

Philosophy and Rules of *HeatWave*

Revised January 2017

The Rock County 4-H Show Choir, *HeatWave*, exists to teach performance skills and develop talent; to encourage cooperation and creativity; to expand and demonstrate leadership and communication skills; and to promote Rock County 4-H and the Performing Arts.

HeatWave stresses the importance of learning. While performances are the primary means of demonstrating what has been learned, it is the process of discovery which is to be emphasized. Vocal training, choreography, problem solving, working together, and cooperating within a diverse group are some of the focal points for this learning experience.

The music selections are chosen with variety in mind so as to appeal to as wide an audience as possible. It will draw from rock, pop, Broadway tunes, country-western, jazz, and/or musical theater.

Becoming a *HeatWave* performer or tech crew member is open to anyone enrolled in the Rock County 4-H program who is in 7th grade or up. Notice of application will be given in the county 4-H newsletter, *Cloverpatch*. Applications are accepted within certain dates in the fall as determined by the Coordinating Team with advice from the *HeatWave* Advisory Board with intake interviews to follow. Becoming a *HeatWave* Junior Stage Crew member (aka "prop kid") is at the invitation of the Coordinating Team and only as needed.

Members will be expected to adhere to the 4-H behavior standards agreed to when they enrolled in 4-H and will be required to sign a brief statement to this end. Please refer to <https://wi.4honline.com> for these standards.

Communications

The *HeatWave* website (<http://www.heatwave4hshowchoir.org/Announcements.htm>) is the primary source of information for members and their parents and will contain updates regarding rehearsals, performances, and events, as well as other pertinent information. The Member Announcement page and will be updated as frequently as possible. In addition, members and parents may always call the Director with questions.

Additionally, email and the Facebook Group page, *HeatWave 4-H Show Choir* (<https://www.facebook.com/groups/390135971033528/>) will be used for reminders and to distribute time-sensitive information.

Members are expected and encouraged to communicate with the Director and/or Coordinating Team concerning suggestions, complaints, or other matters. This may be done by phone/text, FB messenger, email, or other correspondence including the rehearsal "Suggestion Box".

Members are expected to attend all rehearsals and performances. If an absence is necessary, please notify the Director as much in advance as possible as a courtesy to the other members. To be excused in the event of a planned absence, members are required to notify the Director at least 24 hours prior to rehearsal or performance. For details, please refer to the one-page "Specific to 2017" Philosophy and Rules found on the website's Member Announcement page (see link above).

It will be the responsibility of each member to learn, prior to the next rehearsal, the music and choreography that was covered at the missed rehearsal. Numbers will not be "re-taught". Members will be expected to "keep up".

If a member is failing to attend rehearsals consistently and is falling behind, he or she may be asked to relinquish all special duties, solos, parts, and other responsibilities including not performing, since the lack of attendance is disruptive to the rest of the group and to the overall performance of the other members. It is hoped that the member will take the responsibility for determining if he or she is falling behind and take appropriate steps to remedy the situation.

If a member has more than three unexcused absences, he or she will be asked to go before the Advisory Board. A probationary period may be determined and imposed.

If a member fails to adhere to the above requirements, including disregard for the 4-H behavior agreement, that member may be asked to resign as a means of last resort.

HeatWave is an activity of the Rock County 4-H program and is ultimately accountable to the Rock County 4-H Leaders Council. Concerns should be first addressed through the Director, Coordinating Team, or Advisory Board of *HeatWave*. If satisfaction is not obtained, the matter will be taken to the 4-H Youth Agent and ultimately to the Leaders Council Disciplinary Board.

Rehearsals and Performances

The regularly scheduled rehearsals will be on Saturdays from January to May unless otherwise announced. See *HeatWave* website for rehearsal schedule or the one-page "Specific to 2017" Philosophy and Rules document.

Parents are welcome at ALL rehearsals. Always.

Members should arrive 15 minutes before rehearsal time to help with set up and to prepare themselves for rehearsal. All members are expected to participate in cleanup at the end of rehearsal and performances.

At rehearsals, members should wear comfortable clothing they can move in, such as athletic clothing that "gives" and is suitable for dancing as well as meeting 4-H appropriate expectations (for example, loose fitting t-shirts and sweatpants).

Rehearsal dates are subject to last-minute changes. Members will be notified by Facebook, email, phone, and/or website announcement if changes occur. If a day presents extreme hardship to most of the group, rehearsal may be cancelled. Changes cannot be made to accommodate only one or two members.

Unless otherwise notified, all rehearsals will be held at First Lutheran Church, 612 N. Randall Ave., Janesville. Schedule changes may be made with respect to the needs of First Lutheran (weddings, funerals, and other church-related priorities).

Performances may be scheduled from April into September. "Performance" includes set-up and take-down; members should arrive an hour before performance time and plan to stay afterwards until the trailer has been loaded. *HeatWave* performs at several different venues including shows at the Rock County 4-H Fair and Wisconsin State Fair. Members should refer to the *HeatWave* website for performance information; some details or reminders may be sent by email or announced on the *HeatWave* Facebook page. Requests for performances must be directed to the Director; please keep in mind the calendar fills up early.

Costumes

Costumes are the property of *HeatWave* and are rented by members.

- Members shall keep costumes in good condition and have them clean and pressed for all performances. No wrinkled or soiled costumes will be allowed on stage.
- Members shall keep costumes on hangers in a costume bag. Member names must be on bags. Names must be on all costume pieces. Members must keep extra socks, T-shirts, make-up, deodorant, etc., in bag.
- Members shall wear a *HeatWave* T-shirt to and from all performances.
- Members must always bring all costume pieces to all performances. As the performance season approaches, members should refer to the Member Announcement page of the website for a list of costume pieces to bring.

Member Expenses

Members will be expected to provide (pay for) their own member T-shirt, socks/stockings, shoes, etc. The Prop/Costume Rental Fee covers costume, other costume parts, staging materials, music, and props. For details, please refer to the one-page "Specific to 2017" Philosophy and Rules found on the website's Member Announcement page.

If any of the expenses presents a hardship, talk to the Director and/or Coordinating Team. Alternate payment arrangements will be considered. Some payments may be waived. Money should never be the reason someone feels the need to quit *HeatWave*.

Please note: No matter what the financial contribution, all members are expected to be committed to *HeatWave* as a whole by participating in fundraising and other required duties throughout the season, such as set up/take down and cleanup.

Director

There shall be one person designated as Director. This person may also be either or both the Musical Director and the Choreographer and is expected to work closely with the other director(s) and volunteers. The Director has the final creative decision-making power if consensus cannot be reached. It is expected that every possible effort will be made to reach consensus.

The Director is responsible for envisioning a theme/concept for the show and overseeing the following: selection of music; costume design and props; choreography; training of voices; teaching of musical scores; selection of solo parts for dance and song, planning performances, and, in general, making sure that the daily business of the group is being done.

Coordinating Team

The Coordinating Team includes the Director and selected adults who will work closely with the Director to fulfill responsibilities as required and requested by the Director.

Advisory Board

This Board will be made up of adults and youth members and will consist of approximately three parents of *HeatWave* members and approximately three youth members of *HeatWave*.

- The Advisory Board is expected to advise the Coordinating Team.
- Decisions shall be reached by consensus. If consensus cannot be reached after a reasonable amount of discussion, the Director will have the final say.
- This Board is to be a liaison between the Choreographer/Musical Director, volunteers, and the 4-H Leaders Council Executive Board.
- This Board may be expected to give reports from time to time to the 4-H Executive Council.
- Youth member/representatives must apply each year.
- Adult representatives must be confirmed each year to continue.
- Any youth or parent may attend Advisory Board meetings (unless it is a “closed” session) but will not be a voting member unless named as a representative.

Treasurer

The Coordinating Team will select one person to act as Treasurer.

- Expenditures are to be directed to and disbursed by the *HeatWave* Treasurer.
- Revenue (donations, fundraiser profits, Prop/Costume Rental Fees, etc.) are to be submitted to the *HeatWave* Treasurer.
- Checks are to be made out to *HeatWave*.
- Records of all financial activity will be kept in a ledger or log in extended spreadsheet form.
- The Treasurer will be accountable to the *HeatWave* leadership as well as the 4-H Executive Council and may be required to attend certain Executive Council meetings.
- The Treasurer completes the Annual Financial Report as part of the Annual Charter Renewal and assists with the audit process.
- The Treasurer will give out donation receipts at the end of the calendar year for tax purposes.

Volunteer Opportunities

HeatWave depends on family participation. Each family is expected and needed to serve *HeatWave* in some capacity to the fullest extent that they are able. All ideas and activities must be cleared through the Director and/or Coordinating Team. The following list represents areas in which parents may assist *HeatWave*. The list is by no means complete. Please submit suggestions to the Director, Coordinating Team, and/or Advisory Board.

- fundraising
- costumes/props
- scrapbook and acquisition of photos and video recordings of performances
- publicity and thank you notes
- snacks and refreshments
- "room-parent" (to help as needed at rehearsals)