



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

February 14, 2007

LYNN LLEWELLYN
1102 36TH ST
PARKERSBURG, WV 26104

Dear LYNN,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Once I receive notification that you have applied and are accepted into the DCP program from International, I will forward your progress report to them in order to keep track of your DCP progress.

Module #1, Conducting, is an evaluation that needs to be completed by a member of the music staff or a person approved by Lynn Hartmuth, Education Coordinator. the evaluation can be done in person or by video. Contact Lynn or me when you are ready to complete this conducting evaluation.

Testing is available at most regional meetings. The next available testing date will be leaders retreat, June 15-16. The education committee, Zoe and I are planning a session on the judging category. Watch the regional publications for more details on the session and testing times. If you wish to retake other testing during the retreat week end, please let me know so I can have the appropriate testing materials.

I look forward to working with you to attain your goal of Approved or Certified Director. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Susanna Runyan, DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file



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

November 27, 2005

Lynn Llewellyn
1102 36th St
Parkersburg, WV 26104-1637

Dear Lynn,

Enclosed is your progress report for DCP module testing completed at Director's Retreat in November. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Once I receive notification of your application acceptance from International Headquarters, I will forward the progress report to them.

I look forward to working with you to attain your goal of Certified Director. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
✓ Zoe Hagy, Director Coordinator
file

**Sweet Adelines International
Director Certification Program
Progress Report**

CONFIDENTIAL

Report for fiscal year 200 6 - 200 7

CONFIDENTIAL

DCP Member's Name _____

Region # 4

Chorus Name _____

Classification:



Director/Co-Director

☐ Associate/Assistant Director

☐ Candidate

DCP Coordinator: Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

MUSICAL/TECHNICAL SKILLS

7.0 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.

Date 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.

Date of evaluation: 11/11/05

6.5 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam: _____

6.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 11/11/05

8.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11/11/05

7.4 10. **Rehearsal Planning & 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.

Date of evaluation: 7/21/06

Score Part 1: 4.4 Score Part 2: 3.0

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

9.5 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: 1/19/07

8.6 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation: 7/21/06

Score Part 1: 8.6 Score Part 2: N/A
(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. Do not total both scores.

4.2 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: 7/21/06

Score Part 1: 4.2 Score Part 2: _____
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

9.7 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 7/21/05

Score Part 1: 4.7 Score Part 2: 5.0
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months

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, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

29.5 Total score received in musical/technical skills

32.0 Total score received in management/communication skills

61.5 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: _____

Winter Warmup Region 4, 1/2007

COMMENTS BY DCP COORDINATOR: _____

STATUS

2-11-07

Date applied to DCP
Date advanced to Approved Director
Date recommended to Certified Director
Date recommended to Master Director
Date reaffirmed at current status

Date: 2-11-07

Signed: _____

Lita A. Jucker

DCP Coordinator

Region # 4

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____ Chapter # _____
DCP Member _____ Chapter President _____
Address _____ Address _____

**Sweet Adelines International
Director Certification Program
Progress Report**

CONFIDENTIAL

Report for fiscal year 2006 - 2007

CONFIDENTIAL

DCP Member's Name P. Lynn Llewellyn Region # 4
Chorus Name P. Harmony Express

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

DCP Coordinator: Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

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.
Date 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.
Date of evaluation: 11/11/05

 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.
Date of exam:

6.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: 11/11/05

8.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 11/11/05

7.4 10. **Rehearsal Planning & 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.
Date of evaluation: 7/21/06 11/11/05
Score Part 1: 4.4 Score Part 2: 3.0
Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.
Date of exam:

8.6 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.
Date of evaluation: 7/21/06
Score Part 1: Score Part 2: 1.9
(Max. 10 pts.) (Max. 5 pts.)
Enter Part 1 or Part 2 above. **Do not total both scores.**

 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.
Date of evaluation: 7/21/06
Score Part 1: 4.2 Score Part 2:
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

9.7 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.
Date of evaluation: 7/21/05 11/11/05
Score Part 1: 4.7 Score Part 2: 5.0
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months
- 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, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

29.5 Total score received in musical/technical skills

22.5 Total score received in management/communication skills

52.0 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Region director seminar 11/05
winter Meeting 1/06

COMMENTS BY DCP COORDINATOR: _____

STATUS

_____ Date applied to DCP
_____ Date advanced to Approved Director
_____ Date recommended to Certified Director
_____ Date recommended to Master Director
7/21/06 Date reaffirmed at current status

Date: 7/21/06 Signed: Lita A. Tucker Region # 4
DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____ Chapter # _____
DCP Member _____ Chapter President _____
Address _____ Address _____

**Sweet Adelines International
Director Certification Program
Progress Report**

CONFIDENTIAL

Report for fiscal year 2005 - 2006

CONFIDENTIAL

DCP Member's Name LYNN Llewellyn Region # 4
Chorus Name P Harmony Express

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

DCP Coordinator: Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

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.

Date 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.

Date of evaluation: 11-11-05

 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam:

6.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 11-11-05

8.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11-11-05

 10. **Rehearsal Planning & 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.

Date of evaluation: 11-11-05

Score Part 1: Score Part 2: 3.0

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam:

 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation:

Score Part 1: Score Part 2:

(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. **Do not total both scores.**

 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation:

Score Part 1: Score Part 2:

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 11-11-05

Score Part 1: Score Part 2: 5.0

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months

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, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

25.1 Total score received in musical/technical skills

5.0 Total score received in management/communication skills

30.1 Total score received in all skills

520 List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Region director seminar 11/05

COMMENTS BY DCP COORDINATOR: _____

STATUS

Date applied to DCP
Date advanced to Approved Director
Date recommended to Certified Director
Date recommended to Master Director
Date reaffirmed at current status

Date: 11-13-05

Signed: _____

Lita Q Jackson

DCP Coordinator

Region #

4

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____ Chapter # _____
DCP Member _____ Chapter President _____
Address _____ Address _____

Sweet Adelines International
P.O. Box 470168 • Tulsa, Oklahoma 74147-0168

**DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION FORM
CONFIDENTIAL**

Instructions: Please complete this form and send it to your DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name Harmony Express Region # 4 Date 11-11-05

Name Geneva Lynn Llewellyn Home Phone 304-422-7775

Address 1102-36th St Work Phone _____

Parkersburg WV 26104-1637 Fax _____ Email grannylynn@

I am currently serving as a Sweet Adelines International chorus:

or starring2@juno.com

☒ Director/Co-director

☐ Associate/Assistant Director

☐ Candidate

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

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

5 2. Analytical Listening - 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 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology

3-4 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style

3-4 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration

1 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*

5 7. Vocal Production - Understanding and practical application of components of good vocal skills

4 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others

4 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures

5 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

7.0

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 2 EVALUATION
ANALYTICAL LISTENING SKILLS**

Participant's Name Geneva Lynn Llewellyn
Chapter Harmony Express Date 11-11-05
Classification: Director/Co-director Dir Assoc/Asst. dir. _____ Candidate _____

Listen to each taped example and circle the correct answer.

1. The lack of tuning on the "way" chords is primarily a result of:
☒ a. verticality of tonal line
☐ b. unmatched vowels
☐ c. lack of sufficient breath support
☒ d. (a) and (b) only
☐ e. (b) and (c) only
2. The chord on "rain-BOWS" in this section doesn't lock because:
☒ a. the bari is too heavy
☐ b. the vowel is unmatched
☐ c. the song is in the wrong key
☐ d. the song is beyond the skill of the chorus
☒ e. the chord is not being sung in correct balance
3. The major problem with the singing of this introduction is:
☒ a. expressive sound
☐ b. forward motion
☒ c. harmony accuracy
☐ d. dynamic variation
☐ e. balance
4. In this selection, chord clarity and lock-and-ring are affected by:
☒ a. balance problems
☐ b. insufficiently developed vocal skills
☒ c. inaccurate intervals
☐ d. all of the above
☐ e. (b) and (c) only
5. In this selection, dropped phrase endings are usually caused by:
☒ a. lack of sufficient breath support
☐ b. poor ear training
☐ c. tight-throated singing
☐ d. peppy tempos
☐ e. lack of attention to director

6. The pitch-taking technique for this song could be described as:
- a. out of tune
 - ☒ b. solid
 - c. strong and accurate
 - d. strong and inaccurate
 - ☒ e. (a) and (d)
7. Besides work on individual vocal production, what is the best sequence of skill development for this chorus in sound?
- ☒ a. tuning, accurate notes and intervals, chord balancing, synchronization
 - b. chord balancing, accurate notes and intervals, tuning, synchronization
 - ☒ c. accurate notes and intervals, tuning, synchronization, chord balancing
 - d. synchronization, tuning, accurate notes and intervals, chord balancing
 - e. accurate notes and intervals, synchronization, tuning, chord balancing
8. This introduction:
- ☒ a. is generally in tune
 - ☒ b. has good phrase flow
 - c. demonstrates appropriate forward motion
 - d. features strong bass singing
 - ☒ e. all of the above
9. The singing here represents all of these practices *except*:
- ☒ a. inaccurate intervals
 - ☒ b. overly conservative tempo
 - c. underdeveloped vocal skills
 - d. individual voice parts apparent
 - ☒ e. wrong notes
10. This tag is a good example of:
- ☒ a. oversinging
 - ☒ b. lack of synchronization
 - c. good balance
 - d. good tuning
 - e. lack of forward motion

(Each correct answer is worth 1 point.)

Total points = 70 = TOTAL SCORE (maximum 10)

Evaluator Lita Jackson Date 11-11-05
ED Signature _____ Date _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 3 EVALUATION
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Lynn Llewellyn
Chapter P-Harmony Express Date 1-19-07
Classification: Director/Co-director Director Assoc/Asst. dir. _____ Candidate _____

Instructions to Participant:

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- | | |
|---|--|
| A. Worldwide Liaison | J. Prospective Chapter Supervisor |
| B. Education Coordinator | K. <i>The Pitch Pipe</i> |
| C. Coronet Club | L. Directors' Coordinator |
| D. 2 | M. 3 |
| E. International Board of Directors | N. The quantity you've paid for |
| F. Leadership Development Committee | O. The quantity you need |
| G. Education Direction Committee | P. Copyright holders |
| H. Marketing/Membership Coordinator | Q. Music Services Department |
| I. Music Education Committee | R. Arrangers |

- E 1. The governing body of Sweet Adelines International
- B 2. Who is responsible for overseeing the musical excellence of the region?
- G 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- NA 5. A chapter must compete at least once every ____ years in order to renew its charter.
- L 6. One of the three elected members of the Regional Management Team.
- N 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P 8. The primary intent of copyright laws is to protect ____.
- K 9. What is the name of the official publication of Sweet Adelines International?
- F 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to encourage + educate
its members in the singing of barbershop harmony
12. What is the name of the International President? Pat LeVeque
13. What is your Communications/Technology Coordinator's name? Rachel Cox
14. What is your ED's name? Lynn Hartmuth
15. What is your Events Coordinator's name? Roxy Hensley
16. What is the name of the international program designed to introduce young women to the
barbershop art form? Young Women in Harmony
17. Of the eight regional leaders, to whom would you go for:
 - a. approval of chapter standing rules? Pies 2 @ M^{gmt} Team
 - b. help in finding a coach? Education Director Lynn Hartmuth
 - c. help with membership retention? Membership Marketing Wendy Gillette

Participant: Leave the rest of this page blank.

19 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 9.5 TOTAL SCORE (maximum 10)

Evaluator Lita A. Juchan Date 2/11/07

ED Signature _____ Date _____