



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

August 15, 2001

Ms. Rita A. Tucker, CD  
Harmony Express Chapter #04  
62832 Range Rd  
Lore City OH 43755

Dear Rita,

On behalf of the Education Direction Committee, I want to congratulate you on your advancement to *Certified Director* in the Director Certification Program. Recommendation for advancement was based on your achievement in each of the ten skill areas. The committee is pleased to approve that recommendation.

Enrollment in this program, and your efforts to successfully complete the requirements for advancement, attest to your desire to continue developing your skills as a Sweet Adelines chorus director. Best wishes in reaching your next goal in the program.

Sincerely,

Pat C. Berry  
Music Services Assistant (DCP)

:pb

cc: Education Direction Committee  
Norma Rash, ED #04  
Lynn Hartmuth, DCPC #04  
Jerri D. Jahn, President  
Lorraine Barrows, Director of Education  
Kelly Brown, Director of Communications  
Carol Schwartz, Director of Music Services  
Joey Dawes, Publications Coordinator  
Laurie Pennington, Public Relations & Marketing Assistant



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

**CONFIDENTIAL**

Report for fiscal year 2001 - 2002

**CONFIDENTIAL**

DCP Member's Name Rita Tucker Region # 4

Chorus Name 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**

7.2 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: 3.3.01

5 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: 6-10-01

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: 1.20.01

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

Date of exam: 8.4.00

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

Date of exam: 8.4.00

9.12 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: 6.6.01

Score Part 1: 4.12 Score Part 2: 5

Enter total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6.5 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: 8.4.00

8.13 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: 6.6.01

Score Part 1: 4.03 Score Part 2: 4.1

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

Enter appropriate score above.

8 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: 6.6.01

Score Part 1: 4.0 Score Part 2: 4

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

Enter appropriate score above.

9.36 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: 6.6.01

Score Part 1: 4.36 Score Part 2: 5

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

Enter appropriate score above.



Director Certification Program  
Progress Report

Page 2

SCORE REQUIREMENTS

Approved Director: Combined scores of at least 50 points in all ten skill areas

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

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

46.32  
35.32  
31.99  
67.31  
78.31

Total score received in musical/technical skills

Total score received in management/communication skills

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: IES 2000, Winter mtg 2001, Leaders Retreat, June, 2001.

COMMENTS BY DCP COORDINATOR:

Excellent Participant

STATUS

6-9-00  
6-10-01  
6-23-01

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: 6/23/01 Signed: [Signature]

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 2000 - 2001

**CONFIDENTIAL**

DCP Member's Name

Rita Tucker

Chorus Name

HARMONY EXPRESS

Region #

428

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**

7.2 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: 3-3-01

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: \_\_\_\_\_

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

Date of exam: 8-4-00

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

Date of exam: \_\_\_\_\_

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 total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6.5 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: 8-4-00

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: 6.6.01

Score Part 1: 4.03 Score Part 2: \_\_\_\_\_

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

Enter appropriate score above.

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: 6.6.01

Score Part 1: 3.99 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: \_\_\_\_\_

Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_

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

Enter appropriate score above.



Director Certification Program  
Progress Report

Page 2

SCORE REQUIREMENTS

- Approved Director: Combined scores of at least 50 points in all ten skill areas
- 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
- 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

715.8 Total score received in musical/technical skills  
7.2  
6.5 Total score received in management/communication skills  
22.3 Total score received in all skills  
3-3-01

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months: Summer Mtng. Aug 3-5

MUSIC LEADERS RETREAT JUNE 9-11

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

STATUS

6-9-00 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: 9-24-00 Signed: [Signature] DCP Coordinator 3.99 6.6.01 Region # 4

cc: DCP Participant  
Music Services Department  
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_



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

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

Chorus Name HARMONY EXPRESS Region # 4 Date 6/25/00  
Name RITA TUCKER Home Phone 740-489-5811  
Address 62832 RANGE RD Work Phone 740-432-5621  
LORE CITY, OH 43755 Fax \_\_\_\_\_

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:

- 1 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 1 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 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 2 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
- 1 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 2 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 3 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
- 2 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

## Memo

Date: June 16, 2000

To: Lynn S. Hartmuth, DCP Coordinator #04

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

Re: Director Certification Program

Enclosed is information on Rita Tucker 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

cc: Norma M. Rash, ED #04



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June 15, 2000

Ms. Rita A. Tucker  
Harmony Express Chapter, #04  
62832 Range Rd  
Lore City OH 43755

Dear Rita,

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**

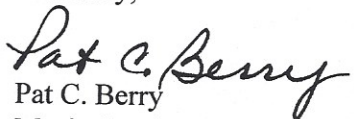
Organizational Knowledge & Director  
Resources  
Teaching  
Management  
Communication

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: Norma M. Rash, Education Coordinator #04  
Lynn S. Hartmuth, DCP Coordinator #04



SWEET ADELINES INTER'L

JUN 9 9 32 AM '00

## Director Certification Program Application

*FOR OFFICE USE*	
BATCH #	_____
DIRECTOR/CO-DIRECTOR	_____
ASSOCIATE/ASSISTANT	_____
CANDIDATE	_____
DATE PROCESSED	_____

RECEIVED  
INT'L HEADQUARTERS

Chapter Name Harmony Express Chapter # \_\_\_\_\_ Region 4  
Name Rita Jucker Membership # 53887  
Address 62832 Lange Rd Home Phone 740-489-5811  
Kore City, Oh 43755 Alternate Phone 740-432-5621 Ext. 110  
Fax \_\_\_\_\_

**PAID**

JUN 09 2000

### Sweet Adelines International Title/Position

☐ Director/Co-director Chapter Name \_\_\_\_\_  
☒ Associate/Assistant Director Chapter Name Harmony Express CK# 1211 \$ 35  
☐ Candidate Chapter Name \_\_\_\_\_

### Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1988 Has your affiliation been continuous? Yes  
Please list former chapter(s) and region(s): Friendship VII Chorus, Region 4

### 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"/> DMA or DMA Faculty	<input type="checkbox"/> Quartet Coach
<input checked="" type="checkbox"/> Arranger (Beginning)	<input type="checkbox"/> Chorus Coach
<input type="checkbox"/> Other _____	

### Musical Background

Formal education: None  
Other musical training: Choral group in high school; Some voice study with private tutor.

(over)



Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): None

☐ Competing chorus director 0      ☒ Competing chorus member 12      ☐ Spectator 0