



HARMONY  
INTERNATIONAL

(formerly Sweet Adelines, Inc.)

...an educational  
organization promoting  
four-part harmony,  
barbershop style,  
for women

INTERNATIONAL  
HEADQUARTERS:  
P.O. Box 470168  
Tulsa, OK 74147-0168  
(918) 622-1444  
FAX 918/665-0894

January 16, 1991

Joan Dattilo  
Music Valley Chorus, #4  
2628 Franks Drive  
Madison, IN 47250

Dear Joan:

This is to advise you that your application and \$25.00 fee have been received at International Headquarters and that you are now enrolled as an Applicant Director in the Director Certification Program (DCP). You are to be commended for taking advantage of this opportunity to further develop your skill and expertise as a chorus director, and both you and your chorus will benefit from your participation in the program.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level and will be based on your proficiency in the following components of a Harmony International chorus director's responsibilities:

Conducting  
Analytical Listening  
Organizational Knowledge  
Teaching  
Management  
Judging Categories  
Vocal Production  
Communication  
Music Theory  
Rehearsal Planning and Implementation Skills

At the conclusion of the first year of its implementation, the entire program was reviewed in depth by the Music Direction Committee. Based on this review, some aspects of the DCP have been revised. You will want to take full advantage of the classes and special education opportunities your DMA will be providing to strengthen your knowledge in the various skill areas.

In order to provide both the DMA and yourself a basis against which to measure your progress, we are asking you to complete the attached "Self Evaluation" and return it to the DMA in the envelope provided. This information will be considered confidential.

Best wishes for success as you enter the Director Certification Program.

Sincerely,

*Barbara Dymond-Moore*

Barbara Dymond-Moore  
Music Services Director

BDM/kh

cc: Karen Williams, Regent #4  
Suzanne Harding, DMA #4

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 1 EVALUATION  
CONDUCTING SKILLS**

Participant's Name Joan Dattilo  
Chapter Musica Valley Date 9/22/97  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. \_\_\_\_\_ Candidate \_\_\_\_\_

*Instructions to Evaluator:*

Evaluation based on (check one):

☒ actual observation ☐ videotaped example

Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1 - 5 (5 = highly effective, 1 = ineffective) for each item.

- 4 Demonstrates understanding of ictus through appropriate breaths and downbeats  
4 Demonstrates ability to keep a steady tempo in an uptune  
3 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad *worked on interpreting a ballad*  
4 Demonstrates ability to indicate attacks and releases clearly  
5 Exhibits congruency between mouth posture and hand motions  
5 Exhibits body posture appropriate for good singing  
5 Avoids body posture distractions  
5 Maintains eye contact with the performing unit  
5 Exhibits facial posture appropriate for expressive singing  
3 Demonstrates ability to communicate dynamics effectively  
*Needs to work on communicating different dynamic moods to singers.*  
43 Total points 8.6

Divide total points by 5 = 43 TOTAL SCORE (maximum 10)

Evaluator Norma Gundstock Date 9/22/97  
DMA Signature Sue Anne Jones Date 10-1-97



## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA II: ANALYTICAL LISTENING SKILLS  
(To be completed by Program Participant)

PARTICIPANT'S NAME Joan Dattilo CHAPTER Music Valley DATE 7/20/96  
Classification: Director ✓ Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Listen to each taped example and circle the correct answer.

1. WILD AND WOOLY GIRLS OF THE WEST

One section is not fulfilling its barbershop balance responsibilities. Which section is it?

tenor

lead

baritone

bass

2. I KNOW WHAT IT MEANS TO BE LONELY

The area needing the most work for this chorus to improve its score in the sound category is:

harmony accuracy

expressive sound

forward motion

balance

3. WHITE CLIFFS OF DOVER

This chorus sings softs:

well focused

resonated

breathy

out of balance

4. WHEN THE BAND PLAYS

Chord clarity is most affected by:

inaccurate interval singing

balance problems

poor vocal production

5. SO TIRED AND LONELY

Serious difficulties with which section affect the barbershop balance?

tenor

lead

baritone

bass

6. HOW YA GONNA KEEP 'EM DOWN ON THE FARM

Forward motion is hampered by:

inappropriate tempo

unsupported phrase endings

dynamic variance

synchronization

finesse



7. OLD VAUDEVILLE DAYS

Continuous sound is hampered by:

balance problems      synchronization      breathy tones      choppy word delivery

8. DON'T CRY LITTLE GIRL

In addition to inaccurate interval singing, what factor is affecting chord accuracy?

synchronization problems      dynamic problems  
tempo problems      resonance problems

9. WHO'LL TAKE MY PLACE

These singers demonstrate this general approach to the song:

pop style      solo style      barbershop style

10. HELLO, MY BABY

The primary concern of this performance is:

inaccurate singing      poor resonation      breathy singing      choppy directing

Score = 4

Signed: Mary Ellen Hentzelman, DCP Coord for DMA # 4 Date 1-20-96



SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA III: ORGANIZATIONAL KNOWLEDGE

(To be completed by program participant.)

PARTICIPANT'S NAME

Joan Dattilo

CHAPTER

Music Valley

DATE:

7/13

Classification: Director/Co-Director

☒

Assoc./Ass't. Director

☐

Candidate

☐

- A. Write the letter identifying the term in the list below which correctly matches each of the following descriptions. No term is used more than once. (1 point for each correct answer)

- |   |   |
|---|---|
| <u>A.</u> Worldwide Committee                   | J. Tucson, Arizona                      |
| <u>B.</u> Director of Musical Activities        | K. Prospective Chapter Supervisor       |
| C. Coronet Club                                 | <u>L.</u> Queens of Harmony             |
| D. 2  | <u>M.</u> Regent                        |
| <u>E.</u> International Board of Directors      | <u>N.</u> 3                             |
| F. Leadership Development Committee             | <u>O.</u> Tulsa, Oklahoma               |
| G. Education Direction Committee                | P. 26                                   |
| <u>H.</u> Membership Development Representative | <u>O.</u> 27                            |
| I. Music Education Committee                    | R. Worldwide Region Chapter Supervisors |

- E 1. The governing body of Sweet Adelines International.
- B 2. Who is responsible for overseeing the musical excellence of the region?
- X R 3. Who is responsible for supervising and evaluating both the musical and administrative programs of Sweet Adelines International?
- P 4. The number of geographic regions in Sweet Adelines International, including the Worldwide Region.
- N 5. A chapter must compete at least once every \_\_\_\_ years in order to renew its charter.
- M 6. The chief elected officer in the region.
- O 7. The location of International Headquarters.
- A 8. Who is responsible for planning, supervising, and evaluating the administrative and musical programs of all chapters outside the North American continent?
- L 9. The title given to International quartet champions.
- H 10. Who is responsible for supervising the internal development of prospective chapters in the region?

B. Answer each of the following as indicated. (2 points for answering each numbered item correctly; no partial credit.)

1. The purpose of Sweet Adelines International is to educate its members in the singing of fraternalism harmony.
2. What is the name of the International President? Julie Kendrick.
3. What is your Regent's name? Charlene Stotts.
4. What is your DMA's name? Molly Huffman.
5. What is the name of the Executive Director of the International Headquarters staff? Green.

To be completed by DMA:

Total points 19  $\div 2$  = Score 9.5

Signed: Mary Ellen Guntzelman, DCP Coord for DMA # 4 Date 7-14-96

SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA IV: TEACHING SKILLS/PART I  
(FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T DIRECTOR)

COMPILATION OF RESULTS  
(To be completed by DMA)

PARTICIPANT'S NAME Joan Datillo Chapter Music Valley Date 8-21-96

Classification: Director/Co-Director X Assoc./Ass't. Director \_\_\_\_\_

INSTRUCTIONS: Evaluate the participant's teaching skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	TOTAL PTS.	NUMBER OF RESPONSES	SCORE
1. Methods of teaching:			
a. A song	<u>29</u>	<u>÷ 6</u>	<u>= 4.83</u>
b. Vocal skills	<u>27</u>	<u>÷ 6</u>	<u>= 4.5</u>
c. Section work	<u>26</u>	<u>÷ 6</u>	<u>= 4.33</u>
2. Clarity of language	<u>29</u>	<u>÷ 6</u>	<u>= 4.83</u>
3. Logical progression of learning	<u>28</u>	<u>÷ 6</u>	<u>= 4.66</u>
4. Vocal inflection	<u>28</u>	<u>÷ 6</u>	<u>= 4.66</u>
5. Body language	<u>28</u>	<u>÷ 6</u>	<u>= 4.66</u>
6. Facial expression	<u>28</u>	<u>÷ 6</u>	<u>= 4.66</u>
7. Maintains attention and control of the group	<u>27</u>	<u>÷ 6</u>	<u>= 4.5</u>
8. Presentation of material is appropriate to the level of the group.	<u>29</u>	<u>÷ 6</u>	<u>= 4.83</u>

Total 46.46 ÷ 5 = Score 9.29

Signed: Mary Ellen Gutzelman, DCP Coord for DMA # 4 Date 8-21-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS

SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR)

COMPILATION OF RESULTS  
(To be completed by DMA)

PARTICIPANT'S NAME Joan Datillo CHAPTER Music Valley DATE 8-5-96

Classification: Director/Co-Director X Assoc./Ass't. Director \_\_\_\_\_

INSTRUCTIONS: Evaluate the participant's management skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	TOTAL PTS	NUMBER OF RESPONSES	SCORE
1. The participant selects and utilizes chorus members to assist her in the chapter's musical program.	<u>28</u>	<u>÷ 6</u>	<u>= 4.66</u>
2. The participant provides training for the music staff members.	<u>28</u>	<u>÷ 6</u>	<u>= 4.66</u>
3. The participant delegates duties to members showing strength in special areas.	<u>28</u>	<u>÷ 6</u>	<u>= 4.66</u>
4. The participant works effectively with chapter administration.	<u>30</u>	<u>÷ 6</u>	<u>= 5.00</u>
5. The participant develops, trains, and utilizes a musical team that makes it possible for each individual to receive assistance.	<u>25</u>	<u>÷ 6</u>	<u>= 4.16</u>
	TOTAL		<u>23.14</u>

Total 23.14 ÷ 5 = Score, Part I 4.62

Signed: Mary Ellen Gutzelman, DCP Coord for, DMA<sup>4</sup> Date 8-21-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

Score, Part I \_\_\_\_\_ + Score, Part II \_\_\_\_\_ = TOTAL SCORE \_\_\_\_\_



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

Participant's Name Joan Dattilo  
Chapter Music Valley Chorus Date 7/12/97  
Classification: Director/Co-director ✓ Assoc/Asst. dir.        Candidate       

*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.

5 1) Physical warm-ups } Be in charge  
2) Vocal warm-ups }  
3) Assist or lead section rehearsal either during regular practice, or at another time.  
4) Direct the chorus while the director listens  
5) Stand in for the director when he/she is absent  
6) be extra "ears" for the director  
7) be a positive influence on the members

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

5 I would appoint section leaders, then set out to train them so they would have an understanding of my goals and methods. We would meet on a regular basis for formal + informal discussions. I would keep them informed of my expectations and try to listen to their ideas + suggestions. I would also encourage the chorus + music team to take advantage of all educational opportunities offered by the organization.

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

4 The director needs to make the decisions about the music and the board takes care of the administrative side of chorus business. The director should attend all board meetings and be a part of the agenda for the meeting. Having a positive relationship between the board + the director will help improve the attitude of the whole chorus.



SWEET ADELINES INTERNATIONAL  
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VI: JUDGING CATEGORIES  
(To be completed by program participant)

PARTICIPANT'S NAME Joan Dattilo CHAPTER Music Valley DATE 1/18/97  
Classification: Director/Co-Director ☒ Assoc./Ass't. Director ☐ Candidate ☐

INSTRUCTIONS: Write the correct answer in each blank.

1. In the music category, 40% of your score has to do with the arrangement.
2. In the sound category, 30% of your score relates to artistic sound.
3. In the expression category, lyric interpretation accounts for 100% of your score.
4. In the showmanship category, 70% of your score is focused on Performance.
5. The number of different chords (major triad, minor 7th, for instance) used in barbershop arrangements is 11.
6. The number of total points available for a two-song performance in a regional competition is 200.
7. In order to be eligible for an International award at your regional competition, your total score must be 125 points or above.
8. How many categories are affected by harmony accuracy? All.
9. Which category scoresheet has a picture of the barbershop cone? Sound.
10. In case of a tie score, the score in the Sound category breaks the tie.

To be completed by DMA:

Total correct answers 7 Score 7

Signed: Mary Ellen Guntzelman, DCP Coord #4, DMA Date 1-18-97



SWEET ADELINES INTERNATIONAL  
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VI: JUDGING CATEGORIES  
(To be completed by program participant)

PARTICIPANT'S NAME Joan Hattis CHAPTER Music Valley DATE 7/13  
Classification: Director/Co-Director ✓ Assoc./Ass't. Director        Candidate       

INSTRUCTIONS: Write the correct answer in each blank.

- X1. In the music category, 10% of your score has to do with the arrangement.
2. In the sound category, 30% of your score relates to artistic sound.
- X3. In the expression category, lyric interpretation accounts for 40% of your score.
- X4. In the showmanship category, 70% of your score is focused on artistry.
- X5. The number of different chords (major triad, minor 7th, for instance) used in barbershop arrangements is 7.
- X6. The number of total points available for a two-song performance in a regional competition is 500.
- X7. In order to be eligible for an International award at your regional competition, your total score must be 400 points or above.
8. How many categories are affected by harmony accuracy? all.
9. Which category scoresheet has a picture of the barbershop cone? Sound.
- X10. In case of a tie score, the score in the showmanship category breaks the tie.

To be completed by DMA:

Total correct answers 3 Score 3

Signed: Mary Ellen Huntzman, DCP Coord for DMA Date 7-14-96