

AYPO

Contents

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About Us	2
AYPO Mission	2
Directions to the Office	2
Board of Directors	2
Artistic Staff	3
Administrative Staff	3
Operations Staff	3
Attendance Policies	4
Financial Information	6
Tuition, Refund Policy, Insurance	
Rehearsal Information	7
Directions, Schedule, Holidays, School Closing / Inclement Weather, Rules and Guidelines, Behavior, Music	
Concert information	10
Final Rehearsals, Concert Dress, Concert Tickets, Etiquette	
Educational Opportunities	11
Chamber Ensemble and Music Buddies Mentorship Programs	
Additional Information for Parents	12
Parent Meetings, Volunteerism, Fundraising, Merchandise Weekly Email Reminders, Announcements	

Report Absence: www.aypo.org/members/absence.php

Include: musician's first and last name,
instrument, orchestra, and reason for absence

Day of concert or after 4 p.m. day of rehearsal: absences@aypo.org or 703-642-5480

Welcome to the 51st Season

Welcome to the American Youth Philharmonic Orchestras! The Board of Directors, Administrative Staff, and Artistic Staff extend congratulations on your acceptance into the program. AYPO is an organization with very high standards and we expect a serious commitment from all members to ensure that our tradition of excellence continues. Cooperation in following the guidelines set forth in this handbook will help to provide a rewarding experience for everyone. Recognized as one of the leading orchestral training programs in the nation, the American Youth Philharmonic Orchestras (AYPO) provides competitive world-class training and performance opportunities for young musicians up to 21 years of age. With a nationally recognized artistic staff, a dedicated professional staff, and a host of volunteers, AYPO annually selects and trains approximately 400 talented young musicians. Since 1964, AYPO has delivered programs of the highest caliber to young musicians and audiences throughout the Washington metropolitan region, earning an unrivaled reputation for excellence and distinction.

AYPO Mission: To provide the highest quality musical experience that allows our students to grow as musicians and individuals.

Board of Directors: Board members are volunteers who comprise the governing body of AYPO. The Board of Directors is responsible for approving policy, provides leadership in fundraising activities, and is legally responsible for the organization. Parents interested in learning about board service or attending a meeting should contact 703-642-8051 or gelliott@aypo.org.

2015-2016 BOARD OF DIRECTORS

Robert Sollinger, President*

Gensler

Michael Blakeslee, Past President*

NAfME: National Association for Music Education

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Leonard Slatkin, Music Director

Detroit Symphony Orchestra

Directions to AYPO Office

4026 Hummer Rd, Annandale, VA 22003 | Walk-ins welcome Mon-Fri 10:00 a.m. - 3:00 p.m. (call ahead encouraged)
From I-495, the Capital Beltway: Exit 52, Little River Turnpike (Route 236) East. Left at the first light onto Hummer Road. Second left into the Annandale Community Park. Right at the fork in the road. Office located inside the Fred M. Packard Center (building at top of the hill next to the parking lot) on the 2nd floor.

Who We Are

Artistic Staff



CHRISTOPHER ZIMMERMAN
Artistic Director, AYPO
Principal Conductor, American Youth Philharmonic



CARL J. BIANCHI
Conductor, American Youth Symphonic Orchestra



GLENN QUADER
Conductor, American Youth Concert Orchestra



LAURA CAHN
Conductor, American Youth String Orchestra
Conductor, American Youth Debut Orchestra
Director, Music Buddies Mentorship Program



DOUG WALLACE
Director, Percussion Ensemble



STEPHEN DUNKEL
Brass Coach, American Youth Philharmonic



TREVOR MOWRY
Winds Coach, American Youth Philharmonic



TSUNA SAKAMOTO
Assistant to the Conductor, Symphonic Orchestra



MICHAEL WHEATLEY
Associate Conductor, American Youth Philharmonic



ENSEMBLE DA CAMERA OF WASHINGTON
In-Residence for the
Chamber Ensemble Program

Administrative Staff

General Contact: info@aypo.org, 703-642-8051

EXECUTIVE DIRECTOR: Graham Elliott, gelliott@aypo.org, 703-642-8053. Manages the operations of the organization in accordance with the policies established by the Board of Directors and the Executive Committee.

ASSISTANT EXECUTIVE DIRECTOR: Eric Schnobrick, eschnobrick@aypo.org, 703-642-8052. Manages auditions, orchestras, rehearsals, concerts, music; liaison to conductors regarding artistic and personnel issues; point of contact for volunteers.

GENERAL MANAGER: Julia Robins, jrobins@aypo.org, 703-642-8052. Manages auditions, orchestras, rehearsals, concerts, music; liaison to conductors regarding artistic and personnel issues; point of contact for volunteers.

Operations Staff

OPERATIONS MANAGER: Eric Piccirelli, epiccirelli@aypo.org. Supervises operational activities of orchestra rehearsals, concerts, other activities, and manages stage crew. Assists conductors and musicians with needs related to physical set up.

Attendance Policies

Celebrating its 51st year of service as one of the premier youth orchestra programs in the nation, AYPO maintains its standing through the commitment and dedication of its musicians and staff. The success of an orchestral ensemble depends on the commitment of every member. Consistent participation of each individual at weekly rehearsals results in successful performances. The attendance guidelines outlined here define each musician's responsibility in ensuring the success of each ensemble. The policy protects the musical integrity of the orchestras and AYPO as a whole. The policies below apply to all AYPO program members unless otherwise noted. Carefully review the online season schedule and mark your calendar with dates for all regular rehearsals (including the occasional Tuesday night), final rehearsals, and concerts. Members will be notified via email with any updates to the schedule, which will also be posted online. The most valuable contribution that parents can make is to support their musician's obligation to attend all rehearsals and concerts and to encourage practice and private lessons.

Sign-In Policy

Upon arrival to all orchestra events, all musicians must sign in with the personnel manager. Failure to do so may result in an absence being recorded. All musicians are encouraged to warm up at least 15 minutes before rehearsal is scheduled to begin and are expected to remain for the entire duration of all rehearsals, final rehearsals and concerts. Percussionists must arrive at least 30 minutes prior to the start of the rehearsal to set up equipment. The downbeat of the rehearsal is given at the time noted on the schedule. Musicians will be considered tardy if they are not in their seats when tuning begins. Remember to allow extra time for any potential travel delays.

Absence Policy

One (1) absence in a concert cycle is the maximum number allowed and results in a warning if the first absence is not reported in advance. Two (2) absences in a concert cycle result in disciplinary action and will be reviewed by administrative and artistic staff. Excessive absences, late arrival/early departures, or failure to submit a complete Absence Form at least two weeks in advance is considered a violation of the AYPO attendance policy and may result in action at the discretion of the administrative and artistic staff. Possible disciplinary actions may include an Attendance Jury (see below for details); dismissal from performing a concert, suspension from AYPO programs for the remainder of the year; ineligibility to re-audition for AYPO the following year; or in extreme cases, expulsion from AYPO. (One additional absence per concert cycle may be excused if it is due to a direct conflict with an event related to your school music program. Any conflicts thereafter will not be excused.)

Chamber Ensemble Program: There are no allowable absences for any small ensemble programs. If you know that you must miss a rehearsal in an extreme emergency, please contact your coach and fellow chamber ensemble musicians as far in advance as possible so that your coaching date and time can potentially be rescheduled.

Mandatory Rehearsals & Concerts: The last two consecutive rehearsals prior to a performance are essential to the cohesion of any ensemble. Any musician who is unable to attend these rehearsals must receive approval from the administrative staff at least one week prior to the rehearsal. Failure to do so will result in a student being subject to disciplinary action at the discretion of the administrative and artistic staff.

Tardiness: Musicians will be recorded as tardy if they are not in their seats when tuning begins.

Early Departure: Musicians must submit the online Absence Form in advance if they need to leave a rehearsal or any scheduled AYPO event early. In some cases, an early departure due to a school commitment or an important family matter will be excused. Early departure due to transportation issues is not permissible. An early departure without advance notification (i.e. failure to submit the Absence Form) will be recorded as one tardy. Two tardies and/or early departures equal one absence. The absent

musician is responsible for materials covered during rehearsal, including announcements, and should contact the stand partner or section principal prior to the next rehearsal to prepare. When a musician must be absent from a rehearsal and holds a singular or principal part, or is sharing (bowed) music with a stand partner, the musician should arrange for the music to be delivered to rehearsal. This music must be given to the orchestra's Librarian or personnel manager to assure that it reaches the appropriate musician.

Concert Attendance

Sometimes more than one ensemble will perform at the same concert. When this is the case, musicians in all performing ensembles are expected to be present as audience members.

Reporting an Absence / Late Arrival / Early Departure

Musicians are required to submit a complete online Absence Form to report any scheduled absences, late arrival, or early departure, prior to noon on the day of the rehearsal. Absence Forms are available online at www.aypo.org/members. Please note that verbal approval from either the conductor or any staff person is not sufficient. In case of a last minute emergency, musicians/parents should send an email to absences@aypo.org or leave a voicemail at 703-642-5480 explaining the circumstance on the day of the absence. In such cases, the Absence Form must be submitted immediately following the absence. It is the responsibility of the musicians and their parents/guardians to report long-planned absences such as scheduled school concerts, mandatory school functions, or family vacations. Absence Forms must be submitted as soon as the musicians and parents become aware of such conflicts.

Probationary Procedures

Probationary Status: musicians may be placed on probationary status at the discretion of the administrative and artistic staff for any of the following reasons: routine tardies or early departures, absences exceeding the allowed number, lack of preparation at rehearsals or seating auditions, disruptive/disrespectful behavior towards the conductor, fellow musicians, or any AYPO staff or volunteer. Probationary Status caused by absences/tardies/early departures or lack of preparation will require a successful Probationary Audition prior to participating in any concerts. Probationary Status resulting from behavioral problems will require approval from the administrative and artistic staff before they are allowed to return to AYPO the following year.

Attendance Jury and Probationary Audition: when musicians exceed the allotted number of absences, they may be required to perform an Attendance Jury at the discretion of the Artistic Staff. The Attendance Jury is a chance for the musicians to demonstrate mastery of the concert repertoire prior to participation in a concert. Musicians who fail to perform a successful Attendance Jury will be placed on Probationary Status and given a period of time to improve their performance. Prior to participating in a concert, all musicians on Probationary Status will be required to perform a successful Probationary Audition. In case of poor performance at the Probationary Audition, AYPO reserves the right to dismiss any musician from the concert and/or from AYPO programs.

REPORT ABSENCE

www.aypo.org/members/absence.php

Include: musician's first and last name, instrument, orchestra, and reason for absence.

Day of concert or after 4 p.m. day of rehearsal: absences@aypo.org or 703-642-5480

Participating in the Orchestras

Positions

Orchestra members are selected by the conductor for principal or section positions based on auditions, the conductor's discretion, the quality of the sound to be achieved, and the good of the orchestra. The conductor reserves the right to alter any seating arrangements or procedures at any time.

Strings: AYPO Conductors seat string players according to the needs of their orchestra's sections. Seating position within a section does not necessarily denote rank order. Conductors may select principal players during auditions and may elect either to seat them at the front of the section for the entire season or to hold seating auditions for each concert cycle. Section players will rotate every concert cycle, either by seating audition or by a mechanical rotation such as used by professional orchestras. Each conductor may decide how to seat the strings in order to create the best educational opportunity, to produce the strongest section, and to develop unity within the section.

Winds, Brass and Percussion: positions are determined during the annual audition. Part assignments may vary during the season at the discretion of the conductor.

Welcome Package

As part of tuition, every musician will receive a welcome package at Season Orientation that includes an AYPO t-shirt, AYPO sticker, and music folder.

Tuition

You may be surprised to learn that the actual cost of participating in the orchestras is about \$1,920 per musician. Along with tuition, funding is also raised by the organization through corporate, foundation, and government grants, ticket sales, individual contributions, and special events. Orchestra tuition for the 2015-2016 season: AYP \$1200, AYSO \$1175, AYCO \$1125, AYSE \$975, and AYDO \$775. Tuition can be submitted in full by mailing a check to the AYPO office or by credit card through our secure online payment processing platform.

Refund Policy

Musicians who withdraw prior to the first rehearsal of their orchestra will be refunded the tuition they have paid, minus a \$100 non-refundable deposit. Musicians who withdraw after participating in any of the first three scheduled rehearsals will be refunded 75% of the tuition they have paid, minus a \$100 non-refundable deposit. Musicians who participate beyond the third scheduled rehearsal on September 28 and then withdraw will not receive a refund and must pay tuition in full. Refunds must be requested in writing with the reason for withdrawal noted.

Insurance

AYPO cannot be responsible for instruments owned by individual musicians. Parents should check their household policy to ensure adequate coverage.

Private Study

Musicians are expected to maintain an interest in music and at least the level of competency demonstrated at the time of their acceptance into AYPO. All musicians are expected, and strongly encouraged, to have a private music teacher. Private music teachers are encouraged to advise their students to audition for AYPO and to prepare them for the audition. However, recommendations from music teachers or parents will not be considered in determining participation or seating within the orchestra program.

School Music Program Participation

All AYPO musicians are expected to take an active part in their school ensemble programs. Please note that

participation or seating in these programs or other musical organizations cannot be considered when determining placement within AYPO ensembles. Participation in the school ensembles is beneficial for several reasons:

1. It teaches responsibility to their peers
2. It gives opportunity to play more frequently which can help build stamina, as they develop their musicianship
3. It reinforces excellent concert etiquette and stage presence
4. It enables opportunities to develop leadership skills
5. It enhances their musical education
6. It grants them opportunities to audition for regional/state orchestras and to participate in solo/ensemble competitions

Every musician is required to have their school ensemble director sign the school music policy form, available here: <http://aypo.org/pdf/AYPO%20School%20Music%20Sign-Off.pdf>. Please contact the office with any questions regarding this policy.

Rehearsals

Directions | These are basic directions to regular rehearsals as a point of reference for you. Please use a GPS, online directions, or a map for detailed guidance.

AYP, AYSE and AYDO: Marshall High School, 7731 Leesburg Pike, Falls Church, VA 22043. From I-495 the Capital Beltway: exit 47B onto Leesburg Pike (Virginia Route 7) East. Marshall High School is on the right.

AYSO and AYCO: Kilmer Middle School, 8100 Wolftrap Road, Vienna, VA 22182. From I-495 the Capital Beltway: exit 47B onto Rte. 7 West Leesburg Pike, merge onto Leesburg Pike and get into left lane, left onto Gallows Road, right onto Wolftrap Road (just after Fire Station), Kilmer Middle School is on your right.

Schedule | Detailed season schedule located online at www.aypo.org/season-schedule.php. Standard rehearsal schedule is:

American Youth Philharmonic (AYP): Mondays, 7:00 - 9:30 p.m., Marshall High School

American Youth Symphonic Orchestra (AYSO): Mondays, 7:00 - 9:30 p.m., Kilmer Middle School

American Youth Concert Orchestra (AYCO): Mondays, 7:00 - 9:00 p.m., Kilmer Middle School

American Youth String Ensemble (AYSE): Mondays, 7:00 - 9:00 p.m., Marshall High School

American Youth Debut Orchestra (AYDO): Mondays, 5:00 - 6:30 p.m., Marshall High School

Holidays | Rehearsals will not be held on Federal Holidays and during Fairfax County Public Schools breaks. On weeks with Federal Holidays, rehearsals will be held on Tuesday evenings. Monday rehearsals will take place on teacher workdays. If necessary, the conductor may call a rehearsal on a school holiday. Musicians will be informed in advance should that be required.

School Closing / Inclement Weather | When Fairfax County Public Schools are closed due to snow or other weather conditions, rehearsals will not be held. Members should listen for school closing information on radio and television; "after school" and "evening activities" will be announced specifically. The Fairfax County Public Schools website also posts up to the minute information at www.fcps.edu. Members may check the status of rehearsals by logging onto www.aypo.org for updates. For weekend rehearsals and concerts, musicians will be informed of cancelation by email.

Rehearsals

Plan and Procedure | Many AYPO events take place at FCPS facilities which is why the above policy is in place. In general, the decision to delay, reschedule, or cancel an event will happen no later than four hours prior to the call time or event start time. Please note that the AYPO staff will not be able to make individual phone calls to members and would appreciate members obtaining information from one of the below sources:

1. Membership will be notified of the decision by email
2. Visit the AYPO website home page
3. Visit the AYPO Facebook page and Twitter feed

Orchestra Rules and Guidelines

- Rehearsals begin promptly at the times stated. Musicians should arrive at least fifteen (15) minutes prior to the start of rehearsal in order to be seated, warmed up, and ready to play. When the orchestra's personnel manager(s) signal, the musicians should be seated immediately to begin rehearsal.
- There is a short break midway through the rehearsal. Musicians are expected to return to their seats promptly at the conclusion of the break, upon the signal of the personnel managers.
- Generally, rehearsals will conclude at the stated time, provided musicians are ready to begin promptly at the start time. The conductor may extend the rehearsal beyond the scheduled conclusion time if the rehearsal does not begin promptly. When rehearsing pieces that do not require all musicians (i.e. harp, percussion, low brass), those musicians not playing may be released early. Whenever possible, those musicians will be notified ahead of time at a prior rehearsal or by email. At times, the conductor may choose to end a rehearsal earlier than expected and will give enough notice for musicians to call parents.
- Always bring a pencil for marking parts.
- Musicians must help AYPO's operations team pick up after rehearsals when needed (each musician is responsible for stacking his/her chair and putting it away as directed, disposing of any trash, etc.).
- Musicians may not study or use a cell phone in any manner while inside the rehearsal room. Staff and volunteers reserve the right to confiscate distracting materials.
- No food or drinks are allowed in the rehearsal rooms, with the exception of bottled water.
- Possession of tobacco and alcohol is prohibited on all premises and will not be tolerated.
- Rehearsals are closed.

Rehearsal Etiquette

Musicians should not touch others' instruments and should have their own instruments in the case or in-hand at all times, rather than laying on a chair. Warm up carefully, discreetly, and in an organized manner (others need to hear themselves too!). Respond quickly to the conductor's instructions and do not talk. Be considerate when the conductor is working with sections other than your own and be ready to play again as soon as the conductor asks. Show respect to your orchestra's conductor, coaches, personnel managers, librarians, staff and stage crew, in addition to your fellow orchestra musicians. Persistent, inappropriate behavior, including disrespectful behavior toward fellow musicians, administrative staff, artistic staff, or volunteers, is cause for dismissal.

Rehearsals

Music

Music is entrusted to each musician and must be handled with great care. Music is distributed at the first rehearsal of a concert cycle and must be returned immediately after the concert. If the music is lost, damaged, and/or not returned at the concert, the musician will be charged a minimum of ten dollars (\$10.00) per part. A musician who has failed to return music or pay replacement costs will not be permitted to participate in orchestra activities until he or she has arranged for replacement of the music. AYPO will not assume responsibility for personal items left in a music folder. Musical markings or notations should be made in light to medium pencil.

Strings: Musicians on the outside of each stand will be issued a folder with original parts and musicians on the inside will be issued a practice folder. The correct bowings will appear on the parts in the practice folder and the stand partners have joint responsibility to see that the bowings are transferred into the original parts within the first three rehearsals for that concert program. Folders with original parts must be used on each stand for all concerts. Practice folders are NOT to be used on stage for concerts.

Woodwinds and Brass: Musicians are accountable for the music that is contained in the folder when it is first issued. In the case of any switching of parts (which may occur at the conductor's discretion), all musicians involved must immediately inform the orchestra's volunteer librarian. In a case where changes occur but are not communicated to the librarian, the individual who originally signed for a particular set of parts will be held responsible for those parts.

Percussion: The Percussion Director acts as liaison between the conductor and section members with regard to instrument and part assignments, and is responsible for reporting any instrumentation needs to the General Manager and Operations Manager. The section reports to the Operations Manager about all instruments and equipment. Percussionists are responsible for assembling, staging, and striking percussion equipment at rehearsals and concerts. All percussionists are expected to be at regular rehearsals, final rehearsals and concerts at least 30 minutes before the beginning of the rehearsal or arrival time for a concert in order to do a proper set up of the section. Percussionists are also responsible for assisting with the pick-up and loading of equipment for weekend final rehearsals and concerts. They are responsible for proper care of all equipment that is owned by AYPO or the facility being utilized, or that is on loan or rental. Members of AYSO and AYCO are expected to be available to perform with both ensembles as required by specific instrumentation. Members of AYP are expected to be available to perform as needed with AYSE. Principal percussionists must provide the General Manager and Operations Manager with a list of percussion equipment needed at the beginning of each concert cycle. Members of the section are expected to assist with procuring small and/or unusual instruments to complete instrumentation for each concert program.

Music Stands: All AYPO musicians must bring a music stand to every rehearsal. Be sure to write your first and last name on your music stand (all parts) and the carrying case.

Concerts

Concert Dress

AYP and AYSO:

GENTLEMEN Black tuxedo or black suit, white long sleeved dress shirt, black dress shoes, black socks, black bow tie
LADIES Black long skirt below the knees (when sitting) with black tights/hose or black dress pants with black socks. Black long sleeved dress shirt tucked in. Black closed-toe dress shoes.
Jewelry selections and hair adornments must be unobtrusive and discreet.
NOT acceptable: skirts above the knees, jeans, stretch pants, open-toe shoes, athletic shoes

AYCO, AYSE and AYDO:

GENTLEMEN Black dress pants, white long sleeved dress shirt, black dress shoes, black socks, long black neck tie.
LADIES Black long skirt below the knees (when sitting) with black tights/hose or black dress pants with black socks. White long sleeved dress shirt tucked in. Black closed-toe dress shoes.
Jewelry selections and hair adornments must be unobtrusive and discreet.
NOT acceptable: skirts above the knees, jeans, stretch pants, open-toe shoes, athletic shoes

Concert Tickets

Every musician will have two tickets held for them for each of the 10 main stage concerts. These tickets will not be handed out prior to the concert; rather they will be available at the AYPO ticket desk under the musician's name.

Additional ticket prices and policies are as follows:

Children (under 6 years of age):	free	Adults:	\$20
Students (between the ages of 6 and 18):	\$10	Seniors:	\$10

Concert tickets are available for sale online (www.aypo.org/events) or at the venue on the day of the concert.

Complimentary Tickets: Musicians are encouraged to invite their private music teachers and school music teachers to attend AYPO concerts for free. Complimentary tickets are available at the door on the day of the concert. AYPO musicians and their siblings can attend all concerts for free simply by requesting a ticket at the door on the day of the concert.

Group Sales: If any one person purchases ten (10) or more tickets for a single concert, he/she will receive 10% off the total price. For information about group sales, email info@aypo.org.

Get The Word Out!: Help AYPO get the word out by inviting family, friends, neighbors, teachers, and co-workers; musicians and parents alike enjoy having a hall filled to its capacity -- it adds excitement and enthusiasm for all involved! Ticket revenue helps reduce the cost of presenting concerts and, as a result, keeps tuition costs down.

Concert Etiquette for Audience Members

- Photography and videography are prohibited at AYPO events. All parents and audience members have the opportunity to purchase a professionally recorded CD of every concert.
- Turn off cell phones and other electronic devices during the concert and do not text message.
- If you are sitting with young children, please be considerate when choosing where to sit, and if you think you may need to leave the hall during the concert, sit near one of the exits.
- If there is another AYPO orchestra performing, all musicians and audience members are expected to stay for the entirety of the concert to learn, show support, and be courteous to the performing musicians.

Educational Opportunities

Chamber Ensemble Program

The Chamber Ensemble Program is for talented musicians who participate in one of AYPO's symphonic level orchestras: the American Youth Symphonic Orchestra (AYSO) or the American Youth Philharmonic (AYP). Ensembles are formed based on the applicant's video audition, orchestra, and instrument, at the discretion of the artistic and administrative staff. The ensemble instrumentation varies depending on repertoire that includes a mix of strings, woodwinds, brass, harp, and piano. All applicants will be notified by email regarding their acceptance status into the program. The program fee is \$250 per musician and includes: music and music folder, weekly rehearsal space, ensemble coaching sessions, participation in master classes and student concerts (free & open to the public), outreach performance opportunities in the community, experience playing with a mixed ensemble, preparation for competitions, and preparation for college level chamber music. The program gives musicians the opportunity to enhance their musical development by giving them the chance to study and perform chamber music under the guidance of professional instructors. The acclaimed Ensemble da Camera of Washington (EDCW) is the ensemble in-residence and consists of clarinetist Claire Eichhorn, pianist Anna Balakerskaia, and violinist/violist Ricardo Cyncynates. EDCW coaches each group of student musicians and leads public master classes throughout the season.

Music Buddies Mentorship Program

The Music Buddies Mentorship Program is a peer-to-peer musical training opportunity run by Director Laura Cahn that provides private music instruction to financially disadvantaged students. Mentors are musicians from AYSO, or AYP (8th grade or older) and apply for the program as an educational opportunity in addition to orchestral training. Mentors are matched with students based on the student's application, age, and instrument. Mentors give weekly lessons at T.C. Williams High School Minnie Howard Campus covering basic music skills, exercises, and school orchestra/band music. Students demonstrate the skills they learned from their mentors at the annual recital in front of an audience, either as a solo musician or with a small group. After each lesson, mentors participate in fun and educational club activities with Ms. Cahn that focus on discussing the day's lessons and learning new skills as music teachers. Mentoring is a way for young musicians to gain valuable hands-on teaching experience while enriching the lives of fellow musicians.

Additional Information for Parents

Meetings

Parents/Guardians are expected to support their musician's obligations to the orchestra program. At least one parent/guardian of each musician (or household for multiple musicians) is expected to attend the Season Orientation in September and the Annual Parent Meeting in May (see the online Season Schedule for details). These meetings provide critical information for the membership that is best delivered in person.

Volunteering

Many volunteer hours are needed to meet the goals of the AYPO program. Parents/guardians have the opportunity to indicate volunteer preferences as part of the musician's acceptance forms. You can volunteer anytime by contacting the AYPO office at jrobins@aypo.org or 703-642-8051.

Fundraising

Tuition covers less than half of the cost of providing AYPO's programs to young musicians. Contributions, as well as ticket sales, bridge the gap between the program's cost and an affordable tuition level. Contributions also enable AYPO to provide financial aid to musicians in need. Throughout the year contributions are sought from patrons, parents and relatives of musicians, area businesses, foundations, and professional groups. All gifts are greatly appreciated and donors are listed in concert programs. You may be able to double the impact of your gift if you work for one of the many businesses that match gifts employees make to cultural organizations (please enquire at your company's personnel office). AYPO is a participating agency in both the United Way (8075) and Combined Federal Campaigns (22502) that begin in September. Gifts may be made through payroll deduction or as a one-time gift and donors are encouraged to notify AYPO of their gift or pledge so that it can be appropriately acknowledged. For more information contact 703-642-8051, gelliott@aypo.org, or www.aypo.org/support-us.

Merchandise

AYPO sells merchandise online at www.cafepress.com/aypo. The online storefront includes a wide variety of items such as shirts, sweatshirts, drinkware, bags, and accessories. Select items are displayed at concerts alongside "Classic AYPO" items on sale at discounted prices.

Support AYPO: Shop Amazon.com

AYPO has signed up with Amazon to be a part of their AmazonSmile campaign. By simply using the provided link, rather than www.amazon.com, Amazon will donate 0.5% of the cost of eligible items you purchase back to AYPO.

There are 3 things you need to know about this:

- 1) There is NO additional cost to you when shopping
- 2) You will be using the same Amazon platform that you are used to and you can still use your regular and Prime accounts
- 3) You will be supporting AYPO through your every day purchases

While this may seem easy, we know that it is common practice to simply type in amazon.com into your browser. For that reason, we ask that you follow the simple steps laid out below to bookmark this link as your "Amazon.com" link so that all future purchases can help support our wonderful orchestras.

Mozilla Firefox

- 1) Open Mozilla Firefox
- 2) Enter the following link: <http://smile.amazon.com/ch/54-1064716>
- 3) Click "Bookmarks"
- 4) Click "Bookmark this Page"

Additional Information for Parents

- 5) Under "Name", type in "Amazon.com" or any name of your choosing
- 6) Click "Done"

Anytime you use your new bookmark, it will automatically direct you to this new portal.

Safari

- 1) Open Safari
- 2) Enter the following link: <http://smile.amazon.com/ch/54-1064716>
- 3) Click "Bookmarks"
- 4) Click "Add Bookmark"
- 5) Type in "Amazon.com" or any name of your choosing in the available field
- 6) Click "Add"

Anytime you use your new bookmark, it will automatically direct you to this new portal.

Internet Explorer

- 1) Open Internet Explorer
- 2) Enter the following link: <http://smile.amazon.com/ch/54-1064716>
- 3) Click "Favorites"
- 4) Click "Add to favorites..."
- 5) Under "Name", type in "Amazon.com" or any name of your choosing
- 6) Click "Add"

Anytime you use your new bookmark, it will automatically direct you to this new portal.

Weekly Email Reminders

The weekly emails are very important and the main form of communication from AYPO. They contain information about rehearsals, concerts, scheduling updates, and more. The email list is created from the acceptance forms over the summer and will only be used for internal purposes (information is never sold or given out). Members can update their subscription preferences using the link at the bottom of any email. Unsubscribing from the list can only be changed by the email address owner.

Announcements

Announcements about schedule changes and pertinent information will be distributed via the weekly email reminder (see previous section for details). Additionally, verbal announcements will be made during rehearsals as reminders. All verbal information will be included in the weekly email to members. Each week, musicians and their parents should share and discuss this information.

Consent/Release Policy

On the acceptance forms, the legal parent/guardian of the musician either gave consent or did not give consent to the American Youth Philharmonic Orchestras, or any party authorized by AYPO, to use the musician's name and photograph, taken in connection with AYPO's concerts, rehearsals, and other activities. However, AYPO has the right to publish video recordings and photographs of any concert or activity without consent but will not use the musician's name if not authorized to do so. By completing the forms, the legal parent/guardian released AYPO from any and all liability that may arise in connection with such use.