

Rita Tucker, DCP Coordinator
62832 Range Rd.
Lore City, OH 43755
740-489-5811
ritatuck@aol.com

August 12, 2002

ALMA MAE HELMLINGER
201 HAMER ST, BOX 6
JACKSON CENTER, OH 45334-0006

Hi ALMA MAE,

Education Coordinator, Lynn Hartmuth, has recently appointed me to coordinate the Director Certification Program for Region 4. Your name is included on the active DCP list for Region 4 as submitted by International.

If you have completed any module testing, I have included a current progress report for your review. As most of you know, the DCP is a self-directed program for anyone interested in expanding their general musical knowledge, as well as enhancing actual directing skills. Ten modules are completed through testing, regional music team evaluations and chorus evaluations. I have also included an explanation of the 10 DCP skill areas and requirements for advancement. The complete set of DCP modules is available through International Sales.

Testing will be made available at all regional meetings. If you are interested in completing any test, contact me ahead of any regional event to set up a time to meet. If several participants from an area would like to schedule testing, contact me to see if other arrangements can be made. Lynn Hartmuth, Education Coordinator, has also agreed to administer testing if it is more convenient to make arrangements with her.

I am looking forward to working with you on completing the DCP modules and attaining your goals. Please contact me if you have any questions or concerns.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Lynn Hartmuth, Education Coordinator
file

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM
PROGRESS REPORT
CONFIDENTIAL

REPORT FOR FISCAL YEAR 199 6 - 199 7

PARTICIPANTS NAME: Alma Mae Helmlinger

CHAPTER: All American City

CLASSIFICATION: ☒ 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

5 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: _____

5 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: 96

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

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

4 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: 96

Score part 1: _____ Score part 2: 4
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

_____ 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: _____

9.38 4. Teaching. 10 points possible for all classifications. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style. Year of evaluation: 96

Score part 1: 9.38 Score part 2: _____
Enter total score above.

4.18 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: 96

Score part 1: 4.18 Score part 2: _____
Enter total score above.

3.97 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: 96

Score part 1: 3.97 Score part 2: _____
Enter total score above.

Total score received in Musical/Technical Skills areas: 9Total score received in Management/Communications Skills areas: 16.43Total scores received in all skill areas: 25.43Scores 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 report for 1996/97.

Status: Applicant as of date: 11-28-94

Advanced to Approved status by DMA on date: _____

Recommended for Certified status on date: _____

Reaffirmed at current status on date: _____

SIGNED:

Mary Ellen Kuntzelman, DCP Coord #4
Director of Musical Activities

DATE:

4-29-97

Distribution: DCP Participant
International Headquarters
DMA

FOR OFFICE USE ONLY:

Approval Date: _____

1 May 1997

Alma Mae Helmlinger, Director
All American City Chorus
201 Hamer, Box 6
Jackson Center, OH 45334

Dear Alma,

Enclosed is a copy of your DCP Progress Report for the 1996/97 fiscal year. These reports are forwarded to Sweet Adelines International at the end of each year for those participants who have been involved in testing during the year. It gives you information concerning the test modules you have successfully completed and those remaining to be done. It looks like you're moving right along, so keep up the good work.

Let me know if you have any questions about this.

Sincerely,

Mary Ellen
Mary Ellen Guntzelman
DCP Coordinator #4

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM
PROGRESS REPORT
CONFIDENTIAL

REPORT FOR FISCAL YEAR 1995 - 1996

PARTICIPANTS NAME: Alma Mae Helmlinger

CHAPTER: All American City

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: ___

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

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

4 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: 96

Score part 1: ___ Score part 2: 4
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

___ 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: ___

___ 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: 4Total score received in Management/Communications Skills areas: -Total scores received in all skill areas: 4Scores 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: _____

Advanced to Approved status by DMA on date: _____

Recommended for Certified status on date: _____

Reaffirmed at current status on date: _____

SIGNED: Nary 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: _____

18 July 1996

Shirley Goodwin, President
All American City Chorus
3214 Wiseman Road
Urbana, OH 43078

Dear Shirley,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adelines Chorus Directors. Your Director, Alma Mae Helmlinger has enrolled in this program.

There are ten areas of testing/evaluation involved in the DCP. Three of these areas require evaluation of your Director's Management, Training, and Communications skills in working with the chorus. Forms identifying the areas to be evaluated are provided for this purpose. The evaluations are to be completed by six Board Members selected by the Chapter President and six chorus members selected by the DCP participant. You will note on the forms that information provided by chorus members discussed with the President, the participant. Completed forms should be returned

We really appreciate Alma's participation efforts to grow in knowledge of the DCP. If you have any questions,

Sincerely,

Mary Ellen
Mary Ellen Guntzelman
DCP Coordinator #4
P. O. Box 13081
Columbus, OH 43213

cc: Alma Mae Helmlinger

9/23

Mary Ellen,

I'm not going to hold these up any longer. I have repeatedly asked if everyone has turned their form in to me and they say "Yes". Since there are no names on the forms I don't know who didn't turn it in. This actually represents 1/2 of the chorus, but if you need the 12th person, let me know.

Sincerely,
Shirley Goodwin
President

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 Alma Mae Helmlinger CHAPTER AllAmerican City REGION #4
ADDRESS 201 Hamer Box 6 PHONE (513) 596-6431 DATE 12/23/94
Jackson Center OH 45334 ()

Currently serving as: Sweet Adelines International chorus Director/Co-Director X
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:

 1 I. CONDUCTING SKILLS

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

 1 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.

 2 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.

 1 IV. TEACHING SKILLS

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

 2 V. MANAGEMENT SKILLS

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

(continued)

PARTICIPANT'S NAME Alma Mae Helmlinger

1 VI. KNOWLEDGE OF THE JUDGING CATEGORIES

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

1 VII. VOCAL PRODUCTION KNOWLEDGE

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

1 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.

2 X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS

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

COMMENTS:

I think it is difficult to evaluate yourself.

Molly would be a better judge of me than I am of myself.

I enrolled in this program to learn more and be able to pass this knowledge on to the chorus members. We all want to be BETTER and this is the best way I know to do that.

November 28, 1994

MEMO

TO: Missy Graves - Region #4 DCP Coordinator

FROM: Diann Stapleton, Music Services Department 

RE: Director Certification Program

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

Alma Mae Helmlinger
All American City Chapter, #4
201 Hamer Box 6
Jackson Center, Ohio 45334
513-596-6431 (H)

Enclosed is a complete set of blank tests and other forms which will be required as the participant proceeds through the program. Please make arrangements, as necessary, for administering test and/or evaluations to this participant. You will also want to make certain that this 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.

:ds

Enclosures

cc: Toula Oberlies, Regent #4
Molly Huffman, DMA #4



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

November 28, 1994

Alma Mae Helmlinger
All American City Chorus, #4
201 Hamer Box 6
Jackson Center, Ohio 45334

Dear Alma,

This is to advise you that your application and \$25.00 fee has been received at International Headquarters and that you are now enrolled as an Applicant in the Director Certification Program. You are to be commended for taking advantage of this opportunity to further develop your skill and expertise as a chorus director. 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:

MUSICAL/TECHNICAL

Conducting
Analytical Listening
Judging Categories
Vocal Production
Music Theory
Rehearsal Planning and Implementation


MANAGEMENT/COMMUNICATION

Organizational Knowledge
Teaching
Management
Communication

In order to provide both the DMA or DCP Coordinator and yourself a basis against which to measure your progress, we are asking you to complete the enclosed "Self Evaluation" and return it to the DMA or DCP Coordinator in the envelope provided. Again, this will be considered confidential.

Best wishes for success as you enter the Director Certification Program.

Sincerely,


Diann Stapleton
Music Services Department

:ds

cc: Toulia Oberlies, Regent #4
Molly Huffman, DMA #4
Missy Graves, Region #4 DCP Coordinator

SWEET ADELINES, INTER'L

Nov 14 9 57 AM '94

RECEIVED
INT'L HEADQUARTERS

\$ 25.00

* FOR OFFICE USE *
* Director/Co. ✓ *
* Assoc./Ass't. *
* Candidate *
* Date processed 11-28-94 *

APPLICATION FOR INTERNATIONAL DIRECTOR CERTIFICATION PROGRAM

I. NAME Alma Mae Helmlinger I.D. 4007 CHAPTER All American City REGION 4
ADDRESS 201 Hamer Box 6 PHONE (513) 596-6431 (H)
Jackson Center OH 45334
PHONE (O)

I am a Sweet Adelines International:

Director/Co-Director Dir. Chorus All American City

Assoc./Ass't Director Chorus

Candidate Chorus

II. SWEET ADELINE MEMBERSHIP DATA:

Year joined Sweet Adelines International 1969

Has your affiliation been continuous since that time? Yes

Other chapter(s) and region(s) to which you have belonged?

Check areas of Sweet Adelines International in which you have experience:

Chorus Director/Co-Director X International Faculty

Assoc./Ass't Director X Judge in Category

Section Leader X Quartet Member X

DMA or DMA Faculty Quartet Coach

Arranger Chorus Coach

Other

III. MUSICAL BACKGROUND

Formal Education

Other Musical Training High School Glee Club / High School Band member

III. MUSICAL BACKGROUND (continued)

Barbershop experience outside Sweet Adelines International _____

Membership in professional music applications, i.e., MENC, ACDA, NATS? _____

IV. SWEET ADELINES EDUCATION BACKGROUND

How many regional competitions have you attended ~~as~~ 25

Competing chorus director 1 Competing chorus member 23 Spectator 1

Which Internationally sponsored Chorus Director Seminars have you attended? _____

How many regional chorus director training programs have you participated in? _____

How many regional educational events have you attended in the last 3 years?

Summer & Winter meetings _____

List the regional educational event(s) you have attended in the last 12 months? Summer & Winter meetings

V. PERSONAL GOALS

What do you hope to gain from enrollment in this program? _____

Education for myself to pass along to the Chorus. _____

Would like to coach small choruses. _____

DMA Faculty possibility _____

Signature

Ann Marie Schuler

Date 10/20/94

Enclose application fee of \$25.00 and mail to:

Music Services Department
Sweet Adelines International
P.O. Box 470168
Tulsa, Oklahoma 74147-0168

ch #2234
11/9/94

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA II: ANALYTICAL LISTENING SKILLS

(To be completed by Program Participant)

PARTICIPANT'S NAME John Mac Schelinger CHAPTER See Instructions City DATE 7/13/96

Classification: Director/Co-Director ☒ Assoc./Ass't. Director ☐ Candidate ☐

INSTRUCTIONS: Listen to each taped example and circle the correct answer.

~~X~~ ~~X~~ WILD AND WOOLY GIRLS OF THE WEST

One section is not fulfilling its barbershop balance responsibilities. Which section is it?

tenor

lead

baritone

bass

2. I KNOW WHAT IT MEANS TO BE LONELY

The area needing the most work for this chorus to improve its score in the sound category is:

harmony accuracy

expressive sound

forward motion

balance

~~X~~ ~~X~~ WHITE CLIFFS OF DOVER

This chorus sings softs:

well focused

resonated

breathy

out of balance

~~X~~ ~~X~~ WHEN THE BAND PLAYS

Chord clarity is most affected by:

inaccurate interval singing

balance problems

poor vocal production

~~X~~ ~~X~~ SO TIRED AND LONELY

Serious difficulties with which section affect the barbershop balance?

tenor

lead

baritone

bass

~~X~~ ~~X~~ HOW YA GONNA KEEP 'EM DOWN ON THE FARM

Forward motion is hampered by:

inappropriate tempo

unsupported phrase endings

dynamic variance

synchronization

finesse

7. OLD VAUDEVILLE DAYS

Continuous sound is hampered by:

balance problems synchronization breathy tones choppy word delivery

8. DON'T CRY LITTLE GIRL

In addition to inaccurate interval singing, what factor is affecting chord accuracy?

synchronization problems dynamic problems
tempo problems resonance problems

9. WHO'LL TAKE MY PLACE

These singers demonstrate this general approach to the song:

pop style solo style barbershop style

10. HELLO, MY BABY

The primary concern of this performance is:

inaccurate singing poor resonation breathy singing choppy directing

Score = 5

Signed: Mary Ellen Guntzelman, DCP Coord for, DMA # 4 Date 7-13-96

SWEET ADELINES INTERNATIONAL

SKILL AREA II: ANALYTICAL LISTENING SKILLS

ANSWER KEY: FOR DMA USE ONLY

SCORE 1 point for each correct answer.

1. bass
2. harmony
3. breathy
4. inaccurate interval singing
5. baritone
6. unsupported phrase endings
7. choppy word delivery
8. synchronization problems
9. solo style
10. inaccurate singing

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA IV: TEACHING SKILLS/PART I
(FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Alma Mae Helmlinger Chapter All American City Date 11-14-96

Classification: Director/Co-Director X Assoc./Ass't. Director

INSTRUCTIONS: Evaluate the participant's teaching skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	TOTAL PTS.	NUMBER OF RESPONSES	SCORE
1. Methods of teaching:			
a. A song	<u>44</u>	<u>÷ 11</u>	<u>= 4.00</u>
b. Vocal skills	<u>49</u>	<u>÷ 11</u>	<u>= 4.45</u>
c. Section work	<u>42</u>	<u>÷ 11</u>	<u>= 3.81</u>
2. Clarity of language	<u>44</u>	<u>÷ 11</u>	<u>= 4.00</u>
3. Logical progression of learning	<u>45</u>	<u>÷ 11</u>	<u>= 4.09</u>
4. Vocal inflection	<u>46</u>	<u>÷ 11</u>	<u>= 4.18</u>
5. Body language	<u>45</u>	<u>÷ 11</u>	<u>= 4.09</u>
6. Facial expression	<u>44</u>	<u>÷ 11</u>	<u>= 4.00</u>
7. Maintains attention and control of the group	<u>44</u>	<u>÷ 11</u>	<u>= 4.00</u>
8. Presentation of material is appropriate to the level of the group.	<u>53</u>	<u>÷ 11</u>	<u>= 4.81</u>
			<u>41.43</u>

Total 41.43 ÷ 5 = Score 8.28

Signed: Mary Ellen Gutzelman, DCP Coord ^{for} DMA # 4 Date 11-14-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Alma Mae Helmlinger CHAPTER All American City DATE 11-14-96Classification: Director/Co-Director X Assoc./Ass't. Director _____

INSTRUCTIONS: Evaluate the participant's management skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	TOTAL PTS	NUMBER OF RESPONSES	SCORE
1. The participant selects and utilizes chorus members to assist her in the chapter's musical program.	<u>48</u>	<u>÷ 11</u>	<u>= 4.36</u>
2. The participant provides training for the music staff members.	<u>39</u>	<u>÷ 10</u>	<u>= 3.90</u>
3. The participant delegates duties to members showing strength in special areas.	<u>46</u>	<u>÷ 11</u>	<u>= 4.18</u>
4. The participant works effectively with chapter administration.	<u>45</u>	<u>÷ 10</u>	<u>= 4.50</u>
5. The participant develops, trains, and utilizes a musical team that makes it possible for each individual to receive assistance.	<u>44</u>	<u>÷ 11</u>	<u>= 4.00</u>
	TOTAL		<u>20.94</u>

Total 20.94 ÷ 5 = Score, Part I 4.18Signed: Mary Ellen Gutzelman, DCP Coord for, DMA # 7 Date 11-14-96DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.Score, Part I 4.18 + Score, Part II _____ = TOTAL SCORE _____

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION SKILLS

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Alma Mae Helmlinger CHAPTER All American City DATE 11-14-96

INSTRUCTIONS: Evaluate the participant's communication skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	TOTAL PTS	NUMBER OF RESPONSES	SCORES
The participant:			
1. Solicits and utilizes input from the chorus.	<u>37</u>	<u>10</u>	= <u>3.70</u>
2. Gives clear instructions and communicates expectations.	<u>43</u>	<u>11</u>	= <u>3.90</u>
3. Communicates in a positive manner.	<u>41</u>	<u>11</u>	= <u>3.72</u>
4. Exhibits enthusiasm.	<u>51</u>	<u>11</u>	= <u>4.63</u>
5. Demonstrates a willingness to accept outside assistance.	<u>44</u>	<u>10</u>	= <u>4.00</u>
6. Has consistent communication signals (i.e., eye contact, body language, and voice).	<u>47</u>	<u>11</u>	= <u>4.27</u>
7. Offers positive reinforcement.	<u>41</u>	<u>11</u>	= <u>3.72</u>
8. Exhibits security in position of Director/Co-Director or Assoc./Ass't. Director (whichever is applicable).	<u>48</u>	<u>11</u>	= <u>4.36</u>
9. Accepts constructive criticism well.	<u>38</u>	<u>11</u>	= <u>3.45</u>
10. Communicates that the chorus <u>can</u> reach its goals.	<u>44</u>	<u>11</u>	= <u>4.00</u>
		TOTAL	<u>39.75</u>

Total 39.75 ÷ 10 = Score, Part I 3.97

Score, Part I 3.97 + Score, Part II _____ = Total Score _____

Signed: _____, DMA Date _____

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

SWEET ADELINES INTERNATIONAL
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA X: REHEARSAL PLANNING AND IMPLEMENTATION

PART II: To be completed by all program participants, and evaluated by D.M.A..

PARTICIPANT'S NAME Anna Marie Selmlinger CHAPTER Lee American City Date 1/20/96

Classification: Director/Co-Director X Assoc./Ass't. Director _____ Candidate _____

The time is six weeks before regional competition and three months before the annual chapter chow. The chorus is competing. Write your plan for a regularly-scheduled, three-hour evening rehearsal.

7:00 Physical W/ups
7:05 Vocal W/ups
7:20 Sing thru both competition songs
7:25 Sing thru 3 show songs for represher
7:35 Work on contest ballad
8:00 BREAK - Happy announcements
8:10 Clean up trouble spots in ballad
8:40 Sing contest up tempo
9:00 BREAK - Any business announcements
9:10 Dance thru Macarena
9:15 Work on contest choreography
9:45 Sing both contest songs
9:55 Reminders of next wk's rehearsal schedule
10:00 Harmonize (Wald)
Squeeze in costume chs for the next
2 wks - before & after rehearsal!

Score, Part II 4 (Total possible score = 5)

Signed: Molly Goffman, DMA # 4 Date 2-4-96