



MANUAL

2025 - 2027

National Federation of Music Clubs
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nfmc-music.org



Manual
Of the
National Federation of Music Clubs
2025-2027

A guide for NFMC Officers, Division Chairs, State Presidents,
Department and Committee Chairs and Other Personnel

Deborah Freeman, NFMC President

Compiled by

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TABLE OF CONTENTS

Cover	i
Title Page	ii
Table of Contents	iii-vi
Calendar of Due Dates for Reports	vii
<u>Officers</u> - Division Page	1
The President's Message	2
Policy Resolutions	3
First Vice President	4
Coordinator of Divisional Activities (CODA)	5
Map of NFMC Regions/ States Listing	6
Regional Vice Presidents	7
Regional Vice Presidents Information	8
Summer Music Centers by Region	9
National Council of State Presidents	10
Recording Secretary	11
Treasurer	12-14
<u>Administrative Division</u> - Division Page	15
Administrative Division	16
Bylaws and Standing Rules	17
Arts Advocacy Department	18
Arts Advocacy Committees	19
National Headquarters Building Committee	20
Policy Resolutions Committee	21
Protocol	22
Sergeants-at-Arms	23
Official Personnel	
Chaplain	24
Historian	25
Office Committee	26
Parliamentarian	27
Representative to the United Nations (NGO)	28
<u>American Music Division</u> - Division Page	29
American Music Chairman	30-31
Parade of American Music; Professor Rudolf	32
R.A. Schramm Award	
American Music NFMC Junior Clubs Award	33
American Festival Chorus	34
American Music in the US Armed Forces	
(See C&A Division - page 59)	
American Women Composers Programs Awards	35
Folk Music	36
Sources for Folk Music Information	37
NFMC Just Jazz!	38

TABLE OF CONTENTS - page 2

<u>Arts Division</u> - Division Page	39
Arts Division	40
Chamber Music	41
Celebrate Strings	42
International Music Relations	43
Music in Poetry	44
Music in Education	45-46
Choral Music	47-48
Music in Song	49
Music Outreach	50-51
Sacred Music	52
National Music Week	53-54
National Music Week Essay Contest	55
Opera	56
<u>Competitions and Awards Division</u> - Division Page	57
Competitions and Awards Division	58
Adult Awards for Veterans	
American Music in the Armed Forces	59
Composition Competition	
Anne Gannett Award for Veterans	60
Lucile P. Ward Veterans Award	61
Adult Compositions Awards	
Emil & Ruth Beyer Composition Awards	62
Glad Robinson Youse Adult Composers Contest	63
Adult Performance Awards	
Alpha Corinne Mayfield Opera Awards	64
NFMC Ellis Competition for Duo-Pianists	65
Ruth Morse Wilson Handbell Choir Award	66
Vivian Menees Nelson Music Award for the Disabled and Visually Impaired	66
Martha Marcks Mack Vocal Award	68
Hinda Honigman Award for the Blind	69
Virginia Allison Collaborative Award	70
Summer Music Centers Awards	71
Young Artist Auditions	72-73
Baiz/Sweeney Tour Fund	73
Young Artist Presentations	74-75
Other Awards	
Ouida Keck Award	76

TABLE OF CONTENTS - page 3

<u>Finance Division</u> - Division Page	77
Finance Division	78
Budget	79
Founders Day	80
Fund for the Advancement of Musical Arts (FAMA)	81
Outgoing National Presidents Award Fund	82
Group Tax Exemption	83
Insignia/Merchandise	84
Investments Committee	85
Memorial & Recognition Fund	86
Past Presidents Assembly	87
Rose Fay Thomas Fellows	88
 <u>Junior Division</u> - Division Page	89
Junior Division	90
Junior Club Achievement	91
Federation Festivals	
NFMC Federation Festivals Bulletin	92
NFMC Federation Festivals	93-94
Federation Vivace Online Festivals	95
Federation Cups	96
Junior Composition Awards	
Junior Composers Contest	97-99
Lynn Freeman Olson Composition Awards	100
Junior Performance Awards	
Mary Alice Cox Award	101
Dance Department	102-103
Thelma A. Robinson Ballet Award	104
Wendell Irish Viola Award	105
Angie Greer Junior Music in Poetry Award	106
Stillman Kelley and Thelma Byrum Awards	107
Claire Ulrich Whitehurst Piano Award	108
NFMC American Music Award for Juniors	109
Marilyn Caldwell Piano Solo Award	110
Martha Marcks Mack Junior Vocal Award	111
Lana M. Bailey Piano Concerto Award	112
Michael R. Edwards Graduating Senior	113
Performance Award	
Junior Awards for the Handicapped	
Agnes Fowler Junior Blind Composition Award	114
Joyce Walsh Junior Disability Awards	115
Benzinger/Valentin Junior Blind	116
Performance Awards	
Additional Awards for Juniors	117
 <u>Membership and Education Division</u> - Division Page	118
Membership and Education Division	119
Membership Extension	
Senior Members	120
Student/Collegiate Members	121
Junior Members	122
Individual Members	123

TABLE OF CONTENTS - page 4

Senior Yearbooks	124
Senior Program Planning - Course of Study	125
Senior Club Reporting	126
Senior Orientation & Leadership	127
<u>Public Relations Division</u> - Division Page	128
Public Relations	129-130
Media (Internet, Social Media, Radio/Television, Newspaper)	131-132
NFMC Citations	133
Audio/Visual Department	134
News Editorial Board	135
<i>Junior Keynotes</i>	136
<i>Music Clubs Magazine</i>	137
<u>Student/Collegiate Division</u> - Division Page	138
Student/Collegiate Division	139
Student/Collegiate Auditions	140-141
Student/Collegiate Composition Awards	
Student/Collegiate Composition Contests	142
Lynn Freeman Olson Composition Awards (See Junior Division, page 100.)	
Student/Collegiate Music Education Awards/Scholarships	
Myrtle Mehan/Hazel Morgan Scholarship	143
Lynn Freeman Olson Piano Pedagogy Award	144
Gretchen E. Van Roy Award in Music Education	145
Elizabeth Greiger Wiegand	146
Sacred Music of the Faiths Award	
Student/Collegiate Music Therapy Awards -	147
Dorothy Dan Bullock Music, Ruth B. Robertson, NFMC/Irma Carey Wilson	
Student/Collegiate Performance Awards	
Ernest A. Bluhm Flute Award	148
Elizabeth Paris Award in French Horn	149
Oscar Valentin Award in Violin	150
Carolyn Nelson Double Reed Award	151
NFMC Classical Guitar Award	152
PNP Frances Nelson Tuba Award	153
<u>Finale</u> - Division Page	154
NFMC Seal and NFMC Collect	155
Federation Hymn, Invocation	156
Benediction	157
Junior Hymn, Pledge, Collect, Juvenile Pledge	158
Student/Collegiate Collect, Hymn	159
NFMC Presidents; 1898 - 2019	160
Alphabetical Title Index	161
Publications Order Form	162

CALENDAR OF CLUB REPORT DUE DATES

January 10	AR 13-1	NMW Essay Contest	Regional Chair
March 1	ME 5-2	Yearbooks	National Chair
March 1	AM 1-1	Parade of American Music Report Parade of American Music Awards	Regional Chair National Chair
March 15	FI 3-2	Founders Day Report	State Chair
April 1	AR 10-1	Music Outreach Club Report	State Chair
April 1	JR 17-4	Dance Report	State Chair
April 1	AR 7-1	Music in Schools and Colleges	State Chair
April 1	AR 2-1	Chamber Music Report	State Chair
April 1	AR 5-1	International Music Relations Report	State Chair
April 1	AR 11-1	Sacred Music Report	State Chair
April 1	AR 3-1	Celebrate Strings Report	State Chair
April 1	AR 8-1	Choral Music Report	State Chair
April 15	AR 14-1	Opera Report	State Chair
April 15	AR 9-3	Music in Poetry and Song Report	State Chair
April 15	AD 2-1	Arts Advocacy Report	State Chair
April 15	AR 6-1	Music in Poetry Report	Regional Chair
April 30	AM 7-2	Folk Music Report	State Chair
May 1	FI 9-3	Chapter PPA Report	State Chair
May 1	PR 3-1	Radio/Television Report	State Chair
May 1	PR 4-1	Internet Report	State Chair
May 1	PR 5-1	Newspaper Report	State Chair
May 15	AM 5	American Music Jr. Club Report	National Chair
May 15	AM 2	American Music NFMC Club Report American Music NFMC Entries	Regional Chair National Chair
May 15	AM 6	American Women Composers Report	National Chair
May 15	AM 8	American Just Jazz!	National Chair
June 1	JR 1-1	Junior Club Rating Report	National Chair
June 1	AR 12-1	National Music Week Reports	State Chair
July 1	ME 7-1, 7-2	Senior Club Rating Report	State Chair
July 15	ME 7-3	Senior Club Rating Report	National Chair

The above pertain only to club deadlines. Some of the reports may have cash awards. Be sure to include written reports of outstanding activities including programs, news clippings and pictures. Be sure to indicate on the form the city where your club is located.

State chairs need to check manual for reporting dates to regional or national chairs.



National Federation Of Music Clubs

2025-2027 OFFICERS

President's Message	2
Policy Resolutions	3
First Vice President	4
Coordinator of Division Activities	5
Map of NFMF Regions & State Listings	6
Regional Vice Presidents	7
Regional Vice Presidents Information	8
Summer Music Centers	9
National Council of State Presidents	10
Recording Secretary	11
Treasurer	12-14



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FROM THE PRESIDENT

Activities, opportunities, and awards in each of the nine National Federation of Music Clubs Divisions are included in this document. Any questions regarding clarification of entrance requirements or application process should be directed to the appropriate chair.

All current forms are available on the NFM website: www.nfmc-music.org.

Heartfelt appreciation is extended to the following Federation chairs who devoted their time and talents to make this 2025-2027 NFM Manual available.

CODA AND DIVISION CHAIRS

Harriet Coker: Coordinator of Division Activities
Deborah Freeman: Administrative Division
Ruth Morrow: American Music Division
Ellen Leapoldt: Arts Division
Lucinda Lear: Competitions and Awards Division
Carolyn C. Nelson: Finance Division
Lori Jessen: Junior Division
Natlynn Hayes: Membership and Education Division
Julie Watson: Public Relations Division
Sheila Shusterich: Student/Collegiate Division

All Federation members are urged to use this manual to become aware of the wealth of opportunities available through the National Federation of Music Clubs. It will be both informative and useful to all who pursue musical experiences and support initiatives that define the NFM mission to promote American music and musicians, quality music education, and appreciation of the arts.

President's Theme: "Celebrating Our Musical Heritage"

President's Song: "God Bless America"



POLICY RESOLUTIONS 2023-2027

Adopted at the 62nd Biennial Convention, Norfolk, Virginia

The National Federation of Music Clubs, composed of approximately 92,000 senior, student, and junior members encompassing musicians and music enthusiasts, is a philanthropic organization whose goal is to promote music and performing arts through the following objectives:

- Promote American music, performers, and composers.
- Aid and encourage music education and appreciation of the arts.
- Develop and maintain the highest standards of musical creativity and performance.

In support of these objectives, the following policies shall be implemented:

- Develop initiatives to increase and retain membership and leadership at all levels.
- Encourage and support quality musical pursuits and arts in education at every level through contributions of time, talent, and funding.
- Promote the many positive aspects of NFMC through the use of insignia, publications, advertising, social media, and community outreach.
- Participate and strengthen relations with national affiliate organizations to protect, support, and promote quality music and music education in America.
- Promote musical opportunities and encourage participation in NFMC Competitions and Awards events.
- Support legislation on bills advocating welfare of musicians, music education, and development of American musical life at all levels of government funding.
- Encourage estate planning and create a donor stewardship plan for designated giving to NFMC.

Whereas, the National Federation of Music Clubs values its volunteer members' contributions and talents, *therefore be it resolved* that the delegates to the NFMC Biennial Convention in Norfolk, Virginia, June 2023, unanimously support this document.



FIRST VICE PRESIDENT

Heidi O. Hong, First Vice President
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Barron WI 54812
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GOALS AND METHODS

Goals:

1. Serve as an aide to the president.
2. Perform the duties of the president should the president be absent or unable to perform the duties of president.
3. Serve as budget chair.
4. Serve as a member of the finance committee.
5. Serve as an ex-officio member of the office committee.
6. Serve as liability insurance liaison for Federation events.
7. Chair the policy resolutions committee.
8. Serve as chair of the NFMC Lifetime Achievement Award.
9. Serve on the Online Festivals Management System Committee.
10. Is a member of the NFMC Meeting Planning Committee.
11. Perform other duties as designated by the board of directors.

Methods

1. Prepare the general fund budget for each fiscal year.
2. Receive officer and chair reimbursement requests, with the exception of the national president, and send approved requests to the treasurer for payment.
3. Notify state presidents regarding liability insurance premiums and procedures.
4. Communicate regularly with the regional vice presidents and the chair of the council of state presidents and meet personally with them at the national meetings.
5. Determine the focus and direction of the NFMC for the coming biennium and present recommendations to the policy resolutions committee at a convention for adoption by the membership.
6. Coordinate voting with all regional vice presidents and past national presidents regarding the Lifetime Achievement Award.
7. Serve as a member of the NFMC Meeting Planning Committee, taking an active part in organizing and conducting national meetings.
8. Serve as a spokesperson for the NFMC when invited to attend meetings or events as a national guest.
9. Is readily available and corresponds in a timely manner with the NFMC president and office manager.



COORDINATOR OF DIVISION ACTIVITIES (CODA)

Harriet Coker, Coordinator

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Bamberg SC 29003

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GOALS AND METHODS

Goals:

1. Coordinate the work of the nine division chairs.
2. Produce the NFM Manual.
3. Revise and keep current supplementary forms pertaining to manual departments.

Methods:

1. CODA will provide the division chairs with an electronic copy of the previous manual sections. The division chair shall furnish the pertinent information to all departments in his/her division. The department chairs shall make necessary revisions and return the corrected copy, either by electronic file or hard copy, to the division chair. When division updates are complete, the entire file is to be sent to CODA.
2. Review and prepare the manual for publication.
3. Provide a copy of all manual material to the president for his/her approval before publication.
4. Have the manual published on paper and online. State presidents may download a digital copy of the NFM Manual.
5. Manuals may be purchased by members from NFM Headquarters and are available for digital download on the NFM website.
6. Ask division chairs for any updating needed for forms pertaining to their divisions.
7. Seek suggestions from the division chairs concerning ways in which the CODA may help coordinate the work of the divisions. Work to facilitate these suggestions.
8. Conduct meetings of the division chairs at national meetings.
9. Be available to represent the Federation at state meetings when asked by the president.
10. Be available for any special assignments as requested by the president.





REGIONAL VICE PRESIDENTS

Goal:

Coordinate and assist in the work of the NFM in the states designated for each region.

Official and Recommended Duties of the Regional Vice President:

1. Serve as a member of the executive committee.
2. Assist young artist manager in promoting concerts for the NFM Young Artist winners.
3. Conduct a regional meeting during each NFM Conference and Biennial Convention.
4. Serve as an advisory member of the Council of State Presidents.
5. Coordinate NFM Federation Days at summer music centers in the region.
6. Encourage participation in and facilitate, if necessary, student/collegiate auditions.
7. Communicate with state presidents, board members, and others about NFM information.
8. Develop or maintain communications for the region.
9. Submit news articles to the *Music Clubs Magazine*.
10. Serve as a national guest, if invited.
11. Expedite cooperation between state federations and build pride in the NFM.
12. Maintain working file for successor.

Federated States in the Five Regions

(States listed in () have fewer than three federated senior clubs so are not represented on the national board of directors. A state [] has three senior clubs and has chosen not to be represented on the board; that decision is made each biennium.)

Southeastern Region: Alabama, Florida, (District of Columbia), Georgia, Kentucky, Louisiana, (Maryland), Mississippi, North Carolina, South Carolina, Tennessee, and Virginia (West Virginia)

South Central Region: Arkansas, Kansas, Missouri, Oklahoma, and Texas

Western Region: Arizona, California, [Colorado], Idaho, Oregon, Utah, and Washington (Alaska, Hawaii, Nevada, and New Mexico), Wyoming, (Montana)

North Central Region: Illinois, Iowa, Minnesota, [Nebraska], North Dakota, Wisconsin, and South Dakota

Northeastern Region: Michigan, New Jersey, (New York), Ohio, and Pennsylvania (Connecticut, Delaware, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont)



2025-2027 Regional Vice President Information

Regions are defined on the previous page; summer music centers with NFMC awards are listed on the next page.

Southeastern Region Vice President:	Joel Adams 301 Fayetteville ST #3108 Raleigh NC 27601 (919) 630-5125 Email: Operaman39@gmail.com
South Central Region Vice President	Christine Vitt 4405 N Pinebrook LN Columbia MO 65203 (913) 302-2342 Email: cvittpiano@gmail.com
Western Region Vice President	Wilma Hawkins 20820 NW Wapinitia PL Portland OR 97229 (503) 481-9709 Email: wishpiano@gmail.com
North Central Region Vice President	Mary Wescott 17842 129 th Trail W Lakeville MN 55044 (952) 892-6750 Email: thewescott@aol.com
Northeastern Region Vice President	Linda Maurhoff 203 Downieville RD Valencia PA 16059 (724) 625-1761 Email: lindamaurhoff@consolidated.net



**SUMMER MUSIC CENTERS
With NFM Awards by Region**

Southeastern Region

Brevard Music Center, North Carolina
Eastern Music Festival, North Carolina
Sewanee Music Center, Tennessee
Stephen Collins Foster Music Camp, Kentucky

South Central Region

Inspiration Point Fine Arts Colony, Inc., Arkansas

Western Region

Aspen School of Music, Colorado
Marrowstone Music Festival, Washington
Music Academy of the West, California
Rock Ridge Music Center, Colorado
Santa Fe Opera, New Mexico

North Central Region

International Music Camp, North Dakota
Ravinia Festival, Illinois
Junior Composers Institute, Minnesota

Northeastern Region

Chautauqua Music School, New York
Interlochen Center for the Arts, Michigan
Kneisel Hall, Maine
Meadowmount School of Music, New York
The Walden School, Ltd., Berkshire Center, Vermont
Curtis Institute of Music, Philadelphia, Pennsylvania



NATIONAL COUNCIL OF STATE PRESIDENTS

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GOAL AND METHODS

Goal:

The council is "organized for the purpose of discussing state activities and the correlation of state and national work." (*NFMC Standing Rules*)

Methods:

1. Serve as the liaison between the NFMC Executive Committee, NFMC Board of Directors, and the state presidents.
2. Serve the state presidents as an educator of NFMC activities to help the presidents fulfill the needs and requirements of their leadership roles.
3. Serve as a resource contact for state presidents.

State President's Responsibilities:

It is the duty of each member of the council to attend the annual national meeting of the NFMC (unless excused for valid reasons). This is the only opportunity for the council to meet for discussions and dissemination of information.

At the NFMC meetings, council members work together through group discussions, reports of state presidents, and workshops. Additional interaction will be through newsletters, emails, the NFMC Manual, orientation/leadership materials, and any other format needed.

Additional Responsibilities:

1. Bring "the music clubs and musical organizations within the state to closer working relations and cooperate with the NFMC in its specific plans for the advancement of music."
2. Send all state publications to the NFMC president, first vice president, vice presidents in charge of regions, and the council of chair.
3. Complete the roster of state chairs in a timely manner and mail to NFMC headquarters for national compilation and distribution.
4. Submit a one-page report to the Council of State Presidents chair by May 1. The reports will be forwarded to NFMC Headquarters for posting on the NFMC website.
5. Participation at the NFMC annual meetings: workshops, regional meetings, general sessions, elections, etc.



RECORDING SECRETARY

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GOAL AND METHODS

Goal:

Provide an accurate record of all actions taken by the NFM Board of Directors and the Executive Committee at the NFM Biennial Convention and the NFM Conference.

Methods:

1. Is custodian of all official papers and documents not properly in the custody of any other officer.
2. Signs such leases and contracts as have been approved by the board of directors or the executive committee.
3. Files any amendment voted to the Articles of Incorporation with the secretary of state of Illinois and with the recorder of deeds in Cook County.
4. Keeps British-style full minutes (i.e., with a left-hand marginal index) of the business sessions of the Federation, the board of directors, and the executive committee, and submits them for approval as provided in the standing rules.
5. Presents at each session of the board the names of all absentees with their reasons for absence.
6. Notifies members of the board of directors or the executive committee of the result of any mail ballot.
7. Promptly notifies officers and chairs of any actions and proceedings pertaining to their work.
8. Sends all property of the National Federation of Music Clubs in his/her possession to the successor in office within thirty (30) days after the close of the NFM Biennial Convention.



TREASURER

All Forms Online

Suzanne Carpenter, Treasurer
PO BOX 357275
Gainesville, FL 32635-7275
(352) 373-5049
Email: treasurernfmc@gmail.com

GOALS AND METHODS

Goals:

1. Receive, record, and deposit funds for the NFMC, and to disburse them according to the provisions of the bylaws and the standing rules.
2. Maintain proper records of the financial transactions of the NFMC.
3. Provide reports of the NFMC financial transactions as outlined in the standing rules.

Methods:

1. State treasurers are to send all dues, contributions, and fees directly to headquarters. All senior, student, junior, and individual renewal membership is due *on or before December 1* annually.
2. Headquarters shall send monthly general detailed ledger reports to the president, treasurer, and finance chair.
3. Headquarters shall send monthly and quarterly reports to the president, first vice president, finance chairman, office chair, headquarters chair, national treasurer, and all past national presidents.
4. Headquarters will receive all membership dues and send reports to the national treasurer, membership extension chairs, the individual membership chair, the Student/Collegiate Division chair, and the Junior Division chair.
5. Shall acknowledge receipt of contributions.
6. Shall receive, acknowledge, and pay all **awards and scholarship** requests.
7. Secure bids for CPA and auditor services upon request of the NFMC finance chair.
8. Aid in processing of monthly executive director report and annual audit.
9. Aid in processing of quarterly CPA report.

State Treasurers:

Dues:

- All renewal of dues shall be received by headquarters *on or before December 1* annually.
- All dues, both organizational and individual, are for fiscal year July 1 through June 30.
- A state treasurer's sample packet is available from headquarters which includes an example of how to fill out required forms.
- A description of national dues and contributions will be available on the website.

(Continued)

Forms:

- All monies sent to headquarters should be submitted using the FI 8-10 form.
- Send only one check made out to the NFMC for all dues, audition fees, festival fees, and contributions, etc. included on one FI 8-10 form.
- Dues and contributions are reported as follows:
 - senior organizations, FI 8-1; student organizations, FI 8-2; junior organizations, FI 8-3; individual members (life, senior individual, student/collegiate individual, junior individual, and cradle roll), FI 8-4; Past Presidents Assembly, FI 8-5, Founders Day, FI 3-2.
- All forms are available from NFMC headquarters or on the NFMC website.

Senior Clubs:

- All monies for the NFMC should be sent to the state treasurer who will send to headquarters.
- Minimum national membership dues are \$8.00 per member. A subscription to the *Music Clubs Magazine* is provided by NFMC to every senior club member.
- Membership list including full address and zip code must accompany dues.

Student Associate Clubs: (includes mass enrollment conservatories, schools of music)

- All monies for the NFMC should be sent to the state treasurer who will send to headquarters.
- Minimum national membership dues are \$45.00 annually for 50 or fewer members. For membership exceeding 50, membership is \$75.00 annually.
- A subscription to the *Music Clubs Magazine* is provided by NFMC.

Junior Clubs:

- All monies for the NFMC should be sent to the state treasurer who will send to headquarters.
- Minimum national membership dues are \$22.00 for 16 or less members. For 17+ members add an additional \$1.00 per member. (One subscription to *Junior Keynotes*, sent to the junior counselor/teacher, is included in minimum national membership.)
- Each additional teacher having students in a junior club must subscribe to *Junior Keynotes*.

Individual Annual Memberships: Dues include magazine subscription. The state does not add additional fees to any individual membership.

- Senior: total \$50.00; state treasurer sends \$28.50 to headquarters. (\$7 MCM; \$21.50 dues)
- Student/Collegiate: total \$16.00; state treasurer sends \$11.50 to headquarters. (\$7 MCM; \$4.50 dues)
- Junior: total \$13.00; state treasurer sends \$9.50 to headquarters. (\$6 JRK; \$3.50 dues)
- Cradle Roll: total \$25.00; state treasurer sends \$12.50 to headquarters.

(Continued)

Individual Permanent Memberships: *Each state is responsible for keeping life members' list up to date.* Please notify headquarters of deceased life, donor, subscriber, and patron members. The MCM is included for life with the following memberships. Send dues to state treasurer who will send to headquarters.

- Life member: total \$400.00; state treasurer sends \$200.00 national treasurer.
- Subscriber: total \$1,000.00; state treasurer sends \$500.00 to national treasurer.
- Donor: total \$2000.00; state treasurer sends \$1,000.00 to national treasurer.
- Patron: total \$10,000.00; state treasurer sends \$5,000.00 to national treasurer.

Past Presidents Assembly: These funds benefit the NFMC Young Artist Award Fund. PPA dues of \$2.00 are sent to the state treasurer. **One-half** of the PPA dues are sent to headquarters. Refer to Past Presidents Assembly Form FI 9-2 on the NFMC website.

Outgoing National President's Award Fund (ONP): Each senior club is requested to contribute \$5.00 annually to the fund. ONP contributions are sent to the state treasurer and forwarded in **full** to headquarters.

Founders Day: Each senior club is requested to send \$1.00 per member annually. Refer to Founders Day Form FI 3-2 on the NFMC website. Contributions are sent to the state treasurer and forwarded in **full** to headquarters.



National Federation of Music Clubs

ADMINISTRATIVE DIVISION

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Administrative Division	16
Bylaws and Standing Rules	17
Arts Advocacy Department	18
Arts Advocacy Committee	19
National Headquarters Building Committee	20
Policy Resolutions Committee	21
Protocol	22
Sergeants-at-Arms	23
Official Personnel	
Chaplain	24
Historian	25
Office Committee	26
Parliamentarian	27
Representative to the United Nations (NGO)	28



ADMINISTRATIVE DIVISION

Deborah Freeman, NFMC President, Chair
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Email: debotfree@gmail.com

GOALS AND METHODS

Goals:

1. Ensure that the National Federation of Music Clubs functions efficiently, enabling the divisions and department chairs to interact smoothly.
2. Oversee regulations and policies governing NFMC.
3. Oversee the management of NFMC Headquarters building.
4. Oversee the responsibilities of official personnel. The president and office chair work together to assure good service to our members and providers.

Methods:

1. Maintain clear communication among all departments in the Administrative Division and with the divisions and departments.
2. Prepare and send summary of board meetings to board members and state presidents following the national meetings.
3. Coordinate the activities of the departments which are a part of the Administrative Division.
4. Schedule NFMC Biennial Convention and NFMC Conference meetings.
5. Represent NFMC at meetings of National Music Council, Kennedy Center, and other invited venues.



BYLAWS AND STANDING RULES

Lana M. Bailey, Chair
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Email: ZBLB@verizon.net

GOALS AND METHODS

Goals:

1. Ensure that NFM has bylaws and standing rules to govern the meetings of the organization under accepted parliamentary procedure and *Robert's Rules of Order*.
2. Provide NFM with bylaws and standing rules that cover the aspects of the organization, including meeting times, officers, terms, reports, chairs and committees, voting credentials, the qualifying of voters, and other necessary topics.

Methods:

1. Encourage every officer and all national chairs to procure a copy of the bylaws and standing rules and to become familiar with them.
2. Prepare and distribute the recommended proposed amendments to qualified voters as prescribed in the bylaws.
3. Preside over the voting on amendments to either the bylaws or the standing rules.
4. Provide updated copies of these documents for distribution to the membership via the NFM website or printed copy.
5. Work with the parliamentarian who is charged with the responsibility of enforcing the bylaws and standing rules to ensure efficient, orderly meetings.

The 2025-2027 Bylaws Committee: Lana M. Bailey, Chair; Dr. Ouida Keck, Cynthia Elmore, Lucinda Lear, Deborah T. Freeman, President/ex-officio member, and Wanda M. Sims, Parliamentarian.



ARTS ADVOCACY DEPARTMENT

Forms online AD 2-1, AD 2-2

Dr. Valerie Harris, Chair

2739 E Virgo PL

Chandler AZ 85249

(703) 201-7755

Email: nfmcartsadvocacy@gmail.com

GOALS AND METHODS

Goals:

1. Emphasize that the National Federation of Music Clubs was founded to promote the American performing artist and composer.
2. Communicate regularly with local and national leaders that continued support for the arts and arts education is essential for our communities to thrive. The arts are an economic engine, promote creativity, improve academic achievement, improve our individual and collective health, and help create diverse and vibrant communities.
3. Maintain effective and regular communication with our states and regions of NFM, with the goal that all members are aware of the arts and arts advocacy concerns in their own communities.
4. Inform members of the many resources available to them to increase their awareness of arts and arts education issues and the positive impact they can have on our culture, society, and local and national economies.
5. Watch for and respond to the attacks on federal copyright law, and on the infringement of copyright law, especially via electronic means. We have a responsibility to protect the creative properties of artists, composers, and musicians.
6. Encourage members to serve on boards of arts councils and arts organizations.
7. Mobilize members throughout the country to monitor and intervene upon arts issues in their own states and communities.

Methods:

1. At the beginning of the club year, answer the questions on the local and/or state arts advocacy forms, AD 2-1 and AD 2-2.
2. Tell the community and the Federation about those items that you marked "YES."
3. Expand on one of the items that you answered "NO."
4. If you need help, contact your local or state arts council or a member of the NFM Arts Advocacy Committee (each region has at least one representative on the committee).
5. At the end of the club year, send in your reports with clippings, copies of letters, programs, and other information you would like to share.
6. The national chair will receive state reports by *May 15* of each year. (Reports may be submitted electronically. Certificates will be awarded.)

AD 2-1 (local form) Due April 30; AD 2-2 (state form) Due May 15.

Certificates will be awarded to local clubs, state federations, arts councils, school boards, newspapers, cities, etc. – any group that is highlighted in a report.



ARTS ADVOCACY COMMITTEE

Dr. Valerie Harris, Chair
2739 E Virgo PL
Chandler AZ 85249
(703) 201-7755
Email: nfmcartsadvocacy@gmail.com

Committee: Dr. William Carroll, Jeannine Morris, Cathy Neidert, Sally Palmer, Dawn Steggerda

Contact information is available in the NFM Directory, available from NFM headquarters.

Ex-officio members:

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Taylors SC 29687
(864) 630-0163
debotfree@gmail.com

The National Federation of Music Clubs is governed by the powers granted to it through its bylaws and articles of incorporation. The Arts Advocacy Department strongly supports maintaining the Federation tax exempt status with audited records of financial accountings and approved minutes of any proceedings of the Federation regarding members in all divisions.

The Arts Advocacy Department shall monitor pending legislation or governmental action that may affect the interests of the Federation and take action as may be necessary and appropriate. The president shall be advised of the activities of the committee.



NATIONAL HEADQUARTERS BUILDING COMMITTEE

Dr. George Keck, Chair
2112 Hinson RD #23
Little Rock AR 72212
(870) 403-2951
Email: keckg@att.net

GOAL AND METHODS

Goal:

Assume the responsibility for the operation and maintenance of the Federation Headquarters building and its furnishings. The action of the committee is subject to any restrictions which may be imposed by the NFM Board of Directors.

Methods:

1. Meet as often as necessary to carry out the duties of the committee.
2. Keep permanent minutes of meetings and report to the NFM Board of Directors upon request.
3. Take actions necessary to fulfill the responsibility of operating and maintaining the building and its furnishings.



POLICY RESOLUTIONS COMMITTEE

Heidi Olson Hong, Chair
621 Westview DR
Barron WI 54812
(715) 637-5719
Email: heidiolshong@gmail.com

GOALS AND METHODS

Goals:

1. Serve efficiently and effectively to develop NFMC policy resolutions.
2. Determine the focus and direction of NFMC for the coming biennium through policy resolutions.

Methods:

1. Receive and approve resolutions from individuals or organizations that desire to present a resolution to the committee.
2. Ensure all resolutions conform to established objectives/policies and ascertain that none involve matters of a religious or political nature.
3. Prepare adopted policy resolutions for inclusion in the NFMC Manual.
4. Communicate with appropriate officers in the NFMC by sending copies to the recording secretary and historian for placement in appropriate files.
5. The Policy Resolutions Committee meets annually at the NFMC Conference and/or the NFMC Biennial Convention to determine, through policy resolutions, the focus of the NFMC for the upcoming biennium.
6. Present committee recommendations regarding policy resolutions to the convention body for adoption.

Other Information:

The NFMC first vice president serves as chair of the Policy Resolutions Committee. The NFMC president appoints the committee members.

Committee members: Harriet Coker, Jodie Jensen, Lucinda Lear, Melba Maechtlen, Laurie M. Marshall



PROTOCOL

Marcia Chaplin, Chair
1807 Batten Hollow RD
Vienna VA 22182
(703) 298-0748
Email: Marciachaplin2@gmail.com

Debra Hughes, Vice Chair
2937 Moorings PKWY
Snellville GA 30039
(770) 401-1978
Email: bndhughes@comcast.net

Committee: Harriet Coker, Dr. Janie Gilliam, Margarita Harvey, Karen Herndon, Barbara Hildebrand

GOALS AND METHODS

Goals:

1. Maintain the protocol necessary for the proper operation of the National Federation of Music Clubs.
2. Emphasize the customs, traditions, rules, and regulations of the National Federation of Music Clubs while stressing etiquette and courtesy.
3. Strive for harmony among all people in the organization.

Methods:

1. Work closely with the president to maintain an efficient organization.
2. Observe correct procedure in all conventions and meetings.
3. Exercise diplomacy and courtesy with any conflict that may arise.
4. Recognize protocol as a tool for creating good public relations for the Federation.

Other Information:

State Level: The state president and each local club president should have a copy of *Protocol at a Glance* (AD 4-1). This informative booklet offers guidance for hosting a national guest, planning head table seating, receiving lines, and many other essential guidelines to good protocol.

Protocol Concerning Officers: Current national officers and past national presidents should be properly introduced at meetings. The ideal way to recognize the officers is to have them seated at the head table when meals are involved. Two head tables may be used when there are numerous guests. Honors tables may also be used to include attendees who should be recognized.

The appointment of a protocol chair in each club would support good basic protocol throughout the Federation.



SERGEANTS-AT-ARMS

Daryl Jessen, Chair
1912 Locust ST, POB 851
Dakota City NE 68731
(712) 577-3498
Email: mrband1@yahoo.com

Peter Olson, Vice Chair
621 Westview DR
Barron WI 54812
(715) 637-5719
Email: westview5719@gmail.com

GOAL AND METHODS

Goal:

Ensure that good order is maintained during NFMC conventions, conferences, and other meetings.

Methods:

1. Be present to ensure that meetings and functions begin smoothly.
2. Monitor doors as needed.
3. Act as pages/messengers when information needs to be relayed to the head table.
4. Usher, take tickets, and distribute programs as needed.
5. Assist the protocol chair upon request.
6. Serve as escorts when needed.
7. Assist the president in expediting meetings as requested.
8. Be available to help solve any problem of disorderly conduct, medical emergency, or other similar situations that might arise in the general gatherings.
Be on call for similar duty as requested in meetings of smaller groups.
9. Supervise voting and tabulation of same, if requested.
10. Assist the president as necessary.



CHAPLAIN

Gloria Lien, Chaplain
6738 W Kimberly WAY
Glendale AZ 85308
(602) 418-2989
Email: Gloria.hope.lien@gmail.com

GOALS AND METHODS

Goals:

1. Seek the guidance and blessing of God in our endeavors.
2. Promote love, kindness, unity of purpose, and harmony within the organization.
3. Provide opportunities for meditation, prayer, and expression of gratitude.

Methods:

1. Offer prayers at appropriate functions.
2. Prepare and deliver short messages of inspiration, motivation, and guidance.
3. Participate in services to honor the contributions of past and present leaders of NFM.
4. Conduct the memorial service at national meetings.

In consideration:

Although NFM is not a religious organization, it is appropriate to express our gratitude to God for the gift of music and to ask for inspiration and wisdom in nurturing and sharing that gift, working together in harmony and unity of purpose.



HISTORIAN

Marcia Chaplin, Chair
1807 Batten Hollow RD
Vienna VA 22182
(703) 298-0748
Email: marciachaplin2@gmail.com

GOAL AND METHODS

Goal:

Preserve the history of the National Federation of Music Clubs at all levels – national, state, and local.

Methods:

1. Each state is encouraged to appoint an active historian.
2. The state historian and/or the state president should send a short history of their state federation to the national historian.
3. The state historian and/or the state president should send the following to the national historian: a copy of the program, newspaper write-ups, and a photograph of national and state federation officers present concerning very significant 50th, 60th, 75th, etc. anniversary celebrations of their state federation.
4. Each state historian should collect and preserve all historical materials of the state federation and arrange and catalogue them as directed by their state board of directors.
5. All organizations should keep a more personal anecdotal record of their meetings in addition to the official minutes. These historical accounts are often kept in albums and displayed in the meeting place. Such accounts become a valuable part of the organization's heritage.
6. The state files and records may contain:
 - official state publications
 - annual convention program
 - a list of state composers
 - pictures and/or newspaper accounts describing any state federation activities
 - a list of persons in the state federation who served as NFMC officers, board members, or national chairs.

The National Federation of Music Clubs celebrated its 100th Anniversary in 1998. *A Musical Legacy of 100 Years* may be found on the NFMC website (NFMC-music.org) under About Us (Archives). All state historians joined to preserve their state's illustrious record. The publication "Important Events in the History of the Federation" (1893 – 2011) (AD 9-1) may be downloaded from the website (www.nfmc-music.org). It is located in the publications section under Administrative Division.

Committee: Carolyn Nelson, Julie Watson, Valerie Harris, George Keck, Christy Smith



OFFICE COMMITTEE

Dr. George Keck, Chair
2112 Hinson RD #23
Little Rock AR
(870) 403-2951
Email: keckg@att.net

GOALS AND METHODS

Goals:

1. Have a productive workforce in the office.
2. Retain absolute equal employment opportunity.
3. Promote understanding between the office staff and all members of the Federation.

Methods:

1. Correspond regularly with the NFM office manager.
2. Maximize efficiencies in the office.
3. Review the headquarters procedures to assure the stated goals are being met.
4. Listen to the members of the Federation for suggestions and evaluations of the NFM office.

The office staff of two full-time employees makes the Federation work. The staff handles the daily operations of the office, maintains the membership lists, does the advertising for the publications, coordinates national meetings, and manages the website.

Members of the Office Committee are Treasurer Suzanne Carpenter; Budget Chair Heidi Hong; Finance Chair Carolyn Nelson; Headquarters Chair Dr. George Keck; the three appointed members are Margarita Harvey, Barbara Hildebrand, and Dr. Zuill Bailey.



PARLIAMENTARIAN

Wanda M. Sims, Parliamentarian

GOAL AND METHODS

Goal:

Ensure that all meetings of the National Federation of Music Clubs are conducted in an orderly and efficient manner according to the current edition of *Robert's Rules of Order Newly Revised*.

Methods:

1. The parliamentarian is appointed by the president and approved by the NFM Board of Directors.
2. The parliamentarian shall be a registered member (RP or PRP) of the National Association of Parliamentarians or a certified member (CP or CPP) of the American Institute of Parliamentarians.
3. The parliamentarian shall:
 - be versed in parliamentary procedure and shall use the current edition of *Robert's Rules of Order Newly Revised* as the basis for parliamentary advice given to NFM.
 - serve as advisor at all meetings of the executive committee and the board of directors of NFM.
 - serve as an adviser for all NFM elections.
 - serve as a non-voting member of the Federation as provided in the NFM bylaws and standing rules.
 - serve as timekeeper for general sessions of NFM.
 - be available on a limited basis for consultations as per contract.



REPRESENTATIVE TO THE UNITED NATIONS (NGO)

Dr. Liana Valente, Representative
4512 Coronet AVE
Virginia Beach VA 23455
(863) 529-5721
Email: Liana@omegataower.com



GOALS AND METHODS

Goals:

1. Analyze and interpret to the NFMC membership the aims and works of the UN.
2. As an organization included in the official roster of the UN, to reaffirm music as a universal language and to enhance the musical path of mutual understanding through cultural enrichment at all levels, amateur or professional.
3. Continue to observe and to cooperate for the survival of music in all its multiple noteworthy facets, whenever the opportunity arises.

Methods:

1. Attend and study the content of briefings and conferences at the UN Headquarters in New York City, particularly those projects devoted to education and culture – topics that the Congress of the United States has chartered NFMC to represent in our nation.
2. Attend, when possible, the UN Civil Society Conference.
3. Share information with NFMC members about Agenda 2030 and the 17 Sustainable Development Goals through *MCM* and *Junior Keynote* articles, updates on the NFMC website and presentations at national and state conferences/conventions.

In 1945 an observer designated by NFMC witnessed the historic founding of the United Nations in San Francisco. The United Nations accorded NFMC official accreditation in 1949. Each succeeding NFMC president, supported by the board of directors, has continued and strengthened NFMC ties with the United Nations. The National Federation of Music Clubs has the proud honor of being the first and one of the only music organizations included in the official roster of the United Nations Department of Global Communications.

In 2024 the Federation marked its 70th year of involvement with the UNDGC. During that time, our organization has supported the work of the United Nations and added to the culture of UN Headquarters in NYC, including the donation of a Steinway grand piano in 1985. Over the years that piano had been used predominantly by the UN Singers. Unfortunately, that piano was housed in what is now a condemned portion of UN Headquarters and is no longer in use; due to security and safety concerns, it cannot be moved from its current location.

In January 2016 the 2030 Agenda for Sustainable Development was implemented, having been adopted by all member states in 2015. It is a blueprint for countries, regions, cities, the business sector, and civil society to end all forms of poverty, fight inequalities, and tackle climate change while ensuring that no one is left behind. At its heart are the 17 Sustainable Development Goals. Each goal focuses on a specific challenge facing the world population.

NFMC members can learn more about Agenda 2030 and the Sustainable Development Goals here: <https://sdgs.un.org/2030agenda>. NFMC members have the opportunity to be national and global leaders in bringing about fundamental positive changes in our society through the arts. As a member of the UNDGC, we have the ability to do just that.



**National Federation
of
Music Clubs**

AMERICAN MUSIC DIVISION

Ruth Morrow, Chair
138 Waddell RD
Greenville, SC 29609
(864) 322-9224
Email: morrowrm@charter.net

American Music Division	30-31
NFMC Award for Year Round Promotion by Clubs	
Educational Institutions Annual Awards Program	
Awards Program for Summer Festivals	
Parade of American Music	
Professor Rudolf R.A. Schramm Award/Parade of American Music	32
American Music NFMC Junior Clubs Award (See Junior Division.)	33
American Festival Chorus	34
American Women Composers	35
Folk Music/Sources	36-37
NFMC Just Jazz!	38



AMERICAN MUSIC DIVISION

Ruth Morrow, Chair
138 Waddell RD
Greenville, SC 29609
(864) 322-9224
Email: morrowrm@charter.net

Forms online
AM 1-1, AM 1-2, AM 1-2a
AM 2-AM 8

"American Music is the heart of the National Federation of Music Clubs."

GOALS AND METHODS

Goals:

1. Promote American music throughout our nation.
2. Create interest in American music.
3. Provide opportunities for people to experience American music.
4. Stimulate American musicians to compose music.

Methods: The promotion of American music has been the Federation's primary goal since its founding in 1898. Many methods have been used since its inception, including opportunities for music clubs, educational institutions, individuals, and summer music centers to participate in American music.

1. **Professor Rudolf R. A. Schramm Parade of American Music Club Award**
November is the month for clubs to program and promote American music. An annual monetary award honoring Professor Rudolf R.A. Schramm will be awarded to the senior clubs that best fulfill the entry requirements. (AM 1-1, AM 1-2, AM 1-2a) Current forms must be used.
2. **NFMC Award**
These annual awards are given to local senior music clubs that best promote and program American music throughout a club year. (Form AM 2) Current forms must be used.
3. **Educational Institution Awards**
 - Colleges and Universities: One annual award to colleges and universities (private and public) for the best year-round American music entries. (Form AM 3)
 - High School Award: One annual award to the high school with the best programs and promotions of American music. (Form AM 3)
NFMC clubs are asked to distribute these forms to area high schools.
4. **Summer Festivals Award:**
One annual award for American music promotion at summer music festival centers and camps. (Form AM 4)
5. **The American Festival Chorus:**
Members are invited to sing in the American Festival Chorus which performs at conventions and conferences. Music is distributed at the first rehearsal, and rehearsals are scheduled during the meeting.

(Continued)

6. American Music Award for Junior Clubs:

This annual award is for a junior club that best performs and studies American music. (Form AM 5)

7. American Women Composers:

Local senior music clubs are encouraged to promote American women composers annually and in special programs. There are ten annual awards given for the best programs. (Form AM 6)

8. Folk Music

NFMC members are encouraged to use and enjoy all forms of American folk music whenever possible. There are ten monetary awards for senior clubs. (AM 7)

9. NFMC Just Jazz!

NFMC junior and senior clubs are encouraged to show appreciation and share knowledge of American jazz music during the month of April. There are ten monetary awards for senior clubs and ten monetary awards for junior clubs. (AM 8-1)

Regional chairs are responsible for regional promotion of Parade of American Music, including the Professor Rudolf R.A. Schramm Parade of American Music Club Award, NFMC Award, Educational and Summer Music Festival Awards, and the Junior Club Award.

Northeastern Region:

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Southeastern Region:

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Western Region:

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Fort Collins CO 80526
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**PROFESSOR RUDOLF R.A. SCHRAMM
PARADE OF AMERICAN MUSIC CLUB AWARD**
Suggested Publicity for American Music Month

Forms online
AM 1-1, AM 1-2
AM 1-2a



Note: Information in underlined passages is required. The wording may be rephrased.

In February 1955, founder Ada Holding Miller, the 17th NFMC president, established the NFMC American Music Department along with the Parade of American Music. Its purpose was to create a time for special emphases on all types of American Music.

In 1987, New York Federation Life Member and widow of Professor Rudolf R. A. Schramm, along with friends, established the **Professor Rudolf R. A. Schramm Award for the Parade of American Music.** Mrs. Schramm and friends donated the funds to endow this annual monetary award to the NFMC music club presenting the most outstanding American music program during the month of November. In 2006, the endowment was increased substantially by Mrs. Schramm and friends.

Professor Schramm was a distinguished composer, conductor, musicologist, arranger, first Music Director of the US Office of Education; conductor of over 15,000 TV and radio programs, including President Roosevelt's "Fireside Chats" and Mrs. Roosevelt's "My Day"; composer of over eighty film scores, including the documentary "Nanook of the North"; one of the founders of the National Symphony Orchestra in D. C.; first music scientist to develop the Total Rhythm Families. Dr. Marion Richter and Dr. Merle Montgomery were his students.

By action of the NFMC Board of Directors in August 1998, American Music Month was changed to the month of November beginning in 1999. This was done at the request of the Sonneck Society for American Music which was founded in 1975 and named for Oscar Sonneck, early Chief of the Music Division of the Library of Congress and a pioneer scholar in the study of American music. The Society was incorporated in 1975. It seeks to stimulate the appreciation, creation, performance, and study of American music in all its historical and contemporary styles and contexts, including art, popular music, the music of ethnic groups, minorities, and the full range of activities associated with music in North America, including Central America and the Caribbean. In 1998, the Sonneck Society voted to change its name to the Society of American Music.



AMERICAN MUSIC NFMC JUNIOR CLUBS AWARD

Ruth Morrow, Chair
138 Waddell RD
Greenville, SC 29609
(864) 322-9224
Email: morrowrm@charter.net

Form online AM 5

GOAL

Goal:

Encourage the interest of NFMC junior club members in performing, promoting, and studying American music under the supervision of an NFMC junior counselor. Junior clubs must be federated and all dues current.

AWARD: A monetary award will be presented. Clubs may not receive the award in successive years.

RULES:

1. A minimum of four American music programs presented during the club year (club meetings, churches, schools, community centers, recitals, nursing homes). A printed program, each using the words "In support of the efforts of the National Federation of Music clubs to promote American music" or similar wording, must be printed on the programs. _____ Number of Programs.
2. Programs may contain non-American music, but credit is only given for American music. Highlight or underline all American music selections. _____ Number of AM selections.
3. A history of American music should be read or printed in at least one of the programs. _____ History read/printed.
4. Publicity: Enclose with entry all publicity of American music outside the club. Include pictures of displays or newspaper and magazine articles about American music. _____ Displays/ Articles
5. Essays: Study specific periods of American music or focus on American composers. Include essays - should be 75 words or more. _____ Number of Essays
6. Presentation: Presentation of the entry will be considered in grading criteria. Folders and notebooks with detailed information and photos are encouraged.

HOW TO ENTER:

1. Send this completed entry and all related materials to the chair.
2. Entry to be *postmarked no later than May 15*. Return postage **must** be included if materials are to be returned.

ENTRY FORM

Junior Club Name _____

Junior Club Counselor _____

Address _____

Telephone _____ # Active Members _____

Junior Club Counselor E-mail _____



AMERICAN FESTIVAL CHORUS

GOALS AND METHODS

Goals:

1. Provide NFM members an opportunity to enjoy singing together.
2. Provide each participating singer with a high-quality choral experience while delivering to the audience an outstanding choral presentation.
3. Present a program of American music at the biennial convention or conference.

Methods:

1. Collect names of persons interested in participating.
2. Choose music for the performance.
3. Make music available to the singers.
4. Conduct rehearsals as scheduled at national meetings.
5. Conduct the program as scheduled at national meetings.

In 1981 the American Music Festival Chorus was revived by NFM President *Mrs. Jack C. Ward* for the biennial convention in Birmingham, Alabama; since that time, it has been a part of each biennial convention. In 2008, National President Lana M. Bailey incorporated the American Festival Chorus experience into conference programming.

The chorus is composed of members who enjoy singing. Rehearsals are scheduled throughout the conferences and conventions, and a choral performance scheduled during each meeting.

Music is provided for the participating singers.



AMERICAN WOMEN COMPOSERS PROGRAMS AWARDS

Claudia Sandifer, Chair
PO Box 31
Bamberg SC 29003
(803) 245-2354
Email: cjanes4563@gmail.com

Form Online AM 6

GOALS AND METHODS

Goals:

1. Promote the work of American women composers in multiple ways.
2. Local music clubs can contribute significantly in this work as they share the music of American women composers in clubs and communities across our nation.
3. This competition is open to all NFMC senior clubs and state federations.

Methods:

1. Present a monetary award to ten (10) senior clubs that present the best program featuring women composers.
2. Encourage clubs to report the programs on Form AM 6 to be considered for this award.
3. Proceed with adjudication to determine the winners.
4. Announce winners at the NFMC annual meeting and in *Music Clubs Magazine*.

Other Information:

The following criteria are used in judging the entries:

1. Programs must be based on American women composers. There may be one program or the study may be yearlong. Some groups combine AWC with the November NFMC American Music Month programming.
2. Printed programs must include the following:
 - a) indication that it is an NFMC project with logo.
 - b) composition titles, composer's name and biography.
3. Entries should include all promotional materials (advertising, publicity, pictures, etc.).
4. Form AM 6 must be included.
5. Entries must be postmarked to the national chair by May 15 each year.
6. Neatness and presentation are important!

For more information, please contact the NFMC chair (address above).

This competition is exciting for everyone – both the performers and the audience.

LET US HEAR FROM YOU!



FOLK MUSIC

Form Online AM 7

Ruth McDaniel, Chair
375 Ropp ST
Gray Court SC 29645
(864) 569-1679
Email: songkeeperstudio@gmail.com

GOAL AND METHODS

Goal:

Increase an awareness of the importance of folk music as a unifying entity in America, connecting the nation's cultures, occupations, philosophies, and emphases from colonial days to the multi-cultural present.

Methods:

1. Present ten (10) monetary awards to senior clubs that present the best programs featuring folk music.
2. Adopt the theme, "We Need to Sing!"
3. Sing a folk song at every NFMC meeting.
 - Sing it together. Have a grand old sing-along time.
 - Sing old favorites. Learn new favorites.
 - Be broad in the definition of folk music.
4. Make enthusiasm a prime priority in the choice of song leader and/or accompanist. Be ready to teach "the old standards" to younger members, some of whom grew up being listeners rather than participants. Don't assume that everyone knows the words of the patriotic songs.
5. Don't take more than a few minutes for the singing part of the meeting. Reviewing lyrics and/or teaching the melody does not take much time.
6. Be sure song sheets comply with copyright laws.
7. Continue to schedule programs with special guests and performers for folk music programs.
8. Clubs should report their activities to the chair each year.

Connect the Links:

1. Each club needs to remind their members that folk music is an important element of NFMC.
2. Each region and state shall appoint a folk music chair.
3. Reports and entries are due to the national chair by May 15.

Folk Music: Music that is significant because of its person-to-person connection, reflecting concepts of heritage, history, humor, heartaches, and all aspects of everyday living. Folk songs are passed from generation to generation. They may be traceable to a composer/writer, or they may have sprung anonymously.



SOURCES FOR FOLK MUSIC INFORMATION

GENERAL INFORMATION

Online: Begin a Google search for *folk music*. There are thousands of entries to pique your curiosity. Narrow it to specifics (traditional, national, children's songs, rhythm and blues, cowboy, sacred, etc., etc.)
Local public library: Have librarian check Inter-Library Loan within your area.
Church and school libraries.
Yard sales, clearance bins, and thrift stores. Buy school music texts if you see them.

COLLECTIONS WITH BACKGROUND INFORMATION AND THE PRINTED MUSIC

The American Songbag by Carl Sandburg is a marvelous source book, still available; 280 "songs, ballads, and ditties that people have sung in the making of America." Published 1927; 1990 edition has foreword by Garrison Keillor. Published by Harcourt; price about \$25. (Yes, this is THE Carl Sandburg.)
Golden Encyclopedia of Folk Music (HL00359905). This Hal Leonard publication has a mix of 183 songs arranged by categories. \$19.95

The following are out of print, but remember the titles in case you see a copy.

The Fireside Book of Folk Songs selected/edited by Margaret Bradford Boni, published by Simon and Schuster in 1947. Out of print for years, with used copies selling for BIG prices on line. Keep on the lookout for a copy. Beautifully illustrated, songs well arranged by Norman Lloyd, and there is a wealth of background information.

Best Loved Songs of the American People by Denes Agay, published by Double day in 1975. 400 pages, 200 songs from "Yankee Doodle" to "The Impossible Dream." It is out of print, but I recently ordered a copy for \$25 from Barnes and Noble used books section.

THESE WORK WELL FOR SING-ALONG SESSIONS

TMF0113 *All-American Song Book*; \$9.95; Alfred/Warner Bros.

CN0027 *Mitch Miller Community Song Book*; \$9.95; (includes "God Bless America"); W. Bros.

Get American Singing . . . Again! Hal Leonard. See titles at www.menc.org. (Use that site's Search to Get America Singing Again.) Note: the Piano/Vocal/Guitar edition has the melody line with lyrics, plus piano accompaniment. The Singer's edition has lyrics and melody line with chord symbols but no written accompaniment. Each song has a short music introduction.

09970015 Volume I Piano/Vocal/Guitar; \$16.95

09970016 Volume I Singer's edition; \$3.95 09970017 Singer's edition 10-pack; \$34.95

09970166 Volume 2 Piano/Vocal/Guitar; \$19.95

09970167 Volume 2 Singer's edition; \$3.95 09970168 Singer's edition 10-pack; \$34.95

There are other good collections available. Check with your music store for suggestions. Don't hesitate to use *The Gray Book of Favorite Songs*, *The Golden Book of Favorite Songs*, Rotary song books, Kiwanis song books, 4-H song books, scout song books, campfire song books etc.

Do not hesitate to contact NFM Folk Music Chair *Ruth McDaniel* with questions and/or suggestions!

Ruth McDaniel, Chair, 375 Ropp ST, Gray Court SC 29645, (864) 569-1679

Email: songkeeperstudio@gmail.com



NFMC Just JAZZ!

Wendell Anderson, Chair
602 Falmouth DR
Fredericksburg VA 22405
(540) 373-7166
Email: Wanders2006@verizon.net

Form online AM 8-1

GOAL

Goal:

To show appreciation for and share knowledge of the works of American jazz music and American jazz composers; to create interest and enthusiasm through performance and reports regarding American jazz music and composers.

Senior Clubs Award Requirements – 10 Awards

1. Include at least one musical program with the major focus on American jazz music. The program should be typed or printed; contain a complete list of compositions, biographies, composers, date, name and location of club. Include any news articles and/or advertising of your program. Programs must have the NFMC logo and similar wording: *"In support of the efforts of the National Federation of Music Clubs to promote American music."*
2. Include at least one report on an American jazz composer.
3. Include at least one report on the history of jazz music.
4. Include information about your club's participation or sponsorship of other jazz music activities in your community (such as with schools, libraries, workshops, study groups, community concerts) and display JAM posters.
5. Set and include one new goal for how your club will continue to learn and experience more American jazz music in the next year.
6. Send completed form and all related material to the chair postmarked no later than May 15.

Junior Clubs Award Requirements – 10 Awards

Include at least one musical program with the major focus on American jazz music. The program should be typed or printed; contain a complete list of compositions, biographies, composers, date, name, and location of club.



National Federation of Music Clubs

ARTS DIVISION

Ellen Leapalddt, Chair
10612 24th ST E
Edgewood WA 98372
(206) 841-5430
Email: museiff@msn.com

Arts Division	40
Chamber Music	41
Celebrate Strings	42
Ethnic Performance	43
Music in Poetry	44
Music in Education	45-46
Choral Music	47-48
Music in Song	49
Music Outreach	50-51
Sacred Music	52
National Music Week	53-54
National Music Week Essay Contest	55
Opera	56



ARTS DIVISION

Ellen Leapaldt, Chair
10612 24th ST E
Edgewood WA 98372
(206) 841-5430
Email: museiff@msn.com

GOALS AND METHODS

Goals:

1. Emphasize the goals of the Federation through activities for the promotion and performance of the creative arts. Chairs may recognize achievements through prizes established by the NFM Board of Directors.
2. Assist and coordinate the activities of the division. The chair encourages members of this division to perform the duties of their office in accordance with current protocol and make reports as required, thus facilitating and providing a channel of responsibility and accountability.

Methods:

1. Chairs of awards perform the duties of conducting the award competitions, authorizing payment of prizes, and reporting to the division chair. NFM policy states that no award checks are to be written unless the correct forms are used. No out-of-date forms will be considered for the judging process for any competition.
- Ethnic
2. Program chairs coordinate the work of the committees, chair team and committee meetings, and report to the Arts Division chair: Chamber Music, Celebrate Strings, Ethnic Performance, Music in Poetry, Music in Education, Choral Music, Music in Song, Music Outreach, Sacred Music, National Music Week and Essay Contest, and Opera. Please use current forms for reporting.
3. The Arts Division has established the following timeline for all departments with the exception of National Music Week:
Local chairs to state chair – postmark date April 1
State to regional – postmark date April 15
Regional to national – postmark date May 1
National to division chair – postmark date May 15
4. The Arts Division chair presides over division meetings; reviews the goals and methods and submits them to the coordinator of divisional activities; receives reports from chairs and is accountable to the NFM president and board of directors. The division chair will receive and compile department/committee reports to present at national meetings.

State presidents are encouraged to appoint a state chair for each of the groups in the Arts Division. Ask state chairs to send reports, on time, to the regional chairs, if applicable, or to the national chair. National chairs report to the division chair by the designated date. Share your ideas. Others may benefit from learning of your activities, and your club and/or state may be eligible for awards. Encourage your club members to follow the same format to appoint local club chairs.



CHAMBER MUSIC

Forms online AR 2-1, AR 2-2

Lorraine Peery Long, Chair
814 Nebraska AVE
Kansas City KS 66101-2112
(913) 371-2341
Email: longlorraine@ymail.com

GOAL AND METHODS

Goal:

Promote the performance of chamber music throughout the Federation and in schools and communities. Chamber music may range from trios to small groups of instrumentalists.

Methods:

1. Encourage each state president to appoint a chamber music chair who will distribute report forms to junior and senior federated clubs, and other federated organizations in the state. This chair should receive and evaluate reports from the clubs and report the information to the division chair. State federations are encouraged to recognize non-federated groups for quality performances and to urge such groups to federate.
2. Receive annual chamber music reports from the state chairs and process Awards of Merit to junior and senior federated clubs and other federated organizations.
3. These reports should cover activities *from April 1 to March 31* of the following year and must include substantiating materials such as programs and publicity.

Local and State Chairs:

1. Local chairs should send report (AR 2-1) to the state chair *postmarked on or before April 1*.
2. State chairs should send report (AR 2-2) to the national chair *postmarked on or before May 1*.
3. Forms may be downloaded from the website.

Suggested Activities:

- Clubs: Include a complete program of chamber music and/or use chamber music on several programs.
- Organize chamber music subgroups within the club.
- Sponsor public performance of area chamber music groups and/or give monetary support to them.
- Encourage student groups to perform. Schools and music camps often develop fine ensembles.
- Organize chamber music festivals and workshops.
- Promote chamber music organizations which use new or ancient instruments in performance.
- Promote the use of non-traditional combinations of instruments.
- Perform or perform the works of women composers.
- Commission new works.



CELEBRATE STRINGS

Forms online AR 3-1, AR 3-2

Helena Meetze, Chair
613 Hatrick RD
Columbia SC 29209
(803) 776-6500
Email: hmeetze@bellsouth.net

GOALS AND METHODS

Goals:

1. Encourage performance and appreciation of string music among the members of NFMC and in their communities.
2. Have a performing string ensemble or orchestra in every community in every state.

Methods:

1. Have an active state chair to urge local organizations to have a Celebrate Strings chair.
2. Ask each state to include string programs – speakers, workshops, or performers – at all state and district meetings.
3. Seek outstanding students and give them information regarding NFMC auditions and awards.
4. Have well-qualified string teachers as judges for string entries at all levels in junior festivals and all other federation auditions.
5. Receive and judge the reports received from the state chairs.

Reports:

1. Reporting for Celebrate Strings activity is annual and covers the period from *April 1 to March 31*.
2. Reports are to be on official forms (AR 3-1 and AR 3-2). Forms may be downloaded from the website. Publicity and programs regarding string activity should be sent with the reports. *Do not include yearbooks*. The material will not be returned unless requested and return postage enclosed.
3. Awards of merit to be given are based on the information supplied on the official report forms and any substantiating data. Include *only the club activity* regarding strings.
4. Certificates of participation are given to all who report but do not have enough activity for an award of merit.
5. NFMC will present annual monetary awards endowed by *Agnes Fowler* to active organizations with the most outstanding string programs and projects in senior and junior divisions.
6. Send reports to the state chair who should forward them for national judging. Reports to the state chairs are *to be postmarked on or before April 1*; reports to the national chair are *to be postmarked on or before May 1*.



**ETHNIC PERFORMANCE
SENIOR AND JUNIOR CLUBS**

Elaine Knight, Chair
1336 Birdsong PL
The Villages FL 32163
(731) 514-1667
Email: elaineknight43@gmail.com

AR 5-1, JR 1-1

GOALS AND METHODS

Goals:

1. Develop international understanding by listening and performing the music of other ethnicities.
2. Encourage the performance of American music in other countries.
3. Establish contacts in other ethnic groups for possible cultural exchanges.

Methods:

1. Inform state presidents of monetary awards for ethnic performance programs.
2. Encourage state presidents to appoint an enthusiastic ethnic performance chair who will encourage senior and junior clubs to plan a program of ethnic music.
3. Encourage senior and junior clubs to use reporting form AR 5-1.
4. Encourage senior clubs to report ethnic music programs on the Senior Club and Reporting Form ME 7-1 and the Club Yearbook Requirement Form ME 5-2, and junior clubs to report on Form JR 1-1.

Resource Information

- The music department of a university may have a professor of ethnomusicology or have students who enjoy sharing their culture.
- Your club members
- Music teachers – public, private, college, and university
- Concert performers in your community
- Local or state newspapers
- Internet
 - Folk Arts Center of New England – <http://www.facone.org>
 - Use your search engine for ethnomusicology.

AWARD CERTIFICATES AND CASH AWARDS

Awards will be presented to the senior and junior clubs or individual for the most outstanding ethnic programming. A certificate will be given for all unique or outstanding programs on international music. A certificate of appreciation will be presented to an individual sponsored by a club who has done outstanding work in ethnic music or programming.

A vitae sheet and short biographical resume should accompany each entry for the individual award. Club applications should include programs, news clippings, and pictures. A short summary or narrative including special circumstances which initiated interest in the program will be welcomed. There is no entry fee.

Entries must be sent to the state chair postmarked on or before April 1 and to the national chair postmarked on or before May 1.



MUSIC IN POETRY

Forms online AR 6-1, AR 6-2, AR 6-3

Karen Grilk Noorani, Chair
425 Windham TRL
Carpentersville IL 60110
(630) 240-3214
Email: kcnoorani@gmail.com

GOAL AND METHODS

Goal:

Increase activity in poetry by making Music in Poetry a part of NFMF arts program.

Methods:

1. Each club and state federation should have a Music in Poetry chair.
2. Reports will be used to evaluate the club's and the state's progress.
3. Personal contact by the Music in Poetry chairs will be an integral part of our program.

Suggested Activities

- Invite a guest poet to read their poems.
- Emphasize American poetry.
- Develop a brief program focusing on a poet, style, or theme.
- Make Music in Poetry an integral part of each meeting by reading a poem a month from the NFMF *Music in Poetry and Song* book or book of choice.
- Have a member read the lyrics to a song before it is sung, share a favorite poem, contribute words, lines, ideas, and/or images to a collective poem.
- Help a new poet receive recognition through scholarship and/or public performance.
- Celebrate National Poetry Month in April.

Awards: There are 5 awards for \$50, one for each region. The active use of poetry in meetings. The quality of programming, as well as the support of poets and poetry in the community will be used to determine the granting of an award. Reporting procedures are outlined on the AR 6-1, AR 6-2, and AR 6-3 forms.

Regional Chairs:

Northeastern: *Christy Smith*, 825 Old Farm CT, Vandalia OH 45377; (937) 280-4501;
christyofmfmc@gmail.com

Southeastern: *Susie Cook*, 101 Stratford DR, Madison MS 39110; (601) 953-1881; lsusiecook@me.com

North Central: *Alpha Roeszler*, 201G Prairiewood DR S, Fargo ND 58103; (701) 234-9449; aroeszler@l29.net

South Central: *Judy Shaw*, 502 Manor DR, Columbia MO 65203, (574) 823-6557; jkeez88s@gmail.com

Western: *Linda King*, 6916 Ogden CT, Centennial CO 80122-1370; (303) 919-3010;
LCKKING@aol.com



MUSIC IN EDUCATION

Gloria Febro Grilk, Chair
14 Laurencekirk PL
Bella Vista AR 72715
(479) 621-3838
Email: ggrilk@att.net

Form online AR 7-1

GOALS AND METHODS

Goals:

1. Promote music as a core curriculum in schools.
2. Integrate music into other curriculum disciplines in NFM.
3. Increase school and college membership in NFM through organizational membership.
4. Help young people realize their artistic potential through NFM competitions and awards.

Methods:

1. Develop a successful public relations plan to help accomplish the stated goals.
2. Work effectively with other NFM divisions to achieve the goals of NFM.
3. Collaborate with other local, state, and national organizations with similar purpose to advance the cause of music education throughout America.
4. Work with state chairs to accomplish the stated goals in each state.

Club Chairs

- Investigate the music programs in your local education providers. Commit to visiting at least one college/university and one elementary, middle, or high school music teacher or music supervisor each year. Talk with them about their needs and the opportunities NFM can offer. Invite them to become organizational members of NFM.
- Pursue one or more items selected from the list of activities on Form AR 7-1.
- Send your report to your state chair *postmarked no later than April 1*.
- No prizes are awarded from Music in Education. A club's reward for participation in this department is the satisfaction of shepherding students through the application processes, encouraging music departments to apply for grants, and seeing programs thrive.

State Chairs

- Study available literature pertaining to departmental work and seek advice from the national chair.
- Promote the goals of the Music in Education.
- Maintain close contact with the work of club chairs. Update them on any pertinent activity, such as legislations or collaborations with other organizations.
- Attend state and national meetings and participate in workshops and oral reports.
- Serve in other local/state/national organizations that advance the cause of music in schools and colleges.

(Continued)

Regional Chair

Place your address, email, and phone information on form AR 7-1 and send a copy to the state chairs in your region *postmarked by September 1*. Compile all of the information you receive from the state chairs and mail your report to the national chair *before May 1*.

Regional Chairs

Northeastern: Heather Buffington, 1051 English DR, Lebanon PA 17042; (717) 926-3917;
hbuffington1163@gmail.com

Southeastern: Cassandra Lacey, 3824 Old Buckingham RD, Powhatan VA 23139; (804) 240-7391;
ECOL43@hotmail.com

North Central: Lucinda Lear, 432 Vermont ST, Waterloo IA 50701; (319) 290-8465; LMlear@mchsi.com

South Central: Brenda Ford, 3430 Davidge, Marshall TX 75672; (903) 742-6558; brendaford57@gmail.com

Western: Wilma Hawkins, 20820 NW Wapinitia PL, Portland OR 97229; (503) 481-9709;
wishpiano@gmail.com



CHORAL MUSIC

Dr. Penny Draper, Chair
513 Woodland DR
East Lansing MI 48823
(517) 489-8785
Email: penny@pennydraper.com

Forms online AR 8-1, AR 8-2

GOAL AND METHODS

Goal:

Bring joy and inspiration to both performer and listener through the avenue of choral music.

Methods:

1. Work through the state chairs to increase and improve the choral activities in their states.
2. Encourage state chairs to develop a state plan that will emphasize the importance of choral music in all towns and cities in their states.
3. Encourage state chairs to consider a state chorus or small vocal ensemble to perform at state conventions/conferences with emphasis on American music.
4. Ask state chairs to encourage local clubs to:
 - organize at least one vocal group or ensemble, such as a madrigal group, and use the group(s) on a club program.
 - present an entire choral music program during the year.
 - stimulate creativity by commissioning new choral works for local performances.
 - participate in church choirs and choir festivals.
 - promote singing in civic clubs and school assemblies.
 - participate in and support local choral groups.
 - offer support and help to the school choral music programs.
 - assist the schools and chorus directors in sponsoring visiting choral groups.
 - use local school choruses on club programs.
 - supply local news media with items to keep the focus on choral music.
 - help federate church choirs and local choral groups.
5. The NFM choral chair may recognize 10 clubs yearly with NFM incentive awards of \$100. Clubs may not receive a monetary recognition award in consecutive years. The NFM choral chair determines which clubs will receive awards based on the recommendations and forms submitted by the state choral chairs or state presidents if there is not a state choral chair (see #2 under reports below).
6. When incentive awards have been determined, the NFM choral chair:
 - sends a congratulatory email announcing the award to the state president or state choral chair and the club president.
 - sends an email to the NFM treasurer with a completed CA 20-2 form for each club receiving an award.
 - orders certificates, ribbons, and seals from national headquarters.
 - prepares certificates and mails each with a congratulatory letter to the recognized clubs.

(Continued)

Reports:

1. Local clubs should send annual choral music reports (AR 8-2) to the state chair by email no later than April 1 or by mail *postmarked on or before April 1*.
2. The state chair should recommend and rank the best club reports in his/her state for outstanding participation in choral music and submit these rankings for national recognition to the NFMC choral music chair by email no later than May 1 or by mail *postmarked on or before May 1*.
3. The state chair should send an annual comprehensive report of clubs' Choral Music Report (AR 8-1) to the national chair by email no later than May 1 or by mail *postmarked on before May 1*.
4. The NFMC choral chair should submit an annual comprehensive report of clubs' Choral Music Report (AR 8-1) to the national chair by email *no later than May 10*.



**Music in Song
Monthly Songs for Music Clubs**

Forms online AR 9-1, AR 9-2
AR 9-3, AR 9-4

Barbara Murray, Chair
PO Box 84
Dushore PA 18614
(570) 447-2230
Email: bemurray84@yahoo.com

GOAL AND METHODS

Goal:

Provide NFMC members a structured, unified, enjoyable way *to connect vocally with our heritage* through singing a specific American song at monthly meetings, thus ensuring that our country's songs will not be lost or forgotten but will continue to connect us with our historical and cultural roots.

Methods:

The book for 2025-2027 has a new name – *Music in Poetry and Song*. It unites the books *A Year in Verse* and *Together We Sing*. Background information is provided for each song. The Federation Collect, the Federation Hymn, *The Gift of Song*, and *The Star-Spangled Banner* have been placed in the book for easy access. Spiral-bound copies of *Music in Poetry and Song* are available for \$5.00.

Additional suggestions

- The songs are in chronological order for each year. The introductions are included for each month.
- Please use the summer songs – June, July, and August – anytime!
- A song or two at your board meetings will get you started in a positive way!

Connect the organizational links:

Each state should have a Music in Song chair who feels strongly that it is an important element of the overall goals of NFMC, the promotion of American music.

Clubs should send the report, AR 9-3, to the state chair *postmarked on or before April 15*.
State chairs should send to the national chair, AR 9-4, *on or before May 1*.



MUSIC OUTREACH

Forms online AR 10-1, AR 10-2

Dr. Cheryl Davis, Chair
POB 627
Burgess VA 22432
(804) 580-2245
Email: cheryl_davis@woodberry.org

GOAL AND METHODS

Goal:

Take the gift of music to those in their own homes, hospitals, nursing homes, retirement homes, prisons, retirement centers, schools for the disabled, and other places where people are totally or partially confined.

Methods:

1. Use activities such as choral and instrumental programs, dance programs, sing-a-longs, rhythm bands, and provide music materials that would promote enjoyment of music.
2. Encourage state presidents to appoint a state chair for Music Outreach and to follow the guidelines listed below.

State Presidents:

1. Appoint a state chair who will promote Music Outreach in junior, student/collegiate, and senior clubs.
2. Stress that only the hours given to the confined may be counted including rehearsal and travel time.
3. Provide the state chair a copy of goals and methods and Forms AR 10-1 and AR 10-2.

State Chairs:

1. Obtain a list of your state's current club presidents with addresses.
2. Write a letter to club presidents during the summer or early fall; give them the objectives stated above and any other information that would encourage active participation by the club in this project.
3. Suggest to the club presidents that appointing a Music Outreach chair is helpful.
4. Include with the letter to club presidents a copy of AR 10-1 for reporting their club's activities. This must be *postmarked on or before April 1*.
5. Send a copy of AR 10-2 (use current form). This must be *sent to the national chair postmarked on or before May 1*.
6. Stress that only the hours given to the confined are counted including rehearsal and travel time.

(Continued)

Awards:

A monetary award will be given annually to an individual volunteer who has given the most hours of music-related services to people in their homes, nursing homes, hospitals, retirement homes, schools for the disabled, prisons, etc. A monetary award will also be given to the club with the highest number of hours. Recognition of any individuals who gave 100 hours or more and to the clubs that gave 1000 hours or more of music-related services will be printed in our reports at the convention.

MUSIC OUTREACH TO DISABLED CHILDREN:

Statistics indicate that Federation members have reached out with music to the elderly, often in nursing or retirement homes. However, disabled and confined children, from birth through seventeen years of age, enjoy music also. The Federation is encouraging members to reach these children by adding the category "Disabled and Confined Children."

Suggestions for reaching Disabled/Confined Children (birth through 17):

Before attempting these suggestions or any of your own, get permission from the person responsible for these children. This is not only necessary, but can also be very helpful. A good relationship with administrators, staff employees and parents/guardians can enable a volunteer to obtain valuable information about the best way to reach these children with musical activities.

General Hospitals

- Supply music materials to the children's floor of the hospital.
- Relieve a tired parent/guardian by playing music or reading a book about music to the child.
- Send or present musical get-well or holiday cards to hospitalized children.
- Donate musical items to hospitalized children.

Children's Hospitals:

Usually groups are allowed to present programs at certain times in the hospitals. Musical programs are appreciated by the children, their parents/guardians, and the hospital staff. Since children are typically hospitalized for longer periods of time, it may be possible for a club to "adopt" one child (or more) for members to visit and share musical activities.

Special Olympics for Music:

Perhaps you can organize this in your city or state for children who are included in the special education category.

Homebound Disabled Children:

Many cities have children who would enjoy being reached musically. A club or even some of its members could "adopt" one or more of these homebound disabled children.

Juvenile Justice Centers

- Provide musical programs.
- Provide spiritual music for religious services or individual use.
- Donate musical tapes/CDs, videos, books, etc.

Sometimes children who are not violators of the law are housed at these centers because they have been abandoned by their parents. These children usually attend regular school but have to return to the center where they are partially confined. Musical activity offered to them would make their lives more enjoyable while they are living at the center.

Clubs volunteering a total of 1000 hours or more and individuals who volunteer 100 hours or more are honored by publishing their names in *Music Clubs Magazine*.



SACRED MUSIC

Forms online AR 11-1, AR 11-2

Karen Herndon, Chair
10304 Broxton Bridge RD
Ehrhardt SC 29081
(803) 267-2542
(843) 384-6770 (M)
Email: kfherndon@yahoo.com

GOAL AND METHODS

Goal:

Promote performing and listening to sacred music as a focal point for the enrichment of club and community life.

Methods:

1. Ask state presidents to appoint a Sacred Music chair who would have as their goals:
 - Encourage clubs to include sacred music in their club programs and activities. Contact club program chairs, giving suggestions for including sacred music selections (or entire program) during year's activities. Include hymns which refer to music and song in the text.
 - Distribute report forms to the local organizations. Send report forms with letter to each state president or Sacred Music chair, as early as February or March; stress the report deadlines.
 - Collect and review materials and report to the national chair. Include as much material as possible (programs and publicity) for the national chair. This will make a more meaningful report and will help in making awards.
2. Receive Sacred Music Club reports (AR 11-2) from the state chairs.
3. Give awards of merit each year in this department to clubs and states reporting outstanding programs. Consideration for awards: reports must include substantiating materials such as programs and/or publicity. NFMC should be noted on the material.

Suggested Activities

- Include a complete program of sacred music in each local club.
- Present sacred music programs in hospitals and nursing homes.
- Sponsor workshops to encourage the use of the best sacred music for worship services – including weddings.
- Organize choir festivals, using choirs and ensembles of all ages.
- Support and participate in church music programs.
- Provide scholarships for young people pursuing careers in sacred music.

Reports (covering activities from July 1 to June 30):

Sacred Music Club Report (AR 11- 1) should be sent to the state chair *postmarked on or before April 1*.
State Chair Report (AR 11-2) should be sent to the national chair *postmarked on or before May 1*.



NATIONAL MUSIC WEEK

Kathie White, Chair
125 Larkspur CT
Hot Springs AR 71901
(501) 520-7272
Email: whiteka23@yahoo.com

AR 12-2, AR 12-3, AR 12-5
AR 12-6, AR 12-9, AR 12-11
AR 13-1

Theme for May 3-10, 2026: *Music... is our constant companion*

Theme for May 2-9, 2027: *Music... is a never-ending tale*

GOALS AND METHODS

Goals:

1. Celebrate National Music Week annually, beginning the first Sunday of May and continuing through the second Sunday of May.
2. The purpose of this observance is to focus attention on the value and enjoyment of MUSIC throughout our nation.
3. Make the public aware of the importance of all forms of music in our lives and encourage the participation of both the performer and the "listener."

Methods:

1. Contact middle, junior high, and senior high teachers in early fall to publicize the **NMW Essay Competition** for students in grades 7-12. The first-place winner in each state will receive a monetary award.
2. Upload NMW essay (no longer than 500 words) and completed application as stated on AR 13-1, plus a **JPG photo** of student. Deadline: **uploaded** to NFMC website by January 10 and an email to the essay regional chair of the entrant's state with teacher's telephone number or contact number included.
3. Plan concerts, recitals, special presentations in schools, churches, malls, hospitals, retirement homes, etc. during NMW.
4. Put announcements of NMW on radio and TV, in symphony, and musical programs.
5. Present proclamations to mayors and the governor in late April. Place picture in newspaper.
6. Publicize by using NMW poster and conducting poster competitions in schools. Display posters in schools, malls, restaurants, libraries, banks, etc. Use the coloring sheet for pre-school and early elementary children.
7. Plan recitals or programs for all ages.
8. Order supplies: pens, pencils, seals, etc., early in December from NFMC Headquarters.
9. Order NMW posters for display in libraries, schools, banks, etc.
10. Inform arts councils and chambers of commerce of NMW dates and themes.
11. Invite churches to announce NFMC Hymn or the NFMC Collect in their services.

All federated clubs and cooperating organizations are invited to coordinate their plans and observances with the NMW 2026-2027 goals and methods. Watch for news about NMW in the *Junior Keynotes* and *Music Clubs Magazine*.

(Continued)

Awards: NMW club awards granted are Outstanding, Excellent, Good, and Honorable Mention. To receive awards, the name “National Federation of Music Clubs” and “National Music Week” must be printed on the program. Awards granted are based upon leadership, amount of community involvement, and the quality and number of programs.

NATIONAL MUSIC WEEK REPORTING PROCEDURE

Local Clubs: Mail to the state chair *postmarked by June 1* the completed AR 12-1 NMW Report and Entry Form. Include programs, pictures, news articles, and church bulletins. Identify all with names, cities, and call letters. All activities must occur during National Music Week.

State Chairs: On form AR 12-5 (2 pages) list alphabetically the reporting organizations of the state, rate them according to the awards listed and mail to the regional chair *postmarked by June 10*. State chairs are the judges for awards granted to each region by the national chair.

Regional Chairs: Mail form AR 12-6 (2 pages) to the national chair *postmarked by June 30*.

Northeastern and Southeastern Regions:

States:

Alabama, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

Chair: *Bobette Spear*, 133 Shawnee DR, Hendersonville TN 37075; (615) 812-8158; jandbspear@comcast.net

States:

Connecticut, Delaware, Maine, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont

Chair: *Paula Kudelko*, 581 Greenfield RD, New Wilmington PA 16142; (724) 946-3364; pakudelko@icloud.com

North Central, South Central and Western Regions:

States:

Arkansas, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Wisconsin

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas, Utah, Washington, Wyoming

Chair: *Virginia Feitelson*, 20269 Via Madrigal, Porter Ranch CA 91326; vpianostudio@hotmail.com

Check Calendar of Report Due Dates in this manual. All deadlines must be observed. All reports not postmarked by the stated date will be disqualified. Be sure your report goes to the correct chair. State presidents should present the certificates to the state recipients at the fall conferences. If you do not have a fall conference, mail award certificates to the club presidents.



NATIONAL MUSIC WEEK ESSAY CONTEST

Form online AR 13-1

Kathie White, Chair
125 Larkspur CT
Hot Springs AR 71901
(501) 520-7272
Email: whiteka23@gmail.com

GOAL AND METHODS

Goal: Provide incentive for students in grades 7-12 to become knowledgeable of and more interested in music and National Music Week.

May 3-10, 2026
May 2-9, 2027

Theme: *Music... is our constant companion*
Theme: *Music... is a never-ending tale*

Methods: Publicize the essay contest in all schools in grades 7-12. Obtain rules for entering the contest (form AR 13-1). The essay and jpg photo of student must be uploaded to the NFM website and the online form must be complete with grade level and teacher's name and address by the deadline of January 10. Also email the regional chair for the entrant's state contact information for student's teacher.

- Length of essay – 500 words maximum
- All essays must be typed. Entrant's name and the current year's theme must be typed at the top of the first page.
- Essays will be judged on relation to these: continuity of thought, completeness of application.
- Include a jpg photo of student with application form.
- Award from the Agnes Fowler Endowment is presented to the winner in each state that a winner is declared.
- An award of merit certificate is presented to the winner of each state.
- An award of merit certificate will go to each winner's teacher.

Winners will be announced and notification will be sent to the winners and to the winners' state presidents.

Names and Addresses of Regional Chairs

Southeastern Region:

States: AL, DC, FL, GA, KY, LA, MD, MS, NC, SC, TN, VA

Northeastern Region:

States: CT, DE, MA, ME, MI, NH, NJ, NY, OH, PA, RI, VT

North Central, South Central, Western Regions:

States: AK, AR, AZ, CA, CO, HI, ID, IA, IL, KS, MN, MO, MT, NE, NM, NV, ND, OK, OR, SD, TX, UT, WA, WI, WY

Southeastern Region

Nathalie Steinbach, Chair
15 Mount Vernon AVE
Fredericksburg VA 22405
(540) 373-6352
ymsfred@earthlink.com

Northeastern Region

Susan Roy, Chair
116 Spencer RD
Towanda PA 18848
(570) 268-0249
auntsue@epix.net

N. Central, S. Central, Western Regions

Lynda Lybeck Robinson, Chair
POB 504
Unalaska AK 99685
(907) 359-1542
aleutianlifestudios@gmail.com



OPERA

Forms online AR 14-1, AR 14-3

Dr. Carolyn Copeland, Chair
1467 County RD 225
Carthage TX 75633
(903) 690-9424
Email: carolyn.copeland37@gmail.com

Regional Chairs:

Northeastern: Suzanne Reval Fedele, 716 Cemetery ST, Williamsport PA 17701; (570) 329-6201

Southeastern: Joel Adams, 301 Fayetteville ST #3108, Raleigh NC 27601; (919) 630-5125; Operaman39@gmail.com

North Central: Patricia Steege, 1028 Roughlock LN, Spearfish SD 57783; (651) 334-1355; psteege@mjssecurity.com

South Central: Lynn McNew, 8054 Jolie DR, Fort Worth TX 76137; (817) 238-3143; l.mcnew@sbcglobal.net

Western: Janet Newman Ali, 24 Wood Sorrel, Littleton CO 80127; (720) 334-5460; redrockspiano@gmail.com

GOAL AND METHODS

Goal:

Promote the growth of opera through support, education and presentation.

Methods:

Each federated club:

1. Appoint an opera chair.
2. Focus on opera/operetta/opera for youth/musical theater for one program each year. If live or video performance is not possible, present a program about opera.
3. Support and promote opera companies in the community through funding, volunteering, public relations, attendance, etc.
4. Urge local school music teachers to include an introduction to opera in their school year.
5. Include in the annual budget a contribution or an award in the field of opera to help an individual, school, or opera company.
6. Include a brief spotlight on opera in at least one club meeting.
7. Work closely with the state opera chair.
8. Report any opera activity yearly to the regional opera chair on or before postmarked date *April 1*.

State Presidents:

1. Appoint an opera chair who will communicate closely with each club opera chair/club president, and the regional opera chair.
2. Include in the yearly budget a contribution or an award in the field of opera to an individual, school or opera company.
3. Include a brief spotlight on opera in at least one state meeting.
4. Report club and state opera activity yearly to the regional opera chair postmarked on or before April 15.

Regional Opera Chairs:

1. Keep in close contact with the NFM National Opera Chair throughout the year.
2. Report regional opera activity at the annual regional meeting and assist the regional vice president in any requested opera presentation.
3. Provide the national opera department chair an annual report of regional activity on or before postmark date May 1.
4. Attend the opera department planning session and the NFM Arts Division meeting at all national meetings.



National Federation of Music Clubs

COMPETITIONS AND AWARDS DIVISION

Lucinda M. Lear, Chair
C&A Division and C&A Board
432 Vermont ST
Waterloo IA 50701
(319) 290-8475
Email: lmlear@me.com

Competitions and Awards Division	58
Adult Armed Forces and Veterans Awards	
American Music in the Armed Forces Composition	59
Anne Gannett Award for Veterans	60
Lucile P. Ward Veterans Award	61
Adult Composition Awards	
Emil & Ruth Beyer Composition Award	62
Glad Robinson Youse Adult Composers Contest	63
Adult Performance Awards	
Alpha Corinne Mayfield Opera Award	64
NFMC Ellis Competition for Duo Pianists	65
Ruth Morse Wilson Handbell Choir Award	66
Vivian Menees Nelson Music Award for the Disabled And Visually Impaired	67
Martha Marcks Mack Vocal Award for Doctoral Students	68
Hinda Honigman Award for the Blind	69
Virginia Allison Collaborative Award	70
Summer Music Centers Awards	71
Young Artist Auditions	72-73
Young Artist Presentations	74-75
Other Awards	
Ouida Keck Award	76



COMPETITIONS AND AWARDS DIVISION

Lucinda M. Lear, Chair
C&A Division and C&A Board
432 Vermont ST
Waterloo IA 50701
(319) 290-8465
Email: lmlear@me.com

GOAL AND METHODS

Goal:

Offer biennial and annual competitions and awards to talented junior, student/collegiate, and senior applicants.

Methods:

1. List requirements in the NFM Competitions and Awards Chart available from the NFM Headquarters or on the NFM website.
2. Encourage state presidents to appoint a competitions and awards chair who will promote and distribute the Competitions and Awards Chart and materials for all scholarships and awards to interested teachers, students, schools, colleges, universities and conservatories.
3. Ensure that all entrants or applicants for competitions and awards are members of the National Federation of Music Clubs. (Exceptions: Young Artists, Ellis, Summer Music Centers, Ruth Morse Wilson Handbell and three Armed Forces Awards. Award.)
4. Ensure that all entrants or applicants are citizens of the United States. (Exceptions: International Music Camp Award where 50 percent must be U. S. citizens, Ruth Morse Wilson Handbell, Lynn Freeman Olson Composition Competition and Lynn Freeman Olson Piano Pedagogy Award).
5. Inform applicants that no first place winner of any competition is eligible to compete for that same award again. (Exception: Veterans awards can be given more than once, but not in consecutive years, Jr. Composers first-place winners can compete in a different category but not the same category again. First-place winners of Arts and American Music Division monetary awards may win first place multiple times, but not consecutively. [Exceptions: All recognition awards. Previous winners of these awards will receive lower priority than new applicants of equal merit.]
6. Stress that award applications must now be submitted online.

Only Deborah Freeman, the NFM president, will issue invitations for winners to perform at the NFM conference or biennial convention.



**AMERICAN MUSIC IN THE U.S. ARMED FORCES
Annual Award**

Paul Brady, Chair
6842 Lochmere DR
Manassas VA 20112
(703) 967-6456
Email: pe9773@gmail.com

Form online CA 1-2

GOALS AND METHODS

Goals:

1. To request support and recognize members of the United States Department of the Army, Air Force, Navy, Marine Corps, Coast Guard and National Guard for the NFM American music Composition Competition and to seek cooperation between those divisions of the armed forces and the NFM for this competition.
2. To provide financial reward to winning military composers who submit original unpublished American music compositions.

Methods:

1. Solicit entries for the competition in the following categories:
 - Solo works for piano, organ, strings, woodwind, brass or percussion
 - Original works for band, orchestra or chorus
 - Original works for large or small ensembles or church music
 - American opera, American musical theater or patriotic music
 - Folk music, ethnic music or jazz
2. Execute the process for choosing a 1st and 2nd place winner. Notify winners and encourage nonwinners to apply again next year.

Awards/Entry Requirements:

1. Awards: The NFM will offer awards to winning military composers who submit original unpublished American music compositions. Evidence of original works must include a manuscript and a recording of the original composition. Competition winners may be recognized at regional and national NFM conventions and will receive appropriate recognition from their respective branches of service contingent upon arrangement with appropriate commanders. All entries must be submitted with an *American Music in the U.S. Armed Forces Composition Competition form*. Competition entry form is available online at <https://forms.nfmc-music.org/forms/>.

Entries: Entries from the U.S. Army, Air Force, Navy, Marine, Coast Guard and National Guard personnel must be received by May 1 and must be uploaded to the NFM website, along with completed online application form. The award period is June 1 – May 31. The entry fee of \$10.00, payable to the NFM, must be paid online. Only one entry per applicant per year will be accepted for this competition. Winning compositions previously entered may not be re-entered. Entrants may win first place multiple times, but not consecutively.

Winners: To comply with Internal Revenue Service requirements, winners are required to supply their social security number in order to receive the winner's check. Winner must also supply publicity materials, a photo and brief biography suitable for publication in the *Music Clubs Magazine*.



THE ANNE M. GANNETT AWARD FOR VETERANS
Fund for the Advancement of Musical Arts -Biennial Award

Form online CA 2-2

Paul Brady, Chair
6842 Lochmere DR
Manassas VA 20112
(703) 967-6456
Email: pe9773@gmail.com

GOAL AND METHODS

Goal:

To provide financial assistance to veterans (former music students who have served in the U.S. armed forces) who, at the end of their service, wish to resume music study in pursuit of a career in music.

Methods:

1. Distribute information about the award.
2. Receive applications and proceed with the adjudication process.
3. Notify winners and encourage nonwinners to apply again next year.

Other Information:

The Anne M. Gannett Award for Veterans is named for a past national president of the NFM. During her term of office (1941-1947), the National Federation of Music Clubs engaged in a very effective wartime service program, extending to all areas where the U. S. Armed Forces served.

The applicant must have a high school diploma or GED. Also, the applicant must have been accepted or currently enrolled in an accredited college or university in pursuit of an undergraduate or graduate degree in the field of music. There will be no discrimination because of age, race or religion; however, preference will be given to a veteran who has served overseas.

Veterans applying must have outstanding musical talent, an excellent military service record and the highest recommendations from individuals who are familiar with their musicianship and/or their military service record.

For an application to be considered, the applicant must upload required material to the NFM website by *May 1 in odd-numbered years*.

1. The application is online at <https://forms.nfmc-music.org/forms/>.
2. A copy of the applicant's discharge from the military service (DD Form 214).
3. If possible, three programs on which the applicant or compositions by the applicant have appeared.
4. Three letters of recommendation, the combination of which shows applicant's need, character and potential ability. These must be actual letters of recommendation, not copies of official evaluation forms.
5. \$20.00 entry fee, payable to the NFM, must be paid online at www.nfmc-music.org/payment/.
6. Awards will be contingent upon documentation of acceptance at a college or university.



THE LUCILE PARRISH WARD VETERANS AWARD
Annual Award

Form online CA 3-2

Paul Brady, Chair
6842 Lochmere DR
Manassas VA 20112
(703) 967-6456
Email: pe9773@gmail.com

GOAL AND METHODS

Goal:

To provide financial assistance to a U.S. citizen, who is a veteran of the Armed Forces of the United States of America and whose service to his/her country has caused a delay in the pursuit of a career in music.

Methods:

1. Distribute information about the award.
2. Receive applications and proceed with the adjudication process.
3. Notify winners and encourage nonwinners to apply again next year.

Other Information:

The award is named for *Lucile Parrish Ward (Mrs. Jack C.)*, a past national president of the NFM (1979-1983).

The applicant must have a high school diploma or GED. Also, the applicant must have been accepted or currently enrolled in an accredited college or university in pursuit of an undergraduate or graduate degree in the field of music. There will be no discrimination because of age, race or religion; however, preference will be given to a veteran who has served overseas.

Veterans applying must have outstanding musical talent, an excellent military service record and the highest recommendations from individuals who are familiar with their musicianship and/or their military service record.

For an application to be considered, the applicant must upload required material to the NFM website by *May 1 in odd-numbered years*.

1. The application is online at <https://forms.nfmc-music.org/forms/>.
2. A copy of the applicant's discharge document from the military service (DD Form 214).
3. If possible, three programs on which the applicant or compositions by the applicant have appeared.
4. Three letters of recommendation, the combination of which shows applicant's need, character and potential ability. These must be actual letters of recommendation, not copies of official evaluation forms.
5. \$20.00 entry fee must be paid at www.nfmc-music.org/payment/.



EMIL AND RUTH BEYER COMPOSITION AWARDS
Annual Awards

Form online CA 4-1

Dr. Donald M. Hassler, Chair
1275 Barlow RD #113
Hudson OH 44236
(330) 322-9215
Email: extrap@kent.edu

GOAL AND METHODS

Goal:

Provide financial assistance to composers who are active members of the National Federation of Music Clubs.

Methods:

1. Open to active members of the National Federation of Music Clubs, either through a senior music club, senior organization, or as individual senior member who are citizens of the United States of America.
2. National Federation of Music Clubs membership is required. Proof of membership will be verified when application is submitted. If not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$70.00.
3. Entrants must be the sole composer of the composition. It must be an original work that has neither been published nor awarded any national prize.
4. Age limit for this award is 20 – 30.

The award is for three composition categories:

- Piano solo
- Voice, with piano accompaniment
- Chamber music (instrumental only).

Applicant must submit required material by upload to the NFM website by March 1.

The required materials are:

1. Complete online application form at <https://forms.nfmc-music.org/forms/>.
2. A PDF of the score
3. An audio recording of the composition
4. \$20.00 entry fee must be paid online at www.nfmc-music.org/payment/.



GLAD ROBINSON YOUSE ADULT COMPOSERS CONTEST

Biennial Award in Odd-Numbered Years

Form online CA 5-1

Ron Marenchin, Chair
1415 Cottage ST
Ashland OH 44805-1224
(419) 651-3747
Email: srmarenchin3@gmail.com

GOALS AND METHODS

Goals:

1. Promote American music.
2. Encourage American composers whose compositions have not been published.

Methods:

1. Distribute the information concerning this award to all state presidents who should follow the plan listed below.
2. Proceed with the adjudication.
3. The Glad Robinson Youse Composers Contest is for talented composers whose works have not been published. Eligible composers must be citizens of the United States and active members of currently federated senior clubs or senior organizations (not associates), or individual senior members with \$70.00 dues paid by *October 1* prior to the contest year. National Federation of Music Clubs membership is required. Proof of membership will be verified when application is submitted. If not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$70.
4. Applications, including a \$10.00 entry fee, must be completed on the NFM website <https://forms.nfmc-music.org/forms/> by February 1 in the odd-numbered years.
5. All required materials must be submitted to the NFM website <https://forms.nfmc-music.org/forms/>.

Composers may submit one composition (manuscript only-no recordings) in any of the following categories:

1. Piano or electronic keyboard solo or duet: 2-10 minutes
2. Wind or string solo with or without an accompaniment: 2-10 minutes
3. Chamber music: 4-10 minutes
4. Vocal solo: 2-4 minutes
5. SSA or SATB choral: 2-6 minutes.

Electronic instrumental compositions not accepted except for electronic keyboard.



ALPHA CORINNE MAYFIELD AWARD IN OPERA PERFORMANCE
Biennial Award in Odd-Numbered Years

Form online CA 6-2

Moriah Schmidt, Chair
310 NE 2nd ST
Spiro OK 74959
(918) 413-4588
Email: moriahhayes92@gmail.com

GOAL AND METHODS

Goal:

Provide financial assistance to an NFMC member in the field of opera performance.

Methods:

1. Distribute and gather information and applications for this award as per the criteria listed below.
2. Proceed with adjudication.

Eligibility: Any person within the ages of 20-35 as of *February 1* in odd-numbered years. The applicant must be a member of the National Federation of Music Clubs either as a member of a senior federated club or as a senior individual member. Proof of membership will be verified when your application is submitted. If not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$70.00.

Entry Fee: \$10.00 payable at www.nfmc-music.org/payment/.

Deadline: Complete the online application and submit the entry fee to the NFMC website *by February 1* in odd-numbered years. All required materials must be submitted to the NFMC website <https://forms.nfmc-music.org/forms/>.

Required Data from Student:

- Native-born or naturalized USA citizen.
- Form CA 6-2 with any supporting data.

Requested Data from College or Music School if applicable:

- Name, both addresses (home and school) of the student.
- His/her present professor, address and professor's school.
- Number of years with this professor.
- Other vocal teachers; dates of study.
- Letters from both present professor and dean or chair of present school.

Repertoire Requirements:

- Three arias from standard opera – one from France, Germany or Italy; one aria 20th century American opera; one aria, major oratorio; all in original language/key. Piano accompaniment only.
- Audition recording must be of the best quality available. **ACCEPTABLE MEDIA FOR ALL COMPETITIONS:** All competition performances must be submitted online via unedited video recordings. Due to file size, entrants may choose to upload their video performances to an UNLISTED YouTube channel and submit the links on a separate document via the NFMC application portal.
- List selections/composers.
- Length – not more than 30 minutes.

Students and teachers are strongly encouraged to hear and study Saturday afternoon performances of the Metropolitan Opera. These set the standards by which a performer is judged.



NFMC ELLIS COMPETITION FOR DUO PIANISTS
Biennial Award in Odd-Numbered Years

Form online CA 7-2

Naomi Sanchez, Chair
671 Ashbury ST
San Francisco CA 94117
(415) 378-1447
Email: naomi11sanchez@gmail.com

GOALS AND METHODS

Goals:

1. Provide financial assistance to duo piano teams.
2. Assist winners of the awards in launching a concert career.

Methods:

1. Hold auditions biennially in odd-numbered years to select the winners of these awards.
2. The Federation will serve as managers for two years in securing concerts for the winning team.

The NFMC Ellis Competition for Duo Pianists was established by vote of the NFMC Board of Directors in August 1988. These awards, given biennially in odd-numbered years, were endowed originally by a legacy of the late Annie Lou Ellis (Mrs. Edgar B), beloved friend of the National Federation of Music Clubs. The awards are funded by the Annie Lou Ellis, Floride Smith Dean, John and Faye Abild and Gretchen Van Roy endowments.

2027 Auditions: Spring TBA – Converse University, Spartanburg, South Carolina

Rules:

1. Preliminary judging will be by video recording that clearly shows all repertoire is performed from memory. Application submitted online at www.nfmc-music.org/applicant-file-upload/.
2. Deadline for submitting complete application is *February 1, 2027*.
3. An entry fee of \$50.00 per duo team is required and must be paid online at www.nfmc-music.org/payment/.
4. Each entrant will be notified by *March 1, 2027*, as to whether he/she was declared a finalist in the preliminary judging.
5. Age limit: An entrant must have reached the 18th birthday *but not the 39th by March 31, 2025*.
6. The competition is open *only to native or naturalized citizens of the United States*.
7. Duo pianists already launched on a concert career under professional management *are not eligible to complete*.



RUTH MORSE WILSON HANDBELL CHOIR AWARD
Annual Award

Form online CA 9-1

Pat Reuter Riddle, Chair
203 Julie CT
Waterloo IA 50702
(319) 610-2294
Email: pianoriddle@gmail.com

GOAL AND METHODS

Goal:

Provide financial reward for amateur adult, student, or youth handbell choirs, ensembles or handbell soloists.

Methods:

1. Ask state presidents to inform and encourage local clubs to share this information with their members.
2. Music clubs should distribute copies of the online website requirements (CA 9-1) with online application link to churches and community handbell choirs.
3. Qualified groups must complete online application on the NFMF website by April 1: application form and fee of \$10.00 must be paid online at www.nfmc-music.org/payment/.
4. Qualified groups must upload video recording to NFMF website <https://forms.nfmc-music.org/forms/>. Audition recording must be of the best quality available. ACCEPTABLE MEDIA FOR ALL COMPETITIONS: All competition performances must be submitted online via unedited video recordings. Due to file size, entrants may choose to upload their video performances to an UNLISTED YouTube channel and submit the links on a separate document via the NFMF application portal.
5. A list of selections with the titles and composers must be submitted.
6. Handbell choirs and soloists may enter annually but may not win a monetary award twice in succession.
7. Out-of-date forms will not be considered for judging.

Ruth Morse Wilson, a past state president of the Missouri Federation of Music Clubs and an NFMF Life Member, graciously provided the endowment for this annual award. Mrs. Wilson was born in Hannibal, Missouri, but lived much of her life in Jefferson City where she passed away in April 2001 at the age of 96.



**VIVIAN MENEES NELSON MUSIC AWARD
FOR THE DISABLED AND VISUALLY IMPAIRED**

Form online CA 10-2

Mary Margaret Yeilding, Chair
2584 Mountain Woods DR
Vestavia Hills AL 35216
(205) 807-2771
Email: Johnoy@charter.net

GOAL AND METHODS

Goal:

Provide financial assistance for an instrumentalist or vocalist who is disabled or visually impaired.

Methods:

1. Receive applications as outlined in the following information.
2. Proceed with the selection of a recipient.

Eligibility:

1. The applicant must be 25 - 34 years of age.
The applicant must be a native-born or naturalized citizen of the United States and a member of the National Federation of Music Clubs, either through senior organization membership or a senior individual membership (\$70.00). Proof of membership will be verified when your application is submitted. If not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$70.00.
2. The entry fee of \$10.00 must be paid online at www.nfmc-music.org/payment/.
3. The applicant must upload an affidavit from a medical doctor stating the nature of his/her disability.

Application:

1. The application form must be completed on the NFM website by February 1 at <https://forms.nfmc-music.org/forms/>.
2. Each applicant must upload a 15-minute video recording of solo classical pieces. (Singers must have accompaniment if the pieces are not written to be sung a cappella. Instrumentalists must have accompaniment if music for that instrument is not solo music, but the instrumentalist's part should be prominent.) Complete application must include a list of the recorded compositions.
3. ACCEPTABLE MEDIA FOR ALL COMPETITIONS: All competition performances must be submitted online via unedited video recordings. Due to file size, entrants may choose to upload their video performances to an UNLISTED YouTube channel and submit the links on a separate document via the NFM application portal.



MARTHA MARCKS MACK VOCAL AWARD
For Graduate Students Pursuing a Doctoral Degree in Vocal Performance

Melanie Perez, Chair
645 Hesper AVE
Metairie LA 70005-2660
(504) 669-3361
Email: MelaniePerezPiano@gmail.com

Requirements online CA 8-2

GOAL AND METHODS

Goal:

Provide financial assistance to an NFMC member pursuing a doctoral degree in vocal performance.

Methods:

All state and club presidents should promote and distribute award information per the criteria and requirements listed below. Information is also sent to colleges and universities in the U.S.

Eligibility Requirements:

Submit the following nine items by March 1 to the NFMC website: <https://forms.nfmc-music.org/forms>.

1. Candidate must show written proof of having been admitted to the vocal performance doctoral program of his/her chosen school, which school must also be accredited by the National Association of Schools of Music (NASM).
2. A copy of transcript of candidate's grades (undergraduate and graduate).
3. A 150-word narrative describing his/her professional aspirations.
4. National Federation of Music Clubs membership is required. Proof of membership will be verified when your application is submitted. If you are not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$70.00.
5. Three letters of recommendation.
6. Candidate must be a native-born or naturalized U.S. citizen. Provide a copy of applicant's birth certificate. Naturalization document of U.S. passport.
7. Printed document with links to your recent audition video(s).

Three required letters of recommendation must be uploaded to the NFMC website.

1. Current voice professor (include professor's contact information and dates of study with that professor).
2. Director of the school of music where candidate is currently enrolled.
3. Head of the vocal department where candidate is currently enrolled.

To further validate a candidate's worthiness and qualifications, additional letters may be submitted by other voice teachers and/or conductors under whom the candidate has sung.

Requirements for Award Audition:

Five recent audition selections must include the following categories and languages:

Applicants will be required to perform five (5) selections including three (3) different foreign languages and one song in English. Selections must include:

1. One operatic aria and recitative (German, Italian, or French),
2. One oratorio and recitative (English or German),
3. Two art songs in two different foreign languages (German, French, Spanish, Italian, or Russian),
4. One art song in English by an American composer. (An American composer is defined as either native-born or one whose background and training have largely been in the United States).

Award applicants will be notified of results by May 15.



**HINDA HONIGMAN AWARD FOR THE BLIND
Annual Award**

Mary Margaret Yeilding, Chair
2584 Mountain Woods DR
Vestavia Hills AL 35216
(205) 807-2771
Email: johnoy@charter.net

Requirements online CA 15-2

GOAL AND METHODS

Goal:

Select two national Hinda Honigman Award for the Blind recipients, thereby providing reward and encouragement to talented, visually impaired young persons.

Methods:

1. Provide information and application forms to all states for the Hinda Honigman Award and solicit their assistance in identifying qualified entrants for these awards.
2. Procure competent judges to adjudicate entries and administer the transmission of the awards to the winners.

History: This award honors the late *Mrs. Maurice Honigman*, past president of the National Federation of Music Clubs. Two awards are given annually in instrument and voice to blind students ages 19 through 25 (must have reached the 19th but not the 26th birthday by the application deadline).

Requirements:

1. All required materials must be uploaded to the NFMC website <https://forms.nfmc-music.org/forms>.
2. National Federation of Music Clubs membership is required. Proof of membership will be verified when application is submitted. If not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$70.00.

February 1 is application deadline.

A complete application includes:

1. A fifteen-minute performance video uploaded to the website. **ACCEPTABLE MEDIA FOR ALL COMPETITIONS:** All competition performances must be submitted online via unedited video recordings. Due to file size, entrants may choose to upload their video performances to an UNLISTED YouTube channel and submit the links on a separate document via the NFMC application portal.
2. Affidavit from the attending ophthalmologist stating the entrant is legally blind with 20/200 or less vision after correction.
3. Applicant's date of birth.
4. Applicant's years of study.
5. Applicants must be citizens of the United States. Accompanying documentation must be included for a complete application.



VIRGINIA ALLISON COLLABORATIVE AWARD

Kay Hawthorne, Chair
1751 Steele BLVD
Baton Rouge LA 70808-1194
(225) 387-0239
Email: bkhaw@cox.net

Requirements online CA 14-2

GOAL AND METHODS

Goal:

Provide recognition and financial assistance to a pianist who prefers collaboration.

Methods:

1. Distribute information concerning this award to states.
2. Review applications and proceed with adjudication and notification of winner.

This award is named in honor of former NFM President *Virginia Allison* and is awarded annually.

Requirements:

1. The entrant may enter both vocal and instrumental categories upon payment of two entrance fees of \$10.00 each. Separate application forms must be completed online in each category, and each must be submitted with its own video recording.
2. The applicant must be a member of the National Federation of Music Clubs either through organization membership or as an individual member. If not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$70.00.
3. Applicant must have reached the 20th but not the 31st birthday by the application deadline in the audition's year.
4. **Application deadline:** *March 1*. Video recording must be uploaded to the NFM website <https://forms.nfmc-music.org/forms/>. **ACCEPTABLE MEDIA FOR ALL COMPETITIONS:** All competition performances must be submitted online via unedited video recordings. Due to file size, entrants may choose to upload their video performances to an UNLISTED YouTube channel and submit the links on a separate document via the NFM application portal.

Entry Fee: \$10.00 must be paid online at www.nfmc-music.org/payment/.



SUMMER MUSIC CENTERS (SMC) AWARDS
Annual Awards

Mary Ellen Nolletti, Chair
104 County RD 537
Etowah TN 37331-6305
(863) 258-1717
Email: snupy36@msn.com

Forms online CA 11-1
CA 11-1a

GOAL

Goal:

Reward excellence in students (age 9-30) attending summer music centers in the United States. The categories of the awards are strings, woodwinds, brass, piano, opera, voice, ensemble, orchestra, band, and composition. (See Competitions and Awards Chart – CA 20-1.)

The applicants must be citizens of the U.S. (Exception: at least half of the recipients of summer music awards at the International Music Camp must be U.S. citizens.) Application forms are available through the Summer Music Centers, not through NFMC. For the most part, the centers select the award winners in the early spring. All deadlines and requirements listed on the NFMC CA 20-1 chart and other NFMC materials must be strictly observed. The NFMC summer award recipients are eligible to receive the same award *only once*.

Chair Responsibilities:

1. Communicate with the administrator of each Summer Music Center giving current information regarding the NFMC's interest in their music center.
2. Communicate with the NFMC official representatives to the Summer Music Centers (SMC), sending them the necessary forms, the NFMC certificates and stationery and current instructions.
3. Receive winners' names on form CA 11-1 from each NFMC representative immediately after winners are named and send this signed form to the NFMC treasurer as soon as possible.
4. Submit an article to the *Music Clubs Magazine* that will appear in the winter magazine issue. This article should include information about the music center and a picture and biographical data about each winner.
5. Prepare a list of interested representatives to be elected at the NFMC conventions. All representatives must give their written consent to the SMC chair.

Official Representatives:

The NFMC has official representatives at summer music centers where the NFMC offers scholarships.

These representatives (listed in the NFMC directory) should:

1. Distribute information about the NFMC award to the center (and others).
2. Visit the centers, becoming acquainted with the faculty and students.
3. Send to the SMC chair: forms CA 11-1 and CA 11-1a with the winners' names as soon as they are determined; also send a report of the center's summer activities; a brief bio of the winner and a photo of the winner (if available) for publication in the *Music Clubs Magazine*.
4. Present the NFMC certificate to the winner at a public ceremony at the center.
5. Send a letter of congratulations on the NFMC stationery to the winner.
6. Encourage recipients of the awards to acknowledge the awards received from the NFMC.

State Representatives are encouraged to: Promote the NFMC Summer Music Center's program, urge club members to support the SMC financially, and visit the centers in the areas where they live. Publicize names of the SMC winners of the NFMC awards and ask them to perform at club meetings.



YOUNG ARTIST AUDITIONS
Biennial Award in Odd-Numbered Years

Form online CA 12-1

Dr. Zuill Bailey, Chair
3686 Russell RD
Woodbridge VA 22192-4912
Email: ZBLB@verizon.net

Committee: Dr. André Chiang, Starla Blair, Terry Blair, Dr. Candice Aipperspach, Andrew Armstrong, Lana Bailey, Dr. George Keck

2027 Auditions: Preliminary and final levels online via video recording with winners performing at the 2027 NFM Biennial Convention. (Location to be determined.)

Goals:

1. Promote outstanding NFM Young Artists.
2. Provide financial assistance to NFM Young Artists.
3. Assist winners of the awards in launching a concert career.

Methods:

1. Receive applications and conduct auditions biennially in the odd-numbered years to select the winners of these awards.
2. Print and distribute professional brochures for promotion.
3. Serve as managers for two years in securing concerts for the NFM Young Artists.

State presidents are encouraged to appoint a Young Artist chair who will promote and distribute brochures to local clubs, interested teachers, orchestras, schools, colleges, universities and conservatories, with the goal to secure concerts for the Young Artists in their state. Most importantly, state presidents are urged to secure a Young Artist to perform at their annual state meetings.

QUALIFICATIONS:

Open to artists ready for a concert career in four classifications: piano and string instruments (violin, viola, cello or double bass), woman's voice and man's voice. Voice entrants must have reached their 25th birthday, but not the 37th birthday, and instrumentalists must have reached their 18th birthday, but not the 30th birthday, by June 1 of the audition year. The competition is open *only to native or naturalized citizens of the United States; documentation must be provided.* Artists already launched on a concert career under professional management *are not eligible to compete.*

AWARDS:

First prize in each classification and a performance at a biennial convention
Second prize in each classification

2027 AWARDS:

First Prize: \$20,000
Second Prize: \$5,000

(Continued)

AUDITIONS:

Level 1: Preliminary auditions by video recording and application uploaded to the NFMC website.

Level 2: Finals: A maximum of five (5) finalists in each category will be chosen from the preliminary level for adjudication. The winner in each category will perform at the 2027 Biennial Convention.

Enter using online application form, following all directions and requirements on the Requirements Form CA 12-1, the NFMC Young Artists brochure and the online application form. Level 1 videos must be uploaded to the NFMC website, along with application form by February 1, 2027.

Category Chairs:

Piano: Andrew Armstrong, 37 Bailey ST, Worchester MA 01602,
tandrewarmstrong@gmail.com

Strings: Lana Bailey, 3686 Russell RD, Woodbridge VA 22191-4912, ZBLB@verizon.net

Woman's Voice: Dr. Candice Aipperspach, 828 North Park DR, Arkadelphia AR 71923, (806) 777-2185,
aipperspachc@obu.edu

Man's Voice: Dr. André Chiang, 828 Nova HGTS, Henderson NV 89011, (251) 786-1880;
andrechiangbaritone@gmail.com

BAIZ/SWEENEY TOUR FUND

The Baiz/Sweeney Award is a companion award to the Young Artist Auditions. Its goal is to provide an additional \$200.00 per concert, contingent upon available funding. The Young Artist Presentation chair is responsible for requesting the Baiz/Sweeney Tour Fund Awards, using the CA 20-2 form, and monitoring the funds available.



YOUNG ARTIST PRESENTATIONS

Terry Blair, Chair
902 Gaslight DR
Springfield MO 65810
(417) 830-1071
E-mail: blair.terry@sbcglobal.net

GOALS AND METHODS

Goals:

1. To provide booking services for the current NFMC Young Artist winners (including the current Ellis Duo winner).
2. To provide the greatest possible musical exposure for the current NFMC Young Artist and Ellis Duo winners through music clubs, music patrons, summer festivals, symphony orchestras concert series, etc.

Methods:

1. Receive and facilitate all inquiries pertaining to NFMC Young Artist performances, workshops, and master classes. Interact with NFMC Young Artists to confirm availability.
2. Execute Young Artists performance contracts, once both parties have agreed upon a performance date and venue.
3. Assist NFMC Headquarters in preparing brochures for current NFMC Young Artist winners (including photos, biographies, and repertoires).
4. Assist NFMC Headquarters in maintaining lists of former NFMC Young Artist winners.
5. Seek to promote current NFMC Young Artists to summer music festivals, symphony orchestras, colleges and universities, and other interested parties.

Other Information:

1. **Artist Fee:** \$300.00 per performance, plus travel and local expenses; \$600.00 for Ellis Duo, plus travel and local expenses.
2. **Master Class Fee or Workshop Fee:** \$150.00
3. **Accompanist Fee:** \$200.00 per performance, plus travel and local expenses. (Local accompanist may be used upon agreement by young artist.)
4. Host must provide a venue with a properly-tuned grand piano of a high quality.

(Continued)

Young Artist 2025-2027

Have you ever considered bringing an NFMC Young Artist to your community? NFMC has talented Young Artists and the Ellis Piano Duo, which are available to bring to your community and state. Here are the steps you need to take:

1. Provide a venue with a properly tuned grand piano of a high quality.
2. Pay the artist \$300 (\$1000 for non-Federation events) and provide travel, lodging and meals.
3. Pay the Ellis Duo \$600 (\$1000 for non-Federation events) and provide travel, lodging and meals.
(In addition, NFMC will pay the Young Artist and Ellis Duo performers an additional \$200 directly to them, as long as funds are available.)
4. Pay the accompanist \$200 and provide travel, lodging and meals (OR provide a local accompanist.)
(In addition, NFMC will pay the accompanist an additional \$100 directly after the concert, if requested, as long as funds are available.)
5. Pay the artist \$150 for a masterclass/workshop (in addition to the concert fee) if a masterclass is desired.

To inquire about bringing an artist to your area, contact the above-listed presentations chair with the pertinent written information on the NFMC Young Artist Inquiry form.

NFMC YOUNG ARTIST INQUIRY 2025-2027

We are interested in bringing an NFMC Young Artist to our community. Listed below is our contact information. We look forward to pursuing this possibility further. Thank you.

In recital_____ With orchestra_____ Workshop/Master Class _____

Proposed performance site We are interested in the following format:

City and state_____

Proposed date and time_____

Sponsoring group_____

We are interested in the following artists. (Please rank artists in the order of preference: 1st, 2nd, 3rd.)

_____Piano _____Man's Voice _____Woman's Voice _____String _____Ellis Duo

We need the young artist to bring his/her own accompanist_____.

We will provide a local accompanist_____.

Your Contact Information

Name_____

Address_____

Phone_____ Mobile_____ Email_____

Best time to call_____



OUIDA KECK AWARD
Professional Development for the Independent Piano Teacher
Annual Award

Form online CA 13-2

Dr. Elaine Brady, Chair
6842 Lochmere DR
Manassas VA 20112
(703) 967-1541
Email: pe973@aol.com

GOAL AND METHODS

Goal:

Provide financial assistance annually to an independent piano teacher who demonstrates superior teaching in the private studio and wishes to further enhance teaching skills.

Methods:

1. Distribute information and receive applications for the award.
2. Proceed with adjudication.

The Professional Development for the Independent Piano Teacher Award is named for Past National President *Dr. Ouida Keck* (1999-2003).

Funds to be used for advanced training through piano pedagogy classes; private piano lessons; attendance at pedagogy conferences and conventions featuring pedagogy in the area of piano; purchase of new piano literature, method books, computer software, instruments, or other equipment needed to enhance the teaching environment. Funds are not available for scholarly research.

Requirements:

1. Membership in the NFMC is required as a senior individual member or federated club member. If not a member, visit www.nfmc-music.org/payment/ to pay senior individual dues of \$50.00.
2. Must be a U.S. citizen. Include statement of citizenship.
3. Must have at least three years of private piano studio teaching experience and must teach a minimum of 10 hours per week in the private studio.
4. Minimum age requirement of 21.
5. Applicants must not hold a full-time college teaching position.
6. Applicants may incorporate group lessons or classes into their teaching, but the majority of their teaching must be individual instruction.
7. All required materials must be uploaded to the NFMC website, <https://forms.nfmc-music.org/forms> along with the completed online application form *by May 1*. Applications will be judged by a panel of qualified judges in the area of piano pedagogy, and winners will be announced by *June 1*.
8. Winners must agree to submit a written summary of how the funds were used within one year after receiving the award.



**National Federation
of
Music Clubs**

FINANCE DIVISION

Carolyn C. Nelson, Chair
1200 Harwood DR #373
Fargo ND 58104-4608
(701) 630-8005
Email: nelson1125@gmail.com

Finance Division	78
Budget	79
Founders Day	80
Fund for the Advancement of Musical Arts (FAMA)	81
Outgoing National President's Award Fund	82
Group Tax Exemption	83
Insignia/ Merchandise	84
Investments Committee	85
Memorial & Recognition Fund	86
Past Presidents Assembly	87
Rose Fay Thomas Fellows	88



FINANCE DIVISION

Carolyn C. Nelson, Chair
1200 Harwood DR #373
Fargo ND 58104-4608
(701) 630-8005
Email: nelson1125@gmail.com

GOALS AND METHODS

Goals:

1. Acquaint NFMC membership with the fiscal operation of the 501(c)3 organization.
2. Manage various aspects of NFMC finances necessary to maintain the national programs.
3. Study and present ideas for streamlining the financial operations of NFMC.
4. Simplify fiscal reporting formats.

Methods:

1. Present workshops and prepare articles to inform members of the fiscal structure of NFMC.
2. Prepare recommendations to the NFMC Board of Directors for changes in policies and expenditures with input from Finance Division chair and committees.
3. Compare the quarterly revenue and expense reports with the approved budget.
4. Monitor the income, budgeting, investments, fund-raising efforts, and award proposals.

Membership dues, subscriptions, advertising, and fees provide the NFMC general fund income. The general fund provides operating expenses for the NFMC office and staff, funds for publication of our two magazines, reimbursement for officer and chair expenses, and organizational materials. Liability insurance is also a benefit of NFMC membership; the fee is set to cover the costs.

Insignia, festival cups, many publications, custom name tags, pencils, and similar items are priced to generate income sufficient to cover their costs and are available from headquarters.

The NFMC Headquarters Building, special projects and our many awards are funded by special funds. These include:

- NFMC Endowment
- Headquarters Building, Endowment and Maintenance Fund
- Competition and Awards Endowments and Funds
- Summer Scholarships Endowments and Funds
- Music Clubs Magazine Endowment
- Judging Fee Endowment
- Fund for the Advancement of Musical Arts (FAMA)
- Special funds for archives project, festival online project, national meetings and festival cup program.



BUDGET

Heidi O. Hong, Chair
621 Westview DR
Barron WI 54812
(715) 637-5719
Email: heidi hong@gmail.com

GOALS AND METHODS

Goals:

1. Serve effectively as chair of the budget committee.
2. Prepare the general fund annual budget in cooperation with the budget committee.
3. Prepare the expense budget for officers and chairs.
4. Prepare and send expense allotment information to all officers and chairs.
5. Authorize payment of expense allotments.
6. Keep the president and finance chair informed of allotment authorizations.
7. Ensure that expenditures conform to the guidelines of the general fund annual budget.

Methods:

1. Correspond regularly with the NFM Budget Committee.
2. Meet annually with the NFM Budget Committee.
3. Take appropriate action to ensure that all budget holders stay within allocated budgets.
4. Vouchers with receipts and/or proof of mileage must accompany all payment requests.
5. **Postmark deadline is June 1** for reimbursement requests for **July 1-May 31 expenses**.
Postmark deadline is July 5 for reimbursement for **June expenses**.

The first vice president serves as chair of the budget committee, which is composed of the first vice president, the treasurer, the finance chair, and two elected members. The budget committee meets annually in conjunction with the biennial conference or the biennial convention.

Members of the budget committee are: First Vice President Heidi O. Hong; Treasurer Suzanne Carpenter; Finance Chair Carolyn C. Nelson, and elected members Barbara Hildebrand and Kim Harvey.



FOUNDERS DAY

Forms online FI 3-1, FI 3-2

Cynthia Elmore, Chair
9514 Eredine WAY
Bristow VA 20136
(703) 330-9139
Email: welmore664@yahoo.com

GOALS AND METHODS

Goals:

1. Honor founders of the local club, the state federation, and NFM.
2. Provide funds for the Young Artist competition.

Methods:

1. Distribute information concerning Founders Day programs and contributions.
2. Encourage clubs to schedule a Founders Day program.
3. Receive reports of programs and contributions in honor of Founders Day.
4. Report names of clubs attaining 100% contributions, "Founders Day Honor Roll" status, for publication in the fall issue of *Music Clubs Magazine*.

Club President:

1. Appoint a Founders Day chair to plan a program honoring founders of the senior club, the state federation, and NFM. Founders Day Form FI 3-1 offers suggestions for a special program.
2. Each member is requested to contribute one dollar annually to honor the founders and history of National Federation of Music Clubs.
3. Founders Day contributions benefit the National Federation by supporting the Young Artist Competition.
4. Send completed Form FI 3-2 to the state Founders Day chair.
Email/postmark deadline: March 15.
5. Send all Founders Day contributions (checks payable to NFM) to the state treasurer.
Email/postmark deadline: March 15.

State President:

Appoint a state Founders Day chair who will assist clubs with these programs and reports. Establish a goal for 100% participation in Founders Day programs and contributions.

State Chair: Send the completed Form FI 3-2 to the national chair. **Email/Postmark deadline: April 1.**

State Treasurer: Send all Founders Day contributions to the NFM officer manager at headquarters.
Postmark deadline: April 1.



**FUND FOR THE ADVANCEMENT OF MUSICAL ARTS
(FAMA)**

Form online FI 11-1

Dr. Ouida Keck, Chair
2112 Hinson RD #23
Little Rock AR 72212
(870) 403-2350
Email: keckouida@gmail.com

Lana M. Bailey, Vice Chair
3686 Russell RD
Woodbridge VA 22191-4912
Email: ZBLB@verizon.net

GOALS AND METHODS

The Fund for the Advancement of Musical Arts, created by vote of the board of directors, is established as an agency of the National Federation of Music Clubs to promote the goals and mission of the Federation as set forth in the Articles of Incorporation.

Goals:

1. Encourage the composition and performance of music.
2. Support innovative music projects.
3. Promote music education endeavors.
4. Strive to increase public knowledge and appreciation of music.

Methods:

1. Encourage undesignated donations to the Memorial and Recognition Fund in order to increase the funds of FAMA.
2. Allocate funds for projects and awards.
3. A balance of not less than \$100,000 shall always remain in the permanent fund.

FAMA grants are intended to support specific music education/outreach projects and are non-renewable and not intended to support ongoing projects. Preference will be given to projects that strengthen music education and music appreciation the United States. New grant applicants will receive priority over previous grand recipients.

Note: FAMA grants cannot be awards for Summer Music Center tuition, travel and/or living expenses; college tuition or living expenses; payment to professional musicians to perform a work; or a stipend or salary for musicians involved in a project. Committee decisions are final.

All memorial donations made to NFMCA Memorial and Recognition are placed in the Fund for the Advancement of Musical Arts and are tax deductible.

Form FI 11-1 is available online under Publications/Finance for FAMA applicants.

Online: Application Deadline is May 1.

A board of trustees governs the fund subject to the direction and control of the NFMCA Board of Directors. Serving as trustees are the NFMCA treasurer, finance chair, and three members elected by the NFMCA Board of Directors. The NFMCA president serves as "ex officio" member.

Current members are Dr. Ouida Keck, chair; Lana M. Bailey, vice chair; Suzanne Carpenter, treasurer; Carolyn C. Nelson, finance chair; Dee Blaser; and Deborah Freeman, president and ex-officio member.



OUTGOING NATIONAL PRESIDENT'S AWARD FUND

Sara Kellar, Chair
200 Rocky Point WAY
Greenville SC 29615
(864) 351-8010
Email: sjkellar@gmail.com

GOAL AND METHODS

Since 1962, an award has been endowed to honor each president of the National Federation of Music Clubs for her/his service. The outgoing president determines the area for which the award will be designated.

Goal:

Receive contributions to fund the outgoing NFMC president's chosen award. It is estimated that funding should reach \$35,000 by June 2027 to adequately service future scholarships.

Methods:

State Presidents:

1. Appoint an ONP chair whose duties would be to coordinate and encourage donations to reach the desired state fund goal. The suggested state fund goal is \$1,000 in the four-year period. The ONP chair should work closely with the regional vice president and the NFMC ONP chair. The state ONP chair should offer suggestions for fundraising to the local clubs.
2. Donations should be sent to the NFMC office manager clearly marked for the "Deborah Freeman PNP Account." Lists of these donations will be sent to the NFMC chair, with reports sent to the state presidents twice a year.

Committee: Regional Vice Presidents

1. Oversee the clubs and states in their area giving encouragement for continued fundraising.
2. Contact this chair with suggestions for other sources of revenue.

All donations are tax deductible and will be gratefully received.



TAX EXEMPTION FOR GROUPS

Philip J. LeGrand , Chair
25 Ridgelake DR
Mary Esther FL 32569-1659
(850) 527-4200
Email: pjlegrand@cox.net

GOALS AND METHODS

Goals:

1. Provide simple and cost-free IRS 501(c)3 tax exemption for the NFM regional and state federations and local clubs.
2. Keep the IRS informed of changes in the status, contact person, or address of subordinate organizations.
3. Contact each subordinate organization on a yearly basis to confirm their information required by the IRS.
4. Make an annual report to the IRS of current subordinate organization information.
5. Keep subordinate organization informed concerning tax law changes affecting tax-exempt organizations.

Methods:

1. Organizations wishing to be included in the group exemption should contact the chair at the address given above (preferably by email) for instructions and sample documents for the application process.
2. There are three steps for the applicant in the process: obtain an Employer Identification Number (EIN), modify the organization's constitution to include certain provisions, and file an application letter with the chair.
3. The chair then files the necessary request with the IRS and notifies the organization when it has been approved.
4. The chair contacts each subordinate organization by email or phone each year to confirm or update the IRS required information. This information is sent to IRS by March 30 each year.
5. The chair sends a reminder email to each subordinate organization after their fiscal year ends to file the E-Postcard Form 990-N with the IRS.
6. Organizations should notify the chair if their status, contact person, or address changes at any time during the year.

Tax Exemption for Groups is primarily intended to ensure that contributions to the organization are tax-deductible for the contributor but is useful in other ways. It is frequently a requirement when applying for grants or for obtaining state sales tax exemption. The application process is easy but can be lengthy, so clubs are encouraged to start the process early.



INSIGNIA/MERCHANDISE

Forms online FI 1-1, FI 2-1

Dr. Janie Gilliam, Chair
9104 N Burchfield DR
Oak Ridge TN 37830
(865) 927-4410
(865) 384-1472 (M)
Email: WingsofMusic@prodigy.net

GOAL AND METHODS

Goal:

Encourage members to purchase and wear the Federation emblem and to use materials that incorporate the Federation insignia.

Methods:

1. Ask each state president to appoint a state insignia chair who will promote insignia sales. Encourage each club to have an insignia chair. Acquaint members with the List of Publications (FI 2-1) and Order Form (FI 1-1) available online.
2. Have a photo/promotional display of insignia at every regional, state, and district meeting. Have order blanks/instruction sheets available for members to order items online and/or by phone.
3. Encourage each junior and senior club member to wear a member pin:
 - Junior Counselor - the Junior Counselor Pin
 - Junior Club President - the Junior President Pin
 - Senior Club President - the Gold Gavel Pin
 - Past President - the Past Presidents Assembly Pin
 - Life Member - the Life Member Guard
 - Treasurer - the Treasurer's Bar with the appropriate member pin

Insignia to Be Purchased (See complete list of available insignia items, prices, and code numbers on List of Publications FI 2-1.)

1. Official Pins - President's Pin with Gavel, Past Presidents Assembly Pin, Senior Member Pin, Junior Counselor Pin, Junior Member Pin and Charm, Pin Guards and Charms in several Styles, and NFMC Button.
2. Stationery - "Thinking of You" notecards with blue NFMC insignia, postcards, place cards.
3. Seals - NFMC blue and gold gummed seals.
4. Pencils - Blue and gold #2 pencils and mechanical pencils.
5. Name Badges - Personalized magnetic name badge with or without ribbon.

Procedure: Send all orders with payment and code number to National Federation of Music Clubs, 1646 West Smith Valley RD, Greenwood IN 46142-1550. Allow three weeks for delivery. If ordering 35 or more pins with same code number, allow 10 weeks for delivery. Damaged insignia must be returned to NFMC Headquarters within 60 days.



INVESTMENTS COMMITTEE

Wendell Anderson, Chair
602 Falmouth DR
Fredericksburg VA 22405
(540) 842-5127
Email: Wanders2006@verizon.net

GOALS AND METHODS

Goals:

1. Preserve capital.
2. Provide income and growth as a secondary goal.
3. Realize total returns (capital plus gain) of 5% or greater yearly, net of expenses.
4. Ensure funds are available for annual awards and projects of the Federation.

Methods:

1. Invest and/or reinvest the assets of the Federation when deemed appropriate.
2. Utilize various asset classes.
3. Predominantly utilize a balanced portfolio (equity, fixed income, and cash holdings).
4. Limit maximum equity holdings to 70%.
5. Maintain a distribution target of 4.5% for annual awards and programs.
6. Utilize designated professional money managers in accordance with the investment policy approved by the investments and finance committees.

The investments committee is composed of six members: The NFM president, treasurer, chair of the Finance Division, and three members elected by the board of directors from the membership-at-large. Two of these shall be involved in or retired from the business or financial community (Bylaw Art. XIV, Sec. I).

Investment Committee members are

- *Wendell Anderson*, chair.
- *Suzanne Carpenter*, NFM treasurer.
- *Carolyn C. Nelson*, Finance Division chair.
- *Chuck Blaser*, committee member.
- *Terry Blair*, committee member.
- *Deborah Freeman*, NFM president and ex-officio member.



MEMORIAL AND RECOGNITION FUND

Form online FI 4-1

Connie Randall, Chair
606 S Jefferson ST
Kaufman TX 75142
(248) 921-7032
Email: conniebrandall@yahoo.com

GOALS AND METHODS

Goals:

Receive information about contributions made as memorials for loved ones who are deceased or to recognize and honor active leaders, officers, musicians, and friends during their lifetime.

1. Recognize memorialized persons in the NFM Conference or Biennial Convention Memorial program for whom a minimum \$25 donation was received by NFM.
2. Recognize honored persons in the *Music Clubs Magazine* for whom a minimum of \$25 donation was received by NFM.
3. Increase the Fund for the Advancement of Musical Arts (FAMA) through gifts made to the Memorial and Recognition Fund. FAMA funds are used to encourage the composition and performance of appreciation of music.

Methods:

1. Receive Form FI 4-1 with memorial from the NFM executive director.
2. Send Memorials and Recognition checks to the NFM executive director for deposit.
3. Inform the bereaved or honored person of gift when donor provides appropriate information on the application form.
4. Enter the name of the honoree and the donor in the NFM Book of Memorials and Recognitions as a permanent record of the gift.
5. Prepare a list of honorees and donors (who have made minimum contributions of \$25 or more per memorialized/honored person) for listing in the NFM Conference/Biennial Convention Memorial & Recognition program, and send list to the NFM office manager.
6. Prepare an article for the *Music Clubs Magazine* to recognize persons who have been honored by individuals or clubs each year with a minimum contribution of \$25 or more per honoree.

All gifts are tax deductible. Use the Memorial and Recognition Fund Form (FI 4-1).

State Presidents: Appoint a state memorial and recognition chair to inform the membership about this opportunity. Memorials are frequently made, but recognitions are under-utilized. Recognition would make a fitting honorarium for a guest performer at club meetings/conventions or an appropriate gift of appreciation for a past president or other officer. Express Federation appreciation for that special person. What better tribute could be paid to a musician or music lover than to perpetuate music through the Memorial and Recognition Fund?

National Meeting Memorial Listing: All memorial contributions (minimum \$25 per memorialized/honored person) will be listed in the NFM Conference or Biennial Convention Memorial & Recognition program.



PAST PRESIDENTS ASSEMBLY

Forms online FI 9-1, FI 9-2

Kim Harvey, Chair
109 Lark ST
New Orleans LA 70124
(504) 401-3517
Email: mikyevrah@gmail.com

GOALS AND METHODS

Goals:

1. Establish a PPA Chapter in every NFMF organization in the senior division.
2. Encourage all past presidents to stay involved as a member of a PPA Chapter.
3. Provide funds for the Young Artist Fund through dues and contributions.

Methods:

1. The Past Presidents Assembly was founded in 1923, and its main objective is to provide funds for the Young Artist Auditions.
2. To be eligible for membership, a person must be a past president of NFMF, a national affiliate organization, a state federation, a state district or any senior, student or junior organization holding membership in the National Federation (NFMF Bylaws, Article XVIII, Sec. 1A).
3. There are three types of chapters – state, state district, local club. Minimum membership requirement: 2 for state chapter; 2 for state district; 2 for local.
4. To receive a charter for a PPA Chapter (new or duplicate), send application (Form FI 9-1) with charter fee of \$2.00 (payable to NFMF) to the National PPA chair. A chartered chapter agrees to make a yearly contribution in addition to the annual dues to the NFMF Young Artist Fund. Annual dues of \$2.00 per member are divided equally between NFMF and state federation in which the PPA is located.

Chapter Presidents:

Send PPA Charter Application, **Form FI 9-1**, and charter fee to NFMF PPA chair listed above and state PPA chair (or if none, state treasurer).

Send annual contributions to the state treasurer using the method designated by the state federation, with notice to the state PPA chair, if different from the state treasurer. The contributions may be submitted along with annual registration dues, designating which funds are for PPA contributions. **Postmark or email and virtual payment deadline: May 1.**

State PPA Chairs:

Send a copy of completed **Form FI 9-2**, together with any collected monies, to the state treasurer.

Postmark or email and virtual payment deadline: May 15.

State Treasurers:

Send a copy of completed **Form FI 9-2** with NFMF dues and required NFMF YA contributions, payable to NFMF, to the office manager at NFMF headquarters (info@nfmc-music.org). **(State dues and optional state contributions remain in the state.)** Payment using the nfmc-music.org online payment link is preferred. **Postmark or email and virtual payment deadline: June 1**

(NFMF officer manager will send all submitted PPA reports to NFMF PPA chair.)



ROSE FAY THOMAS FELLOWS

Form online FI 10-1

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Orangeburg SC 29118
(803) 378-6285
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Linda King, Vice Chair
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Centennial CO 80122-1370
(303) 797-1193
Email: LCKKING@aol.com

GOALS AND METHODS

Goals:

1. Honor the memory of *Rose Fay Thomas*, founder of the National Federation of Music Clubs.
2. Provide monies for the NFM Endowment Fund.

Methods:

1. Any individual (member or non-member) who contributes, or in whose honor or memory is contributed, \$1,000 to the Rose Fay Thomas Fund of the National Federation of Music Clubs will be known as a Rose Fay Thomas Fellow. Each person who receives this recognition is presented a bronze medallion with a rendering of Rose Fay Thomas on one side and the emblem of the NFM on the other.
2. All monies contributed to Rose Fay Thomas Fellows are placed in the NFM Endowment Fund. These gifts are tax deductible.
3. Rose Fay Thomas Fellows are honored at a luncheon at the biennial conventions and biennial conferences. Special recognition is given to charter founders (whose contributions were completed by January 1, 1990), and RFT medallions are presented to newly-inducted fellows.

Rose Fay Thomas Fellows was founded on April 27, 1989, at the Fort Worth TX Biennial Convention. Its objective was the promotion of American music, the cornerstone upon which the National Federation of Music Clubs was founded in 1898.

Rose Fay Thomas Sustaining Fellow: Any individual who agrees to contribute \$1,000 (or in whose honor or memory the contribution is made) to the Rose Fay Thomas Fund, with a minimum initial contribution of \$200 shall be known as a Rose Fay Thomas Sustaining Fellow. Sustaining Fellows agree to receive an annual reminder of their intent and are encouraged to make additional contributions of at least \$200. At the time the contribution reaches \$1,000, the person shall be known as a Rose Fay Thomas Fellow. There is no time limit.

Recognition as a Rose Fay Thomas Fellow is considered the highest accolade granted by the National Federation of Music Clubs in appreciation for tangible and significant assistance given for the furtherance and promotion of music in America.



National Federation of Music Clubs

JUNIOR DIVISION

Lori Jessen, Chair
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Dakota City NE 68731-0851
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Junior Division	90
Junior Club Achievement	91
Federation Festivals	
Federation Festivals Bulletin	92
Federation Festivals	93-94
Federation Vivace Online Festivals	95
Federation Cups	96
Junior Composition Awards	
Junior Composers	97-99
Lynn Freeman Olson Composition Awards	100
Junior Performance Awards	
Mary Alice Cox Award	101
Dance Department	102-103
Thelma A. Robinson Ballet Award	104
Wendell Irish Viola Award	105
Angie Greer Junior Music in Poetry Awards	106
Stillman Kelley & Thelma Byrum Awards	107
Claire Ulrich Whitehurst (Flanagan) Piano Solo Award	108
American Music Award for Junior Clubs (See American Music Division.)	109
Marilyn Caldwell Piano Solo Award	110
Martha Marcks Mack Junior Vocal Award	111
Lana M. Bailey Piano Concerto Award	112
Michael R. Edwards Graduating Senior Performance Award	113
Junior Special Awards	
Agnes Fowler Junior Blind Composition Award	114
Joyce Walsh Junior Disability Awards	115
Music for the Blind Performance Awards	
Benzinger/Valentin Junior Blind Performance Awards	116
Additional Awards for Juniors	117



JUNIOR DIVISION

Junior Division Theme: *"Juniors are the Future of the Federation"*

Lori Jessen, Chair

1912 Locust ST, POB 851

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(712) 253-0718

Email: LoriJessen@gmail.com

The Junior Division works to support all projects for our junior members. We strive to work collaboratively and cooperatively with one another to increase junior membership and participation in all opportunities for juniors. NFM is proud to present awards to the winners of the many competitions offered to juniors.

GOALS AND METHODS

Goals:

1. Recognize that juniors are the future of musical America and encourage their musical development.
2. Provide activities and rewards for juniors through junior clubs, festivals and competitions.

Methods:

1. Encourage state presidents to emphasize the organization of federated junior clubs.
2. Provide festivals as a venue for junior performance and rating.
3. Conduct the Federation Cup program as an incentive to junior performers.
4. Provide information to state presidents concerning the activities, competitions and awards available to juniors.

Opportunities available to juniors in many areas of the musical arts include:

1. **Junior Keynotes Magazine:** The official junior magazine contains current information about all aspects of the junior program and allows juniors the opportunity to contribute articles and design covers.
2. **Federation Festival and Federation Cup Program:** This annual event, involving over 90,000 participants nationwide, gives each junior a performance and award opportunity.
3. **Composition:** Musical composition contests, each with several levels, exist to challenge juniors to begin composing early. Monetary awards stimulate interest.
4. **Angie Greer Junior Music in Poetry Award:** A creative opportunity for young poets.
5. **Junior Club Achievement (JR 1-1):** A great resource for planning junior club activities, as well as a reporting form that illustrates what the club has done.
6. **Yearbooks:** Provide information for members on club activities, programs, and membership throughout the year. Yearbook information is found in the Junior Achievement documents: JR 1-2, JR 1-3a-f
7. **Achievement Record:** Provides a record of what the club has done. Keeping one each year records the club's history. Refer to JR 1-2.
8. **Improvisation and Theory:** Both are Festival Events and Federation Cups may be earned.
9. **NFM Competitions and Awards Chart (CA 20-1):** Lists all competitions and awards provided by NFM, with description, eligibility and national chairs' names and addresses. This is an excellent resource for involving juniors in NFM's competitions.
10. **Dance:** Dance performance and competition opportunities are available through the NFM Federation Festivals program and through special dance competitions.



NFMC JUNIOR CLUB ACHIEVEMENT

Virginia Feitelson, Chair
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Forms online JR 1-1, JR 1-2, JR 1-3a, JR 1-3b, JR 1-3c, JR 1-3d, JR 1-3e

GOALS AND METHODS

Goals:

1. Provide a reporting form that records junior club activities/achievements.
2. Provide resources for planning junior club activities.
3. Provide ideas and resources encouraging junior leadership.

Methods:

1. Distribute the information concerning the junior club achievement form to state presidents.
2. Submit articles in monthly newsletter and *Junior Keynotes* magazine.
3. Prepare the Honor Roll listing for publication in *Junior Keynotes*.

Awards:

An NFMC Award of Merit Certificate, signed by the NFMC president, is presented to each junior club submitting a junior club report.

State Presidents:

1. Provide your junior club achievement chair with a copy of this page and a copy of the Junior Club Achievement Form (JR 1-1) that is designed for each junior club.
2. Provide a copy of Guidelines for Junior Club Achievement Record Books (JR 1-2) to your junior club achievement chair.

State Junior Club Achievement Chairs:

1. Send current report form (JR-1-1) to all junior club counselors.
2. Each junior counselor should return completed reports to the NFMC chair (to be *received by June 1*).
3. Send a copy to your state junior club achievement chair and state junior counselor.
4. Send a copy of Guidelines for Junior Club Achievement Record Books (JR 1-2) to junior counselors.
5. Encourage each club to prepare a junior club achievement record book.
6. Send supporting documents (JR 1-3a, JR 1-3b, JR 1-3c, JR 1-3d, JR 1-3e) as needed to new junior clubs.
7. Instruct junior counselors to remind juniors to follow guidelines, confirming all publicity clippings include mention of the NFMC and are marked with the publication name and date.
8. Encourage junior clubs to prepare and exhibit their junior club achievement record book at the state convention. Present awards to clubs exhibiting junior club achievement record books that meet the requirements.



NFMC FEDERATION FESTIVALS BULLETIN

Jennifer Key, Chair/Editor
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League City TX 77573
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The *NFMC Federation Festivals Bulletin* is the primary tool in the administration of the National Federation of Music Clubs Federation Festivals. NFMC sets rules, and the respective state federations administer the festivals in accordance with the rules that appear in the *NFMC Federation Festivals Bulletin*.

GOAL AND METHODS

Goal:

Oversee the production of the *NFMC Federation Festivals Bulletin* (hardcopy and online) and arrange for its completion by March 1 of the publishing year as prescribed in the NFMC Standing Rules.

Methods:

1. Identify and secure professionals and active Festival teachers to volunteer as *Bulletin* advisors for every festival event.
2. Contact music industry and independent publishers to submit non-returnable music to advisors.
3. Provide publishers, the Festivals chair, and NFMC with the name, address, and email address of advisors.
4. Provide publishers and *Bulletin* advisors with repertoire list submission methods and deadlines.
5. Provide advisors with the *Advisor Guide* for directives in choosing repertoire and using correct syntax for Vivace entry.
6. Receive from the NFMC Festivals chair any Festival events to be expanded, consolidated, archived, or eliminated.
7. Solicit copy from each of the respective NFMC chairs for Dance, Improvisation, Theory, and Federation Cups.
8. Solicit copy from NFMC headquarters information for the *Bulletin* supplies page.
9. Solicit copy from the NFMC National Festivals chair for the General Rules.
10. Confer with printer and prepare/submit *Bulletin* copy.
11. Receive PDF proof from printer, arrange proofreading for all advisors and the *Bulletin* Committee. Submit final proofed copy to printer.
12. Confirm delivery of the hardcopy *Bulletin* to NFMC headquarters.
13. Oversee the creation and maintenance of online *Bulletin*.
14. Arrange and finalize copyright registration of the *Federation Festivals Bulletin*.
15. Submit articles for *Junior Keynotes* on matters relevant to the *Federation Festivals Bulletin*.
16. Maintain a list of updates to the *Bulletin*, and arrange for publication in *Junior Keynotes*, on the NFMC website, and in the Vivace Support Center.

Bulletin Committee Members: Chair Jennifer Key, NFMC Junior Division Chair Lori Jessen, NFMC Festivals Chair Debbie Wiser, Vivace Online Festivals Management System Chair Sandra Preysz, Federation Cup Chair Dawn Steggerda, NFMC Budget Chair Heidi Hong, NFMC President Deborah Freeman, Grace Kopitske, Emi Stefanov



NFMC FEDERATION FESTIVALS

Forms online JR 3-1 through JR 3-18

Debbie Wiser, Chair
370 S Elm CT
Gilbert AZ 85296
(928) 499-0058
Email: nfmcfestivalschair@gmail.com

GOALS AND METHODS

Goals:

1. Provide a program that encourages musical growth, promotes study, stimulates interest in American music, and motivates participants to reach high standards of excellence in their musical endeavors.
2. Provide musicians of all ages with opportunities for musical growth and achievement. Federation Festivals meet the needs of junior musicians under the age of 19 as of the date of their Festival event. Adult festivals provide adult students with a chance for evaluation and encouragement in their musical studies, regardless of experience or age.
3. Offer opportunities for participants to perform and receive an evaluation. Participants do not compete but are rated on individual merits. Federation Festivals are for all interested NFMC members.
4. Increase participation by our nation's music teachers, junior counselors, and junior and adult musicians in NFMC Federation Festivals on an annual basis.
5. Promote NFMC through the Federation Festivals program.

Methods:

1. Communicate to state presidents the following information and suggestions concerning Festivals:
 - Become knowledgeable about the NFMC Federation Festivals program. Know its purpose and rules.
 - Be proactive in the selection of enthusiastic, competent, and experienced state Festivals chairs. However, once a state Festival chair has been elected/appointed, do not interfere unnecessarily in the administrative processes that fall under the purview of the state Festivals chair position.
 - Provide opportunities for festival workshops at regular state board meetings, state conventions, or other state meetings.
 - Encourage involvement of all members in the state Federation Festivals.
 - Promote participation in a wide variety of Festival events. There are over 140 possible Festival events. Do not limit your state's participation to piano solo.
2. Complete all reports in a timely manner so that all deadlines are met.
3. Reports are shifting to computer format. Data entry will be an important component of Federation Festival reporting at all levels. Chairs may delegate this to a capable assistant if needed.

(Continued)

State Chairs:

1. Secure one copy of each NFMC publication used for Federation Festivals from the nfmc-music.org website. Select those publications that will be necessary for your state's Festivals. Direct area chairs to these publications online and provide guidance to them if they should need assistance in understanding the forms.
2. Study carefully the NFMC *Federation Festivals Bulletin*, the NFMC Junior Division Federation Festivals Procedures Manual (JR 3-18) and all articles relating to Federation Festivals in *Junior Keynotes*. Be familiar with all the rules and procedures that govern NFMC Festivals.
3. Hold a Festivals workshop at least once a year for all area chairs within your state. At this time instructions can be given, problems discussed, Festival supplies distributed, dates set for area Festivals, record keeping explained, etc.
4. Be sure area chairs understand all rules governing Federation Festivals and deadline dates for reports and collection of festival fees.
5. In collaboration with your state federation, develop guidelines for Federation Festivals. Guidelines must adhere to NFMC rules.
6. All reports, requests, and certificates must go through the state chairs.
7. Make sure the Federation Festival fees are computed accurately and paid by the state treasurer to NFMC no later than June 1.

Regional Chairs:

1. Secure one copy of each NFMC publication used for Federation Festivals from the nfmc-music.org website. Select those publications that will be necessary for Festivals in your region. Direct state Festivals chairs to these publications online and provide guidance to them if they should need assistance in understanding the forms.
2. Study carefully the NFMC *Federation Festivals Bulletin*, the NFMC Junior Division Federation Festivals Procedures Manual (JR 3-18) and all articles relating to Federation Festivals in *Junior Keynotes*. Be familiar with all the rules and procedures that govern NFMC Festivals.
3. Encourage and mentor new Federation Festivals chairs and centers within your respective region.
4. Answer questions and facilitate conflict resolution.
5. Provide the NFMC Federation Festivals chair with understanding regarding your region.
6. Assist with formation of proposals and policy.
7. Identify and provide names of qualified individuals for positions within the Federation Festivals Committee.

Northeastern:

Arlene Anger
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Chesterfield MI 48047
(586) 322-4548
Email: arlenetanger@outlook.com

Southeastern:

Esther Umansky-Roth
1251 Spring Circle DR
Coral Springs FL 33071
(954) 864-6471
Email: esumansky@gmail.com

North Central:

Mary Wescott
17842 179th TRL W
Lakeville MN 55044
(952) 892-6750
Email: thewescott@aol.com

South Central:

Cathy Neidert
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Wylie TX 75098
(214) 514-1799
Email: gdert9@gmail.com

Western:

Tiffany Smith
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Phoenix AZ 85083
(801) 450-4760
Email: tiffany@thekeyboxstudio.com



FEDERATION VIVACE ONLINE FESTIVALS

Sandra Preysz, Chair/National Administrator
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Cottonwood Heights UT 84121
(801) 232-6309
Email: sandrapreysz@msn.com

Vivace is a website database system designed to help with the many tasks necessary to administer the National Federation of Music Clubs Federation Festivals. **ALL** Festivals data will be in one database.

GOAL AND METHODS

Goal:

Facilitate the administration of NFMC Federation Festivals with the help of a website/database.

Methods:

1. Provide a system to complete registration for Festivals: rules, pieces, and composers.
2. Program all Festivals required pieces at the class assigned in the *Federation Festivals Bulletin*.
3. List all composers, their birth dates, and nationalities.
4. Provide a scheduling component for the Festival day and all necessary reports needed to manage the Festival at the site(s).
5. Generate the Festival Rating Sheets (JR 3-9) with all of the registration information: student name, event, class, required piece and composer, and choice piece and composer.
6. Enter ratings after Festival with a verification system of first and second passes to ensure accuracy.
7. Calculate points and consecutive superiors.
8. Accurately calculate the points for alternating and/or combining in compliance with the rules as stated in the *NFMC Federation Festivals Bulletin*.
9. Provide a complete event record for each Festival participant. This record can be located by a new teacher should a student move to a different area or change teachers.
10. Provide a Student History Report for each teacher and for the Festival area. This report lists the complete point history for each student and shows points earned and consecutive superiors.
11. Generate the information for printing the Participation and Superior Certificates.
12. Generate a report of Federation Festival Cups Earned and the JR 3-3 and JR 3-4 reports.

National Administrator Tasks:

1. Update the rules engine as Federation Festivals are revised.
2. Conduct Vivace Committee ZOOM meetings as needed.
3. Add new composers when requested after verifying the information.
4. Authorize Festival areas new to Vivace; add administrators and provide an orientation session.
5. Notify technical support when problems arise. Supply specific information to help in the resolution of the problem.
6. Register SCM students when the need for a rules override is approved by the NFMC Festivals chair.
7. Oversee Vivace funds and expenditures.



NFMF FEDERATION (Gold and Silver) CUPS

Dawn Steggerda, Chair
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Orange City IA 51041
(712) 395-0559
Email: Dawnsteg@gmail.com

Forms online JR 4-1, JR 4-2, JR 4-6

GOAL AND METHODS

Goal:

Provide motivation for learners of all ages to continue their musical training through participation in Festivals and earning points to receive Federation cups. The plan, which is sponsored by NFMF, is available to all entrants in the NFMF Federation Festival program, including adults. Accumulation of points is not affected by an interruption in Festival participation or rating progression.

Methods:

1. State presidents must appoint a state Federation Cup chair who will be responsible for verifying points and keeping accurate records. Local festival administrators, local Federation Cup chairs, and state Federation Cup chairs may order Federation Cups directly from Crown Awards. Payment must be made online to NFMF.
2. The state Federation Cup chair must follow the guidelines as listed below.

Cup Plan:

1. Points accumulate every year the student is entered into the plan. The first cup is earned when point totals reach 15. (See rules in current *Federation Festivals Bulletin*.) Points over the amount necessary for the next cup are carried over and credited toward the next size cup.
2. Festival participants earn points toward a cup in a single event and may not combine event points except as outlined in the current *Federation Festivals Bulletin*.
3. An entrant may work simultaneously towards a cup in more than one event, but he/she must pay the required fee for **each** event entered in which they desire to accumulate points towards a cup; this includes Junior Composer events.
4. Points will be transferred from state to state in Vivace when a student establishes a new relationship with a teacher in the new state (or by using the Festival Transfer Information JR 3-1) if an area has not yet onboarded into Vivace. However, cup fees are non-transferrable (see rules in current *Federation Festivals Bulletin*).

State Federation Cup Chair Responsibilities:

1. Study carefully the cup rules in the **current** *Federation Festivals Bulletin* and be sure that local and area Federation Cup chairs understand these rules.
2. Keep abreast of and communicate policy and procedural changes to area Federation Cup chairs.
3. Follow directives set forth by the National Federation Cup chair and relay pertinent information to the area/center/district cup chairs in a timely manner.
4. Keep accurate state records. All student records should be kept until the student reaches age 19.
5. Each state will determine an annual cup fee; set the time, amount, and method of payment for these fees.
6. Collaborate with state Federation Festivals chairs in conducting workshops for state conferences. Cup eligibility has a direct link to following NFMF Federation Festivals guidelines.
7. Only state Federation Cup chairs may validate points, sign, and send Grand Cup and President's Cup applications to the NFMF Federation Cup chair for approval using a current JR 4-1 form. Outdated forms will be returned for resubmission on current forms and may cause a delay in the student's receiving the cup.
8. NFMF dues and fees must be paid before cups can be ordered.



NFMC JUNIOR COMPOSERS CONTEST
Annual Awards

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Forms online JR 7-1, JR 7-3, JR 7-4

GOALS AND METHODS

Goals:

1. Foster talent and encourage creativity among our juniors in the area of composition.
2. Provide incentives by offering cash awards, certificates, and performance opportunities.
3. Promote and encourage American music and musicians in the Junior Division.

Methods:

1. This contest is multi-layered (state, regional, and national) and begins at the state level. Juniors submit their compositions *with accompanying fees and paperwork* through the file upload and online payment features on the NFMC website home page.
2. State chairs submit the top **two (2) winners** in each of the four classes to their regional chair. Ties are not permitted.
3. In each of the five regions, from all the winning compositions received from the states, **two (2) compositions in Classes I and II** and **three (3) compositions in Classes III and IV** are chosen to receive awards. These ten composers in each region receive a **Giger/Valentin/Junior Division Fund Award**.
4. Each regional chair submits ten (10) winning compositions to the national chair. Ties are not permitted.
5. From the fifty (50) compositions received from the five regions, twenty-three (23) are chosen as winners. In addition to the nineteen (19) national prize awards, four (4) national named awards are given. National awards are listed on the NFMC Competitions and Awards Chart.

Requirements:

- **Eligibility:** Entrant must be a citizen of the United States. Entrant must be a member in good standing of NFMC as either an active junior club member/junior associate group or an individual junior member.
- NFMC first place winners **may not win again in the same class**.
- **Composer age classification:** Class I – ages 9 & under; Class II– ages 10-12; Class III– ages 13-15; Class IV– ages 16-18.
- **General rules:** Only one composition entry per applicant is allowed.
 1. This composition may be for solo or ensemble, a single piece, or a group of related pieces such as a suite, sonata, or song cycle.
 2. The composition **must** be notated by the entrant, either by hand or by computer.
 3. The application, score, and recording must be submitted online at the NFMC file upload portal. No applications in hard copy will be accepted.
- Application is made online at the NFMC website.

(Continued)

- **Entry fee:** Refer to the NFMFC website for national portion of entry. Other fees include **state entry fee, individual junior member dues** (if applicable) and optional Federation Cup fee. (Contact state chair for specifics.)
- **Digital recording:** ALL submissions to all classes must include a **digital recording in mp3** format.
 1. No recordings submitted as links to online sites such as YouTube or SoundCloud will be accepted.
 2. A recording produced by the notation software will be accepted.
- **Score:** The composition score must be **submitted in PDF format online** at the NFMFC “file upload” portal. This is indicated on the application page.
- **Deadline:** All entries must be uploaded to the NFMFC website before the **deadline stipulated by the applicant’s state of residence**. Universally, the deadline is no later than February 1, but individual states will frequently post deadlines in January or earlier.
- See the **JR 7-1 Junior Composers Contest Rules** for complete instructions.

State Junior Composers Chair:

- **Promotion:** Encourage participation in your Junior Composers Contest at any and every opportunity! Make available information sheets (JR 7-1) to teachers, junior club counselors, and senior clubs in your state. A promotional poster for the Junior Composers Contest is now available on the NFMFC website.
- **Judges:** State chairs obtain a competent judge (or judges) well in advance. The judge should be knowledgeable not only about composition, but also about the abilities of children in the particular age range. Instruct each judge to use the **JR 7-3 State Rating Sheet** and to write encouraging constructive comments. The state judge chooses the top **two** (2) compositions in **each class**.
- **Fees:** The NFMFC entrance fee is \$5.00. Each state determines the amount of its entry fee. The state fees will be collected along with the NFMFC fee online at the NFMFC home page payment button.
- Send the winning entries and state report (check with regional chair for form) to your regional chair **no later than March 1** via a file-sharing system such as Dropbox.
- Announce and notify state winners.
 1. Announcements should be sent to all participating teachers, the state president, and the state treasurer (if applicable).
 2. Send all state participants a congratulatory letter, NFMFC certificate, and cash award if applicable. Cash awards vary from state to state, from nothing to various amounts.

Regional Junior Composers Chair:

- **Promotion and Support:** Promote the Junior Composers Contest to state chairs within your region. Provide support to state chairs as needed. Update the state’s report form if needed.
- **Judges:** The regional chair secures a highly-qualified judge who will choose the top **two** (2) compositions in **Classes I and II** and the top **three** (3) compositions in **Classes III and IV**. All winners in each of the five NFMFC regions will receive monetary Geiger/Valentin/Jr. Division awards.
- Send results to your national chair **no later than April 1**, via a file-sharing system such as Dropbox, the region’s ten winning entries, and the regional report.
- Announce and notify regional winners.
 1. Announcements should be sent to all participating teachers, the state Junior Composers Contest chairs of the respective region, and the regional vice president.
 2. Send all regional participants a congratulatory letter with NFMFC certificate.
- Forward communication from national treasurer to winners regarding processing of award monies.

(Continued)

National Junior Composers Chair:

- **Judges:** The national judge will rank (but not critique) the 50 regional winners and select the national winners.
- **Deadline:** Judging at the national level will be completed around May 1.
- Announce and notify national winners. Announcements should be sent to NFMC officers, regional vice presidents, regional chairs, and state chairs.
 1. Send national participants a congratulatory letter with NFMC certificate.
 2. Submit bios and pictures of winners to *Junior Keynotes*.

Amounts of national and named awards are available on the NFMC website (JR 7-1).

Regional Chairs for Junior Composers Contest:

Northeastern: *Dr. Stephanie Webster-Cheng*, 2329 Eastcleft DR, Columbus OH 43221;
(614) 354-7389; stephanie.webstercheng@gmail.com

South Central: *Kris Brugamyer*, 856 11th ST E, Dickinson ND 58601-4114;
(701) 690-1650; ndfmc@brugamyer.com

North Central: *Melody Stroth*, 13117 Hemlock ST, Overland Park KS 66213;
(913) 449-8848; classcalmelodys@aol.com

Southeastern: *Cheryl Poe*, 4016 NW 23rd CIR, Gainesville FL 32605;
(352) 316-0886; cheryltipoe@gmail.com

Western: *Patty Hadley*, 824 Northview DR, Twin Falls ID 83301;
(208) 513-8333; hadleypatty@outlook.com.



**NFMC LYNN FREEMAN OLSON COMPOSITION AWARDS
Biennial Awards in Odd-Numbered Years**

Forms online JR 8-1, JR 8-2

Lisa Smith, Chair
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Jacksonville FL 32257
(904) 307-8897
Email: lcspiano@hotmail.com

GOAL AND METHODS

Goal:

Perpetuate the memory of *Lynn Freeman Olson* by giving an award to talented young unpublished composers who show promise and skill in developing appealing pedagogical keyboard materials.

Methods:

1. Receive and process applications for the award.
2. Compile and distribute compositions along with grading sheets to the judges.
3. Supervise the adjudication process to determine winners in the various categories.
4. Process results from judges and announce winners and honorable mentions.
5. Ensure winners receive monetary awards in cooperation with NFMC treasurer.

Established in 1989, these awards honor the memory of *Lynn Freeman Olson*, composer, keyboard pedagogue, music educator, and clinician (a performance medium in which he excelled). Mr. Olson's many keyboard compositions and method materials are exemplary of their genre and have become a permanent part of the standard repertoire for elementary to early advanced piano students.

Awards to be given biennially, beginning in 1991 and in odd-numbered years thereafter, and are offered in three entry categories: Intermediate, High School and Advanced. One winner and several honorable mentions may be awarded in each category. All monetary awards are granted for further music study. **See the NFMC website for award amounts.**

While there are no entry fees, applicants are required to demonstrate current membership in the National Federation of Music Clubs as an individual member, a member of a federated club, or through a school mass enrollment.

The members of the judging panel also function in an ongoing advisory capacity to the chair.



**NFMC MARY ALICE COX AWARD
Annual Award**

Anna Cosmo, Chair
19038 SW Tile Flat RD
Beaverton OR 97007
(503) 432-3361
Email: themusicalpiano@gmail.com

Form online JR 9-1

GOAL AND METHODS

The Mary Alice Cox Award was established in 2003 to honor *Mary Alice Cox* of Muncie, Indiana, for her service as editor of *Junior Keynotes* magazine from 1983 to 2001. The awards will be given each year to a double bassist or a cellist for the purpose of further musical study.

Goal:

Encourage young string players toward a musical career. The award will be given each year to eligible students in the NFM Junior Division. It is to be awarded each year to a double bassist or cellist for the purpose of further musical study. If no applicant is chosen, no award will be given.

Methods:

1. Send notice of this opportunity to state presidents and state festival chairs in the month of October.
2. Announce in *Junior Keynotes* and other publications for music teachers.
3. Notify youth orchestras of this award.
4. Receive applications and proceed with adjudication. The chair will select the judges.
5. Announce to the Junior Division chair the winner of this award by April 1 by emailing his/her application, documentation verification and performance credentials.
6. Announce winners with photos if possible in autumn issue of *Junior Keynotes*. Include a mini-biography of the winners.

Requirements:

1. Applicant must be a member of NFM, either by junior club/junior associate group membership (\$30.00) or individual junior membership (\$20.00), payable to state federation of entry or may be paid online.
2. Applicant must not have reached the 19th birthday as of application deadline.
3. Applicant must be an American citizen. Proof of citizenship will be subject to verification.
4. Application is made online at the NFM website by **March 1** of the appropriate year. The required material must be uploaded to the NFM website, and the entry fee must be paid online.
5. Required materials:
 - a. A video audition recording (preferably an unlisted YouTube link) consisting of at least two (2) pieces in contrasting style written for cello or bass in original form.
 - i. One of the competition pieces must be by an American composer.
 - ii. The pieces may be accompanied by piano or performed unaccompanied.
 - iii. Self-composed music is acceptable, even encouraged, if a copy of the written score is included; however, it may not be substituted for the required published American piece.
 - b. A list of titles of the competition pieces including time (minutes & seconds) and composers, including nationality. Time limits: minimum—10 minutes; maximum—15 minutes.
 - c. Verification of the junior's performance by the teacher and parent/guardian.
 - d. Short recommendation letter from the teacher.
6. The first-place winner is not eligible to enter the competition again.



NFMC DANCE DEPARTMENT

Lisa Moore, Chair
3384 Fountainhead AVE
The Villages FL 32163
(352) 693-4384
Email: nfmc.dance.award@gmail.com

Forms online JR 17-1 through JR 17-8

GOALS AND METHODS

Goals:

1. Encourage and promote dance for juniors (ages 11-18) in the National Federation of Music Clubs.
2. Provide competition for juniors in ballet and theater dance (tap, jazz and lyrical) resulting in monetary awards.

Methods:

National Chair:

1. Keep the forms and rules for dance awards up-to-date, submitting new forms when necessary.
2. Contact the state dance chairs and the state presidents in the fall by letter or by email including a copy of the goals and methods, Club Report Form (JR 17-4), Rules for Awards (JR 17-1) and the Application Form (JR 17-2).
3. Receive the audition tapes from competing juniors, secure three qualified judges, notify the winners, mail the awards payment forms, the application fee checks and the checks for individual junior members to the NFMC executive director. Mail the voucher and request for judges' payment to NFMC budget chair.
4. Application and required material must be uploaded to the NFMC website, and the entry fee must be paid online.
5. Receive and evaluate the Club Report Forms and mail certificates to the clubs that have promoted dance and the dance awards.
6. Write articles about dance for the *Music Clubs Magazine* and *Junior Keynotes*, including pictures and information about the winners of the dance awards.
7. Submit a report to the NFMC Junior Division chair by the date requested.

State Presidents:

1. Become familiar with dance information in the manual.
2. Appoint a state dance chair who will promote dance and the dance awards for juniors.
3. Provide any newly appointed state dance chair whose name has not been reported to the NFMC with the material received from the national chair. If the chair's name is on the national list, this person will receive the necessary information from the national chair.
4. Provide the state chair with the names and addresses of the senior club presidents in the state.

(Continued)

State Chairs:

1. Contact the music club presidents in your state about promoting dance and include a copy of the Club Report Form, the Rule and Application Form for the Dance Awards.
2. Write a state dance report to submit to the state at the annual state meeting.

Senior Club Presidents/Senior Club Dance Chairs:

1. Senior club presidents should appoint a dance chair.
2. Senior club members should be made aware of how NFMC supports dance through the dance awards.
3. Make copies of the rules for the Dance Awards and the application form available to the members.
4. Contact dance teachers in the area for assistance in getting students to audition for the dance awards. Provide a copy of the Rules and Application Form to the teachers.
5. Ask for the cooperation of the club's junior counselors in providing students information about the dance awards and sharing the information about dance in *Junior Keynotes* with the students.
6. Include dance in the club's programs.

Complete the senior Club Report Form for dance. Mail or email a copy to the state dance chair and the NFMC chair for a possible award. The chair will mail a certificate to the clubs that promote dance and the junior dance awards.



NFMC THELMA A. ROBINSON BALLET AWARD
Biennial Award in Odd-Numbered Years

Beth Lee, Chair
805 E North ST
Greenville SC 29607
(864) 905-8719
Email: bethlee0123@gmail.com

Forms online JR 10-1, JR 10-6

GOAL AND METHODS

Goal:

Provide financial assistance for furthering the ballet education of serious students of ballet.

Methods:

1. State presidents will appoint a TARBA chair.
2. Distribute information about the award.
3. Receive the application forms.
4. Proceed with adjudication.

The Thelma A. Robinson Ballet Award is a biennial award presented in odd-numbered years. The applicant must be between the ages of 12-14 by the audition deadline of February 1. The award was created in 1987 by retiring National President *Mrs. Dwight D. Robinson*.

Requirements:

1. Applicants must be members of NFMC, either a junior individual member or a member of an active junior club/junior associate group.
2. Applicants must be citizens of the United States.
3. A copy of the birth certificate or naturalization papers is required.
4. Application is made online at the NFMC website. The required material must be **uploaded to the NFMC website by February 1** of audition year.

State Chairs:

1. The state chair is responsible to guide applicants through the application process.
2. Required materials must be *uploaded to the NFMC website*.
3. Chairs should obtain a list of local ballet studios/conservatories in their region.



NFMC WENDELL IRISH VIOLA AWARD

Dr. George Keck, Chair
2112 Hinson RD #23
Little Rock AR 72212
(870) 403-2951 (M)
Email: keckg@att.net

Forms online JR 11-1 through JR 11-4

Mr. and Mrs. Wilmot Irish of Ithaca, New York, established this award in 1981 in memory of their son.

GOALS AND METHODS

Goals:

1. Encourage viola students to continue study with a teacher of the recipient's choice by providing financial assistance.
2. Hold auditions to select national first and second place winners and to award the five annual regional awards.

Methods:

1. State chairs, selected by each state federation, will attend to promotion of the award in his/her state.
2. The national chair, elected by the National Federation of Music Clubs, will see that all rules are observed, hold the national auditions by recording and announcing the annual winners.
3. Chairs on all levels will have the responsibility of dispensing information regarding the auditions.
4. Application is made online at the NFMC website. The required material must be uploaded to the NFMC website, and the entry fee must be paid online.



NFMC ANGIE GREER MUSIC IN POETRY AWARDS
Junior Division – Annual Awards

Form online JR 12-1

Debra Hughes, Chair
2937 Moorings PKWY
Snellville GA 30039
(770) 401-1978
Email: bndhughes@comcast.net

GOAL AND METHODS

Goal:

Encourage students in the Junior Division to compose poetry, particularly relating to music.

Methods:

1. One (1) annual award will be presented to the winner of the contest in each of the five (5) regions of the NFMC.
2. Judging takes place anonymously. Winners are selected by the judge and will not be disputed.
3. All entrants must be members of the Junior Division of the NFMC either by membership in a local federated junior club/junior associate group, membership in the Junior Division of an active senior club or an individual junior member.

Rules:

1. The entrant must not have reached their 19th birthday by the submission due date of November 1.
2. The poem must be an original, unpublished creation of the entrant. AI (artificial intelligence) shall not be used in its creation.
3. The poem must have a musical theme.
4. Any form of poetry is acceptable.
5. The poem must be no longer than 30 lines and no shorter than 8 lines.
6. No personal information is to be submitted on the poem. The poem and its title must not have the poet's name, age, address, teacher's name, region etc.
7. Application is made online at the NFMC website. The poem must be uploaded at the same time, and the entry fee must be paid online.
8. Previous winners are ineligible.

Read and follow these rules carefully. Each student needs the opportunity to have the judge consider his /her poem, rather than be disqualified because the rules were not followed.



NFMC STILLMAN KELLEY AND THELMA BYRUM AWARDS

Jason Sifford, Chair
330 Park RD
Iowa City IA 52246
(319) 512-9300
Email: jason@siffordmusic.com

Forms online Jr 13-1

The Stillman Kelley competition was established in 1938 for the continued musical education of exceptionally talented junior members of the National Federation of Music Clubs. To honor the eminent music educator, composer and leader who had done so much for music in this country, the competition was named the "Edgar Stillman Kelley Scholarship." Later, in recognition of his wife's accomplishments as the eleventh president of the National Federation of Music Clubs (1925-1929) and her continuing interest in the musical youth of our nation through the many years until her death in 1949, the award was changed to honor both members of the NFMC's distinguished husband-wife team.

The Thelma Byrum Piano Award was added in 1980. It goes to the top scorer in piano, unless that is the Stillman Kelley winner; in that case, the Byrum Award goes to the next-highest scorer in piano.

GOAL AND METHODS

Goal:

Provide financial assistance for the continued musical education of exceptionally talented junior instrumentalists of the National Federation of Music Clubs.

Methods:

1. Encourage publicity of the contest.
2. Assure that each state has the correct copies of the following form.
 - Rules and Procedures (JR 13-1)
3. The national chair, elected by the National Federation of Music Clubs, will see that rules are observed, hold the national auditions by recording and announcing the annual winners.
4. At the direction of the NFMC president, arrange for a performance of the national winner at a national meeting.
5. Application is made online at the NFMC website. The required material must be uploaded to the NFMC website, and the entry fee must be paid online.



NFMC CLAIRE ULRICH WHITEHURST (FLANAGAN) PIANO SOLO AWARD
Biennial Award in Even-Numbered Years

Marcia Chaplin, Chair
1807 Batten Hollow RD
Vienna VA 22182
(703) 298-0748
Email: marciachaplin2@gmail.com

Forms online JR 14-1

GOAL AND METHODS

This endowment has been established to honor Mrs. Whitehurst's lifelong dedication to the NFMC. Her family paid tribute to the 100th anniversary of the NFMC by originating this memorial endowment.

Goal:

Provide financial assistance to junior pianists in grades 10, 11 or 12 who have not reached their 19th birthday of the audition year and are (or become) members of NFMC.

Methods:

1. Secure a copy of form JR 14-1 that contains rules and procedures for the award.
2. Application is made online at the NFMC website. The required material must be uploaded to the NFMC website, and the entry fee must be paid online.
3. Proceed with the selection of the recipient.

State Presidents, Junior Teachers and Counselors are invited to advertise and encourage participation in the Biennial NFMC Claire Ulrich Whitehurst Piano Solo Award.

In the words of Claire Ulrich Whitehurst in whose name this endowment is made:

"Music is in life everywhere. Take time to listen."



NFMC AMERICAN MUSIC AWARD FOR JUNIORS

Ruth Morrow, Chair
138 Waddell RD
Greenville SC 29609
(864) 322-9224
Email: morrowrm@charter.net

Form online AM 5-1

A monetary award will be presented. Clubs may not receive the award in successive years.

GOAL

Goal:

To encourage the interest of NFMC junior club members in performing, promoting, and studying American music under the supervision of an NFMC junior counselor. Junior clubs must be federated and all dues current.

Rules:

1. A minimum of four (4) American music programs presented *during the club year* (club meetings, churches, schools, community centers, recitals, nursing homes). A printed program, each using the words "In support of the efforts of the National Federation of Music clubs to promote American music" or similar wording, must be used. _____ Number of Programs.
2. Programs may contain non-American music, but credit is only given for American music. Highlight or underline all American music selections. _____ Number of AM selections.
3. A history of American Music should be read or printed in at least one of the programs. The Parade of American Music history is acceptable (AM 1-6). _____ History read/printed
4. Publicity: Enclose with entry all publicity of American music outside the club. Include pictures of displays or newspaper and magazine articles about American music. _____ Displays/ Articles
5. Essays: Study specific periods of American Music or focus on American composers. Include essays - should be 75 words or more. _____ Number of Essays
6. Presentation: Presentation of the entry will be considered in grading criteria. Folders and notebooks with detailed information and photos are encouraged.

How to enter:

1. Send this completed entry and all related materials to the chair.
2. Entry to be *postmarked no later than May 15*. Return postage **must** be included if materials are to be returned.

ENTRY FORM

Junior Club Name _____

Junior Club Counselor _____

Address _____

Telephone _____ # Active Members _____

Junior Club Counselor E-mail _____



**NFMC MARILYN CALDWELL PIANO SOLO AWARD
Annual Award**

Marschnee Strong, Chair
5400 S Kingshighway BLVD
St. Louis MO 63109
(314) 578-2251
Email: mstrongpianist@gmail.com

Forms online JR 19-1, JR 19-2

This endowment was established by the Junior Division to honor Marilyn Caldwell for her dedication to the NFMC as Junior Division chair from 2003-2007 and Gold Cup chair for ten years. It was endowed by allocation of the NFMC Federation Festival fees and Caldwell Endowment. The award was first given in 2011.

GOAL AND METHODS

Goal:

Provide financial assistance and encouragement to talented piano students in the Junior Division. It is open to junior members in grades 10-12 who have not reached the 19th birthday by March 1 of the competition year. Individual membership may be obtained by sending required amount with application.

Methods:

1. Receive applications before March 1 deadline. Rules and procedures for this award must be followed. Application is made online at the NFMC website. The supporting materials must be uploaded to the NFMC website, and membership fee may be paid online.
2. Select three (3) competent judges who will choose a first and second place winner.
3. Report winners' names to the entrants, the NFMC president, state presidents of the winners, Competitions and Awards chair, and NFMC headquarters.
4. Prepare article for publication in the *Music Clubs Magazine* and *Junior Keynotes*.



**NFMC MARTHA MARCKS MACK JUNIOR VOCAL AWARD
Annual Award**

Kristin Ivers, Chair
1423 Keller AVE
Williamsport PA 17701
(570) 360-3217
Email: kivers210@gmail.com

Form online JR 21-1

The Martha Marcks Mack Junior Vocal Award was established in 2013 to honor Martha Marcks Mack of Kuhnsville PA. Mrs. Mack was a professional singer and taught voice for nearly fifty years.

GOALS AND METHODS

Goals:

1. Encourage young singers toward a musical career.
2. Provide financial assistance for the continued musical education of exceptionally talented junior vocalists in grades 10, 11 and 12, who have not reached their 19th birthday by March 1 of the competition year.

Methods:

1. Distribute information about the award. Announce in *Junior Keynotes* and other publications about this award.
 - Requirements – JR 21-1
2. Receive log-in credentials and proceed to view application forms, videos, membership fees, and entry fees which have all been uploaded to the NFMC website.
3. The chair will select the judges. After verification with headquarters of fees paid and membership, adjudication may begin.
4. Announce winners with photos, if possible, in fall issue of *Junior Keynotes*. Include a mini-biography of the winners. Notify state presidents of winners from their states.



**NFMC LANA M. BAILEY PIANO CONCERTO AWARD
Annual Award**

Lana M. Bailey, Chair
3686 Russell RD
Woodbridge VA 22192
Email: ZBLB@verizon.com

Form online JR 20-1

The NFMC Lana M. Bailey Piano Concerto Award was established in 2013 and is named for Past National President Lana M. Bailey (2007 – 2011).

GOAL AND METHODS

Goal:

Recognize a high school senior who demonstrates an exceptionally high degree of artistic excellence through the performance of a piano concerto. Applicant must not have reached the 19th birthday by the competition deadline of May 1.

Methods:

1. Distribute information and receive applications for the award.
2. Select judges who will choose a winner.
3. Proceed with the adjudication.
4. Announce winners with photos if possible in fall issue of *Junior Keynotes*. Include a mini-biography of the winner.

Requirements:

1. NFMC membership is required as a junior club member, junior associate group member, or a junior individual member and may be paid online.
2. Applicant must be an American citizen.
3. Applicant must be a graduating high school senior who will be attending a college, university, or conservatory as a music major.
4. Application is made online at the NFMC website. The required materials must be uploaded to the NFMC website. Entry fee must be paid online.
5. Required materials:
 - a. Letter of acceptance from the institution must accompany application.
 - b. A copy of birth certificate, naturalization papers, or U.S. passport.
 - c. Two letters of recommendation.
6. See the NFMC website for required repertoire list. JR 20-1.



**NFMC MICHAEL R. EDWARDS GRADUATING SENIOR PERFORMANCE AWARD
Annual Award**

Michael R. Edwards, Chair
900 N Ocean BLVD #1706
Pompano Beach, FL 33062
(954) 325-0064
Email: micedwards@aol.com

Forms online JR 22-1

The NFMC Michael R. Edwards Graduating Senior Performance Award was established in 2019 and is named for Past National President Michael R. Edwards (2015-2019).

Methods:

1. Distribute information and receive applications for the award.
2. Select judges who will choose a winner.
3. Proceed with the adjudication.
4. Announce winners with photos in fall issue of *Junior Keynotes* when possible. Include a mini-biography of the winner.

Requirements:

1. NFMC membership is required as a junior club/junior associate group member, or a junior individual member and must be paid online.
2. Applicant must be an American citizen.
3. Applicant must be a graduating high school senior who will be attending an accredited music school as a music performance major.
4. Applicant must have earned at least one (1) NFMC Federation Cup.
5. Application is made online at the NFMC website.
 - a. A copy of birth certificate, naturalization papers, or U.S. passport must be uploaded to the NFMC website.
 - b. Entry fee must be paid online.
 - c. Two letters of recommendation must accompany the application.
 - d. Letter of acceptance from the institution must be included with the application.
6. See the NFMC website for repertoire requirements (JR 22-1).



NFMC AGNES FOWLER JUNIOR BLIND COMPOSITION AWARD

Dianne Williamson, Chair
100 Stonecrest RD
Greer SC 29651
(864) 879-0813
Email: dwillia879@aol.com

Form online JR 15-1

GOAL AND METHOD

Goal:

To provide recognition and financial reward to junior composers who are blind.

Methods:

1. Encourage clubs and state federations to have a chair of Music for the Blind.
2. Make schools and teachers of the blind aware of the composition award offered.
3. Encourage blind student composers to enter the competition.

An award is given for the composition receiving the highest rating. The entrant must have reached the 10th, but not the 19th, birthday **by March 1** of the audition year.

Requirements:

Each entry must consist of the following:

1. A recording (of the best quality available) containing one composition accompanied by the original score for the composition for the use of the judges. This music should be regular printed music, NOT braille music.
2. An affidavit from an ophthalmologist certifying the entrant is legally blind with 20/200 or less vision after correction.
3. Required entry fee must be paid online.
4. Application is made online at the NFMC website. The required materials must be uploaded to the NFMC website.

All entrants must be members of an active junior club/junior associate group or hold an individual junior membership in the National Federation of Music Clubs.



NFMC JOYCE WALSH JUNIOR DISABILITY AWARDS Annual Awards

Cynthia Waldon, Chair
9452 W Knottingham DR
Boise ID 83704
(208) 949-4737
Email: cynawaldon@hotmail.com

Form online JR 16-1

The Junior Disability Award was established in 1983 as the official project of the Junior Division under the leadership of Junior Counselor *Joyce Walsh*. The annual competition is open to any junior instrumentalist or vocalist who is mentally or physically challenged.

Joyce Walsh, assisted by her husband, was in charge of T-shirt sales and contributions until the endowment of the awards was completed in 2001. At that time, the awards were renamed the Joyce Walsh Disability Awards.

The first and second place winners will receive an award for the purpose of musical study. Former national first place winners of the award are not eligible to compete. In addition, an instrumental/vocal award may be given in each of the five regions.

GOAL AND METHOD

Goal:

Provide financial assistance for the study of music to junior instrumentalists or vocalists who are mentally or physically disabled.

Method:

Receive applications and proceed with adjudication. Entry fees must be paid online.

Requirements:

1. Applicant must be a member of the National Federation of Music Clubs, either through group membership or individual junior membership.
2. Applicant must be a citizen of the United States.
3. Applicant must have reached 12th birthday, but not 19th by March 1 of the audition year.
4. Application is made online at the NFMC website. The required material must be uploaded to the NFMC website by March 1.
5. Required materials:
 - a. Applicant must include a letter of recommendation from teacher, tutor or clergyman.
 - b. Applicant must include a letter from a medical doctor stating the nature and duration of the mental or physical disability.
 - c. Applicant must include a picture for publication.



NFMC BENZINGER/VALENTIN JUNIOR BLIND PERFORMANCE AWARDS

Dianne Williamson, Chair
100 Stonecrest RD
Greer SC 29651
(864) 879-0813
Email: dwillia879@aol.com

Form online JR 18-1

GOAL AND METHOD

Goal:

Provide financial awards for continued musical study for blind instrumentalists or vocalists. Two national awards are given annually and one in each of the five regions of the NFMC.

Method:

1. Communicate with the national chair concerning distribution of award information.

Requirements:

1. Entrant must be a member of an active junior club/junior associate group or junior individual member. Individual membership dues are paid by check payable to the National Federation of Music Clubs or may be paid online.
2. An entry fee is required and must be paid online.
3. Entrant must be a citizen of the United States.
4. Application is made online at the NFMC website. The following must be *uploaded to the NFMC website*:
 - A recording (the best quality available) containing *three* selections.
 - Scores (legally obtained PDFs) for compositions that are recorded for the judges to use (no copies) during the taped performance. This music should be regular printed music, NOT braille music.
 - An affidavit from an ophthalmologist stating the entrant is legally blind with 20/200 or less vision after correction.
 - Date of birth.
 - Years of study.



Additional Awards for Juniors:

Competitive Awards available to Junior Clubs

Information on each award can be found at www.nfmc-music.org under Publications.

- **American Music Division**
 1. American Folk Music
 2. American Music Junior Club Award
 3. American Woman Composer Award
 4. Professor R. A. Schramm Parade of American Music Award
 5. Just Jazz!
- **Arts Division**
 1. Celebrate Strings Junior Club Award
 2. Ethnic Performance Junior Club Award
- National Music Week Essay Contest
- Interlochen Arts Academy Award

Check the other division listings in this manual for more information.



**National Federation
of
Music Clubs**

MEMBERSHIP AND EDUCATION DIVISION

Natlynn Hayes, Chair
23328 Branson RD
Poteau OK 74953
(918) 649-4012
Email: natlynn58@icloud.com

Membership and Education Division	119
Membership Extension	
Senior Extension	120
Student/Collegiate Extension	121
Junior Extension	122
Individual Members	123
Education Department	
Yearbooks	124
Program Planning – Course of Study	125
Senior Club Reporting	126
Orientation and Leadership Training	127



MEMBERSHIP AND EDUCATION DIVISION

Natlynn Hayes, Chair
23328 Branson RD
Poteau OK 74953
(918) 649-4012
Email: natlynn58@icloud.com

GOALS AND METHODS

Goals:

1. Recruit and retain new members in NFM.
2. Educate all members as to the structure and programs of NFM.

As with any organization, NFM's future depends upon the ability to attract and keep a growing number of members. New members mean the Federation will have a greater impact on our communities, more people to share the workload, and more potential leaders for the future.

Methods:

1. Ask state presidents and club presidents to appoint enthusiastic chairs for extension.
2. Possible chairs might include the following:
 - senior membership
 - student/collegiate membership
 - junior membership
 - individual membership.

Additional Methods

- Use promotional materials available from headquarters.
- Use membership manual (*Guide to Membership*, ME 3-2) as a resource tool.
- Use NFM's national website (www.nfmc-music.org) regularly.
- Share with prospective members the benefits of belonging to NFM.
- Use Federation publications *Music Clubs Magazine* and *Junior Keynotes*.
- Use *Music in Poetry and Song*.



SENIOR EXTENSION

Forms online ME 1-1, ME 4-1

Natlynn Hayes, Chair
23328 Branson RD
Poteau OK 74953
(918) 649-4012
Email: natlynn58@icloud.com

GOALS AND METHODS

Goals:

1. Recruit new members in each state federation.
2. Retain members.
3. Promote formation of new senior clubs.

Methods:

1. Use all forms of communication (telephone, post office, Facebook and other social media sites, email, and person-to-person) for recruiting.
2. Order and use materials from NFM Headquarters:
 - NFM promotional brochure
 - Membership Recruiting Brochure – ME 3-1
 - *Music Clubs Magazine* and *Junior Keynotes*
 - NFM website (www.nfm-music.org)
 - *Music in Poetry and Song*
 - *Leadership and Orientation Manual*.
3. Conduct special programs that are open to the public.

Five Steps to Membership Recruitment Success

1. Know the value of club and NFM membership.
2. Know the person you are asking to join.
3. Anticipate questions and answer promptly.
4. Learn to express “membership empathy.”
5. Ask them to join!!!

Three Steps to Retaining Members

1. Welcome: Make new members feel accepted and special.
2. Educate: Plan a special orientation program; give club yearbook to all members.
3. Involve: Determine where new members will be most comfortable and effective and involve them immediately.



National Federation of Music Clubs **STUDENT/COLLEGIATE EXTENSION**

Membership & Education

Sheila K. Shusterich, Chair
Duluth MN 55803-2439
314 Lewis ST
Duluth MN 55803-2439
(218) 591-2746
Email: sheilaaks@icloud.com

Forms online ME 1-1, ME 1-3, ME 4-1, ME 4-2

GOALS AND METHODS

Goals:

1. Guide the federated member from junior work, through student/collegiate work, into senior work in a continuous unbroken progression.
2. Help, encourage, and support state presidents and student/collegiate advisers to increase student/collegiate clubs and individual memberships in each state.
3. Encourage state presidents and student/collegiate advisers to communicate with colleges, universities, and music departments to join as associate organizations through mass enrollment.

Methods:

1. Work with the state presidents and advisers to accomplish the stated goals in the ways listed below.
2. Work with the Music in Schools and Colleges chair to federate colleges; conservatories; arts departments such as music, dance, drama, and poetry; and university and private teachers' classes in the 19-25 age category.

State Student/Collegiate Adviser: Extension and student/collegiate awards are the primary duties of this office. Note the specific methods listed below.

1. *Know your NFM division material;* Student/Collegiate Auditions forms (ST 1-1 – ST 1-10), Competitions and Awards Chart (CA 20-1).
2. *Use only current material.* Order/download all Student/Collegiate Division material in ample supply to give to schools and colleges by a *personal* contact or email to encourage federation of the organization.
 - Contact music and other arts department chairs and professors by *personal* contact, with follow up, and explain all material, goals of the National Federation of Music Clubs, and how federating will help the students as well as the schools; strongly encourage each college and university in the state to join NFM as associates (mass enrollment) allowing all enrolled collegiate opportunities as members of NFM.
3. Encourage use of NFM performance opportunities and awards such as summer music centers.
4. Keep all organizations and clubs alive with personal involvement. Attend concerts, recitals, and programs. Take NFM material to distribute at these events as well as at junior festivals and state board meetings.
5. Set *specific goals* and follow through with commitment and leadership.
6. When enrolling student/collegiate organizations, determine the exact number of students in that school and report that number to the state treasurer for his/her more accurate and complete reporting to the national treasurer.
7. Encourage senior clubs to collaborate with college students in their vicinity. Include them in projects and programs, such as sacred music and performance opportunities.



JUNIOR EXTENSION

Lori Jessen, Chair
1912 Locust ST, POB 851
Dakota City NE 68731-0851
(712) 253-0718
Email: LoriJessen@gmail.com

Form online ME 4-1

GOALS AND METHODS

Goals:

1. Bring together young people for regular group study of music, for performance before others, and for social enjoyment.
2. Train future club leaders.
3. Cultivate courteous and appreciative audiences.
4. Stimulate interest in creating music.
5. Provide incentive for high standard of performance through Federation Festival events and the Federation Cup Award Program.
6. Encourage service through music.
7. Broaden the vision and the ability of members through understanding of cooperation with the state and national goals.

Methods:

Communicate to state federations and local clubs the importance of increasing membership and participation by using the ideas listed below. New members bring new energy, vitality, and enthusiasm to any organization. State presidents, state junior counselors, and state extension chairs must work together to bring new individuals and organizations into the National Federation of Music Clubs.

Try some of these ideas:

1. Invite existing youth organizations to join NFMC, such as church choirs, bands, school choruses, dance studios, handbell choirs, etc.
2. Form performance clubs. These can be multi-disciplinary and give juniors an opportunity to perform before their peers. Include pianists, instrumentalists, dancers, vocalists, junior composers.
3. Form festival clubs. These clubs can assist juniors in preparing and performing for festival as well as providing a venue for receiving the awards following the festival.
4. Form study clubs. This can give juniors an opportunity to learn about the arts as they choose a particular area of study and share that with others in the club.
5. Form junior music service clubs. This would give juniors an opportunity to share their music with those in their community. They could find performance opportunities in schools, day care centers, hospitals, nursing homes, etc. (See JR 3-15a-e on the NFMC website.)
6. Involve parents, music teachers, members of federated music clubs, and others who are interested in junior club work.
7. Share what works. Let others in the NFMC know of the successes of your junior club. Submit informative articles on your club's activities to the *Junior Keynotes Magazine*. This can give others ideas on how to make a junior club work.
8. Learn from others. Be sure you receive the *Junior Keynotes Magazine*, and be sure all your juniors subscribe. This is a valuable tool for helping our junior clubs grow and be successful.
9. The Junior Division chair's theme for 2025-2027 is "Juniors Are the Future of Federation." We will continue to encourage our juniors to enter composition contests, performance competitions, festivals, poetry, and essay contests as well as to develop leadership skills by becoming actively involved in planning, programming, and volunteering in musical endeavors in their community.



INDIVIDUAL MEMBERSHIPS

Jason Volovar, Chair
8569 Van DR
Poland OH 44514
(330) 540-8043
Email: eightyeightkeysrock@yahoo.com

Forms online ME 1-1, ME 3-11

GOALS AND METHODS

Goals:

1. Provide an avenue for membership in NFMC for those who do not belong to a federated club.
2. Encourage additional levels of membership (patron, donor, subscriber, life member, cradle roll).

Methods:

1. Encourage states to use individual memberships as a means of increasing overall state federation membership.
2. Distribute information concerning individual membership to state presidents.
3. Send a letter and an 8½ x 11 life membership certificate to each new life member. They may have their picture published at no charge in the *Music Clubs Magazine* by sending a photo to the editor.
4. Send a letter and an 8½ x 11 cradle roll certificate to each new cradle roll member.

Individual memberships are important to NFMC and to state federations. The portion of the membership fee that goes to NFMC goes to the general fund. Revenue is used for operation of the National Federation – publications, salaries, activities, supplies, and other operating expenses. Individual membership entitles the member to all privileges, including entering NFMC competitions.

State Membership Chairs:

1. Order application forms (ME 1-1) and other promotional materials from NFMC headquarters to distribute to the clubs and others in the state. Forms are also available on NFMC website.
2. Order membership cards (ME 3-11) to provide to each individual member (except life members and cradle roll members) upon notification from the state treasurer that dues have been received.
3. Keep a thorough record and send a complete report for the national chair *to be received before April 1*.

Treasurers:

1. Please be sure names are spelled correctly.
2. For cradle roll members, include date of birth, parents' name and address, email address, and name and address of donor(s). The certificate will go to parents' address unless requested to go to donor.
3. The gender of life members is needed for processing correspondence.
4. If this is to be a surprise, please indicate if the certificate should be sent to someone else.
5. Notify national chair upon receipt of application.



SENIOR YEARBOOKS

Forms online ME 5-1, ME 5-2

Gilda J. Bocock, Chair
226 Huntcliff DR
Columbia SC 29229-3383
(803) 348-6445
Email: gildabocock@gmail.com

GOALS AND METHODS

Goals:

1. Encourage senior clubs to publish a yearbook and to recognize excellence in yearbooks.
2. Pique the interest of current members and attract new members with outstanding programs, interesting projects, and worthwhile community service.

Methods:

1. Receive club yearbooks and provide the National Award of Merit certificates.
2. Display club yearbooks at the annual NFMC conference/convention.
3. Catalogue innovative program ideas, themes, emphases, and books; send information to state presidents.

State Yearbook Chairs:

1. Communicate with senior club presidents and yearbook chairs.
2. Encourage each club president, course of study chair, program chair, and yearbook chair to obtain a copy of the following:
 - Approved Course of Study Book List (ME 5-1). If you wish to study a book that is not on the current list, send your chosen book's title, author and publisher to Course of Study chair for approval. Your ideas are valuable for updating the list.
 - Requirements for Club Yearbooks Form (ME 5-2)
 - Senior Club Reporting Form (ME 7-1)
 - Note: If the NFMC Founders Day, Parade of American Music, National Music Week are part of yearly programs, the club receives credit on the Senior Club Reporting Form (ME 7-1 and/or ME 7-2) **as well as** the NFMC Special Requirements for Club Yearbook Form (ME 5-2).
 - NFMC *Music in Poetry and Song*.
 - Orientation and Leadership Training materials. (See the List of the NFMC Publications at <http://www.nfmc-music.org>.)
3. Encourage club presidents and club program chairs to have orientation and leadership programs to review club and federation aims and objectives.
4. Appoint a state club yearbook committee and have a display of winners at state conference/convention.

The deadline for receipt by the national chair is **March 1**.

Club Yearbook Chairs:

1. Communicate and exchange ideas with your state chair.
2. Assess the musical and orientation needs of your membership.
5. Present high quality musical programs to your club.
6. Plan club programs in advance to be able to meet the requirements of a good yearbook.
7. Use community resources and media resources to vary and enhance program flexibility.
8. Attend a symphony, opera, or ballet performance as a planned program.



SENIOR PROGRAM PLANNING - COURSE OF STUDY

Form online ME 5-1

Elizabeth Guest Martin, Chair
207 Gray Fox SQ
Taylors SC 29687
(864) 313-0193
Email: eguestmartin@gmail.com

GOAL AND METHODS

Goal:

Encourage the use of a course of study, or book club format, for senior music clubs on a monthly basis (where applicable) and approve books for study other than those on the NFM Book List. A new book list has been created in order for clubs to use *Music in Poetry and Song* in conjunction with the *course of study* books.

Methods:

1. Encourage each senior club to use the NFM Book List, 2023-2025 (ME 5-1).
2. Grant approval for a book chosen by a senior club to supplement planned programming of their choosing.
3. Create a new course of study book list for this biennium of the NFM.
4. To expand and add books to a potential Approved Bookshelf Section with the help and encouragement of the NFM membership.
5. Ask that you consider forming a Music Book Club in order to experience the joy of reading outstanding American literature on and about - all topics **Music!**

Clubs are encouraged to read a course of study book at each monthly meeting in order to share new ideas hand in hand with our *Music in Poetry and Song* which is an NFM publication. I hope this brings new energy, expands the potential use of Zoom (or online) alternative meetings, encourages discussion with one another to enhance our knowledge, and make new discoveries in all topics – music. The books chosen cover a wide range of musicians, poets and opinions, intended to stimulate conversations in a book club type setting. Thank you for using a Course of Study book!

Read – Learn - Explore



SENIOR CLUB REPORTING

Forms online ME 7-1, ME 7-2

Linda Flick, Chair
428 W King ST #2
Lancaster PA 17603-3796
(717) 341-4012
Email: flick516@aol.com

GOAL AND METHODS

Goal:

Provide a means to evaluate the work of local clubs throughout the NFM.

Methods:

1. Communicate information about the reporting process to state presidents.
2. State chair receives the Senior Music Club Annual Summary Form (**ME 7-1**) from the club chairs by **July 1**.
3. National chair receives the State Senior Club Annual Summary Form (**ME 7-2**) from the state chairs by **July 15**. From these reports, compiles a statistical accounting.
4. Send this accounting to each of the nine division chairs, showing by state and program where the strengths and weaknesses occur in each division.
5. Compile an overall report to provide a true picture of the work being done in each of the reporting states.

It is essential that all who participate in the senior club reporting process use only the current, updated forms. The Senior Music Club Annual Summary Form (**ME 7-1**) and the State Senior Club Annual Summary Form (**ME 7-2**) are used to report club and state activities. These forms are available on the NFM website and are easy to complete. Clubs take credit by placing a check in the box adjacent to the program and by adding dollar amounts, where appropriate.

Club Presidents

- Appoint a senior club reporting chair or do the report yourself. Prepare the Senior Music Club Annual Summary Form (**ME 7-1**) for your club and send it to your state chair by the date determined by that chair.
- If a senior club wishes to receive a certificate, use the appropriate information listed at the end of **ME 7-1**.
- Use **ME 7-1** as a source of information for programs and for reference.

State Chairs

- The deadline for receipt of the State Senior Club Annual Summary Form (**ME 7-2**) by the national chair is *postmarked by July 15*.
- Therefore, establish a deadline for receipt of **ME 7-1** from your senior clubs to allow time to compile **ME 7-2** and forward it to the national chair *postmarked by July 15*.
- Send **ME 7-1** to each senior club early in the club year. Emphasize your deadline for submission of the completed form.
- Suggest that the forms be used as a guide for activities during the year.
- Send completed copies of **ME 7-2** to your state president, to the NFM Headquarters and to the NFM chair listed above.



ORIENTATION AND LEADERSHIP TRAINING

Ann H. Guest, Chair
506 Mary Knob CT
Greenville SC 29607
(864) 430-4626
Email: jonguest@aol.com

Form online ME 6-1

GOALS AND METHODS

Goals:

1. Give to each member a feeling of ownership in our organization and a strong personal involvement and commitment to the National Federation of Music Clubs.
2. Orient new members to the history, objectives, programs, and obligations of NFMC membership.
3. Direct individuals to a greater understanding of expectations, policies, objectives, tasks, and goals in the NFMC.
4. Develop leadership in the organization and to bring individuals to lasting, vital roles in the local, state, and national music clubs.

Methods:

1. Provide Orientation and Leadership materials to state and local presidents and chairs. Recommended materials are available from headquarters via the NFMC website. (Click on *Publications*--"Membership Division" -- "Orientation and Leadership" or "Administrative Division" -- "Orientation and Leadership" for several items that may be downloaded at no cost, as well as other items at small cost.)
 - *The NFMC Manual* (AD 3-1)
 - *NFMC Orientation and Leadership Manual* (ME 8-1, in revision)
 - *State Presidents and State Treasurer's Handbooks* (AD 3-2, AD 3-3)
 - *Club President Handbook* (ME 3-10)
 - *Privilege of Membership* (ME 3-7)
 - *Practical Pointers--Parliamentary Procedure* (AD 11-1)
 - *Installation Service of the NFMC* (AD 4-3)
 - *How to Organize a Music Club (Senior)* (ME 3-3)
 - *Membership Kit* (ME 3-4 includes ME 1-1, ME 3-1, ME 1-3, ME 4-1, ME 6-1.)
2. Encourage each member to use the manual to:
 - find a reason and/or need to participate.
 - be prepared to serve.
 - recruit new members and help them establish a meaningful role.
 - be confident that you as a member are giving your best.
 - fulfill a meaningful and necessary leadership role.
3. This chair is interested in any outstanding activity in Orientation and Leadership. Please submit Form ME 6-1 postmarked by May 1 to the national chair to be shared at a national meeting.

As a member, you create a National Federation of Music Clubs that influences the world of music. As an individual, you are its most powerful tool to recreate local, state and national policy to continue this legacy!



National Federation of Music Clubs

PUBLIC RELATIONS DIVISION

Julie Watson, Chair
11220 Nieman RD #101
Overland Park KS 66210
(913) 908-2386
Email: nfmc.pr@gmail.com

Public Relations Division	129-130
Media	131-132
Internet	
Social Media	
Radio/Television	
Newspaper	
NFMC Citations	133
Audio-Visual Equipment	134
Magazines	
News Editorial Board	135
<i>Junior Keynotes</i>	136
<i>Music Clubs Magazine</i>	137



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Julie Watson, Chair
11220 Nieman RD #101
Overland Park KS 66210
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Email: nfmc.pr@gmail.com

GOALS AND METHODS

Goals:

1. To promote the National Federation of Music Clubs across America.
2. To support and protect the positive image of NFM.
3. To assist states and local clubs in promoting and publicizing their programs, activities, competitions, and music in general.

Methods:

1. Advise state presidents to give information to all clubs and interested parties in their states about NFM, current events, competitions, scholarships, and the NFM website. Encourage states to link their state website with the NFM website so that their state information on membership, special events, and competitions is easily accessible.
2. Provide information to help clubs prepare radio, TV, and newspaper publicity about their clubs, NFM, special events, concerts, and competitions. Explain ways to submit publicity to local media outlets.
3. Encourage state federations to place ads in the *Music Clubs Magazine* or *Junior Keynotes* and to seek other ads from community advertisers for our magazines.

Public Relations Tools for States and Clubs:

NOTHING IN NFM IS MORE IMPORTANT THAN PUBLIC RELATIONS. Contact members of the Public Relations Division for suggestions and assistance with publicity and promotional projects to help showcase your state and local activities.

PUBLICIZE IN SOCIAL MEDIA, RADIO, TV AND NEWSPAPERS. Have a website and Facebook page. Be sure to create an event page and invite all your members – and make it shareable for your members to invite. Call radio and TV stations and ask for the person who works with PSA (Public Service Announcements). Ask how and to whom you should submit your material. Most newspapers have events calendars. Send email messages for upcoming events to the editor listed in the paper, and be sure to mention that events are free and open to the public.

EMAIL IS THE PREFERRED WAY OF SUBMITTING MATERIAL TODAY. Be sure to tell the “who, what, where, when, and why” of your event, plus what or whom it benefits if applicable. Give as much information as you can. The editor can select what he/she wants to include. Include the NFM and state websites, along with an organization logo.

(Continued)

CLUB MEMBERS ARE YOUR BEST PUBLIC RELATIONS ASSETS. Remind members to invite their friends and acquaintances to visit your music club and then JOIN. Being a member of a music club gives many rewards, including the opportunity to meet nationally prominent and locally outstanding musicians.

KEEP BUSINESS MEETINGS PROFESSIONAL. Programs should be interesting, enlightening, and enjoyable. Members can enthusiastically share news about their club.

ORDER THE NPMC MATERIALS. These materials help tell our story in tangible ways. It is always helpful to see something in print, because it makes our story more powerful. Wear your NPMC pin(s). Let people ask you about them.

LISTEN TO YOUR MEMBERS. Make changes, adjust meeting schedules, and create programs to attract community members. Change can make the difference in retention of membership.

SOCIAL MEDIA IS IMPORTANT. POST, ADVERTISE, SHARE

Have a webpage and a public Facebook page (non-profit organization). Create “events” and share with members and on other musician pages. Post pictures. If ASCAP compliant and you have permission, Facebook livestream the event! Be sure to be tasteful, present good quality, and create a positive impression.

SUCCESSFUL PUBLIC RELATIONS IS NEEDED FOR GROWTH. If we are to be successful in publicizing and promoting the NPMC, public relations should occur at every level – national, state, and local.

Public Relations Committee:

Valerie Harris, 2739 E Virgo PL, Chandler AZ 85249
(703) 201-7755; npmcmedia@gmail.com

Brenda Ford, 3430 Davidge, Marshall TX 75672
(903) 742-6558; brendaford57@gmail.com

Nancy Noyes, 6 Cedars LN, Bella Vista AR 72715
(972) 896-3909; nnoyes48@icloud.com

Marschnee Strong, 5400 S Kingshighway BLVD, St. Louis MO 63109
(314) 578-2251; mstrongpianist@gmail.com

Melody Stroth, 13117 Hemlock ST, Overland Park KS 66213
(913) 449-8848; classica melody@aol.com



MEDIA

Forms online PR 3-1, PR 4-1

Valerie Harris, Chair
2739 E Virgo PL
Chandler AZ 85249
(703) 361-3398
Email: nfmcmmedia@gmail.com

GOALS AND METHODS

INTERNET

Goals:

1. Be sure NFMC website includes contact info for every state organization.
2. Encourage every state to have a website that is linked to the NFMC site. (nfmcmusic.org)
3. Encourage every state to have an internet chair (webmaster).
4. Monitor outside sources for accurate NFMC info.

Methods:

1. Aid states in setting up their website and maintain list of state webmasters.
2. State chairs should make sure that all important information is included on the state website: such as, all state officers, all junior and senior club information, calendar of state events, state scholarship information with application forms, Federation Festival information.
3. All state information should be updated **monthly**, and chair should monitor the state's information on the NFMC website for corrections and updates monthly.

SOCIAL MEDIA

Goals:

1. Encourage every state and/or local club to have a Facebook public page and/or closed group. Instagram, Twitter, Pinterest, LinkedIn, and Google+ are other possibilities.
2. Encourage every state to have a social media chair.
3. Aid states in setting up their social media presence.
4. Encourage regular posting about NFMC, state, and local events and awards.

Methods:

1. The Facebook public page is a vehicle to promote events, awards, and introduce local clubs. Posts may not show up in the newsfeed of people who "Like" your page. Remember this is your public image, so be respectful and thoughtful of what is posted.
2. The Facebook closed group is a method for communicating with members in your state or local club. Closed group posts will show up in members' newsfeeds, unless unsubscribed. Posts and shares will be limited to members only. One will have to adjust privacy settings of a post in order for members to share with those outside the group.
3. Create an event for meetings or when hosting public events/concerts to invite members and their invitees. Encourage members to check in and post pictures when attending the event.

(Continued)

Posts with images receive 94% more views than those without them. Tweets with images receive 18% more clicks than those without them. So, consider adding clip art or make your post more visual. (Be careful not to use copyrighted material.) Sharing links can be effective for this. Refer them to your website for more visibility.

4. Be sure to promote all NFMC /state/club awards well in advance of deadlines.
5. Have clear guidelines for what sort of posts are allowed. Member promotion of self-products and services may cause complaints.
6. Post content consistently, in order to build a following. You may schedule repeat posts.
7. Within ASCAP guidelines, consider doing Facebook “Live” of your meetings. It allows those that can’t attend to watch—live or even after it’s over.
8. Post notifications of award winners and tag them.
9. Invite the chair to your page or group. Send a private message to the chair or post on his/her page.

RADIO/ TELEVISION

Goals:

1. Promote NFMC and its local clubs through radio and television.
2. Promote press releases and public service announcements locally.

Methods:

Communicate with state presidents, encouraging them to:

1. Appoint a state chair to promote high musical standards and to publicize the Federation on radio and television stations by broadcasting local programs and music news.
2. Support public broadcasting with donations and volunteer hours for public service.
3. Submit the Federation *Public Service Announcement* (PSA) to local radio and TV stations in your area.

NEWSPAPER

Goals:

1. Publicize national, state, and local club functions that would be of interest to music-lovers.
2. Share knowledge of your club accomplishments with your community.
3. Announce activities, competitions, and performances that benefit a variety of readers.

Methods:

1. Appoint a publicity chair for your organization.
2. Appoint a newsletter editor for your club. Offer your newsletters to other community organizations.
3. Invite reporters to your functions.
4. Keep in touch with city officials; invite them to your functions. Present awards to officials who support your efforts.
5. Attempt to publish at least one article in your newspapers each month.

Reports:

Local chairs report to the state chair by April 1 using form PR 3-1.

State chair reports to the NFMC Media chair by May 1 using form PR 4-1.

National chair reports to the NFMC Public Relations Division chair by May 15.



NFMC CITATIONS - BIENNIAL AWARD

Kathleen Theisen, Chair
103 Main ST
Ridgefield CT 06877
(203) 438-8077
Email: KathleenT@firstcongregational.com

Form online PR 9-1

GOAL AND METHODS

Goal:

Select recipients for the NFMC's highest honor, the National Federation of Music Clubs Citation, for distinguished service to the musical, artistic, and cultural life of the nation.

Methods:

1. Receive nominations of American individuals or organizations deemed worthy.
2. Check each nomination for compliance with the NFMC rules.
3. Choose a panel of three judges, who in turn select from the list of nominees, those qualified for this high honor.
4. Write the text of the citations.
5. Prepare the citations for presentation after receiving the president's approval.
6. Arrange for the ceremonial presentation during the biennial convention.

From the NFMC Standing Rules (F3):

1. Only nominees who have won nationwide prominence through distinguished service to the cultural, musical, and artistic life of the nation should be nominated.
2. Candidates may be nominated by any state federation through its president, any national board member, or national chair.
3. The names of active officers and chairs of the National Federation of Music Clubs or state federations may not be considered for citations.
4. No one who has received a previous NFMC National Citation may be cited again.
5. If the selected nominees cannot be present to receive the citation, *it may not be presented*.

Rules Covering Nominations:

1. *The deadline for submitting nominations shall be November 15 of the even-numbered year.*
2. Complete nomination form (PR 9-1).
3. Nomination may be written in citation form, consisting of 100-150 words.
4. Supporting data must be presented, double-spaced, to include title, background, accomplishments, activities, etc. of the nominee.
5. This resume should be a maximum of two pages.

Suggestions for Federated States and Clubs:

In each state there are many persons who are known for their musical accomplishments as outstanding musicians, music educators, most musical family, church musicians, composers, outstanding volunteers, etc., but who do not fulfill the requirements for an NFMC Citation. State, districts, or local clubs could honor these persons by creating their own awards of recognition.



AUDIO/VISUAL DEPARTMENT

TBD, Chair

GOAL

Goal:

To provide required audio/visual equipment and support at NFMC Biennial Conventions and Conferences.

Pre-Convention/Conference Procedure:

1. A minimum of two weeks prior to the NFMC Biennial Convention or Conference, contact the NFMC president and NFMC Headquarters regarding audio/visual needs.
2. Request the names of the members of the appointed audio/visual committee.
3. Request a chart by day and meeting, indicating the number of microphones, speakers, and other required equipment.
4. Contact the NFMC Headquarters to confirm all audio/visual equipment to be shipped to the convention/conference site.
5. Identify equipment to be secured through the hotel, if required.

Convention/Conference Procedure:

1. Meet with the members of the committee and instruct them in the setup and operation of the audio/visual equipment.
2. Distribute a chart to each member indicating the required location of audio/visual equipment.
3. Assign each member of the committee audio/visual responsibilities.
4. Remain available to committee members for problem-solving/trouble-shooting.

Committee Members: Zuill Bailey, Terry Blair, Peter Olson



NEWS EDITORIAL BOARD

Janie Gilliam, Ph.D., Chair
9104 N Burchfield DR
Oak Ridge TN 37830
(865) 927-4410
(865) 384-1472 (M)
Email: editorialchair@nfmc-music.org

GOAL AND METHODS

Goal:

To develop and maintain policies with respect to material and advertising content of the NFMC magazines, with the approval of the executive committee.

Methods:

1. Solicit, receive, and edit regional and state news--providing an excellent forum for the exchange of creative ideas for the following:
 - exceptional and interesting club programs
 - innovative state meetings
 - unique fund-raising ideas
 - promoting award winners.
2. Develop guidelines for material and advertising content for the NFMC magazines.

Regional Editorial Board Representatives:

North Central Region: *Mary Wescott*
South Central Region: *Janis Saket*
Northeastern Region: *Kristin Ivers*
Southeastern Region: *Dr. Janie Gilliam*
Western Region: *Wilma Hawkins*

Regional Editorial Board Representatives should contact state presidents, state news-gathers, or public relations chairs to encourage and energize the regular flow of news-worthy articles from the state and/or local senior clubs to the editors of the NFMC magazines. Regional Vice-Presidents should also be contacted and reminded to submit regional news, such as, new initiatives, reports on annual meetings and/or special federated events, to the Regional/State News Editor.

“State News” is not a forum for reporting ordinary events of routine meetings, but an opportunity to share special state and local club events. Send short news items to the Regional/State News Editor by email, single-spaced, one page maximum.

Photos that accompany regional and state news add to interest. (See the *Music Clubs Magazine* and *Junior Keynotes* pages in this division.)

Material for *Feature Articles* (longer articles not to be included in the “State News” or “Regional News” sections of the magazine) should be submitted to the Editor of the *Music Clubs Magazine* or *Junior Keynotes*.

Deadlines for sending articles to Regional Board Representatives: August 1, November 1, February 1



JUNIOR KEYNOTES

Jeanne Hryniewicki, Editor
7084 W Greyhawk LN
Franklin WI 53132
(414) 870-9263
Email: JRK@nfmc-music.org

Form online PR 12-1

GOALS AND METHODS

Goals:

Publish a magazine three times annually for juniors, their counselors, and parents which will:

1. Inform them about the NFMC, particularly its Junior Division.
2. Spotlight contest winners, outstanding junior members, and various activities.
3. Interest readers in and educate them about various aspects of music.
4. Provide state and club news pertaining to juniors.
5. Demonstrate juniors' creativity in writing and art, as well as in music.

Methods:

1. Publish the *Junior Keynotes* magazine three (3) times annually, adhering to the publication schedule listed below.
2. Solicit articles, puzzles, photos, drawings and story ideas from junior members, teachers, musicians, composers, sponsors, publishers, NFMC members, and others with items of interest to *Junior Keynotes* readers.
3. Accept regular columns from the NFMC President, Junior Division Chair, Chairs within the Junior Division, Parliamentarian, and from composers and other interested adults.
4. Encourage subscriptions and advertising. Subscriptions are handled by the NFMC headquarters. Published rates may be found on the back cover of each issue of the magazine or Form PR 12-1. Each junior counselor receives a subscription as part of club dues.
5. All material submitted, including photographs, is subject to editing and available space. Articles submitted about minors should have a privacy release, if not submitted by parent.

PR Tools for States and Clubs:

1. Use *Junior Keynotes* to learn about and connect with Federation opportunities for some of the NFMC's most valued members: the juniors.
2. Subscribe for yourself, your officers, and for your juniors or club. Encourage reading by offering a prize for finding a special feature or answer.
3. Advertise your publishing house, state, or summer camp. Spotlight your outstanding juniors or sponsors.
4. Submit award winners, interesting articles, photos, cover art, or original puzzles.
5. Adhere to the schedule below. Expect the issue to arrive within two months of the deadline.

Publication schedule for *Junior Keynotes*:

<u>Issue</u>	<u>Materials due to editor</u>
Fall	August 1
Winter	November 1
Spring/Summer	February 1



MUSIC CLUBS MAGAZINE

Form online PR 12-1

Jean Moffatt, Editor
PO BOX 791
Seminole TX 79360
(432) 758-2329
(432-788-8484 (M)
Email: MCM@nfmc-music.org

GOALS AND METHODS

Goals:

1. Keep all NFMC members informed on the Federation's activities.
2. Provide a public relations tool for the Federation to the public.
3. Cover pending and past national and regional meetings.
4. Provide state and club news in the State News section.
5. Cover award winners from the Senior and Collegiate Divisions.

Methods:

1. Publish the *Music Clubs Magazine* three times annually.
2. Adhere to strict deadlines of August 1 for fall, November 1 for winter, and February 1 for spring/summer, with publication to be in the hands of its readers within 60 days of deadline.
3. Solicit and publish information regarding the NFMC policies and programs, including reports, awards, scholarships, official calls to national meetings, news from affiliated state and collegiate organizations, and meaningful features of interest to Federation members.
4. Actively encourage subscriptions to the magazine for public relations or our educational purposes. All materials contained in the magazine are protected by copyright; therefore, any reprinting of the *Music Clubs Magazine* copy must be authorized by the NFMC President and the MCM Editor. Please submit any such requests in writing and wait for a written authorization before proceeding. Your submission indicates release of your copyright and permission to print.
5. Photographs are accepted but must be of high quality with appropriate identifying information. Photographs should be submitted as email attachments.
6. Advertisements are solicited and encouraged. Send to Julie Watson; (913) 908-2386; advertising@nfmc-music.org.
7. State news is to be sent to Janie Gilliam, editorialchair@nfmc-music.org.
8. For problems concerning subscriptions, contact the NFMC headquarters by phone or email.
9. All material, including photographs, is subject to editing and available space. We will do our best to keep everything timely and current.
10. Let's work together to make the *Music Clubs Magazine* the best it can be! We depend upon your timely submissions and suggestions to make everything work well.

Deadlines for sending articles to Periodicals Editor: August 1, November 1, February 1



STUDENT/COLLEGIATE DIVISION

Sheila K. Shusterich, Chair

314 Lewis ST

Duluth MN 55803-2439

(218) 591-2746

Email: sheilaaks@icloud.com

Student/Collegiate Division	139
Student/Collegiate Auditions	140-141
Student/Collegiate Composition Awards	
Student/Collegiate Composition Contests	142
Lynn Freeman Olson Composition Awards (Olsen Awards in Junior Division – See page 99.)	
Student/Collegiate Music Education Awards	
Myrtle Mehan/Hazel Morgan Music Education Scholarship	143
Lynn Freeman Olson Pedagogy Scholarship Award	144
Gretchen E. Van Roy Music Education Scholarship	145
Elizabeth Grieger Wiegand Sacred Music of the Faiths Award	146
Student/Collegiate Music Therapy Awards	147
Dorothy Dan Bullock, Ruth B. Robertson, NFMF/ Irma Carey Wilson	
Student/Collegiate Performance Awards	
Ernest A. Bluhm Award in Flute	148
Elizabeth Paris Award in French Horn	149
Oscar Valentin Award in Violin	150
Carolyn Nelson Double Reed Award	151
NFMF Classical Guitar Award	152
PNP Frances Nelson Tuba Award	153



STUDENT/COLLEGIATE DIVISION

Sheila K. Shusterich, Chair
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Duluth MN 55803-2439
(218) 591-2746
Email: sheilaaks@icloud.com

GOALS AND METHODS

Goals:

1. Provide a vital link between Junior Division and Senior Division activities.
2. Provide organized musical opportunities, awards, and activities for talented young people ages 19 through 25. (Entrant must have reached the 19th but not the 26th birthday by application deadline.)

Check Competitions and Awards Chart (CA 20-1) for exact age limitations and whether awards are annual or biennial.

There is an overlapping age for the Young Artist and Student/Collegiate Division. Applicants cannot enter the Student/Collegiate and the Young Artist competitions in the same year.

Methods:

1. Distribute material and start preparing for the biennial Student/Collegiate Auditions first at the state level.
2. Ask state presidents to
 - obtain Student/Collegiate Division material for distribution:
 - pages from the manual (be sure only the current material is used);
 - Competitions and Awards Chart (CA 20-1), available online;
 - Student/Collegiate Auditions information (ST 1-2, ST 1-10), available online.
 - distribute all available NFMC Student/Collegiate Division material to state chair or scholarship chair in schools and colleges. Have this material posted on school bulletin boards. Make personal and/or email contact with music department administrative assistants, applied music teachers, band/orchestra directors, private studio teachers, etc.
 - distribute this material at junior festivals, state board meetings, to independent music teachers, and to members of senior clubs.
 - strongly encourage each college and university in the state to join the NFMC as associates (mass enrollment) allowing all enrolled collegiate opportunities as members of NFMC.
 - make personal contacts.
 - encourage senior clubs to collaborate with college students in their vicinity. Include them in projects and programs, such as Sacred Music and performance opportunities.
 - send appropriate information for publication to the NFMC Student/Collegiate Division chair.
3. Compile the information received from state presidents and/or state chairs to use for reporting at the NFMC meetings and *Music Clubs Magazine*.



STUDENT/COLLEGIATE AUDITIONS

Forms online ST 1-2, ST 1-10

Dr. Stephen Rushing, Chair
15624 Firewood DR
Baton Rouge LA 70816
(225) 773-2589
Email: stephenrushing321@gmail.com

GOALS AND METHODS

Goals:

1. Recognize and offer financial assistance to outstanding college-age performers through a biennial national award in eleven categories.
2. Identify talented, ambitious college-age music students and their teachers, and acquaint them with NFM.
3. Promote all student/collegiate competitions to music educators at private and public institutions, as well as private studios, throughout the United States.

Methods:

1. Encourage state presidents to appoint a Student/Collegiate Auditions chair to promote all NFM collegiate awards.
2. Provide state chairs with the materials to network with colleges, universities, conservatories, and private teachers, encouraging state chairs to distribute the current NFM Competitions & Awards chart.
3. Advertise NFM opportunities to other professional music organizations on the state and national level including the National Association of Teachers of Singing, Music Teachers National Association, College Music Society, etc.
4. The national chair will facilitate the submission of application materials, choose qualified judges at the national level, and announce the national award recipients.

Qualifications: To be eligible to compete for the NFM Biennial Student/Collegiate Auditions in odd-numbered years, entrants must have reached the 19th but not the 26th birthday as of March 1 of the audition year. Previous national biennial winners may not compete in the same category twice.

- | | | | |
|-----------|------------------|----------------|----------------------|
| 1. Piano | 4. Woman's Voice | 7. Violoncello | 10. Orchestral Winds |
| 2. Organ | 5. Man's Voice | 8. Double Bass | 11. Orchestral Brass |
| 3. Violin | 6. Viola | 9. Percussion | |

Deadlines and Entries

- The National Student/Collegiate Biennial Competition is held in odd-numbered years. The next competition will be held in 2025.
- Application deadline is March 1 of the competition year.
- All application materials, including unedited video performances of required repertoire, must be uploaded to the NFM website. Repertoire requirements and procedures for uploading materials are provided on form ST 1-2.

(Continued)

State Presidents

- Appoint a state Student/Collegiate chair who will advertise all NFMC competitions to private teachers and university/college professors.
- Consult with the national chair when designing and sending advertising materials to ensure accuracy of information and uniformity of branding.

State Chair

- Actively promote all national events locally and regionally.
- Answer inquiries from interested students and teacher.
- Use only current materials and forms for the auditions as found on the NFMC website.
- Study and follow the instructions on the above-mentioned forms carefully. Direct questions to the national chair listed above.



STUDENT/COLLEGIATE COMPOSITION CONTESTS

Form online ST 4-2

Jim McCutcheon, Chair
8530 Cherrycreek DR
Dayton OH 45458-3215
(937) 287-7755
Email: jim@mccutcheonmusic.com

GOAL AND METHOD

Goal:

Increase participation by informing eligible students and their teachers of the NFMC Student/Collegiate Composition Awards. For this competition the students are to be junior, senior, or graduate students majoring in music.

Method:

Inform the NFMC state presidents of the competition and encourage them to contact the colleges and universities in their respective states regarding the competition, rules, and entry form. Also notify NFMC member college music departments.

Eligibility:

Applicants must have reached their 19th but not the 26th birthday by the application deadline.

The NFMC Student/Collegiate Compositions Awards are given in the following classifications:

Category I: Sonata or comparable work for solo wind or string instrument with piano, or classical guitar or for any combination of three to five instruments, of which the piano may be one.

Category II: Choral work

Category III: Piano solo

Category IV: Vocal solo with piano, organ, classical guitar, or orchestral accompaniment, and with English text.

The names of the awards in this competition are:

NFMC Marion Richter American Music Composition Award

NFMC Beyer Young Composers Awards (2)

NFMC Devora Nadworney Award for Vocal Solo

Hatz Special Recognition Award.

Applicants may submit one manuscript with the entry fee, and the compositions entered will be considered for all of the above-named awards. Separate applications should not be sent. For further information, please refer to the NFMC Competitions and Awards Chart available in printed copy or online. Applicants are also required to submit an mp3 along with a PDF of their score. Application and required material must be uploaded to the NFMC website, and entry fee may be paid online.

Since 1942 the NFMC Young Composers competition has encouraged creative music from young musicians. *Devora Nadworney*, the 1921 Young Artist winner in woman's voice, gave credit to the NFMC for starting her concert career and gave funds for the award in solo voice with accompaniment. *Russell Hatz* was an outstanding string teacher and adjudicator. A legacy from *Marion Richter's* estate provides this award for creative American music. Mrs. Richter (NY) composed a number of piano pieces, had a concert tour as an octogenarian, and enjoyed a long musical career and service to the NFMC and NYFMC.



MYRTLE MEHAN/HAZEL MORGAN SCHOLARSHIP

Form online ST 6-2

Linda Donley, Chair
2367 Parkwood DR
Warren OH 44484
(330) 307-6167
Email: ldonley59@yahoo.com

GOAL AND METHODS

Goal:

Provide recognition and financial assistance to college or university sophomores who are music education majors.

Methods:

Information about the Mehan/Morgan Scholarship will be sent to state presidents. The state presidents will be asked to:

1. Share the information with the state scholarship chair.
2. Work with the state scholarship chair to ensure information is forwarded to all state- accredited college/ university music departments.
3. Publicize the award in newsletters, email, and through social media.
4. Include the NFM website on all communication to colleges/ universities.

Other Information:

This scholarship is offered annually to sophomores enrolled in an accredited college or university school of music. The award is available at the beginning of the junior year and is payable to the institution. This scholarship is funded by the *Myrtle Mehan Legacy* and *Hazel Morgan*.

Requirements:

1. Applicants must be a member of the National Federation of Music Clubs, either through a student/collegiate association with their college/ university or as an individual member.
2. Applications must be uploaded to the NFM website by midnight, March 1.

Other requirements are indicated on the requirements sheet (ST 6-2) which is available online.



LYNN FREEMAN OLSON PEDAGOGY SCHOLARSHIP AWARD

Forms online ST 8-1, ST 8-3

Naomi Sanchez, Chair
671 Ashbury ST
San Francisco CA 94117
(415) 378-1447
E-mail: naomi11sanchez@gmail.com

GOAL AND METHODS

Goal:

Provide financial assistance to a student pursuing a graduate degree in piano pedagogy; the award is given biennially in odd-numbered years.

Methods:

1. Receive applications for the award per the eligibility requirements listed below.
2. Proceed with the selection of the recipient.

Eligibility:

1. The award is open to applicants of all ages who hold an undergraduate degree and who are making a career in the field of piano instruction.
2. The applicant must evidence a minimum 3.2 GPA in undergraduate studies.
3. The applicant must demonstrate, through appropriate documentation (See Procedures.), dedication to the keyboard teaching profession. (See **Procedures.**)
4. The applicant must demonstrate a need for financial assistance without which the pursuit of the intended graduate study would be in jeopardy.

Procedures: By March 1 of the odd-numbered years, the award chair must receive:

1. A completed application form (ST 8-1).
2. Entry fee of \$20.
3. The required material listed on form (ST 8-3).
4. With the exception of the Young Artist preliminary round, all competition performances must be submitted online in an unedited digital video format. The video (maximum length 30 minutes) is to begin with the applicant presenting his/her career objectives and to conclude with a demonstration-teaching segment. The teaching segment must include one composition by Lynn Freeman Olson.
5. Application and required material must be uploaded to the NFMC website, and entry fee must be paid online.

Award recipients will be notified May 18 of the award year. At that time, the candidate must provide a copy of the official notification of acceptance for graduate study at an accredited school/college/university.



GRETCHEN E. VAN ROY MUSIC EDUCATION SCHOLARSHIP

Form online 9-2

Sally Palmer, Chair
2732 127th PL SE
Bellevue WA 98005
(425) 644-9581
Email: spalmer10@hotmail.com

GOAL AND METHODS

Goal:

Provide financial assistance to a college junior majoring in music education.

Methods:

1. Advertise and distribute information concerning this award. Colleges and universities contacted must offer a degree in music education.
2. Receive the applications as indicated below and proceed with adjudication.
3. Make announcement of the scholarship winner.

The NFM Gretchen E. Van Roy Music Education Scholarship is awarded annually to a junior majoring in music education at a college or university which is a member of the NFM and gives a degree in this field. If the school of music is not a member, the applicant must have an individual Student/Collegiate membership in the NFM. A membership in the National Association for Music Education (NAFME) does not replace this requirement.

Application: Members of the music education faculty should select the most outstanding music education student (a junior) for this award. The student recommended must complete the application form (ST 9-2) and upload to the NFM website by *March 1*. Two faculty members must send their recommendations *postmarked on or before March 1*. The application form can be downloaded from the website.

Adjudication: Since this is not a performance scholarship, music educators will judge the applications recommendations before determining the most highly-qualified applicant.

The schools of music recognize this scholarship in music education as a much-needed financial aid to the future music educators who may or may not be performers.

Please continue the good work by making the colleges and universities aware of this opportunity.



**ELIZABETH GRIEGER WIEGAND
SACRED MUSIC OF THE FAITHS AWARD**

Form online ST 10-2

Dr. Paula Savaglio, Chair
1303 Ottawa DR
Royal Oak MI 48073
(248) 764-0625
Email: pccsavaglio@gmail.com

GOAL AND METHODS

Goal:

Provide recognition and financial assistance biennially in the odd-numbered years in piano, organ, choral conducting, voice, or guitar to students ages 19 through 25 who are either music majors with a record of coursework in sacred music, theology and/or liturgy, or active as worship musicians.

Methods:

1. Distribute materials concerning the award to state presidents.
2. Notify university and college department heads about the award.
3. Receive applications and proceed with adjudication.

Requirements:

1. U.S. citizenship
2. Membership in the National Federation of Music Clubs either through Student/Collegiate organization membership or an individual membership.
3. Completed application uploaded to the NFM website by March 1 of odd-numbered years
4. Entry fee of \$10.00 must be paid online *by* March 1 of the year of application.
5. A letter of recommendation from the applicant's teacher, including the teacher's complete return address, applicant's date of birth, and applicant's years of study.

Each applicant must submit a performance of two pieces in differing styles, totaling 14-17 minutes in length. Performance must be submitted online in an unedited digital video format.



MUSIC THERAPY AWARDS

Form online ST 11-2

Susan Von Nessen, Chair
3330 Wilmot AVE
Columbia SC 29205
(803) 622-2879
Email: susanvn3330@yahoo.com

GOAL AND METHODS

Goal:

Provide financial assistance to college students who are majoring in music therapy.

Methods:

1. Encourage state presidents to promote the awards for students majoring in music therapy and to make young musicians who are seriously considering the field of music therapy aware of the opportunities offered by the NFMF.
2. Receive application forms and proceed with adjudication.

Music therapy is an established healthcare profession that uses music to address physical, emotional, cognitive, and social needs of individuals of all ages. Music therapy improves the quality of life for persons who are well and meets the needs of children and adults with disabilities or illnesses. Music therapy interventions can be designed to promote wellness, manage stress, alleviate pain, express feelings, enhance memory, improve communication, and promote physical rehabilitation.

Research in music therapy supports its effectiveness in a wide variety of healthcare and educational settings.

The National Federation of Music Clubs offers three awards in music therapy:

1. The NFMF *Irma Carey Wilson Music Therapy Award*,
2. The *Ruth B. Robertson Award*,
3. The *Dorothy Dann Bullock Award*, honoring an NFMF past national president.

Requirements

1. All applicants must be members of the NFMF, dues having been *paid by February 1*. Dues may be paid online.
2. These awards are offered to music therapy majors – college juniors, seniors, and graduate students.
(Exception: The Dorothy D. Bullock Scholarship is awarded to college sophomores, juniors, and seniors).
3. Applicants must be enrolled in an accredited school offering a music therapy degree approved by the American Music Therapy Association.
4. Need for financial assistance may be stated by the applicant or someone with knowledge of the applicant's situation.
5. Application form and required material must be uploaded to the NFMF website by March 1.

State Presidents, State and Local Music Therapy Chairs: Please help us promote the fine opportunities offered by the NFMF to outstanding young musicians who are seriously considering the field of music therapy. There is a real need for their talents.



ERNEST A. BLUHM FLUTE AWARD

Form online ST 14-2

Dana Boney, Chair
103 Hyde Park LN
Mauldin SC 29662
(864) 901-4913
Email: billdana0809@att.net

GOALS AND METHODS

Goals:

1. Encourage and stimulate young American musicians in flute performance.
2. Provide financial assistance for young musicians.
3. The award is given annually to a student ages 19 through 25.

Methods:

1. Identify collegiate schools of music, youth orchestras, and summer music centers; send Ernest A. Bluhm Flute Award information to them.
2. Contact state presidents and the Student/Collegiate state chairs with scholarship information.
3. Receive entries and conduct auditions for the award. Two judges are required.
4. Notify winners and mail the correct forms for payment to the NFMF treasurer.
5. Notify all applicants of the award results.
6. Submit article to the *Music Clubs Magazine* editor regarding the competition and the winner.
7. Submit report to the Student/Collegiate Division chair.

This Student/Collegiate Division award is offered annually to the flutist who best meets the qualifications of the competition. Former winners are ineligible to compete.

Qualifications:

1. Entrants must have reached the age of 19 but not age 26 as of March 1, year of entry.
2. The program should be recorded on the best quality equipment available. All competition performances must be submitted online via unedited video recordings. Due to file size, entrants may choose to upload their video performances to an UNLISTED YouTube channel and submit the links on a separate document via the NFMF application portal.
3. All required documents and recordings are to be *uploaded to the NFMF website by March 1*.
4. Entrant must be U.S. citizen.
5. Entrant must be member of the National Federation of Music Clubs by either:
 - a member of a federated student/collegiate or senior club OR
 - individual student/collegiate or senior member.
 - For information on the NFMF membership, please check the NFMF website.

Requirements: (memory not required); Minimum – 15 minutes; maximum – 20 minutes

First movement of a sonata or sonatina by Bach, Handel, Hindemith, Piston, Poulenc, or Dutilleux.

Choose one: Griffes *Poem*, Hanson *Serenade*, or Kennan *Night Soliloquy*.

One composition by a published American composer (not listed above).



ELIZABETH PARIS AWARD IN FRENCH HORN

Form online ST 15-1

TBD, Chair

GOAL AND METHODS

Goal:

Encourage students of French horn of exceptional musicality and ability to perform a considerable range of the instrument's repertoire.

Methods:

1. Advertise the award and encourage qualified entrants.
2. Procure competent judges to adjudicate the entries and administer the processes necessary for transmission of the award to the winner.

History:

This award honors Mrs. Elizabeth Paris, past president of the National Federation of Music Clubs (2003-2007). One award is given annually in French horn to students age 19 through 25. (Applicants must have reached the 19th but not the 26th birthday by the application deadline.)

Requirements

- The entrant must be a student/collegiate member of the National Federation of Music Clubs through student/collegiate club affiliation or as a student/collegiate individual member.
- With the exception of the Young Artist preliminary round, **all** competition performances must be submitted online in an unedited digital format.
- Entrants will be instructed to upload a completed application (Form ST 15-1), fee and video to the NFMC website no later than March 1.

The following repertoire is required with piano:

- Eric Ewazen First Movement from Sonata for Horn & Piano (Southern)
- Jos. Haydn Adagio from Concerto No. 2 in D (any edition);
- Richard Strauss Finale from Concerto No. 1 in E-flat, Op. 11 (any edition);
- Bernhard Heiden 1st Movement (Moderato) from Sonata for Horn and Piano (any edition).



OSCAR VALENTIN AWARD IN VIOLIN

Susan Dunn, Chair
4 Corey WAY
Travelers Rest SC 29690
(864) 834-0637
Email: sdviolinist1185@gmail.com

Form online ST 12-2

GOAL AND METHODS

Goal:

Give recognition and financial reward to a violinist in the Student/Collegiate Division who meets the criteria listed below.

Methods:

1. Distribute information concerning the award.
2. Receive applications and proceed with adjudication and award.

Criteria:

1. Must be a United States citizen.
2. Must have reached the 19th but not the 26th birthday by the application deadline of March 1.
3. Must be a member of the NFMC through student/collegiate club affiliation or as a student/collegiate individual member.
4. Applicant may choose either Student/Collegiate Auditions or Valentin Violin Award but may not enter both in the same year.
5. With the exception of the Young Artist preliminary round, **all** competition performances must be submitted online in an unedited digital format. Entrants must upload their application materials, fee, and videos to the NFMC website no later than March 1 of the audition year.
6. Performance should be a minimum of 20 minutes in length but no longer than 30 minutes.
7. A winner who is invited to perform at a national meeting must perform from memory.
8. Former winners are ineligible to compete a second time.

Repertoire Requirements Include:

1. Two contrasting movements from one of the six unaccompanied sonatas and partitas of J.S. Bach
OR
One of the following sonatas (complete): Vivaldi in A major; Leclair in D major; Tartini in G minor; Geminiani in A major; Handel in D major; Handel in E major; or Vitali Chaconne.
2. The first movement of one of the following standard violin concerti: Saint-Saens #3; Bruch in G minor; Mendelssohn; Wieniawski in D minor; Lalo *Symphonie Espagnole*; Haydn in C major; Mozart in A major; Barber; Kabalevsky; Tchaikowsky. The concerto should be accompanied by a piano reduction **OR**
One of the following in its entirety: Saint-Saens *Havanaise*; Saint-Saens *Introduction and Rondo Capriccioso*; Chausson *Poeme*; Ravel *Tzigane*; Bartok *Rhapsody #1 or #2*; Vaughan Williams *Lark Ascending*; Ysaye *Ballade for Unaccompanied Violin*.
3. One movement of a sonata for violin and piano by one of the following composers: Mozart, Beethoven, Schubert, Brahms, Schumann, Grieg, Faure, Debussy, Ravel, Prokofiev, Hindemith, Ives, or Copland.
4. A major composition by a published U.S. American composer.



CAROLYN NELSON DOUBLE REED AWARD

Form online ST 16-1

Tim Baumann, Chair
c/o International Music Camp
111 11th AVE SW, Suite 3
Minot, ND 58701
(701) 838-8472
Email: tim@internationalmusiccamp.com

GOALS AND METHODS

Goals:

1. Encourage students of double reed instruments to perform a recital of varied repertoire.
2. Provide financial assistance for students ages 19 through 25 studying double reed performance.

Methods:

1. Advertise the award online and in publications and encourage qualified entrants for this award.
2. Receive entries with auditions by unedited digital format.
3. Two judges are required.
4. All entrants will be notified of the results. The winner will need to provide required IRS information before payment of award can be made.
5. Chair will submit an article to the *Music Clubs Magazine* regarding the competition and the winner. The winner must sign a publication release.
6. A final report will be submitted to the Student/Collegiate Division chair for inclusion in national meeting reports.

History:

This award honors Mrs. Carolyn Nelson, the NFM 32nd president (2011-2015). Initially the award was an annual award for one winner age 19 through 25. (Applicants must have reached the 19th but not the 26th birthday by the application deadline March 1.) The award fund has grown to provide for a first and second place award.

Requirements:

1. The entrant must be a member of the National Federation of Music Clubs either through student/collegiate organization membership or as a student/collegiate individual member.
2. Entrant must be a citizen of the United States.
3. With the exception of the Young Artist preliminary round, **all** competition performances must be submitted online in an unedited digital format. Entrants must upload form ST 16-1, fee, and videos to the NFM website no later than March 1. Application and required material must be uploaded to the NFM website by that date.

Program Requirements:

1. Memory not required.
2. Length of program: 15 to 20 minutes
3. Program must include pieces of contrasting styles and must include a movement from a major double reed concerto.



NFMC CLASSICAL GUITAR AWARD

Form online ST 17-2

Connor Barney, Chair
6699 Eldorado DR
Liberty Township OH 45044
Phone: (513) 518-0890
Email: Cbarney16@gmail.com

GOALS AND METHODS

Goals:

1. Encourage and stimulate young American musicians in classical guitar performance.
2. Provide financial assistance.
3. The award is given annually to a student age 19 through 25.

Methods:

1. Identify collegiate schools of music, youth orchestras, and summer music centers; send NFMC Classical Guitar Award information to them.
2. Contact state presidents and the Student/Collegiate state chairs with NFMC Classical Guitar Award information.
3. Receive entries and hold auditions for the award. Two judges are required.
4. Notify winners and mail the correct forms for payment of the award to the NFMC treasurer.
5. Notify all applicants of the award results.
6. Submit article to the *Music Clubs Magazine* editor regarding the competition and the winner.
7. Submit report to the Student/Collegiate Division chair.

This Student/Collegiate Division award is offered annually to the guitarist who best meets the qualifications of the competition. Former winners are ineligible.

Qualifications:

1. Entrants must have reached the age of 19 but not age 26 as of March 1, year of entry.
2. With the exception of the Young Artist Preliminary round, **all** competition performances must be submitted online in an unedited digital video format.
3. Send digital file accompanied by a copy of the completed application form and a copy of the list of selections to the national chair uploaded to the NFMC website by March 1.
4. Entrant must be U.S. citizen.
5. Entrant must be member of the National Federation of Music Clubs as:
 - A member of a federated student/collegiate or senior club OR
 - An individual student/collegiate or senior member.

Requirements:

1. All music is to be performed from memory.
2. Total time must NOT exceed 25 minutes.
3. One movement by J. S. Bach.
4. One representative work from the Classical-Romantic periods.
5. Two representative works from the 20th century and contemporary repertoire. One of these **MUST** be by a published U.S. American composer (includes both natural-born or gained citizenship).



National Federation of Music Clubs
PNP FRANCES NELSON TUBA AWARD

Student/Collegiate

Form online ST 18-2

Dr. Zach Marley, Chair
711 E Boldt WAY
Appleton WI 54911
(502) 644-6895
Email: Zachary.marley@lawrence.edu

GOAL AND METHODS

Goal:

Encourage exceptional students of tuba to perform a program consisting of two pieces of varied required repertoire.

Methods:

1. Distribute information concerning the award and encourage qualified applicants.
2. Receive applications and proceed with adjudication, using two judges.
3. Notify winner and mail correct forms for award payment to NFMC treasurer.
4. Notify all applicants of the award results.
5. Submit article to *Music Clubs Magazine* editor about the competition and the winner.
6. Submit report to the Student/Collegiate Division chair.

History:

This award honors Mrs. Frances J. Nelson, past president of the National Federation of Music Clubs (2019-2022). One award is given annually in Tuba to students age 19 through 25. Applicants must have reached the 19th but not the 26th birthday by the application deadline.

Requirements

- The entrant must be a student/collegiate member of the National Federation of Music Clubs through student/collegiate club affiliation or as a student/collegiate individual member.
- Entrant must be a citizen of the United States.
- With the exception of the Young Artist preliminary round, **all** competition performances must be submitted online in an unedited digital format.
- Entrant will be instructed to upload a completed application (Form ST 18-2), fee, and video to the NFMC website no later than March 1.

Perform, with piano, if the work has a piano part:

- A. *Romance* by Elizabeth Raum (<https://www.cimarronmusic.com/romanceraum>)
- B. *Hijazker Longa* by Anon. arr. by Gary BATTERY



National Federation of Music Clubs

FINALE

Seal and Collect	155
Federation Hymn, Invocation	156
Benediction	157
Junior Hymn, Pledge, Collect, Juvenile Pledge	158
Student/Collegiate Collect, Hymn	159
NFMC Presidents, 1898-2022	160
Alphabetical Title Index	161
Publications Order Form	162



Seal

The encircling band of **blue** is the loyalty that holds us together.
It is tipped with **gold** that is enduring in our friendship and our music.

The eagle of supremacy, with outstretched wings, stands guard above us.

Across all rests our symbol, notes reading "My Country 'Tis of Thee."
It is with faith in friendship, country, and God that we stand secure
within the bonds of our Federation through music.

NFMC Collect

We praise and thank Thee, Father, for the gift of Music.

Through us, as channels of Thy grace, may this blessed legacy be shared with all mankind.

Grant that we may exemplify in our own lives the harmony of Thy great purpose for us.

*Give us magnitude of soul and such understanding hearts that we who make music
may be as players upon rightly tuned instruments, responding to Thy leading.*

*Let us with renewed consecration dedicate ourselves to the purpose of our Federation:
To bring the spiritualizing force of music to the inner life of our nation.*

Open our minds that divine knowledge and wisdom may teach us how best to execute our pledge.

-Amen

May Belle Cole (Mrs. Thomas J. Cole)
Excerpts taken from "The Musical Ritual"
By Mrs. Frank A. Seiberling



FEDERATION HYMN Vigiles et Sancti, from the Cologne Tune Book, 1623

To Thee, our God, Creator, King,
To Thee our hymn of thanks we sing.
Alleluia, Alleluia.
Thy boundless mercy crowns our days,
Thine be the meed of joyful praise,
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia.

Thy truth and patience make us know,
Toward Thy perfection let us grow.
Alleluia, Alleluia.
Thy providence our path has lead,
By Thy good grace our souls are fed.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia.

Free stands our country blessed by thee.
Bless Thou our souls with liberty.
Alleluia, Alleluia.
From selfish pride oh set us free,
With single hearts to worship Thee.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia.

(The name of Irena Foreman Williams, author of the Federation Hymn, shall be carried whenever the official Hymn appears in print. Directive of Board of Directors, April 1965.)

INVOCATION

We will sing a song of prayer to thee,
O Lord, our God, eternally,
To invoke Thy blessing on this day
In all we do and all we say,
O Lord hear our suppliant plea.

We will sing the song yet again to thee
With a loving heart and fervently,
For we know all Good, all Truth and Light
Come from thee, our source, our strength, our might,
O Lord, Our Lord, be with us through this night. – Amen

(If the words to the Invocation are printed, include the following credit line:
“Printed by permission of the Publisher, Theodore Presser Company © 1954 Mowbray Music”



BENEDICTION

Official benediction of the National Federation of Music Clubs

The Gift of Song

*May we ever grateful be
For the beauty of this day.
For love, for friends, for the gift of song,
Lord hear us as we pray.
Bless us as we leave this place
To go upon our way.
May the love of music bind our hearts
As we join as one and say,
Thank you Lord, Gracious Lord.
Thank you for this day*

Lana M. Bailey

In 2003, the National Federation of Music Clubs announced a new official NFMC Benediction. The process for selecting a new benediction was begun in 2001 with a nationally publicized benediction competition.

At the 2003 Fall Session, NFMC President, Dr. Ouida Keck, announced that the judges had selected a winner, and the NFMC Board of Directors adopted “*A Gift of Song*” composed by Lana M. Bailey (nom de plume, *Paige Turner*).

“*The Gift of Song*” is available from NFMC Headquarters, either with words and melody line only (M 1-1) or with words and accompaniment (M 1-2) The words/melody line version (M 1-3) may be printed in club yearbooks.



JUNIOR HYMN Lasst Uns Erfreuen

Lord of all life, our God and King,
Hear thou the hymn thy children sing.
Alleluia, Alleluia!
Rich in our heritage we stand,
Forward we press at Thy command.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia!

We would seek beauty, search for truth,
Inspired by Thee through all our youth.
Alleluia, Alleluia!
Bless Thou our effort, guide our will,
Thy love our inspiration still.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia! - Amen

JUNIOR PLEDGE

I acknowledge my indebtedness to good music;
I know that the music of a nation inspires or degrades;
I realize that acquaintance with great music instills
a love of that which brings courage and lofty ideals
and tends toward clean, noble living.
I promise to do all in my power to make America truly musical.

JUNIOR COLLECT

We thank Thee, our Father, for all things beautiful.

Open our minds to the beauty that is music and teach us to remember it as part of Thy great
goodness to us.

Help us to grow each day unto the stature of Thy grace and keep our hearts so tuned with thy
heart that our lives may resound Thy very music in the melody of lovely living and in service that
is song.

JUVENILE PLEDGE

I know that by learning to make beautiful music I am helping to make America truly musical.

I promise with all my heart to give beautiful music to my country.



STUDENT/COLLEGIATE COLLECT

Dear God and Giver of all things good, grant us the grace of truly hearing music.

Release us to the divine idea beneath its sonant forms and quicken us to the inmost beauty of it,
that we may perceive Thee, patterned in the miracle of song.

Teach us to discern above earth's discord the purposed melody of Thy eternal love;
and transpose our lives to tones of higher impulse that, through us, as ministers of music,
earth's birthright of harmony may be redeemed,
and men's hearts may sing together in the Concord of fellow service
and the great Amen of Universal peace.

STUDENT/COLLEGIATE HYMN

(Lasst Uns Erfrenuen -1623; words by S. Jeanne Grealish)

Lord, who has blessed us with our youth,
Guide as we strive to live by truth.
Alleluia, Alleluia!

Our hymn of praise we offer Thee,
Thou, God who made our spirits free.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia!

Thy universe revolves in song,
Knowing to thee it dost belong.
Alleluia, Alleluia!
Though young, we seek this holy art
Of offering soul and mind and heart.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia!

Ours is the charge to spread Thy name;
Within our hearts may purpose flame.
Alleluia, Alleluia!
To Thee, Creator of this gift,
Eternal praise our voices lift.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia!



NFMC PRESIDENTS 1898 – 2022

Rose Fay Thomas, Honorary President

<i>Mrs. Edwin F. (Alice) Uhl</i>	1898-1901
<i>Mrs. Curtis (Helen) Webster</i>	1901-1903
<i>Mrs. Winifred (Helen) Collins</i>	1903-1905
<i>Mrs. Russell R. (Louise) Dorr</i>	1905
<i>Mrs. Julius E. (Leila) Kinney</i>	1905-1907
<i>Mrs. Charles Kelsey</i>	1907-1911
<i>Mrs. Julius E. (Leila) Kinney</i>	1911-1915
<i>Mrs. Albert Ochsner</i>	1915-1919
<i>Mrs. Frank (Gertrude) Seiberling</i>	1919-1921
<i>Mrs. John F. Lyons</i>	1921-1925
<i>Mrs. Edgar Stillman (Jessie) Kelley</i>	1925-1929
<i>Mrs. Elmer J. Ottaway</i>	1929-1933
<i>Mrs. John A. (Agnes) Jardine</i>	1933-1937
<i>Mrs. Julia Fuqua Ober</i>	1937-1941
<i>Mrs. Guy P. (Anne) Gannett</i>	1941-1947
<i>Mrs. Marie Morrissey Keith</i>	1947-1951
<i>Mrs. Ada Holding Miller</i>	1951-1955
<i>Mrs. Ronald A (Vera) Dougan</i>	1955-1959
<i>Mrs. C. Arthur (Dorothy) Bullock</i>	1959-1963
<i>Mrs. Clifton J. (Irene) Muir</i>	1963-1967
<i>Mrs. Maurice (Hinda) Honigman</i>	1967-1971
<i>Dr. Merle Montgomery</i>	1971-1975
<i>Mrs. Frank A. (Ruby) Vought</i>	1975-1979
<i>Mrs. Jack C. (Lucile) Ward</i>	1979-1983
<i>Mrs. Dwight D. (Thelma) Robinson</i>	1983-1987
<i>Mrs. Glenn L. (Mary Prudie) Brown</i>	1987-1991
<i>Mrs. D. Clifford (Virginia) Allison</i>	1991-1995
<i>Dr. Barbara M. Irish</i>	1995-1999
<i>Dr. Ouida Keck</i>	1999-2003
<i>Mrs. Elizabeth S. Paris</i>	2003-2007
<i>Mrs. Lana M. Bailey</i>	2007-2011
<i>Mrs. Carolyn C. Nelson</i>	2011-2015
<i>Mr. Michael R. Edwards</i>	2015-2019
<i>Mrs. Frances Nelson</i>	2019-2022

ALPHABETICAL INDEX

Additional Awards for Juniors	117	Media	131-132
Administrative Division	15-16	Membership and Education Division	118-119
Alpha Corinne Mayfield Opera Award	64	Membership Extension	120-123
American Music Division	29-31	Memorial & Recognition Fund	86
American Festival Chorus	34	Michael R. Edwards...Performance Award	113
American Music in US Armed Forces	59	<i>Music Clubs Magazine</i>	137
American Music NFMC Junior Clubs Award	33,109	Music for the Blind Composition Awards (Fowler)	114
American Women Composers	35	Music for the Blind Performance Awards (Jr)	116
Angie Greer Junior Music in Poetry Awards	106	Music in Education	45-46
Anne Gannett Award for Veterans	60	Music in Poetry	44
Arts Advocacy Department	18-19	Music in Song	49
Arts Division	39-40	Music Outreach	50-51
Audio/Visual Department	134	Music Therapy Awards	147
Baiz/Sweeney Tour Fund	73	Myrtle Mehan/Hazel Morgan Scholarship	143
Benediction	157	National Council of State Presidents	10
Budget	79	National Headquarters Building	20
Bylaws and Standing Rules Committee	17	National Music Week Department	53-54
Calendar of Due Dates for Reports	vii	National Music Week/Essay Contest	55
Carolyn Nelson Double Reed Award	151	News Editorial Board	135
Celebrate Strings	42	NFMC Awards	30
Chamber Music	41	NFMC Citations	133
Chaplain	24	NFMC Classical Guitar Award	152
Choral Music	48	NFMC Just Jazz!	38
Claire Ulrich Whitehurst Award	108	NFMC Presidents: 1896-2022	160
Collect and Seal	155	Office Committee	26
Competition and Awards Division	57-58	Officers Section	1
Coordinator of Division Activities (CODA)	5	Opera	56
Dance Department	102-103	Orientation and Leadership Training	127
Elizabeth Greiger Wiegand Music of Faiths	146	Oscar Valentin Award in Violin	150
Elizabeth Paris Award in French Horn	149	Ouida Keck Award	76
Ellis Competition for Duo-Pianists	65	Outgoing National President's Fund	82
Emil & Ruth Beyer Composition Awards	62	Parade of American Music (Schramm Award)	32
Ernest A Bluhm Flute Award	148	Parliamentarian	27
Ethnic Performance	43	Past Presidents Assembly	87
Federation Cups	96	PNP Frances Nelson Tuba Award	153
Federation Festivals	93-94	Policy Resolutions	3
Federation Festivals Bulletin	92	Policy Resolutions Committee	21
Federation Hymn, Invocation	156	President's Message	2
Federation Vivace Online Festivals	95	Protocol	22
Finale Section	154	Public Relations Division	128-130
Finance Division	77-78	Publications Order Form	162
First Vice President	4	Recording Secretary	11
Folk Music	36-37	Regional Map	6
Founders Day	80	Regional Vice-Presidents	7-8
Fund for Advancement of Musical Arts (FAMA)	81	Representative to United Nations (NGO)	28
Glad Robinson Youse Adult Composers Award	63	Rose Fay Thomas Fellows	88
Gretchen E. Van Roy Music Ed. Scholarship	145	Ruth Morse Wilson Handbell Choir Award	66
Hinda Honigman Award for the Blind	69	Sacred Music	52
Historian	25	Senior Club Reporting	126
Individual Memberships	123	Senior Clubs Yearbooks	124
Insignia/Merchandise	84	Senior Program Planning (Course of Study)	125
Investments Committee	85	Sergeants-at-Arms	23
Joyce Walsh Jr. Disability Awards	115	Stillman Kelley/Thelma Byrum Awards	107
Junior Clubs Award (American Music)	33,109	Student/Collegiate Collect, Hymn	159
Junior Club Achievement	91	Student/Collegiate Auditions	140-141
Junior Collect, Hymn, Pledge	158	Student/Collegiate Composition Contests	142
Junior Composers Contest	97-99	Student/Collegiate Division	138-139
Junior Division	89-90	Summer Festivals Awards (American Music)	29
<i>Junior Keynotes</i>	136	Summer Music Centers Awards	71
Lana M Bailey Piano Concerto Award	112	Summer Music Centers by Region	9
Lucile P. Ward Veterans Award	61	Tax Exemption for Groups	83
Lynn Freeman Olson Pedagogy Award	144	Thelma A. Robinson Ballet Award	104
Lynn Freeman Olson Composition Awards	100	Treasurer	12-14
Map of NFMC Regions	6	Virginia Allison Collaborative Award	70
Marilyn Caldwell Piano Solo Award	110	Vivian Menees Nelson Award for Disabled	67
Martha Marcks Mack Junior Vocal Award	111	Wendell Irish Viola Award	105
Martha Marcks Mack Vocal Award	68	Young Artist Auditions	72-73
Mary Alice Cox Award	101	Young Artist Presentations	74-75

