



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

August 14, 2008

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Dear KIM,

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 200 8 - 200 9

CONFIDENTIAL

DCP Member's Name Kim Lawrence Region # 4
Chorus Name Columbus Chorus

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

9.5 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.
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

8.6 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

6.0 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

9.5 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: 4.5 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

9.4 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: 9.4 Score Part 2: 1.0
(Max. 10 pts.) (Max. 5 pts.)
Enter Part 1 or Part 2 above. Do not total both scores.

9.6 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: 5.0
(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

50.1 Total score received in musical/technical skills

37.6 Total score received in management/communication skills

87.7 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: Readers Report 5/08
Competitors 4/08, Winter Training 1/08

COMMENTS BY DCP COORDINATOR:

Great Job! Good knowledge of directing skills.
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
8-14-08 Date reaffirmed at current status

Date: 8-14-08 Signed: Lita A. Juckew 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 _____



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 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,

A handwritten signature in cursive script that reads "Mary".

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

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

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 14th) 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

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

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

[Reply](#)[Forward](#)[Action](#)[Delete](#)[Spam](#)**dcp testing**[Print](#)**Kathy and Kim** to you and 'Linda Rightor' - Jun 12 [More Details](#)

Hi Rita,

Thanks for all the information. Kim and I would like to re-take the vocal production test #7 (Linda is happy with her score and will skip the second testing) All three of us would also like to take the tests for...

#1 Conducting

#2 Analytical Listening and

#6 Judging

Molly will be in Columbus on the 29th of June. As soon as we have all these tests taken care of we will start working on arranging a time with you and Mary Ellen to do our final evaluation

Thanks so much for all your help in making this happen,

Kathy Larkins

Columbus Chorus

From: Kathy and Kim <k2@columbus.rr.com>

To: ritatuck@aol.com

Cc: 'Linda Rightor' <rightorl@hotmail.com>; 'Mary Ellen' <meg2233@sbcglobal.net>; Mollyh1971@aol.com

Subject: DCP testing

Date: Sun, 1 Jun 2008 11:34 pm

Hi Rita,

Thanks for the letter and our scores, clearly two of us will be taking the Vocal Production module again. Attempting that test did provide us with hysterical laughter throughout the rest of the weekend...thanks for suggesting we play with it.

We understand that any frontline certified director, other than those in one's own chorus, can give us the tests. Is our information correct? Molly Huffman is coming to coach our chorus at the end of June and is willing to spend an evening giving us tests. We, Kathy Larkins, Kim Lawrence and Linda Rightor are interested in testing for #2 Analytical Listening, #6 Judging, and retesting #7 Vocal Production. If Molly could test us on #1 Conducting while she is with our chorus, we would like to do that too. If we were to pass these tests all we would have left to complete would be #4 teaching as well as the 1st part of #5 Management, #8 Communications, and #10 Rehearsal Planning...but that is all visual /performance testing done in one shot, correct?

Let us know if this is even a possibility and what we need to do to make this happen.

Thank you,

Kathy Larkins and Kim Lawrence

**Sweet Adelines International
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Progress Report**

CONFIDENTIAL

Report for fiscal year 2008 - 2009

CONFIDENTIAL

DCP Member's Name Kim Lawrence Region # 4
Chorus Name Columbus

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.

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 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:

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

Date of exam: 5-16-08

6.0 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

5.0 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: 5-16-08

Score Part 1: 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

 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.**

5.0 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: 1-19-07

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

Enter appropriate score above.

4.0 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: 5-16-08

Score Part 1: Score Part 2: 4.0
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.