



Choir Student Staff
Handbook
2020

2020-21 Student Staff Training Schedule

July 16

- 10:30am Captain Meeting
- 11:00am Intro & TEAM BUILDER
- 12:00pm Staff Overview
- 12:45pm Duty/Committee Assignments
- 1pm Lunch/Potty Break
- 1:30pm Values & Quality Leaders
- 2:30pm SING UGLY

July 17

- 10:30am Team Builder
- 11am-12:30pm Brainstorm Breakouts
- 12:30pm Lunch Break
- 1:00pm Music Team Meeting
- 2:00pm Social Team Meeting

July 18

- 10:30am Historian Team Meeting
- 11:30am Treasurer Team Meeting
- 12:30 Librarian Team Meeting
- 2pm Full Staff Meeting

Staff Overview

All student Staff - YOU

- Arrive at least 10 minutes prior to all Choir Events.
- Do not leave a Choir Event without checking to see if anything needs to be done.
- Lead by example, meeting Choir and LOHS Behavior expectations at all times.
- Maintain positive, respectful relationships with all Choir members, in person and online.
- Communicate candidly with Mrs. Encina and staff when problems arise.
- Choir Hall Duties: everyone will be assigned weekly responsibilities to maintain the Hall.

Choir Captains

- Coordinate with Student Staff on Mrs. E's behalf, ensuring functionality.
- Assist Mrs. Encina with clerical work, collecting, organizing and maintaining data as needed.
- Act as liaison between Choir and ASB/Achievement.
- Act as "First Citizens" of Choir.

Librarians

- Copy music at the beginning of a concert season.
- Maintain copy requests throughout the year.
- Actively update Library catalog and organization.

Social Chair

- Coordinate with committees to plan and carry out choir social events:
 - Open Mic Parties
 - Holiday Celebrations
 - Homecoming Tailgate
 - Senior Lunch
 - Choirsgiving
 - End of the Year Celebrations
 - January Bonder
 - Choir Banquet

Choir Historians

- Collect, Organize & Display memorabilia from Choir Events
- Maintain Choir Social Media accounts
- Maintain and update Alumni Records
- Communicate with Alumni via Facebook group and mailings

Treasurers

- Keep paper and digital records of all deposits
- Act as liaison between choir and Student Store
- Accept donations at Choir Events

Section Leaders

- Work to ensure that EVERY member of your section is included and in-the-loop at all times.
- Organize weekly sectionals (CS & ST).
- Organize section bonding activities twice per semester.

Student Directors

- Ensure music is playing before and after rehearsal. Mute music at the bell.
- Lead warmups and sight reading once a week.
- Lead rehearsals in Mrs. E's absence.
- Work with Mrs. E to maintain positive climate among choirs.

Choir Hall Duty Assignments

	Monday	Tuesday	Wednesday	Thursday	Friday
Windows					
Vacuum					
Dust & Wipe					
Empty L&F					

Choir Event Committees

Open Mic Parties				
Homecoming Tailgate				
Choirsgiving				
Holiday Celebrations	Student Directors			
January Bonder				
Choir Banquet				
Senior Lunch				
End-of-Year Celeb.	Student Directors			

WHAT ARE YOUR VALUES?

Accountability	Diligence	Humility	Security
Accuracy	Discipline	Independence	Self-actualization
Achievement	Discretion	Ingenuity	Self-control
Adventurousness	Diversity	Inner Harmony	Selflessness
Ambition	Effectiveness	Inquisitiveness	Self-reliance
Assertiveness	Efficiency	Insightfulness	Sensitivity
Balance	Elegance	Intelligence	Serenity
Being the best	Empathy	Intellectual Status	Service
Belonging	Enjoyment	Intuition	Simplicity
Boldness	Enthusiasm	Joy	Speed
Calmness	Equality	Justice	Spontaneity
Carefulness	Excellence	Leadership	Stability
Challenge	Excitement	Legacy	Strategy
Cheerfulness	Expertise	Love	Strength
Clear-mindedness	Exploration	Loyalty	Structure
Commitment	Expressiveness	Making a difference	Success
Community	Fairness	Mastery	Support
Compassion	Faith	Merit	Teamwork
Competitiveness	Family	Obedience	Thankfulness
Consistency	Fidelity	Openness	Thoroughness
Contentment	Fitness	Order	Thoughtfulness
Continuous	Focus	Originality	Timeliness
Improvement	Freedom	Patriotism	Tolerance
Contribution	Fun	Perfection	Traditionalism
Control	Generosity	Piety	Trustworthiness
Cooperation	Goodness	Positivity	Truth-seeking
Correctness	Grace	Practicality	Understanding
Courtesy	Growth	Preparedness	Uniqueness
Creativity	Happiness	Professionalism	Unity
Curiosity	Hard Work	Quality-orientation	Usefulness
Decisiveness	Health	Reliability	Vision
Democraticness	Helping Society	Resourcefulness	Vitality
Dependability	Holiness	Restraint	
Determination	Honesty	Results-oriented	
Devotion	Honor	Rigor	

What do you Value in a Leader?

Top Ten Leadership Skills

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

These are the Leadership Skills I need to improve the most in myself:

Here are specific actions/behaviors I will need to change or improve in myself this year to be an exemplary leader:

LOHS Choir Student Staff:
Quality Leaders

Leadership is not about titles, it is about people.

According to Dr. Tim Lautzenheiser, leadership is about role modeling-
about walking your talk by doing:

What needs to be done, When it needs to be done,
Whether we want to do it or not, Without anyone asking.

10 Characteristics of Quality LEADERS

HIGH ENERGY LEVEL: Because leaders are often asked to go the extra mile, it is important that they have a high level of energy. The followers will rarely outwork the leaders; the leaders set the pace.

KNOW HOW TO LISTEN: Keep your mouth shut and your ears and brain open.

EXUDE SELF-CONFIDENCE: A role model can teach much more than a teacher. No one wants to follow someone who seems unsure of himself.

HIGH LEVEL OF INTEGRITY: Leaders will always use complete honesty as the basis for any and all of their choices.

SENSITIVE TO OTHERS: Truly great leaders operate from a standpoint of we-us rather than one of I-me.

WILLING TO FAIL: Leaders know that they are human. They are quick to admit their mistakes and even quicker to correct them. They never put blame on an unsuspecting scapegoat.

SENSE OF HUMOR: Although there has to be a disciplined focus on the goal, it is often a good idea to lighten up and allow followers to relax, laugh, and then get back in action.

EXEMPLIFY OPTIMISM: Leaders do not react with undue trauma to problems but realize that within every problem lies an opportunity for growth and forward progress.

AVOID COMPARISON GAMES: Leaders realize that most comparison stems from insecurity. The goal is not to be better than someone else, but to be the best that they can be. This allows the group to be the best that it can be. Competition turns into cooperation, and all competitive spirit is used to improve the situation for everyone.

CARING AND SHARING: True leaders will never hurt intentionally, even though they understand that there will be times that individual wishes will be overlooked in favor of the group's welfare. Their sense of caring is ultimate, and their willingness to share every ounce of talent and ability is top priority in their actions.

Mrs. E's List

-Be a Leader, not a Boss.

-Ask yourself what your perspective is.

-Solve problems at the source.

-Be a Fire Preventer, rather than a Fire Extinguisher.
(Proactive vs. Reactive)

-Remember the Vision!

-Prepare your legacy.

Leading Sectionals & Rehearsals

-Have a plan. Quickly choose 2-3 goals for your time together before starting. When in doubt, ask your section! What do they feel they need help with?

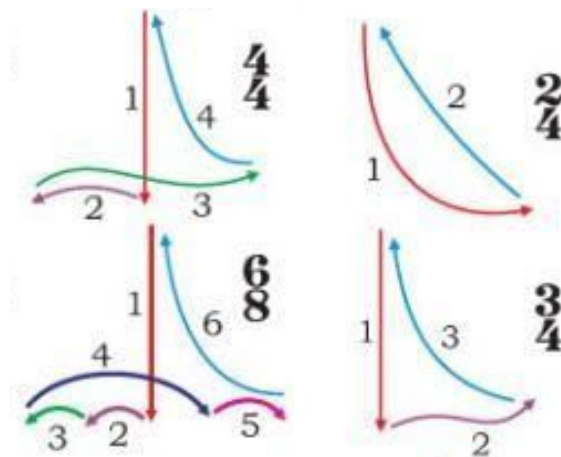
-Use "we," not, "you." "Let's start at this measure. Let's try to sing that staccato." *Instead of* "Sing that louder. You are flat."

-Start Slowly. Especially when learning new rhythms/text, remember to slow down for accuracy before taking it at rehearsal tempo. If you have trouble counting them in, simply breathe and sing. If you do it with confidence and your tempo in mind, usually they will sing with you and sing in time. You may need to tap or conduct to help slow down when needed. Don't be afraid of stopping if they don't get it right away. There is no "good enough" until everyone is getting it right.

-Encourage Active Listening. Be confident in your own ability to model correct phrasing/pitch/rhythm. However...

-Be okay with being wrong. Admitting your mistakes and weaknesses is a very important skill of an effective leader. It is okay to admit you don't know something. Your section may gain respect for you for not trying to "fake it." And you may give someone else the opportunity to contribute and help others. If you know that a member of your section can sing a phrase correctly, asking them to demonstrate will empower them to lead. THIS IS GOOD.

Conducting Patterns



Homework: Brainstorm 3 different bonding activities you can plan for your section over the course of the Fall semester. They can be large-scale (a pool party!) or small-scale (getting ready for a concert together and carpooling), or on-going (pet freshmen). Schedule them in your calendar and begin to think about how you will plan and implement them.

Planning Social Events

1. **Brainstorming Goals:** Hear everyone's suggestions. They may not all be implemented, but they are all valuable ideas.

- What will be the outcome of the event?
- Who will attend?
- How can you ensure they'll come?
- What are some creative ideas for decor/activities/food?

2. **Creating a Plan**

- Determine your budget
- Determine needs for setup
- Create a list of supplies to purchase
- Decide when and how to advertise/communicate with choirs

3. **Delegating Responsibilities**

- Keep track of who is responsible for what
- Check in on each other often
- Spread the wealth! Make sure everyone has a duty.

4. **Determine Deadlines**

- Decide when each task must be completed
- Record deadlines in your personal calendar
- Set alarms/reminders to check in with each other.

When you're serving on a committee, expect that the Social Chair will check in on your work from time to time. This is not a sign of distrust, but a courteous offer of support!

Get Pumped. And get creative.

Next week is Choir Camp. For some singers, this will be their first experience with the LOHS Choirs. What can you do to make sure it's one of the best first impressions they've ever had?

Plan to choose at least one Rookie to take under your wing. Make sure they feel included and welcome! How much better will they feel on the first day of school with someone looking out for them?

Consider preparing extra Battle of the Sections swag for those who forget or didn't hear about Spirit Days (If you get creative enough, you probably won't have to spend money). No one likes to feel left out, and we'll look way better in those photos.

Remember, it's your job to get here early. Make sure you're here, ready to hear about everyone's summers when they arrive.

Start thinking of ways you can invest in your team members. Simple things are sometimes the most impactful: leaving an encouraging sticky note in someone's choir folder; asking if someone needs to talk when they look distracted; asking someone a question about them and then looking them in the eye as they answer. Think of one person you want to challenge yourself to know better next week, and 3 ways you can reach out to them. Don't let them become a "fringe" person to you. You need each other.

COVID CHALLENGE: how will you do all of this digitally??

This Choir Program depends on your service.
Remember that we're serving others everyday.

How will you serve your team today?

