



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

August 14, 2008

KATHY LARKINS  
6036 DUBLIN RD  
DUBLIN, OH 43017

Dear KATHY,

Congratulations on completing the DCP modules and attaining a score sufficient for advancement. The enclosed progress report has been submitted to International Music Services for recommendation to Certified Assistant Director.

International will review and verify the progress report and you will be notified of your advancement to Certified Assistant Director. Applicable notifications and certificate will be forwarded to Region 4 Education Coordinator, Bev Miller.

Again, congratulations on completing the Director Certification Program.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Suzanne Runyan, Music Services Assistant/DCP  
Bev Miller, Education Coordinator  
Zoe Hagy, Director Coordinator  
file



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

CONFIDENTIAL

Report for fiscal year 2008 - 2009

CONFIDENTIAL

DCP Member's Name

Kathy Larkins  
Columbus Chorus

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**

9.8 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: 6-29-08

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: 6-29-08

9.2 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: 6-29-08

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

Date of exam: 6-29-08

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

Date of exam: 1-18-08

9.6 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: 8-10-08

Score Part 1: 4.6 Score Part 2: 5.0

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

10.0 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: 1-19-07

9.1 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: 8-10-08

Score Part 1: 9.1 Score Part 2: nk

(Max. 10 pts.)

(Max. 5 pts.)

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

8.9 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: 8-10-08

Score Part 1: 4.6 Score Part 2: 4.3

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

8.6 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: 8-10-08

Score Part 1: 4.6 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 participate 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, and must have been the chorus' director for at least one year

55.1

Total score received in musical/technical skills

36.6

Total score received in management/communication skills

91.7

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: Leaders Retreat 5/08,

Competition 4/08, District Training 1/08

COMMENTS BY DCP COORDINATOR:

Concept of good directing skills  
apparent. Good job  
Congratulations!

STATUS

12-5-06

Date applied to DCP

8-14-08

Date advanced to Approved Director

8-14-08

Date recommended to Certified Director

8-14-08

Date recommended to Master Director

Date reaffirmed at current status

Date: 8-14-08

Signed: Lita A. Juckew

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 \_\_\_\_\_





RITA TUCKER, DCP COORDINATOR  
62832 RANGE RD.  
LORE CITY, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

January 1, 2007

KATHRYN LARKINS  
6036 DUBLIN RD  
DUBLIN, OH 43017

Hi KATHRYN,

Happy New Year! I have received your letter of acceptance into the Director Certification Program (DCP) from the Music Services Department at Sweet Adelines International.

As you may 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 included with this letter 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, and Zoe Hagy, Director Coordinator have also agreed to administer testing if it is more convenient to make arrangements with them.

I am unable to attend Winter Warmup later this month; however, Zoe has arranged for DCP classes on Friday evening with testing available. I have not received the details of the classes, so watch the winter warmup bulletins for more information on what is being offered.

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: Suzanna Runyan, Music Services Assistant/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](mailto:ritatuck@aol.com)

February 14, 2007

KATHRYN LARKINS  
6036 DUBLIN RD  
DUBLIN, OH 43017

Dear KATHRYN,

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. The original progress report is submitted to International 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 complete 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.  
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[ritatuck@aol.com](mailto:ritatuck@aol.com)

February 18, 2008

KATHY LARKINS  
6036 DUBLIN RD  
DUBLIN, OH 43017

Dear KATHY,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the module completed at Winter Warmup in January.

Testing is available at most regional meetings. The next session is Leader's Retreat and I am planning to attend. Maybe we can set something up for then.

I look forward to working with you to attain your goal of Approved 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



July 17, 2008

Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755

Dear Rita,

Enclosed are the evaluation forms completed by Columbus Chorus members for Linda Rightor, Kathy Larkins and Kim Lawrence.

As per your instructions each of the candidates selected six evaluators and I selected an additional six members for each. To keep their evaluations confidential each evaluator sealed her four evaluation forms in an envelope, so I hope you have an opener handy.

If you have any questions for me, you can reach me via email [maryfstanley@yahoo.com](mailto:maryfstanley@yahoo.com) or by phone at home 614-239-9614 or work 614-629-3173.

I'm very proud of our assistant directors and know they will be eagerly awaiting your report. Thank you for helping them move along through the certification process.

Best regards,

Mary Stanley,  
Columbus Chorus Team Leader

2439 Dover Rd.  
Columbus, OH 43209

Enclosures: 36 packets of completed evaluations





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

Mary Stanley  
2439 Dover Road  
Columbus, OH 43209

Dear Mary,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adeline Chorus Directors, Assistant Directors, or anyone else interesting in furthering their musical education.

Four modules of the current DCP require that teaching, communication, management and rehearsal planning skills of the DCP participant be evaluated by chorus members. These evaluations are to be completed by six team members selected by the chorus president/team manager and six chorus members selected by the DCP participant.

Enclosed are the evaluation forms to be used for these four modules for your assistant directors, Linda Rightor, Kathy Larkins and Kim Lawrence. Please distribute the forms as instructed and collect them when completed. It is important that the responses be kept confidential. Completed forms should be returned to me. I will compile the results and submit a progress report to Linda, Kathy and Kim and International.

In Harmony,

Rita Tucker  
DCP Coordinator

cc: file  
enclosure: 3 packets of evaluation forms



**From:** Mary Stanley <maryfstanley@yahoo.com>  
**To:** Kathy and Kim <k2@columbus.rr.com>; Rita Tucker <ritatuck@aol.com>  
**Cc:** Linda Rightor <rightorl@hotmail.com>  
**Subject:** Re: DCP  
**Date:** Tue, 8 Jul 2008 7:49 am

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Hi Kathy, Kim & Linda,

I'll let you know as soon as I have received the form.

Best,

Mary

----- Original Message -----

From: Kathy and Kim <k2@columbus.rr.com>  
To: Rita Tucker <ritatuck@aol.com>  
Cc: Linda Rightor <rightorl@hotmail.com>; Mary Stanley <maryfstanley@yahoo.com>  
Sent: Tuesday, July 8, 2008 1:01:33 AM  
Subject: DCP

Hi Rita,

We are ready for our next (and maybe, final) step in the DCP program. We asked Mary Ellen to let us know when would be a good time for us to work with the chorus and what music she wanted us to teach them. She has decided that maybe next Monday (July 14<sup>th</sup>) would be a good time for us as we will be running the rehearsal while she is at IES. We know this is short notice but we were wondering if it is possible to get it done since the situation has presented itself.

We have someone lined up to video tape us...all we need are the proper forms sent to our team manager?

Columbus Chorus Team Manager  
Mary Stanley  
2439 Dover Road  
Columbus, OH 43209

614-239-9614  
[maryfstanley@yahoo.com](mailto:maryfstanley@yahoo.com)

Let us know if this is even possible.

Thanks,  
Kathy, Kim and Linda

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

June 19, 2008

Molly Huffman  
2304 N Marlborough Dr  
Muncie, IN 47304

Dear Molly,

Linda Rightor, Kim Lawrence and Kathy Larkins from Columbus Chorus are all enrolled in the DCP program. They indicated to me that you would be willing to administer some tests for them when you visit the chorus later this month.

Kathy and Kim would like to retake module #7, Vocal Production, and they would all like to complete module #1, Conducting, module #2, Analytical Listening, and module #6, Judging. Module #1, Conducting, is an evaluation that needs completed after you observe them each directing. Module #2, Analytical Listening, is a test they perform while listening to a CD.

Enclosed are the forms you need to complete the evaluation for module #1 and the tests that they need to complete for the other modules. Once the tests and evaluations are done, return them to me in the enclosed envelope.

Thanks so much for helping them out.

Rita Tucker, DCP Coordinator  
Region #4