

Select any that apply:

___ This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

___ This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for: Rookie (Rising Star) Program

When a new prospective member passes the audition process, they are welcomed into the Rookie Program. This consists of a brief ceremony where they are presented with a folder containing pertinent documents to prepare them for their first year in the chorus and beyond. Included in the folder is the Member Handbook and a Rising Star packet. This folder is presented by the Rookie Program Coordinator in coordination with the Membership Chair.

In addition to the folder, a page for the new member is added to the Rookie Program Coordinator's binder to track the progress of the new member.

A Big Sister is appointed by the Rookie Coordinator in consultation with the Director. This position is responsible for assisting the new member throughout the year. Prior to assignment of a Big Sister a conversation is held with the appropriate chorus member to let them know of their intended duties.

The Rookie Coordinator must periodically check in with various people to gather information of the new member's progress. The Director and Assistant Directors are involved in most of the progress markers with additions of the Visual Team, Makeup Team, and Costume Team at specific points. The Rookie Coordinator periodically updates the Director with progress points and needs throughout the course of the year until all requirements have been met. The Rookie Coordinator periodically meets with the new member to let them know what requirements still need to be met and to help coordinate time frames for completion of those requirements.

A graduation ceremony is planned following completion of all requirements.

Documents are all digitized and able to be transferred as the Rookie Coordinator changes. Updates are done periodically to each document as needed, based on changes to Chorus Repertoire and Chorus By-laws.

Rookie Coordinator is Phyllis Modisett.