



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

www.sweetadelinesintl.org

March 17, 2004

Mr. Steven Thomas Waggoner CD
Almost Heaven Chapter #0404
1415 4th Ave., #334
Huntington WV 25701

Dear Steve:

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
Lynn S. Hartmuth, ED #04
Rita Tucker, DCP #04
Audrey J. Deel, President
Lorraine Barrows, Director of Education
Kelly Kirchhoff, Director of Communications
Carol Schwartz, Director of Music Services
Joey Mechelle Stenner, Publications Coordinator
Tina Rosser, Communications/Graphic Design Assistant

Memo

Date: March 17, 2004

To: Rita Tucker, DCPC #04

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

Re: Certificate of Achievement

This is to notify you that Steven Waggoner has advanced to the level of certified director.

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

Feel free to contact me if you have any questions.

pb

Enclosures

cc: Lynn S. Hartmuth, ED #04
Zoe B. Hagy, DC #04



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

*Letter from H's
received - misplaced*

January 21, 2004

Steve Waggoner
316 W 9th Ave
Huntington, WV 25701

Dear Steve,

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 Director.

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

Again, congratulations on completing the Director Certification Program.

In Harmony,

A handwritten signature in blue ink that appears to read "Rita".

Rita Tucker
DCP Coordinator
Region #4

Cc: Pat Berry, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 200 3 - 200 4

CONFIDENTIAL

DCP Member's Name Steve Waggoner Region # 4
Chorus Name Almost Heaven

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: 10/9/03

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: 1/17/04

4.2 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: 1/17/04

7.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: 1/17/04

6.4 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 1/17/04

9.8 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: 12/16/03
Score Part 1: 4.8 Score Part 2: 5.0
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

7.5 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: 10/25/03

9.7 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: 12/16/03
Score Part 1: 9.7 Score Part 2: N/A
(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: 12/16/03
Score Part 1: 4.5 Score Part 2: 4.4
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

8.7 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: 12/16/03
Score Part 1: 4.7 Score Part 2: 4.0
(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

44.7 Total score received in musical/technical skills

34.8 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: winter-warm up, Jan. 04, Area School, Oct 03, Region Competition, Apr 03

COMMENTS BY DCP COORDINATOR: Good job. Very energetic & committed to teaching choirs.

STATUS

8-14-03 Date applied to DCP

8-28-03 Date advanced to Approved Director

1-21-04 Date recommended to Certified Director

1-21-04 Date recommended to Master Director

1-21-04 Date reaffirmed at current status

Date: 1-21-04 Signed: Lita A. Jucan 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 _____



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

December 27, 2003

Steve Waggoner
316 W 9th Ave
Huntington, WV 25701

Dear Steve,

Enclosed is the progress report showing the results of the modules you have completed so far and the chorus evaluations I received earlier this month. As indicated on the progress report, you have 4 module tests to complete.

I will be attending Winter Warm-up, so if you would like to take any of the tests let me know. I cannot get there until late Friday, but we may be able to find some time on Saturday.

Looking forward to helping you complete your DCP testing and attain your certified director goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Pat Berry, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 2003 - 2004

CONFIDENTIAL

DCP Member's Name Steve Waggoner Region # 4
Chorus Name Almost Heaven

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: 10/9/03

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: _____

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

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

9.8 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: 12/16/03
Score Part 1: 4.8 Score Part 2: 5.0
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

7.5 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: 10/25/03

9.7 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: 12/16/03
Score Part 1: 9.7 Score Part 2: N/A
(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: 12/16/03
Score Part 1: 4.5 Score Part 2: 4.4
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

8.7 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: 12/16/03
Score Part 1: 4.7 Score Part 2: 4.0
(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
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- 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

19.6 Total score received in musical/technical skills

34.8 Total score received in management/communication skills

54.4 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: Area School, Oct 03; Regional Competition, Apr 03; Winter Warmup, Jan 03

COMMENTS BY DCP COORDINATOR: Good job on exams. Great evaluations by chorus.

STATUS

8-14-03 Date applied to DCP

8-28-03 Date advanced to Approved Director

_____ Date recommended to Certified Director

_____ Date recommended to Master Director

12-16-03 Date reaffirmed at current status

Date: 12-16-03 Signed: Lita A. Jackson 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 _____

Subj: **Fwd: test scores**
Date: 11/12/2003 4:07:51 PM Eastern Standard Time
From: [HARTMUTH1](#)
To: [Ritatuck](#)

Forwarded Message:

Subj: **Re: test scores**
Date: 11/11/2003 10:23:04 PM Eastern Standard Time
From: wagmo2@yahoo.com
To: HARTMUTH1@aol.com
Sent from the Internet ([Details](#))

Lynn,

Thanks a bunch! I sent you my new address but just in case it's:
316 W 9th Avenue
Huntington WV 25701

new home phone # (not connected yet) (304)781-7814,
but you can still reach me at work M-F at
(800)624-3420

Thanks again.
Steve

— HARTMUTH1@aol.com wrote:

> You must have ESP, as I was going to write you
> tonight. With the other Area schools just getting
> over, I waited to be able to send everyone's
> together. You should hear back from Rita early next
> week.
>
> Lynn

Do you Yahoo!?
Protect your identity with Yahoo! Mail AddressGuard
<http://antispam.yahoo.com/whatsnewfree>



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

October 19, 2003

Audrey Deel, President
Almost Heaven Chorus
2103 Terry Rd.
S. Charleston, WV 25309

Dear Audrey,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adeline Chorus Directors. Your current co-director, Steve Waggoner, is enrolled in this program.

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

Enclosed are the evaluation forms to be used for these four modules. 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 Steve.

We appreciate Steve's participation in the DCP and your support of his efforts. I am looking forward to helping him achieve his goals in the program. If you have any questions, feel free to contact me.

In Harmony,

Rita Tucker
DCP Coordinator

cc: Pat Berry, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
✓ file