANT DIRECTOR

##### Requirements:

- a. Applicant must be a member of Sweet Adelines, Inc., or a non-member director of a Sweet Adeline chorus or prospective chapter.
- b. Submit completed application form and application fee to International Headquarters.
- c. Complete self-evaluation form and return to DMA.

#### LEVEL II - APPROVED DIRECTOR

NOTE: All requirements for advancement must be completed after 5/1/89.

- a. Completion of Self-Evaluation form.
- b. Completion of the evaluations for all 10 of the following skill areas with a combined score of at least 50 points.

<u>Musical/Technical</u>	<u>Management/Communication</u>
Conducting	Organizational Knowledge
Analytical Listening	Teaching
Judging Categories	Management
Vocal Production	Communication
Music Theory	
Rehearsal Planning/Implementation	
- c. Attendance at a regional directors education training session or an International Chorus Directors Seminar within the last 12 months.
- d. Advancement to this level will be supervised and approved by the DMA.

#### LEVEL III - CERTIFIED DIRECTOR

NOTE: All requirements for advancement must be completed after 5/1/89.

- a. Completion of Self-Evaluation form.
- b. Attendance at a regional director education training session or an International Chorus Directors Seminar within the last 12 months.
- c. Successful completion of the evaluations for all 10 of the skill areas, as follows:
  1. A total score of at least 66 points in all 10 areas, with a minimum score of 4 points in each area.
  2. A score of at least 40 points in the six (6) Musical/Technical areas and a score of at least 26 points in the four (4) Management/Communication areas.
- d. Advancement to this level will be determined by the Music Direction Committee, based on information provided to them. (NOTE: Information must be received at Int'l Headquarters by July 15.)



LEVEL IV - MASTER DIRECTOR

NOTE: All requirements for advancement must be completed after 5/1/89.

Progression to Level IV will be based on:

- a. Submit an application for Master Director Level.
- b. Completion of self-evaluation form.
- c. Attendance at a regional director education training session or an International Chorus Directors Seminar with the last 12 months.
- d. Successful completion of the evaluations for all 10 of the skill areas, as follows:
  1. A total score of at least 90 points in all 10 areas, with a minimum score of 4 points in each area.
  2. A score of at least 54 points in the six (6) Musical/Technical areas and a score of at least 36 points in the four (4) Management/Communication areas.
- e. The following additional requirements must be met for advancement to the level of Master Director:
  1. Currently serving as the director of a Sweet Adeline chorus which achieved a level score of B+ (561 points) or above at the competition in which it was last eligible to compete; must have directed during the performance in which that level was achieved.
  2. Submit a plan outlining the chorus' music education program and rehearsal time-line for a complete year, including preparation for the annual show, competition, etc., to be reviewed by the Music Direction Committee.
  3. Provide a 15-minute audio tape of the director teaching vocal production skills to the lead section, to be reviewed by the Music Direction Committee.
  4. Prescribe solutions to specific problems in vocal skills, balance, intonation, etc., based on taped examples.
- f. Advancement to this level will be determined by the Music Direction Committee, based on information provided. (NOTE: Information must be received at International Headquarters by December 15.)

\* \* \* \* \*

IF YOU HAVE ANY QUESTIONS CONCERNING THE DCP PROGRAM PLEASE CONTACT PAT ESTOK OR ME.

PAT ESTOK  
103 RAZZ WAY  
PANAMA CITY BEACH, FL 32408  
(904) 234-6039

DEBBIE GRANTHAM  
5330 TODD BLVD  
MOBILE, AL 36619  
(205) 443-5140

cc: Pat Estok, DMA #23  
Darleen Krautwurst, Regent #23



APPLICATION FOR INTERNATIONAL DIRECTOR CERTIFICATION PROGRAM

I. PERSONAL DATA

NAME Millie Camp CHAPTER Metro-Nashville REGION 23  
ADDRESS 2107 Hampton Ave PHONE (615) 385-2073 (H)  
Nashville, Tn. 37215 (615) 297-0235 just mornings (O)

I am a Sweet Adeline director/co director \_\_\_\_\_ Chorus(es) \_\_\_\_\_  
assistant or associate director \_\_\_\_\_ Chorus \_\_\_\_\_  
section leader ✓ Chorus Metro-Nashville

II. SWEET ADELINER MEMBERSHIP DATA:

Year joined Sweet Adelines, Inc. '73

Has your affiliation been continuous since that time? No (out 6 mos.)

Other chapter(s) and region(s) to which you have belonged? Region 4 before  
Region 23 was formed

Check areas of Sweet Adelines, Inc. in which you have experience:

Chorus Director	_____	International Music Faculty	_____
Ass't./Assoc. Director	<u>✓</u>	Judge in _____	Category _____
Section Leader	<u>✓</u>	Quartet Member	<u>✓</u>
DMA or DMA Faculty	_____	Quartet Coach	_____
Arranger	_____	Chorus Coach	_____
Other	_____		

III. MUSICAL BACKGROUND:

Formal Education College Degree in Psychology  
Other Musical Training 6 yrs piano, 3-4 yrs voice, chorus H.S.,  
college Madrigal Group College Robert Shaw Chorus Barbershop  
Workshops etc. KinderMusic Training, Children's Music Workshops  
Barbershop Experience Outside Sweet Adelines, Inc. \_\_\_\_\_

(continued)



SWEET ADELINES  
INTERNATIONAL

... an educational  
organization promoting  
four-part harmony,  
barbershop style,  
for women

INTERNATIONAL  
HEADQUARTERS:  
P.O. Box 470168  
Tulsa, OK 74147-0168  
918-622-1444  
FAX 918-665-0894

May 13, 1991

Millie Camp  
METRO-NASHVILLE CHORUS, #23  
2107 Hampton Avenue  
Nashville, Tennessee 37215

Dear Millie:

This is to advise you that your application and \$25.00 fee have been received at International Headquarters and that you are now enrolled as an Applicant Director in the Director Certification Program (DCP). You are to be commended for taking advantage of this opportunity to further develop your skill and expertise as a chorus director, and both you and your chorus will benefit from your participation in the program.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level and will be based on your proficiency in the following components of a Sweet Adelines International chorus director's responsibilities:

- Conducting
- Analytical Listening
- Organizational Knowledge
- Teaching
- Management
- Judging Categories
- Vocal Production
- Communication
- Music Theory
- Rehearsal Planning and Implementation Skills

At the conclusion of the first year of its implementation, the entire program was reviewed in depth by the Music Direction Committee. Based on this review, some aspects of the DCP have been revised. You will want to take full advantage of the classes and special education opportunities your DMA will be providing to strengthen your knowledge in the various skill areas.

- Continued -



May 13, 1991

M E M O

TO: Pat Estok, DMA #23

FROM: Barbara Moore, Music Services Director *Bmm/a*

RE: Director Certification Program

The member listed below has enrolled in the Director Certification Program as a Non-Director participant:

Millie Camp  
METRO-NASHVILLE CHORUS  
2107 Hampton Avenue  
Nashville, TN 37215  
(615) 385-2073 (H)  
(615) 297-0235 (O) (Mornings only)

Enclosed is a complete set of the blank tests and other forms which will be required as the participant proceeds through the program. Please make arrangements, as necessary, for administering tests and/or evaluations to this participant. You will also want to make certain the participant is notified whenever any training or classes for directors are being held.

If the participant's classification changes, please notify the Music Services Department at International Headquarters.

BD:as

Enclosures

cc: Darleen Krautwurst, Regent #23