

\*FOR OFFICE USE\*

BATCH #

DIRECTOR/CO-DIRECTOR

ASSOCIATE/ASSISTANT

CANDIDATE

DATE PROCESSED

## Director Certification Program Application

Chapter Name Christmas City Chapter # 0414 Region 4  
Name Lisa May Membership # 100805  
Address 1450 W. 14<sup>th</sup> Home Phone (765) 282-8643  
Muncie, IN 47302 Alternate Phone (765) 212-7299 (cell)  
Fax \_\_\_\_\_

### Sweet Adelines International Title/Position

☐ Director/Co-director Chapter Name \_\_\_\_\_  
☒ Associate/Assistant Director Chapter Name Christmas City  
☒ ~~Candidate~~ Chapter Name ~~Christmas City~~

PAID

MAR 17 2003

### Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1997 Has your affiliation been continuous? yes CK# 2778 \$ 35

Please list former chapter(s) and region(s): N/A

### Sweet Adelines International Experience

- |   |  |
|---|--|
| <input type="checkbox"/> Chorus Director/Co-director  | <input type="checkbox"/> International Faculty                           |
| <input type="checkbox"/> Associate/Assistant Director   | <input type="checkbox"/> Judge (_____ Category)                          |
| <input type="checkbox"/> Section Leader   | <input checked="" type="checkbox"/> Quartet Member <u>not registered</u> |
| <input type="checkbox"/> DMA or DMA Faculty   | <input type="checkbox"/> Quartet Coach                                   |
| <input checked="" type="checkbox"/> Arranger - <u>currently in program</u>                                | <input type="checkbox"/> Chorus Coach                                    |
| <input checked="" type="checkbox"/> Other <u>Board member, music team member</u><br><u>warm-up leader</u> |  |

### Musical Background

Formal education: courses in, theory, piano, voice, church music, wind ensemble,  
women's chorus, saxophone, conducting

Other musical training: piano lessons, self taught, guitar, banjo, mandolin, dobro

(over)

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): N/A

How many regional competitions have you attended as a:

☐ Competing chorus director      ☒ Competing chorus member *4*      ☒ Spectator *1*

Please list any international directors' seminars you have attended:

Please list any regional training programs you have attended:

Please list regional educational event(s) you have attended in the last 12 months: Summer Sizzler '02

Winter Warm Up '03

## Personal Goals

What do you hope to gain from enrollment in this program? I hope to gain the knowledge & the skills to help our director when she may need to be gone. I hope to help the chorus grow & educate them with the skills I will learn from this program. I hope I can become a better singer & in turn help others in our chorus to be better singers.

Signature Aimee May Date 3/12/13

**PLEASE NOTE:** The application fee to enroll in the Director Certification Program **does not** include the DCP modules.

Please complete and return this application to international headquarters, along with the \$35 application fee in the form of a check or money order (U.S. funds) payable to Sweet Adelines International. Please complete the following if using a credit card:

☐ VISA☐ MasterCard

**Signature**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☒ ☒ ☐

**Expiration Date**

SECRET ADULTS: INTERNAL



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

**CONFIDENTIAL**

Report for fiscal year 2005 - 2006

**CONFIDENTIAL**

DCP Member's Name LISA MAY Region # 4  
Chorus Name CHRISTMAS CITY

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:                                 

       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:                                 

       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:   

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

Date of exam:   

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

Date of exam: 1/20/06

       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:                                 

Score Part 1:        Score Part 2:       

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: 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: 1/20/06

Score Part 1:        Score Part 2: 4.2  
(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: 1/20/06

Score Part 1:        Score Part 2: 4.0  
(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

9.6 Total score received in musical/technical skills  
8.2 Total score received in management/communication skills  
17.8 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: Regional Winter Meeting 1/06

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### STATUS

3/17/03 Date applied to DCP  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
1/29/06 Date recommended to Master Director  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date reaffirmed at current status

Date: 1/29/06 Signed: Lita A. Jackson 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 \_\_\_\_\_



Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

January 30, 2006

Lisa May  
1450 W 14<sup>th</sup> St  
Muncie, IN 47302

Dear Lisa,

Enclosed is your progress report for DCP module testing completed at Winter Warmup 2006. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Module #1, Conducting, is an evaluation of your conducting skills by a member of the regional music team. Part 1 of modules 4, 5, 8 and 10 are evaluations completed by members of your chorus. Let me know when you would like these evaluations completed and I will send copies to your chorus president or team manager for distribution.

I look forward to working with you to attain your goals. 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,

A handwritten signature in cursive script, appearing to read "Rita".

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file



**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 Christmas City Region # 4 Date 4/16/03  
Name Lisa May Home Phone 765 - 282 - 8643  
Address 1450 W. 14th St. Work Phone 765 - 285 - 8125  
Muncie, IN 47302 Fax \_\_\_\_\_ Email lcmay@aaahawk.com

I am currently serving as a Sweet Adelines International chorus:

☐ 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:

- 3 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 2.5 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
- 2.5 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 3 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 3 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 3 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 4 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 5 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 5 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 3 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning



SWEET ADELINES  
INTERNATIONAL

... a worldwide organization  
of women singers  
committed to advancing  
the musical art form of  
barbershop harmony  
through education  
and performance.

INTERNATIONAL  
HEADQUARTERS:

P.O. Box 470168  
Tulsa, OK 74147-0168  
918-622-1444  
FAX 918-665-0894  
800-992-7464

[www.sweetadelineintl.org](http://www.sweetadelineintl.org)

April 10, 2003

Ms. Lisa May, AD  
Christmas City Chapter #0414  
1450 W 14th  
Muncie IN 47302

Dear Lisa:

Thank you for your interest in the Director Certification Program (DCP). You are now enrolled as an applicant in the program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement is also based on your proficiency in the following skills:

**Musical/Technical**

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

**Management/Communication**

Organizational Knowledge & Director  
Teaching  
Management  
Communication

The ED/DCP Coordinator will notify you of any testing sessions available in your region/area. Following are some resources available from our international sales department that you might find useful in preparing for the sessions: *DCP Resource Modules, Arranger's Guide, Judging Category Description Book*, international competition video and audio tapes.

One of the requirements of the program is to complete the enclosed self-evaluation form and return it, in the envelope provide, to the Directors Certification Program Coordinator. This will provide the ED/DCP Coordinator and you a basis against which to measure your progress. The information on the self-evaluation form is considered confidential.

Please feel free to call on your ED/DCP Coordinator if you have any questions regarding the program.

Sincerely,

Pat C. Berry  
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED #04  
Rita Tucker, DCPC #04

# Memo

Date: April 11, 2003

To: Rita Tucker, DCPC #04

From: Pat C. Berry, Music Services Assistant/DCP

Re: Director Certification Program

Enclosed is information on Lisa May who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region.

You will also want to make certain that all DCP members are notified when the region has testing sessions, training sessions, or classes for directors.

If a DCP participant's classification changes (e.g., is no longer a director or assistant director), moves to another region, or changes chapters, please let me know.

Enclosures

:pb

cc: Lynn Hartmuth, ED #04



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 5 EVALUATION — PART 2  
MANAGEMENT SKILLS**

Participant's Name Lisa May  
Chapter Christmas City Date 1/20/06  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ✓ Candidate \_\_\_\_\_  
Skill Area 5 Evaluation — Part 2 is to be completed by all classifications.

*Instructions to participant:*

Write a brief response to each question. Each question is worth 5 points.

1. List five (5) ways you could assist your director if you were an associate/assistant director of a 40-voice chorus.

x5  
1- PVIs  
2- tape listening  
3- vocal warmups at rehearsal  
4- do section rehearsals  
5- direct while director listens

2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus.

x5  
I would start by getting to know individuals musical background. Find out what individuals strengths & weaknesses are. I would also see what kind of leadership skills individuals have. I'd also look at her communication skills and how she relates to all chorus members. From that I would pull together the members who have a strong musical background, good listening skills (musically & relationship wise)

3. What are the key ingredients of a good working relationship between the chorus director and board of directors?

x5  
COMMUNICATION! Directors & board need to communicate about all aspects - including money, costumes, organization of the board. Everyone needs to know what's going on in every aspect whether it be marketing strategies, membership ideas, raising money, goals for the board, for members and for the chorus as a whole.

4. Briefly describe the two different types of chapter administration:  
(1) Board of Directors and (2) Integrated Chapter Management.

x3  
Board doesn't necessarily include the director. They make decision w/ majority rules. There are more board members than management. Management includes the director. Decisions are made as a team and a consensus. It is a team effort and every one is included in all decisions. Board members are voted every year + management members stagger w/ terms so members are going off and coming on at the same time.

5. Describe the differences and/or similarities in the director's role in each type of chapter administration.

x3  
Director on a board can be included or not she works closely with the president. On a team she still works closely with the Team leaders, but on the team she is included in the decisions as they are being made by the team. The director's roles are included in the management team whereas on a board that is not included. The team has all aspects (including music). Boards don't necessarily have the director on board w/ a musical component.

21 total points

Divide total points by 5 = 4.2 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lita A. Juan Date 1/29/06  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 8 EVALUATION — PART 2  
COMMUNICATION SKILLS**

Participant's Name Lisa May  
Chapter Christmas City Date 1/20/06  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ☒ Candidate \_\_\_\_\_  
Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

**Instructions to participant:**

Write a brief response to each question.

1. List five (5) ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible)

x3

① verbally → give instruction on how to do things  
② listen to individuals — musically & through relationships  
ie individuals who may have issues or to give ideas or suggestions  
③ through email — things to relay to members what to have  
prepared for rehearsal. ④ share goals & ideas ⑤ Get input

2. An individual member consistently makes singing errors and is upsetting to those around her. What communication skills would you utilize in handling this problem? (3 points possible)

x3

listen to individuals. Encourage them to see if she  
would want to work together outside of chorus to help her. Have  
section rehearsal time to help pinpoint errors. She may not be aware  
she's singing wrong notes. Maybe talk to individual to see if she  
needed extra help.

3. As a director of a 40-voice chorus, what communication skills would you use to help an insecure assistant director become more confident? (2 points possible)

x7

- Give her time in front of the chorus.  
- Give positive feedback when chorus responds to her direction  
- Encourage her to get as much education through  
Regional Schools, IES etc.  
- Give her opportunities to teach, to lead, to direct

Participant: Leave the rest of this page blank.

8.0 total points

Divide total points by 2 = 4.0 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lita A. Jucker Date 1/29/06

ED Signature \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 9 EVALUATION  
MUSIC THEORY**

Participant's Name Lisa May  
Chapter Christmas Date 1/20/06  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ✓ Candidate \_\_\_\_\_

**PART I — KEY SIGNATURES:** Identify each key signature. Write the correct answer in the blank above each key signature (major keys only).

1. B<sup>b</sup>      2. A      3. A<sup>b</sup>      4. G      5. C

6. F      7. D      8. E<sup>b</sup>      9. E      10. B

**PART II — INTERVALS:** Identify each interval. Select the correct answer and place its letter in the blank above each interval.

11. B      12. D      13. A      14. C

A. Perfect 5th      A. Major 3rd      A. Major 7th      A. minor 7th  
B. Major 3rd      B. Dim. 5th      B. minor 7th      B. Aug. 5th  
C. Perfect 4th      C. minor 3rd      C. Dim. 7th      C. Dim. 5th  
D. minor 6th      D. Perfect 5th      D. Octave      D. Octave

15. C      16. D      17. D      18. C

A. Major 3rd      A. Major 9th      A. Major 3rd      A. minor 7th  
B. Major 2nd      B. minor 7th      B. minor 3rd      B. minor 3rd  
C. minor 2nd      C. minor 6th      C. Aug. 5th      C. minor 6th  
D. Octave      D. Major 6th      D. Perfect 4th      D. Major 6th



19. A      20. A      21. A      22. D

- A. Aug. 5th  
B. Dim. 5th  
C. Perfect 5th  
D. minor 6th

- A. Major 3rd  
B. minor 3rd  
C. Major 2nd  
D. minor 2nd

- A. minor 7th  
B. Octave  
C. Major 7th  
D. Major 6th

- A. minor 3rd  
B. Major 3rd  
C. Perfect 5th  
D. Perfect 4th

23. C      24. D      25. B

- A. Major 9th  
B. minor 7th  
C. Octave  
D. Major 7th

- A. Perfect 3rd  
B. Octave  
C. minor 2nd  
D. Major 2nd

- A. Perfect 5th  
B. Perfect 4th  
C. Major 3rd  
D. Aug. 4th

**PART III — TIME SIGNATURES:** Identify each time signature. Select the correct answer and place its *letter* in the blank above the passage.

26. A      27. B      28. C

A	B	C	A	B	C	A	B	C
4	3	12	5	3	12	2	4	12
4	4	8	8	4	8	2	4	8

29. A      30. C

A	B	C	A	B	C
6	4	3	5	6	3
8	4	2	8	8	8

**PART IV — CHORD RECOGNITION:** Identify each chord. Select the correct answer and place its *letter* in the blank above the measure.

31. A      32. C      33. B      34. C      35. B

A. Dominant 7th  
B. Major 7th  
C. minor 3rd  
D. minor 7th

A. Major triad  
B. Major 9th  
C. minor triad  
D. Dominant 9th

A. Dominant 7th  
B. minor 7th  
C. Major 6th  
D. Dominant 9th

A. minor triad  
B. Major 9th  
C. minor 7th  
D. Major 7th

A. Dominant 7th  
B. Major triad -  
C. minor 6th  
D. Diminished 7th

36. A      37. C      38. B      39. A      40. D

A. Dim. 7th  
B. minor 7th  
C. Dominant 7th  
D. Major 7th

A. Major triad  
B. Dominant 7th  
C. Major 7th  
D. minor triad

A. Major 7th  
B. minor 7th  
C. Dominant 7th  
D. Dim. 7th

A. Major triad  
B. Major 9th  
C. minor 7th  
D. minor 6th

A. Dominant 7th  
B. minor triad  
C. Major 7th  
D. Major triad

**PART V — PARTS OF CHORDS:** In each chord, an arrowhead points to one part of the chord. Select the correct answer and place its *letter* in the blank above the chord.

41. C      42. A      43. B      44. A      45. C

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

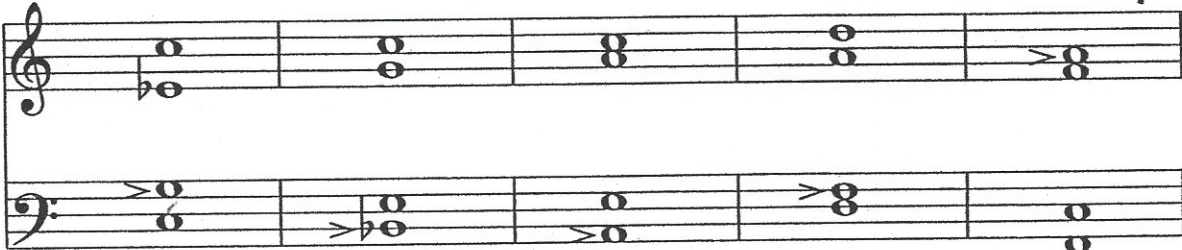
A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh



46. C      47. D      48. A      49. B      50. B



A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

A. Root  
B. Third  
C. Fifth  
D. Seventh

*Participant: Leave the rest of this page blank.*

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

Divide total points by 5 = 9.6 TOTAL SCORE (maximum 10)

Evaluator Lita D. Jackson Date 1/29/06  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_