



**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

Internet: sweetadelinesintl.org

April 19, 2000

Ms. Kellie L. Hickman
Smoky Mountain Harmony Chapter, #23
6210 Virgil Ln
Knoxville TN 37920

Dear Kellie,

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
Resources
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 provided. 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

Enclosures

Cc: Barbara Hansen, Education Coordinator #23
Pat Estok, DCP Coordinator #23

Director Certification Program Application

Chapter Name Smoky Mountain Harmony Chapter # 2318 Region 23
Name Kellie Hickman Membership # 75805
Address 6210 Virgil Ln. Home Phone 865-579-5945
Knoxville, TN 37920 Alternate Phone 865-673-0861
Fax _____

Sweet Adelines International Title/Position

☐ Director/Co-director Chapter Name _____
☒ Associate/Assistant Director Chapter Name Smoky Mountain Harmony
☐ Candidate Chapter Name _____

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1993 Has your affiliation been continuous? Yes
Please list former chapter(s) and region(s): Mountain Magic, Georgia Harmony, Heart of
The Valley

Sweet Adelines International Experience

<input type="checkbox"/> Chorus Director/Co-director	<input type="checkbox"/> International Faculty
<input checked="" type="checkbox"/> Associate/Assistant Director	<input type="checkbox"/> Judge (_____ Category)
<input checked="" type="checkbox"/> Section Leader	<input checked="" type="checkbox"/> Quartet Member
<input type="checkbox"/> Regional Leader	<input type="checkbox"/> Quartet Coach
<input type="checkbox"/> Arranger	<input type="checkbox"/> Chorus Coach
<input type="checkbox"/> Other _____	

Musical Background

Formal education: Music Fundamentals 1 & 2

Other musical training: Presently working with chorus director on Directing Skills.

Barbershop experience outside Sweet Adelines International: Mississippi State Barbershop group 91 & 92

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

Sweet Adelines International Educational Background

How many regional competitions have you attended as a:

☐ Competing chorus director

☒ Competing chorus member 5 yrs.

☐ Spectator

Please list any international directors' seminars you have attended: N/A

Please list any regional training programs you have attended: Region 23 Spring Administrative Workshop 98

Please list regional educational event(s) you have attended in the last 12 months: Region 23 Summer Camp 1999

Personal Goals

What do you hope to gain from enrollment in this program? I hope to learn as much as I can about the leadership artform of Directing. I want to be a valuable tool for my chorus so that we can learn and grow as a team. I want very much to be a major resource for my chorus, my Region and Intl. Thank you.

Signature Kellie Z. Hickman Date 4-15-00

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

PAID

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.

APR 18 2000

CK# \$ 35.00

Please complete the following if using a credit card:

☒ VISA

☐ MasterCard

☐ Discover Card

Signature

Meredith M. Hickman

4011800310361289

Expiration Date 05/01

Sweet Adelines International • P.O. Box 470168 • Tulsa, Oklahoma 74147-0168
918-622-1444 • 800-992-7464 • Fax 918-665-0894 • Internet: sweetadelineintl.org

Date processed: _____

For office use only

☐ Director/Co-Director

☐ Associate/Assistant Director

☐ Candidate

1-27-12

Memo

Date: January 27, 2012

To: Patty Leveille, DCPC #23

From: Emily Mock, Music Services Assistant

Re: Certificate of Achievement

This is to notify you that Kellie Hickman (Director of K-Town Sound Show Chapter) has advanced to the level of certified director.

Enclosed is the certificate that you, your Director Coordinator or your Education Coordinator may want to present at a regional event or on an individual basis.

Feel free to contact me if you have any questions.

Enclosures to follow in hard copy.

cc: Education Direction Committee Chair
Kim Wonders, ED # 23
Kelly Kirchhoff, Director of Communications
Carol Schwartz, Director of Music Services
Lori Decter Wright, Education Manager
Joey Stenner, Publications Coordinator
Katie Grassmyer, Music Services Associate Manager

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

CONFIDENTIAL

Report for fiscal year 2010-2011

CONFIDENTIAL

DCP Member's Name

Kellie Hickman

Chorus Name

K-town Sound Chapter

Region # 23

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

9.0 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: 10-28-11

6.0 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: 6-25-10

7.7 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: 6-12-10

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

Date of exam: 6-25-10

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

Date of exam: 9-30-11

8.8 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: 8-11-10 12-7-05

Score Part 1: 4.87 Score Part 2: 4.0

Enter appropriate score above. 1

MANAGEMENT/COMMUNICATION SKILLS

6.0 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: 12-7-05

9.6 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: 8-14-10

Score Part 1: 7.67

Score Part 2: _____

(Max. 10 pts.)

(Max. 5 pts.)

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

9.26 6. 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: 8-14-10 1-4-26-10

Score Part 1: 4.96

Score Part 2: 4.31

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

8.1 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: 8-14-10 9-30-11

Score Part 1: 4.94

Score Part 2: 3.15

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

Director Certification Program
Progress Report

K. Hickman (cont.)
Page 2

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 chartered 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, excluding bonus points, and must have been the chorus' director for at least one year

46.47 Total score received in musical/technical skills
33.03 Total score received in management/communication skills
79.5 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: Attended the 2011 SAE Director Seminar in Cal. Pt. + Regional Conduct + Music Camp Sessions of Region 23 in Spring + Summer of 2011

COMMENTS BY DCP COORDINATOR: I believe Kellie has achieved all requirement to be advanced to the "Certified Director" level and accordingly I request that action to be taken.

STATUS

4-19-10 Date applied to DCP
1-3-12 Date advanced to Approved Director
1-3-12 Date recommended to Certified Director (2)
6-27-10 Date recommended to Master Director
6-27-10 Date reaffirmed at current status

Date: 1-3-12

Signed: [Signature]

DCP Coordinator

Region # 23

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

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