Manual
of the
National Federation of Music Clubs
2017-2019

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

Michael R. Edwards, NFMC President

Compiled by

Harriet H. Coker
Coordinator of Divisional Activities

NFMC Headquarters Office
Jennifer Griffin, Executive Director
1646 West Smith Valley Road
Greenwood, IN 46142
Telephone: (317) 882-4003
Fax: (317) 882-4019
Web Site: www.nfmc-music.org
E-mail: nfmc@nfmc-music.org
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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

2017-2019 OFFICERS

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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 NFMC website: www.nfmc-music.org.

Heartfelt appreciation is extended to the following Federation chairs who devoted their time and talents to make this 2017-2019 NFMC Manual available.

CODA AND DIVISION CHAIRS

Harriet Coker: Coordinator of Divisional Activities
Michael R. Edwards: Administrative Division
Deborah Freeman: American Music Division
Natlynn Hayes: Arts Division
Dr. Ouida Keck: Competitions and Awards Division
Carolyn C. Nelson: Finance Division
Linda Lind: Junior Division
Ruth Ann McChesney: Membership and Education Division
Sandra Anderson: Public Relations Division
Jan Hill: 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 NFMC mission to promote American music and musicians, quality music education and appreciation of the arts.

President’s Theme: “Keeping the Music Alive for the Future!”

President’s Song: “Star Spangled Banner”
POLICY RESOLUTIONS 2015-2019

Adopted at the 58th Biennial Convention, Fargo, North Dakota

The National Federation of Music Clubs composed of 5,940* senior, student and junior clubs encompassing 134,878* musicians and music supporters is a philanthropic organization whose goal is to promote music and the 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 new and creative ways to retain and increase membership at all levels.
- Actively encourage and support quality musical pursuits at the local, state and national levels through contributions of talent, time and money.
- Promote the Federation through the use of insignia, publications, advertising, media, electronic means and participation in the wider arts community.
- Actively participate with national affiliate organizations to protect and promote quality music throughout the United States.
- Publicize the musical opportunities and encourage participation in all the NFMC Competition and Award events.
- Vigorously support music and arts in the private, public, charter and home school curricula from kindergarten through high school and encourage the artistic talents of all college and university students.
- Develop awareness of estate planning and designated giving to benefit the 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 Fargo, North Dakota, June 2015 unanimously support this document.

* Based on membership updated at the 2015 NFMC Biennial Convention
FIRST VICE PRESIDENT

Frances Nelson, First Vice President
261 Northbay DR
Madison MS 39110
(601) 856-7787
Email: fnelson1@comcast.net

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. 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 council president and meet personally with them at the national meetings.
5. Determine focus and direction of the NFMC for the coming biennium and present policy resolutions committee recommendations to the convention body for adoption.
6. Coordinate voting with all regional vice presidents and past national presidents regarding Lifetime Achievement Award.
COORDINATOR OF DIVISIONAL ACTIVITIES (CODA)

Harriet Coker, Coordinator  
624 Pine ST  
Bamberg SC 29003  
(803) 245-2532  
(803) 378-4940 (M)  
Email: cokerharriet@hotmail.com

GOALS AND METHODS

Goals:
1. Coordinate the work of the nine division chairs.
2. Produce the NFMC 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 revisions 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 CD’s or paper and online. NFMC headquarters will send each state president one CD free of charge.
5. Manuals are available for purchase by members from NFMC headquarters.
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.
*There are no state federations in these states but there may be local clubs or individual members.
REGIONAL VICE PRESIDENTS

Goal:
Coordinate and assist in the work of the NFMC 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 NFMC Young Artist winners.
3. Conduct a regional meeting during each NFMC Conference and Biennial Convention.
4. Serve as an advisory member of the Council of State Presidents.
5. Coordinate NFMC 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 NFMC information as it becomes available or as needed.
8. Develop or maintain communications vehicles 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 NFMC.
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, New Mexico and Wyoming) [Montana]

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

Northeastern Region: Indiana, Michigan, New Jersey, New York, Ohio and Pennsylvania (Connecticut, Delaware, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont)
2017-2019 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  Marcia Chaplin
Vice President:  1807 Batten Hollow RD
Vienna VA 22182
(703) 281-5342
Email: Marciachaplin2@gmail.com

South Central Region  Lavonna Whitesell
Vice President  5117 NW 161st
Edmond OK 73013
(405) 715-1536
(405) 620-6176 (M)
Email: lswsongbird@yahoo.com

Western Region  Linda King
Vice President  6916 S Ogden CT
Centennial CO 80122
(303) 797-1193
Email: Lckking@aol.com

North Central Region  Karen Bourne
Vice President  397 Riviera CIR
Dakota Dunes SD 57049
(712) 274-7284
(712) 577-0277 (M)
Email: kjbourse@cableone

Northeastern Region  Jeannine Morris
Vice President  200 Country Club DR SE
Warren OH 44484
(330) 293-5690
Email: jkmorris2@gmail.com
SUMMER MUSIC CENTERS
With NFMC 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
Orpheus Festival at Simpson College, Iowa
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
NATIONAL COUNCIL OF STATE PRESIDENTS

Carole Langley, Chair
1203 Whispering Pines CT
St. Louis MO 63146-4541
(314) 878-2193
Email: CaroleLangley2@sbcglobal.net

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 in order 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 chair.
3. Complete the roster of state chairs in a timely manner and mail it directly to the NFMC headquarters for national compilation and distribution.
4. Annually, bring 35 copies of your one-page typewritten report to the council of state presidents meeting at the NFMC conference or convention for distribution to all state presidents.
5. Participation at the NFMC annual meetings: workshops, regional meetings, general sessions, elections, etc.
RECORDING SECRETARY

Jeanne Hryniewicki, Secretary
7084 W Greyhawk LN
Franklin WI 53132
(414) 235-9680
(414) 870-9263 (M)
Email: jfkish@hotmail.com

GOAL AND METHODS

Goal:
Provide an accurate record of all actions taken by the NFMC Board of Directors and the Executive Committee at the NFMC Biennial Convention and the NFMC 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 the county of Cook.
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 taken by these groups.
7. Promptly notifies officers and chairs of any actions and proceedings pertaining to their particular 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 NFMC Biennial Convention.
TREASURER

Barbara Hildebrand, Treasurer
3034 Smith LN
Franklin TN 37069-6108
(615) 791-6098
Email: BHarmonyHall@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 the executive director. All senior, student, junior and individual renewal membership is due on or before December 1 annually.
2. Executive director shall send monthly general detailed ledger reports to the president, treasurer and finance chair.
3. Executive director 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. Executive director 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 president.
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 the executive director 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 the executive director 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 the executive director 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 executive director.
- Minimum national membership dues are $60.00 for 10 or fewer members. For 11+ members, dues are $6.00 per additional member. A subscription to the Music Clubs Magazine is provided by the NFMC to every active senior club member.
- Membership list including full address and zip code must accompany dues.

Student/Collegiate Clubs:
- All monies for the NFMC should be sent to the state treasurer who will send to the executive director.
- Minimum national membership dues are $12.00 for 12 or fewer members. For 13+ members, dues are $1.00 per additional member.
- Dues include one subscription to the Music Clubs Magazine is sent to counselor/teacher.

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 the executive director.
- 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 the NFMC.

Junior Clubs:
- All monies for the NFMC should be sent to the state treasurer who will send to executive director.
- 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.

(Continued)
**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 executive director. ($7 MCM; $21.50 dues)
- Student/Collegiate: total $16.00; state treasurer sends $11.50 to executive director. ($7 MCM; $4.50 dues)
- Junior: total $13.00; state treasurer sends $9.50 to executive director. ($6 JRK; $3.50 dues)
- Cradle Roll: total $25.00; state treasurer sends $12.50 to executive director.

**Individual Permanent Memberships:** Each state is responsible for keeping life members’ list up-to-date. Please notify headquarters office of deceased life, donor, subscriber and patron members. The MCM is included for first year. Thereafter member or club must submit $6.00 annually (including name, full mailing address) to receive the MCM. Send dues to state treasurer who will send to the executive director.

- Life member: total $200.00; state treasurer sends $125.00 to 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 the executive director. 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 the executive director.

**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 the executive director.
ADMINISTRATIVE DIVISION

Michael R. Edwards, NFMC President, Chair
891 NW 73 AVE
Plantation FL 33317-1141
(954) 325-0064 (M)
Email: micedwards@aol.com

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ADMINISTRATIVE DIVISION

Michael R. Edwards, NFMC President, Chair
891 NW 73 AVE
Plantation FL 33317-1141
(954) 325-0064 (M)
Email: micedwards@aol.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 of the 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.
5. Represent NFMC at meetings of National Music Council, Kennedy Center and other invited venues.
BYLAWS AND STANDING RULES

Lana M. Bailey, Chair
3686 Russell RD
Woodbridge VA 22192-4912
(703) 590-4650
Email: ZBLB@verizon.net

GOALS AND METHODS

Goals:
1. Ensure that NFMC has bylaws and standing rules to govern the meetings of the organization under accepted parliamentary procedure and Robert’s Rules of Order.
2. Provide NFMC 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 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 NFMC website, CD and/or printed copy.
5. Work with the parliamentarian who is the officer charged with the responsibility of enforcing the bylaws and standing rules to ensure efficient, orderly meetings.
ARTS ADVOCACY DEPARTMENT
Forms online AD 2-1, AD 2-2

Lee Ann Cummings, Chair
146 W Pinebrook DR
Brandon MS 39047
(601) 992-9330
Email: cummings-lee28@att.net

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 NFMC, 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 NFMC 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

Lee Ann Cummings, Chair
146 W Pinebrook DR
Brandon MS 39047
(601) 992-9330
Email: cummings-lee28@att.net

Committee: Lois Armor, Carole Flatau, Karen Herndon, Sally Palmer, Lois Tamplin. Contact information is available in the NFMC Directory, available from NFMC headquarters.

Ex-officio members:

<table>
<thead>
<tr>
<th>Dr. Ouida Keck</th>
<th>Elizabeth Paris</th>
<th>Lana Bailey</th>
<th>Carolyn C. Nelson</th>
</tr>
</thead>
<tbody>
<tr>
<td>2112 Hinson RD # 23</td>
<td>2701 Frederica ST #4308</td>
<td>3686 Russell RD</td>
<td>210 11th ST N APT 205</td>
</tr>
<tr>
<td>Little Rock AR 72212</td>
<td>Owensboro KY 42301</td>
<td>Woodbridge VA 22192-4912</td>
<td>Fargo ND 58102</td>
</tr>
<tr>
<td>(501) 747-2162</td>
<td>(270) 683-0042</td>
<td>(703) 590-4650</td>
<td>(701) 235-5161</td>
</tr>
<tr>
<td><a href="mailto:kecko@obu.edu">kecko@obu.edu</a></td>
<td><a href="mailto:ejjms9@gmail.com">ejjms9@gmail.com</a></td>
<td><a href="mailto:ZBLB@verizon.net">ZBLB@verizon.net</a></td>
<td>(701) 630-8005(M)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:nelson1125@gmail.com">nelson1125@gmail.com</a></td>
</tr>
</tbody>
</table>

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

Laurel Ince, Chair
723 St. Francis
Gonzales TX 78629
(830) 672-3757
Email: ljince@gvtc.com

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 upon it by the NFMC Board of Directors.

Methods:
1. Meet as often as necessary to carry out the duties of the committee.
2. Keep permanent minutes of such meetings and report to the NFMC 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

Frances Nelson, NFMC First Vice President, Chair
261 Northbay DR
Madison MS 39110
(601) 856-7787
Email: fnelson1@comcast.net

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/approve resolutions from individuals or organizations that desire to present a resolution to the committee.
2. Ensure that all resolutions conform to established objectives/policies and ascertain that they do not involve matters of a religious or political nature.
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: Sandra Anderson, Karen Bourne, Harriet Coker, Gay Dill, Carole Flatau, Cecil Fox, Jr., Lori Jessen, Carla Jean Johnson, Linda King, Jeannine Morris, James Schnars and Doris Whinery.
PROTOCOL

Marcia Chaplin, Chair
1807 Batten Hollow RD
Vienna VA 22182
(703) 281-5342
Email: Marciachaplin2@gmail.com

Committee: Pat Howle, Vice Chair; Karen Bourne, Harriet Coker, Gay Dill, Elaine Knight, Jean Moffatt, Jeannine Morris, Dr. Liana Valente, Robyn Vinje

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

Charles Blaser, Chair
4404 Heritage DR
Lawrence KS 66047
(785) 843-8776
Email: cblaser@sunflower.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 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 and 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

Connie Randall, Chaplain
PO BOX 522
Kaufman TX 75142
(248) 921-7032
Email: conniebrandall@yahoo.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 NFMC.
4. Conduct the memorial service at national meetings.

In consideration:

Although the NFMC 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.
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. All state historians joined to preserve their state’s illustrious record. For a complete history of the Federation’s first one hundred years, refer to the book A Musical Legacy of 100 Years, written by Lucile Parrish Ward for NFMC’s 100th anniversary in 1998. 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 the Administrative Division or it may be ordered from headquarters.
OFFICE COMMITTEE

_Carolyn C. Nelson, Chair_
210 11th ST N APT 205
Fargo ND 58102
(701) 235-5161
(701) 630-8005 (M)
Email: nelson1125@gmail.com

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 NFMC executive director.
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 NFMC office.

The office staff of 2.5 FTEs 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. In addition, the NFMC executive director is treasurer of the Smith Valley Professional Office Park.

Members of the Office Committee are Treasurer Barbara Hildebrand, Budget Chair Frances Nelson, Finance Chair Carolyn Nelson, Headquarters Chair Laurel Ince; the two appointed members are Debbie Barnes and Virginia Kleeberg.
PARLIAMENTARIAN

Louis William Rose, 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 NFMC 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 NFMC.
   • serve as advisor at all meetings of the executive committee and the board of directors of NFMC.
   • serve as an adviser for all NFMC elections.
   • serve as a non-voting member of the Federation as provided in the NFMC bylaws and standing rules.
   • serve as time-keeper for general sessions of NFMC.
   • be available on a limited basis for consultations as per contract.
REPRESENTATIVE TO THE UNITED NATIONS (NGO)

Dr. Liana Valente, Representative
2121 Jamieson AVE #709
Alexandria VA 22314
(703) 879-5821
Email: Liana@omegatower.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. Relay to NFMC pertinent information from the UN.

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 only music
organization included in the official roster of the United Nations.

In 1983, while Dr. Merle Montgomery (NFMC president from 1971-1975) was the official representative to
the United Nations, she included in her plan of work a suggestion to present a Steinway grand piano to
the United Nations as a 40th birthday gift. With NFMC members contributing, the piano was presented in
1985. In 2003 a restoration of the piano was completed by NFMC, and on June 20, 2003, a re-dedicatory
recital was held in the Dag Hammarskjold Auditorium, the piano’s permanent home, with NFMC
President Dr. Ouida Keck presenting the restored piano and Gillian Sorrenson, Assistant Deputy Secretary
to Kofi Annan accepting it. The concert featured the Perlman/Schmidt/Bailey Trio and Reiko Aizawa.
AMERICAN MUSIC DIVISION

Deborah T. Freeman, Chair
7 Coachman DR
Taylors SC 29687
(864) 630-0163
Email: debotfree@gmail.com

American Music Division
   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

American Music NFMC Junior Clubs Award (See Junior Division.)

American Festival Chorus

American Women Composers

Folk Music/Sources

NFMC Just Jazz!
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 award of $500 ($300 first place, $125 second place and $75 third place) honoring Professor Rudolf R.A. Schramm will be awarded to the 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 ($300 first place, $125 second place and $75 third place) are awarded to local 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 $500 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 of $400 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 Awards:
   One annual award of $500 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 of $250 is for a junior club that best performs and studies American music.
   (Form AM 5)

7. **American Women Composers:**
   Local music clubs are encouraged to promote American women composers annually and in special programs. There are seven annual $100 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. (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. (Form AM 8)

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:**

*Karl Morris*
200 Country Club DR SE
Warren OH 44484-4660
(330) 392-5690
Email: Jkmorris2@gmail.com

**Southeastern Region:**

*Ann Stockton*
1174 Brusko DR
The Villages FL 32163
(352) 259-9664
Email: redtops61@verizon.net

**North Central Region:**

*Patricia Grantier*
1111 North 1st ST #2-A
Bismarck ND 58501
(701) 222-0970
Email: patg@bis.midco.net

**South Central Region:**

*Carla Johnson*
BOX 12883
Austin TX 78711
(806) 535-5480
Email: CarlaTFMC@aol.com

**Western Region:**

*Sally Palmer*
2732 127th PL SE
Bellevue WA 98005
(425) 644-9581
Email: spalmer19@hotmail.com
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 and 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.
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: $250.00 (A winner cannot win two years in succession.)

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 NFMC 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.

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 NFMC 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 will be scheduled throughout the conferences and conventions, and a choral performance will be scheduled during each meeting.

Music is provided for the participating singers.
AMERICAN WOMEN COMPOSERS PROGRAMS AWARDS

Ann Kay, Chair  
2538 Northplace DR  
Tupelo MS 38804  
(662) 842-2902  
Email: annkay@comcast.net

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 an award of $100.00 to seven (7) clubs that present the best program featuring women composers exclusively.
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!
National Federation of Music Clubs

FOLK MUSIC

Ruth Morrow, Chair
2 Parker RD
Taylors SC 29687
(864) 322-9224
Email: morrowrm@charter.net

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 an award of $100.00 to five (5) 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 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 NFMC Folk Music Chair *Ruth Morrow* with questions and/or suggestions!

Ruth Morrow, Chair, 2 Parker RD, Taylors SC 29687 (864) 322-9224
Email: morrowrm@charter.net
NFMC Just JAZZ!

Sally Palmer, Chair
2732 127th PL SE
Bellevue WA 98005
(425) 442-1830
Email: spalmer19@hotmail.com

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; to observe JAM (Jazz Appreciation Month) in April.

Requirements for Certificate

1. Include at least one musical program in April 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.
ARTS DIVISION

Natlynn Hayes, Chair  
23328 Branson RD  
Poteau OK 74953  
(918) 647-9765  
Email: natlynn@windstream.net

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ARTS DIVISION

Natlynn Hayes, Chair
23328 Branson RD
Poteau OK 74953
(918) 647-9765
Email: natlynn@windstream.net

GOALS AND METHODS

Goals:
1. Promote 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 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, authorize payment of prizes, report to the division chair and to the Competitions and Awards Division chair. NFMC 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.
2. Department chairs coordinate the work of the committees, chair department and committee meetings and report to the Arts Division chair: Chamber Music Department, Crusade for Strings Department, International Music Relations Department, Music in Poetry Department, Music in Schools and Colleges Department, Music Service in the Community Department (Choral Music, Together We Sing, Music Outreach, Sacred Music), National Music Week and Essay Contest, and Opera Department. 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 NFMC president and board of directors. The division chair will receive and compile department/committee reports to present at national meetings.

State presidents should 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 DEPARTMENT

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

GOAL AND METHODS

Goal:
Promote the performance of chamber music through 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.
- Chamber music organizations; use new and ancient instruments.
- Use unusual combinations of instruments.
- Perform contemporary works; perform works of women composers.
- Commission new works.
National Federation of Music Clubs

CRUSADE FOR STRINGS DEPARTMENT

Sherry Pollock, Chair
2217 Merritt Park DR
Orlando FL 32803
(407) 802-7052
Email: sherrilynnepollock@gmail.com

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 chair in each state to urge local organizations within that state to have a Crusade for 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 Crusade for 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. Each year NFMC will present monetary awards endowed by Agnes Fowler to active organizations with the most outstanding string programs and projects in both the senior and junior divisions.
   - Senior: $25.00 in each region
   - Junior: $5.00 in each region
6. Send reports to the state chair who should review them and record them before forwarding them for national judging. Reports to the state chairs are to be postmarked on or before April 1; reports to the national chair, Sherry Pollock, are to be postmarked on or before May 1.
INTERNATIONAL MUSIC RELATIONS

Dr. Mira Kruja, Chair
PO BOX 4743
Huntsville AL 35815
(256) 372-4093
Email: mkruja@gmail.com

GOALS AND METHODS

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

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

Resource Information:
- the international programming department of a university. (They often have students who enjoy sharing their culture.)
- your club members
- libraries-public, private and university
- music teachers - public, private, college and university
- concert performers in your community
- local or state newspapers
- Internet:
  - International Music Club – http://www.facone.org
  - International Music Festivals – http://www.musicalonline.com

AWARD CERTIFICATES AND CASH AWARDS

Three cash awards ($75, $50 and $25) will be awarded for outstanding international programming. Winners will be selected by a committee of judges and certificates will be given for all programs on international music relations. There is no entry fee.

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. 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. An individual certificate of appreciation will be presented to an individual sponsored by a club who has done outstanding work in international music or programming. The vitae sheet and short biographical resume should accompany each entry for the individual award.
MUSIC IN POETRY DEPARTMENT

Margarita Harvey, Chair
109 Lark ST
New Orleans LA 70124
(504) 301-1220
Email: harveymarg@cox.net

GOAL AND METHODS

Goal:
Increase activity in poetry by making Music in Poetry a part of NFMC arts program.

Methods:
1. Each club and state federation should have a Music in Poetry chair.
2. Reports are needed 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 his/her poems.
- Emphasize American poetry.
- Have a member read the lyrics to a song before it is sung.
- Make Music in Poetry an integral part of each meeting through a seasonal poet, getting members to contribute ideas, words, lines, images.
- Help a new poet receive recognition through scholarship or public performance.
- Celebrate National Poetry Month in April.
- Develop an entire mini-program, focusing on a poet, style or theme.
- Let members share a favorite childhood poem.

See Report Form AR 6-1. Send it by regular mail or email to regional chair on or before postmark date April 15. Regional chairs send reports to National Chair Margarita Harvey, 109 Lark ST, New Orleans LA 70124, harveymarg@cox.net, postmarked on or before May 1.

Regional Chairs:
Northeastern: Bill Draper, 513 Woodland DR, East Lansing MI 48823, (517) 351-4632; draperw@msu.edu
Southeastern: Jeri Landry, 125 Mimosa AVE, Luling LA 70070; (985) 785-8186; jerilandry@bellsouth.net
North Central: Alpha Roeszler, 201G Prairiewood DR S, Fargo ND 58103; (701) 234-9449; aroeszler@i29.net
South Central: Karen Grilk Noorani, 221 Schreiber, Roselle IL 60172; (630) 240-3214; kcnoorani@gmail.com
Western: Linda King, 6916 S Ogden CT, Centennial CO 80122; (303) 797-1193; lckking@aol.com
GOALS AND METHODS

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

Methods:
1. Develop a successful public relations plan to help accomplish the stated goals.
2. Work effectively with other NFMC departments to achieve the goals of NFMC.
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 schools and colleges. 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 NFMC can offer. Invite them to
  become organizational members of NFMC.
- 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 Schools and Colleges. NFMC supports and promotes music
  and the arts in many forms! Reaching out to schools and colleges is a fundamental way that we
  fulfill our mission. We must make our communities aware that NFMC is a source of support to
  teachers, performers, composers, therapists and students of the arts. 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 Schools and Colleges Department.
- 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 by postmark date September 1. Compile all of the information you receive from the state chairs and mail your report to the national chair postmarked no later than May 1.

Regional Chairs:
Northeastern: Peg Bryan, 2134 Robin Hood LN, W Lafayette IN 47906-5027; (765) 463-6626; lespegbryan@msn.com
Southeastern: Joel Adams, 301 Fayetteville ST #3108, Raleigh NC 27601; (919) 630-5125; operaman39@gmail.com
North Central: Bev Huckins, 1115 N Grand, Pierre SD 57501; (605) 224-7062; randb15@pie.midco.net
South Central: Lynn McNew, 8054 Jolie DR, Fort Worth TX 76137; (817) 238-3143; l.mcnew@sbcglobal.net
Western: Jill Foster, 855 McKinley, Woodburn OR 97071; (503) 951-0361; fosterjill2@gmail.com
CHORAL MUSIC

Victor Klimash, Chair
417 Highland Trace DR
Baton Rouge LA 70810
(225) 448-5171
Email: vklimash@aol.com

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 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 more 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.

Reports:

1. Local clubs should send annual Choral Music reports (AR 8-2) to the state chair postmarked on or before April 1.

2. The state chair should recommend and submit to the NFMC chair for annual national recognition the best club reports in his/her state for outstanding participation in choral music.

3. The state chair should send an annual comprehensive report of clubs’ Choral Music Report (AR 8-1) to the national chair, Victor Klimash, postmarked on or before May 1.
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:
Together We Sing is in the process of getting a brand new look! The new edition will be a long-lasting collection of songs of our heritage. There will be songs suggested for each month but without specific years indicated. Background information, with history and significance will be included.
TWS will still have the Federation Collect, the Federation hymn, “The Gift of Song” and our national anthem. The book will not be specifically for two years. Continue to sing from your existing editions until the new book is available. Availability date will be well publicized. Each copy will have an insert with suggestions of ways to make the TWS ideals a great feature of monthly meetings. Be ready for positive reactions. NFMC members do like to sing—and we like to sing together!

Additional suggestions:
1. If your club doesn’t meet in the summer, consider adding the June, July and August songs to other programs during the year. (They are great songs.)
2. Sing at your board meetings.
3. Take advantage of opportunities to sing rounds. There are four included in the book which might remind you of others.

Connect the organizational links:
Ideally, each state should have a Together We Sing chair. Realistically, that probably won’t happen yet. It is important, though, for each club to have someone specifically responsible for TWS. That person should feel strongly that TWS is an important element of the overall goals of NFMC, the promotion of American music.

Be ready to share your club’s involvement in TWS. Report forms should be sent to the national chair postmarked on or before May 1. You may contact your national chair with questions or comments at any time during the year.
MUSIC OUTREACH

Arlene Lewis, Chair
3612 Cheyenne BLVD
Sioux City IA 81104
(712) 255-8540
Email: arlenelewis@juno.com

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 musical tapes/CDs and other music materials that would provide 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 are counted. Rehearsal and travel time can be counted.
3. Provide the state chair a copy of these goals and methods and copies of 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. Rehearsal and travel time can be counted.

(Continued)
Awards:
An award of $150 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. An award of $150 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 musical tapes/CDs or videos to the children’s floor of the hospital.
- Relieve a tired parent/guardian by playing a musical tape/CD 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 these 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 these 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 or have been molested. These children usually attend regular school but have to return to the center to live. They are partially confined. Musical activity offered to them would make their lives more enjoyable while they are living at the center.

The Federation welcomes any other suggestions about how to reach disabled and confined children with music. We encourage our members to do so.
SACRED MUSIC

Karen Herndon, Chair
10304 Broxton Bridge RD
Ehrhardt SC 29081
(843) 384-6770
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 pursing careers in sacred music.

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

Helena Meetze, Chair
613 Hatrick RD
Columbia SC 29209
(803) 776-6500; (803) 269-5400 (M)
Email: hmeetze@bellsouth.net

Theme for May 6-13, 2018: Music... The Universal Language
Theme for May 5-12, 2019: Music... A Magic Key

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 to 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 NFMC state will receive $50.00.
2. Send essay (no longer than 500 words) and form AR 13-1, plus a wallet size photo, deadline postmarked January 10, 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 younger children.
8. Order supplies: posters, bookmarks, seals, etc., early in December from the 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 National 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 2018-2019 goals and methods. The complete National Music Week Brochure will be mailed in November and will include suggestions for celebrating NMW, forms for reporting activities, the history of National Music Week, and a list of available awards.

(Continued)
Awards: 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: Bob Gilliam, 9104 North Burchfield DR, Oak Ridge TN 37830; (865) 927-4410; wingofmusic@prodigy.net

States:
Connecticut, Delaware, Indiana, Maine, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont
Chair: Nathalie Steinbach, 15 Mount Vernon AVE, Fredericksburg VA 22405; (540) 373-6352; ymsfred@earthlink.net

North Central, South Central and Western Regions:

States:
Arkansas, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Wisconsin
Chair: Donna Kinslow, 13 Kenwood CT, St. Charles MO 63301 (636) 723-7056; doudon1@charter.net

States:
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas, Utah, Washington, Wyoming
Chair: Daryl Jessen, 1912 Locust ST, PO BOX 851, Dakota City NE 68731; (605) 422-3820; mrband1@yahoo.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 meetings. If you do not have a fall meeting, mail award certificates to the club presidents.
National Federation of Music Clubs

NATIONAL MUSIC WEEK ESSAY CONTEST

Helena Meetze, Chair
613 Hatrick RD
Columbia SC 29209
(803) 776-6500; (803) 269-5400 (M)
Email: hmeetze@bellsouth.net

GOAL AND METHODS (2018-2019)

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

<table>
<thead>
<tr>
<th>May 6-May 13, 2018</th>
<th>Theme: Music... The Universal Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 5-May 12, 2019</td>
<td>Theme: Music... A Magic Key</td>
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</table>

Methods: Publicize the essay contest in all schools in grades 7-12. Obtain applications and rules for entering the contest (form AR 13-1). The entry form may be mailed, postmarked by January 10, to the chair serving the state of the entrant or uploaded to the NFMC website by that date.

- 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 content, neatness, and legibility.
- Include a wallet size photo with application form.
- Award of $50.00 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
Julianne Edwards, Chair
3829 Mountain View AVE
Pasadena CA 91107
(561) 613-7237
jmedwards220@gmail.com

Northeastern Region:
States: CT, DE, IN, MA, ME, MI, NH, NJ, NY, OH, PA, RI, VT
Mary Ellen Ulmer, Chair
168 East Branch RD
Mercer, PA 16137
(724) 946-2877
ulmerme@hotmail.com

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
Jan Hansen, Chair
101 Rio Mesa DR
Grants Pass OR 97527
(541) 956-1659
jlhansen3536@gmail.com
Operation Department

Forms online AR 14-1, AR 14-3

Margaret Ulmer, Chair
24 La Vista CT
Greenville SC 29601
(864) 235-1257
Email: abraswe@bellsouth.net

Regional Chairs:
- Northeastern: Donna Gerber, 14249 Sperry RD, Newberry OH 44065; (440) 338-8187; minydur@twc.com
- Southeastern: Norma Alexander, 208 Cliffside DR, Kannapolis NC 28081; (336) 724-4913; nfawsnc@hotmail.com
- North Central: Brenda Lewis, 3200 Summit ST, Sioux City IA 51104; (712) 454-4469; brendalewisrn@aol.com
- South Central: Connie Craig, 4025 Edgewood, Hannibal MO 63401; (573) 221-8490; ccraig5491@sbcglobal.net
- Western: Judy Prescott, 135 N 800 E, Jerome ID 83338; (208) 324-8417; judy_prescott@hotmail.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/operas for youth/musical theater for one program each year. If live or video performance isn’t 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 NFMC 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 NFMC Arts Division meeting at all national meetings.
COMPETITIONS AND AWARDS DIVISION

Dr. Ouida Keck, Chair
C&A Division and C&A Board
2112 Hinson RD #23
Little Rock AR 72212
(501) 747-2162
(870) 403-2350 (M)
Email: kecko@obu.edu

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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 NFMC Competitions and Awards Chart available from the NFMC headquarters or on the NFMC 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, three Armed Forces Awards and Centennial Chamber Music 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.)
6. Stress that award applications can now be submitted online.

Only Michael Edwards, the NFMC president, will issue invitations for winners to perform at the NFMC conference or biennial convention.
AMERICAN MUSIC IN THE U.S. ARMED FORCES
Annual Award

Richard Dill, Chair
5054 Blossom Point DR
Indian Land SC 29707
(803) 225-0448
Email: dilltrp@gmail.com

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 NFMC American Music Composition Competition and to seek cooperation between those divisions of the armed forces and the NFMC 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 winner.

Awards/Entry Requirements:
1. Awards: The NFMC 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 NFMC 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 CA 1-1 is available online at www.nfmc-music.org.

Entries: Entries from the U.S. Army, Air Force, Navy, Marine, Coast Guard and National Guard personnel must be received by May 1 and may be uploaded to the NFMC website, along with application form or mailed to Richard Dill, 5054 Blossom Point DR, Indian Land SC 29707. The award period is June 1 – May 31. The entry fee is $10, payable to the NFMC; the fee may also be paid online. CDs submitted for adjudication must be playable on a CD player. Computer-generated CDs, playable on computer only, will be disqualified. 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.

2. 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.
Richard Dill, Chair
5054 Blossom Point DR
Indian Land SC 29707
(803) 225-0448
Email: dilltrp@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 and applications for the award.
2. Receive applications and proceed with the adjudication.

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

Veterans applying must have outstanding musical talent, excellent background and the highest recommendations.

For an application to be considered, the applicant must submit required material to the chair by mail or upload to the NFMC website by the May 1 deadline in odd-numbered years.
1. The application (CA 2-1) may be obtained from the chair, from the NFMC headquarters or online at www.nfmc-music.org. Applications must be typed.
2. A copy of the applicant’s discharge from the military service.
3. If possible, three programs on which the applicant or compositions by the applicant have appeared.
4. Six 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 NFMC); the fee may also be paid online.
THE LUCILE PARRISH WARD VETERANS AWARD
Annual Award

Richard Dill, Chair
5054 Blossom Point DR
Indian Land SC 29707
(803) 225-0448
Email: dilltrp@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. Receive applications and choose a recipient according to the guidelines listed below.
2. Provide funding for the award from the NFMC Lucile Parrish Ward Past National Presidents Fund.

Other Information:
The award is named for Lucile Parrish Ward (Mrs. Jack C.), a past national president of the NFMC (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 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.

The veteran must have outstanding musical talent, excellent background and the highest recommendations as to worthiness. The letters of recommendation should also show need, character and potential ability.

Application form CA 3-1 may be obtained from the NFMC headquarters, from the chair listed above or from the website: www.nfmc-music.org

Completed application, a $20.00 entry fee and enclosures **must be received by the chair or uploaded to the NFMC website by May 1.** Applications must be typewritten. The entry fee may also be paid online.
EMIL AND RUTH BEYER COMPOSITION AWARDS
Annual Awards

Dr. Donald M. Hassler, Chair
1226 Woodhill DR
Kent OH 44240
(339) 673-9164
Email: dhassler@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. To become an individual senior special member, enclose a check for $50.00 (annual dues) payable to the National Federation of Music Clubs. Membership fee may be paid online.
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 to the chair by mail or upload to the NFMC website by March 1.
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.

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 $50.00 dues paid by October 1 prior to the contest year (pay online or send $50.00 payable to the National Federation of Music Clubs). A $10.00 entry fee must accompany the application which must be received by the chair or uploaded to the NFMC website by January 15 in the odd numbered years. The entry fee may also be paid online.

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.

State Chairs:
1. Each state president appoints a state adult composer’s chair.
2. To reach all eligible composers, the state chair should send this information and application (CA 5-2) to each senior club and active senior organizations (not associates) and to all state senior individual members. All memberships must be paid for the current year.
3. The state chair publishes a brief news article publicizing the contest in the state publication and local news media.
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 student of a certified school of music, private teacher or coach, association with a certified school, college or university, ages 20-35, as of January 15 in the odd-numbered years. The student must be a member of the National Federation of Music Clubs as a member of senior federated club or a senior individual member.

Entry Fee: $10.00
Deadline: Send the application (Form CA 6-1) to the above chair or upload to the NFMC website by February 1 in the odd-numbered years. The entry fee may also be paid online.

Required Data from Student:
- Native born or naturalized USA citizen.
- Form CA 6-1 with any supporting data. Send copies for three judges and one for the chair.

Required Data from College or Music School:
- 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, German, or Italian; one aria 20th century American opera; one aria, major oratorio; all in original language/key. Piano accompaniment only.
- Tapes/CDs must be of good quality, recorded professionally. CDs must be playable on a CD player. Compute-generated CDs, playable on computer only, will be disqualified.
- List selections/composers.
- Length – not more than 30 minutes.

Other Instructions:
- Enclose a $10.00 fee or pay online. Check made payable to the National Federation of Music Clubs.
- If not a member of a federated senior club, enclose $50.00 dues for an individual senior membership, check payable to the National Federation of Music Clubs or pay online.
- Enclose stamped, self-addressed packet for return of tape/CD.

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

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

Committee: Debbie Barnes, Karen Bourne, Francis Christmann, Harriet Coker, Susie Cook, Lee Ann Cummings, Carole Flatau, Cecil Fox, Karen Herndon, Barbara Hildebrand, Lori Jessen, Ann Kay, Dr. Ouida Keck, Elaine Knight, Carolyn Nelson, Frances Nelson, Savannah Turner

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. Receive applications and conduct auditions biennially in the 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 the 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.

2019 Auditions: March 29 – 30, 2019, Belhaven University, Jackson, MS

Rules:
1. Preliminary judging will be by DVD that clearly shows all repertoire is performed from memory. Application submitted online at http://www.nfmc-music.org/applicant-file-upload/.
2. Deadlines for submitting DVDs to Dr. Keck is February 1, 2019.
3. An entry fee of $50.00 per duo team is required and may be paid online.
4. Each entrant will be notified by March 1, 2019 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, 2019.
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.

Further information may be secured from Dr. George Keck, see address above.
GOAL AND METHODS

Goal:
Recognize excellence in conducting and to award a stipend to a young conductor. The stipend is given biennially.

Methods:
1. The 2017 award will be given at the National Conference for Conductors in 2018.
2. The 2019 award will be given at the National Conference for Conductors in 2020.
3. Adjudication will be completed by the artistic staff of the workshops.

The stipend may be used for any career-related purpose, such as the purchase of scores or books, travel to workshops and conferences or tuition/lesson/coaching fees.

The Ohio Federation of Music Clubs endowed the Robinson Award in honor of Past President Thelma A. Robinson.

For information regarding participation in the workshops, contact the Conductors Guild at above address.
National Federation of Music Clubs

Competitions & Awards

RUTH MORSE WILSON HANDBELL CHOIR AWARD
Annual Award

Form online CA 9-2

Carole Langley, Chair
1203 Whispering Pines CT
St. Louis MO 63146
(314) 878-2193
Email: CaroleLangley2@sbcglobal.net

GOAL AND METHODS

Goal:
Provide financial reward for amateur (non-auditioned) adult, student or youth handbell choirs, ensembles or handbell soloists.

Methods:
1. In early fall this chair will e-mail information to state presidents asking them to inform their clubs about the Ruth Morse Wilson Handbell Competition and encourage them to share this information with their clubs.
2. Music clubs should distribute copies of this page and the application form to churches and community handbell choirs. Please send competition notices to local newspapers.
3. Qualified groups should send these five items: application form (CA 9-2); the application fee of $10.00 which may be paid online; original copies of audition pieces; DVD playable on a standard DVD player; and a stamped, self-addressed envelope to return audition materials to the sender. Mail to the chair listed above postmarked by April 1 or upload all required materials to the NFMC website by April 1.
4. Handbell choirs and soloists may enter annually but may not win a monetary award twice in succession.
5. 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 NFMC 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.
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.
2. 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. The senior individual membership fee is $50.00 and the entry fee is $5.00, both payable to the National Federation of Music Clubs and may be paid online.
3. The applicant must have a letter of recommendation from the teacher; include teacher’s address, zip code, telephone number and email address.
4. The applicant must provide an affidavit from a medical doctor stating the nature of his/her disability.

Application:
1. The application form (CA 10-1) must be completed. Mail completed form and check (payable to the National Federation of Music Clubs) to the above chair postmarked by February 1 or upload to the NFMC website by February 1.
2. Each applicant must send a 15-minute CD 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.) The CD must be sent by March 1 of the year of application or uploaded to the NFMC website. Send a list of the compositions that are recorded for the judges to use while listening to the recorded performance.
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:
The following must be sent to the award chair and postmarked on or before March 15 or uploaded to the NFMC website on or before March 15.

1. Candidate must show written proof of having been admitted to the vocal performance doctoral program of his/her chosen school, which must be accredited by the National Association of Schools of Music (NASM).
2. An official transcript of candidate’s grades (undergraduate and graduate) must be submitted to the award chairman.
3. Candidate must submit a 150-word narrative describing his/her professional aspirations.
4. Candidate must show proof of membership in the National Federation of Music Clubs (NFMC).
5. Candidate must be a native-born or naturalized U.S. citizen.

Three required letters of recommendation must be sent to the award chair and postmarked no later than March 15 or 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 audition selections must include the following categories and languages making sure the opera and oratorio selections are not using the same language. Although one language will be used twice, the five selections performed must include Italian, German, French and English.

1. One operatic aria and recitative: Italian, French or German sung in the vernacular language.
2. One oratorio aria and recitative: English or German sung in the vernacular language.
3. Two art songs: one German, one French or one Italian sung in the vernacular language.
4. An American art song by an American composer sung in English.

Four copies of a DVD of repertory categories and languages listed above may be submitted to the award chair and postmarked by March 15 if submitted by postal mail. Only one DVD is required if applications are uploaded. Award applicants will be notified of results by May 15.

Note: A candidate may not receive this award more than one time. In order to comply with the IRS requirements, the winner of the award will be required to supply his/her social security number to the NFMC treasurer.
GOAL AND METHODS

Goal:
Select two national recipients of the Hinda Honigman Award for the Blind, thereby providing both reward and encouragement to deserving and talented young persons who, though visually impaired, are dedicated to excellence in musicianship and performance.

Methods:
1. Provide information and application forms to all state chairs for the Hinda Honigman Award and solicit their assistance in identifying qualified entrants for these awards.
2. Procure competent judges to adjudicate the CDs received from all entrants 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:
All required materials may be uploaded to the NFMC website, along with application form, or can be sent via postal mail to the chair listed above.
1. The entrant must be a member of the National Federation of Music Clubs. He/she must send a completed application Form ST 3-1 by February 1 of the year of application.
2. The entrant shall send a fifteen-minute performance CD by February 1 of the year of application.
3. A letter of recommendation from the entrant’s teacher must include the name of the teacher, with contact information: address, phone, email address.
4. An affidavit is required from the attending ophthalmologist stating the entrant is legally blind with 20/200 or less vision after correction.
5. Date of birth
6. Years of study
7. Must be an American citizen.
VIRGINIA ALLISON COLLABORATIVE AWARD

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

GOAL AND METHODS

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

Methods:
1. Distribute information concerning this award.
2. Receive applications and proceed with adjudication and notification of winner.

This award is named in honor of former NFMC President Virginia Allison and is awarded in the even-numbered years.

Requirements:
1. The entrant may enter both vocal and instrumental categories upon payment of two entrance fees of $20.00 each. Separate application forms must be completed in each category, and each must be submitted with its own CD.
2. The applicant must be a member of the National Federation of Music Clubs either through organization membership or as an individual member. Applicant must have reached the 20th but not the 31st birthday by the application deadline in the audition’s year.

Entry Fee: $20.00 payable to the NFMC included with application or may be paid online.

Application deadline: March 1 in even-numbered years. Application to be sent to the above chair or uploaded to the NFMC website.
SUMMER MUSIC CENTERS (SMC) AWARDS
Annual Awards

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

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 the 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

Melanie Perez, Chair
645 Hesper Avenue
Metairie LA 70005-2660
(504) 669-3361
Email: benchwarmers2@cox.net

Committee: Melanie Perez, Leon Whitesell, Benjamin Sung, Suzetta Glenn, Daniel Seigel, Starla Blair, Terry Blair, Dee Blaser, Irene Vile, Mark Vile, George Keck

2019 Auditions: June 2019, Jacksonville, Florida

Goals:
1. Promote these outstanding NFMC Young Artists.
2. Provide financial assistance to NFMC 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 send out professional brochures for promotion.
3. The Federation will serve as managers for two years in securing concerts for the NFMC 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 in concert 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 and third place prizes in each classification

2019 AWARDS:
First Prize: $20,000
Second Prize: $2,000
Third Prize: $1,000

(Continued)
AUDITIONS:
   Level 1, National preliminaries, by video recording and application submitted to the chair or uploaded to the NFMC website.
   Level 2, Semi-finals, at the NFMC 2019 Biennial Convention.
   Level 3, Finals, at the NFMC 2019 Biennial Convention.

Enter using Application Form CA 12-2, following all directions on requirements form CA 12-1, brochure and application form. Level 1 entries may be uploaded to the NFMC website, along with application form, or must be postmarked by February 1, 2019, if sent by postal mail.

Category Chairs:

Piano          Dr. Leon Whitesell, 5117 NW 161st St, Edmond OK 73013
               (405) 715-1536; lwhitesell2@cox.net

Strings        Dr. Benjamin Sung, 913 Lasswade Drive, Tallahassee FL 32312
               (812) 327-8376; bsung@admin.fsu.edu

Woman's Voice  Suzetta Glenn, 316 Stone Creek Circle, Hot Springs AR 71913-7272
               (501) 545-6585; suzettaglenn@hotmail.com

Man's Voice    Daniel Seigel, 3320 Cliff RD S, #11, Birmingham AL 33205
               (205) 447-2220; Skarpia22@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 per concert, as long as funds are available. The Young Artist Presentation chair is responsible for requesting the Baiz/Sweeney Tour Fund Awards, using the CA 20-2 form, and for keeping track of the funds available.
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 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)
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. If desired, pay the artist $150 for a masterclass/workshop (in addition to the concert fee).

To inquire about bringing an artist to your area, contact the above listed presentations chair with the following information.

**NFMC YOUNG ARTIST INQUIRY**

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.

We are interested in the following format:

In recital _______  With orchestra _______ Workshop/Master Class _______

Proposed performance site _____________________________________________

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

Laurel Ince, Chair
723 St. Francis
Gonzales TX 78629-3530
(830) 672-3757
Email: ljince@gvtc.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.
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.
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 may be uploaded to the NFMC website, along with application form, or may be sent to the chair and be postmarked by June 1. Applications will be judged by a panel of qualified judges in the area of piano pedagogy, and winners will be announced by July 1.
8. Winners must agree to submit a written summary of how the funds were used within one year after receiving the award.
FINANCE DIVISION

*Carolyn C. Nelson*, Chair  
210 11th ST N, APT 205  
Fargo ND 58102-4687  
(701) 235-5161 or (701) 630-8005  
Email: nelson1125@gmail.com

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FINANCE DIVISION

Carolyn C. Nelson, Chair
210 11th ST N, APT 205
Fargo ND 58102-4687
(701) 235-5161
(701) 630-8005 (M)
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. They are:
- 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

Frances J. Nelson, Chair
261 Northbay DR
Madison MS 39110
(601) 856-7787
Email: fnelson1@comcast.net

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 NFMC Budget Committee.
2. Meet annually with the NFMC 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 Frances J. Nelson; Treasurer Barbara Hildebrand; Finance Chair Carolyn C. Nelson and elected members Wendell Anderson and Sarah Twedt.
FOUNDERS DAY

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 NFMC.
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 autumn issue of Music Clubs Magazine.

Club President:
1. Appoint a Founders Day chair to plan a program honoring the founders of the senior club, the state federation and NFMC. 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 the 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 chairman. Email/postmark deadline: March 15.
5. Send all Founders Day contributions (checks payable to NFMC) 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 NFMC executive director at headquarters. Postmark deadline: April 1.
**FUND FOR THE ADVANCEMENT OF MUSICAL ARTS**

*(FAMA)*  

**Lana M. Bailey, Chair**  
3686 Russell RD  
Woodbridge VA 22192-4912  
(703) 590-4650  
Email: ZBLB@verizon.net

**Dr. Ouida Keck, Vice Chair**  
2112 Hinson RD #23  
Little Rock AR 72212  
(501) 747-2162  
Email: kecko@obu.edu

**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. Devise and promote means of increasing the funds of FAMA.
2. Allocate funds for study grants, awards, citations, commissions, etc.
3. A balance of not less than $75,000 shall always remain in the permanent fund.

FAMA grants are non-renewable and are intended to support a specific project; preference will be given to projects that strengthen music education and music appreciation in the United States.

Note: FAMA grants cannot be awarded for college tuition or living expenses, for payment to professional musicians to perform a work or a stipend or salary for musicians involved in a project. All decisions of the committee are final.

All memorial donations made to NFMC 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.

**Email/Online: Application Deadline: May 1**

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

Current members are Lana M. Bailey, chair; Dr. Ouida Keck, vice chair; Barbara Hildebrand, treasurer; Carolyn C. Nelson, finance chair; Dr. Liana Valente, and Michael Edwards, president and ex-officio member.
OUTGOING NATIONAL PRESIDENT’S AWARD FUND

Suzanne Carpenter, Chair
PO BOX 357275
Gainesville FL 32635-7275
(352) 373-5049
(352) 256-6611 (M)
Email: treasurer@ffmc-music.org

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 2019 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 executive director clearly marked for the “Edwards ONP 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

Duane D. Langley, Chair
1203 Whispering Pines CT
St. Louis MO 63146-4541
(314) 878-2193
Email: DuaneLangley@sbcglobal.net

GOALS AND METHODS

Goals:
1. Provide simple and cost-free IRS 501(c)3 tax exemption for the NFMC 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

Jean Frazier, Chair
1209 Mountain View RD
Vinton VA 24179-1829
(540) 345-0393
Email: gljeanfrazier@verizon.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. 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. Buy a selection of samples from headquarters to keep for permanent reference and display. No consignment orders are allowed.
3. Have a display of insignia at every state and district meeting. Provide quantities of various items from headquarters to sell at meetings. Have order blanks/instruction sheets available for members to order additional items online and/or by phone.
4. 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

Rob Coopman, Chair
2465 Monroe ST
Hollywood FL 33020
(678) 516-0500
Email: robertcoopman@me.com

GOALS AND METHODS

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

Methods:
1. Invest and reinvest the assets of the Federation.
2. Utilize various asset classes.
3. Predominantly utilize a “Balanced” portfolio (equity, income, and cash holdings).
4. Limit maximum equity holdings to 70%.
5. Maintain a distribution target of 4% 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 NFMC 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:
- Rob Coopman, chair
- Barbara Hildebrand, NFMC treasurer
- Carolyn C. Nelson, Finance Division chair
- Cecil Fox, committee member
- Zuill Bailey, committee member
- Michael Edwards, NFMC president and ex-officio member
GOALS AND METHODS

Goals:
1. Receive contributions made as memorials for loved ones who are deceased or to recognize and honor active leaders, officers, musicians and friends during their lifetime.
2. Recognize memorialized/honored persons for whom a minimum $25 donation has been received in the NFMC Conference or Biennial Convention Memorial and Recognition program.
3. Increase the Fund for the Advancement of Musical Arts through gifts made to the Memorial and Recognition Fund. FAMA funds are used to encourage the composition and performance of music, to support music projects, to promote music education and to increase public knowledge and appreciation of music.

Methods:
1. Receive Form FI 4-1 with memorial and recognition checks (payable to the National Federation of Music Clubs).
2. Send Memorials and Recognition checks to the NFMC 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 NFMC 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 $25.00 or more per memorialized/honored person) for listing in the NFMC Conference/Biennial Convention Memorial & Recognition program and will send list to the NFMC executive director.
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 $25.00 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 $25.00 per memorialized/honored person) will be listed in the NFMC Conference or Biennial Convention Memorial & Recognition program.
GOALS AND METHODS

Goals:
1. Establish a PPA Chapter in every NFMC 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 has been to provide funds for the Young Artist Auditions.
2. To be eligible for membership, a person must be a past president of NFMC, a national affiliate organization, a state federation, a state district or any senior, student or junior organization holding membership in the National Federation (NFMC Bylaws, Article XVIII, Sec. 1A).
3. There are three types of chapters – state, state district, local club. Minimum membership requirement: 10 for state chapter; 5 for state district; 3 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 NFMC) to the National PPA chair. A chartered chapter agrees to make a yearly contribution to the NFMC Young Artist Fund. Annual dues of $2.00 per member are divided equally between NFMC/state.

Chapter Presidents:
Send PPA Charter Application, Form FI 9-1, and charter fee to NFMC PPA chair listed above.

Send annual Chapter Report, Form FI 9-3, and check for dues/contributions (payable to the state federation) to state PPA chair. If there is no state PPA chairman, send chapter report and check to state treasurer. Postmark deadline May 1.

State PPA Chairs:
Send a copy of completed Form FI 9-2, together with collected monies, to the state treasurer. Postmark deadline: May 15.

State Treasurers:
Send a copy of completed Form FI 9-2 with NFMC dues and required NFMC YA contributions (check payable to NFMC) to the NFMC executive director at NFMC headquarters. (State dues and optional state contributions remain in the state) Postmark Deadline: June 1

(NFMC executive director will send all submitted PPA reports to NFMC PPA chair.)
Patricia Howle, Chair
22 Normandy DR
Greenville SC 29615-1628
(864) 322-6255
Email: howlebird@bellsouth.net

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 NFMC 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 NFMC on the other.
2. All monies contributed to Rose Fay Thomas Fellows are placed in the NFMC 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 to be 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.
JUNIOR DIVISION

Linda D. Lind, Chair
8905 Longmead CT
Burke VA 22015-3638
(703) 569-0014
(703) 403-3493 (M)
Email: lindalindva@gmail.com

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JUNIOR DIVISION

Junior Division Theme: “Promoting American Music Through Our NFMC Juniors”

Linda D. Lind, Chair
8905 Longmead CT
Burke, VA  22015-3638
(703) 569-0014
(703) 403-3493 (M)
Email: lindalindva@gmail.com

GOAL AND METHODS

Goal:
1. Recognize that juniors are the future of musical America and to 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.

NFMC is proud to present awards to the winners of the many competitions offered 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.
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. Guidelines for developing yearbooks can be found in the Junior Counselors Guide – JR 3-15-1 through 5 and ME 3-5-1 through 5 on the website.
7. Achievement Record: Provides a record of what the club has done. Keeping one each year records the club’s history.
8. Improvisation and Theory: Both are Festival Events and Federation Cups may be earned.
9. NFMC Competitions and Awards Chart (CA 20-1): Lists all competitions and awards provided by NFMC, with description, eligibility, and national chairs’ names and addresses. This is an excellent resource for involving juniors in NFMC’s competitions.
10. Dance: Dance performance and competition opportunities are available through the NFMC Federation Festivals program and through special dance competitions.
NFMC JUNIOR CLUB ACHIEVEMENT

Gilda Hendricks, Chair
1926 Earl’s Bridge RD
Easley SC 29640
(864) 855-3732
Email: gaah1926@att.net

GOALS AND METHODS

Goals:
1. Provide a reporting form that records junior club activities/achievements.
2. Provide a resource for planning junior club activities.

Methods:
1. Distribute the information concerning the junior club rating and achievement to state presidents.
2. Prepare the Honor Roll listing for publication in Junior Keynotes.

State Presidents: 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.

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.

Awards:
An NFMC Honor Certificate, signed by the NFMC president, is presented to each junior club submitting a junior club report.

Junior Club Achievement Record Book:
State Presidents: 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 a copy of Guidelines for Junior Club Achievement Record Books (JR 1-2) to junior counselors.
2. Encourage each club to prepare a junior club achievement record book.
3. 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.
4. Encourage junior clubs to prepare and exhibit their junior club achievement record book at their state convention. Present awards to clubs exhibiting junior club achievement record books that meet the requirements.
GOAL AND METHODS

The National Federation of Music Clubs Federation Festivals program is designed to promote study, to stimulate interest in American and world music literature and to encourage each participant to reach a high standard of musical achievement.

The Federation Festival is designed for ALL members of the NFMC. It is not a competition but an opportunity to perform and receive evaluation. The National Federation of Music Clubs sets rules and the respective state federations administer the festivals in accordance with the rules that appear in the NFMC Federation Festivals Bulletin. No exceptions to the rules will be made.

Goal:
Oversee the production of the NFMC Federation Festivals Bulletin and arrange for its delivery to NFMC headquarters.

Methods:
1. Locate and persuade experts to volunteer to serve as NFMC advisers in all festival events.
2. Solicit from music publisher’s non-returnable examination copies of music for the advisers.
3. Notify publishers of the identity and address of each adviser.
4. Notify NFMC advisers and publishers of methods of submission of music to advisers.
5. Notify NFMC advisers and publishers of chair/editor’s deadlines.
7. Inform members through Junior Keynotes, etc. of method for individual submission of music to chair/editor.
8. Apply for copyright registration of the NFMC Federation Festivals Bulletin.
10. Solicit copy for dance event, improvisation, theory exam, junior composers contest, the Federation Festival Cup plans, junior awards and competition information from the respective NFMC chairs.
11. Solicit copy for the supplies page from the NFMC headquarters personnel.
12. Proceed with the printing process:
   • Determine the number of Bulletins to print.
   • Obtain three (3) bids from printers for printing and shipping the Bulletin.
   • Select printer and get budget authorization from NFMC.
   • Prepare copy for printer, proofread and also have all contributors proofread.
   • Submit final copy to printer after final proofreading.
13. Finalize copyright registration application process.
NFMC FEDERATION FESTIVALS

Forms online JR 3-2 through JR 3-18

Lisa C. Smith, Chair
3774 Barbizon CIR S
Jacksonville FL 32257
(904) 886-4188
Email: nfmc.festivals.chair@hotmail.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.
   • 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 will be 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 very 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. Encourage and mentor new Federation Festival chairs and centers within your respective regions.
2. Answer questions and facilitate conflict resolution.
3. Provide the NFMC Federation Festivals chair with understanding regarding your region.
4. Assist with formation of proposals and policy.
5. Identify and provide names of qualified individuals for positions within the Federation Festivals Committee.

Northeastern:  Virginia Kleeberg  
200 W Roosevelt ST  
Muncie IN 47303  
(765) 288-6404 (H); (765) 717-2500 (M)  
Email: vkleeborg@outlook.com

Southeastern:  Cynthia Abernathy  
13115 Pavilion LN  
Fairfax VA 22033  
(703) 376-8883  
Email: cjaneabernathy@gmail.com

North Central:  Mike Barnard  
109 5 ST  
Girard IL 62640  
(217) 627-2251  
Email: Barnard1@speednet.com

South Central:  Lisa Whitesell  
1825 NW 147th ST  
Edmond OK 73013  
(405) 620-7346  
Email: whitesell_lisa@yahoo.com

Western:  
Aaron Bloom  
4633 Exeter ST  
West Linn OR 97068  
(503) 656-6948  
Email: abpianolessons@gmail.com
NFMC FEDERATION (Gold and Silver) CUPS

Forms online JR 3-1, JR 4-1 through JR 4-5

Mary Jane Timmer, Chair
3635 Leonard ST
Grand Rapids MI 49534
(616) 453-7026
Email: ktimmer@sbcglobal.net

GOAL AND METHODS

Goal:
Provide extrinsic 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 NFMC, is available to all entrants in the NFMC 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, keeping accurate state records, approving and ordering all cups. Only state Federation Cup chairs are authorized to order cups from NFMC headquarters.
2. The state Federation Cup chair must follow the guidelines as listed below.

State Federation Cup Chair Responsibilities:
1. Study carefully the cup rules in the current Federation Festivals Bulletin and be sure that all local and area Federation Cup chairs understand these rules.
2. Keep abreast of and communicate all policy and procedural changes to area Federation Cup chairs.
3. Follow all directives set forth by the National Federation Cup chair and relay all 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 entry fee; set the time, amount and method payment of these fees.
6. Collaborate with state Federation Festivals chairs in conducting workshops for state conferences. Cup eligibility has a direct link to following NFMC Federation Festivals guidelines.
7. Validate all points, sign and send all Grand Cup and President’s Cup applications to the NFMC 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. Order all cup supplies from NFMC headquarters. (See the current Federation Festivals Bulletin for the complete list.)

(Continued)
9. State Federation Cup chairs are the ONLY authorized personnel who can order cups from headquarters using the JR 4-3 form.

10. All NFMC dues/fees must be up-to-date and paid before cups can be ordered and/or received.

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 with the following exceptions/alternations in piano events (see rules in bulletin): Jr. Concerto III, Senior Concerto, Lynn Freeman Olson and ensemble events (duet, trio, quartet, duo piano).

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 using the Festival Transfer Information (JR 3-1) form if and when a junior moves to a different state. However, cup fees are non-transferrable (see rules in current Federation Festivals Bulletin).
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.

Methods:
1. Juniors submit their compositions with accompanying fees and paperwork (see instructions below) to their state junior composers chair or upload to the NFMC website.
2. State chairs submit the top two 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 compositions in Classes I and II and three 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 his/her ten winning compositions to the national chair. Ties are not permitted.
5. From these fifty compositions received from the five regions, twenty-three are chosen as winners. In addition to the nineteen national prize awards, four national named awards are given.

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 or an individual junior member. (Information on becoming a member of NFMC is available at the website www.nfmc-music.org or from NFMC headquarters.) NFMC first place winners may not win again in the same class, and their submissions will be immediately returned.
- **Composer Age**: Class I – ages 9 & under; Class II– ages 10-12; Class III– ages 13-15; Class IV– 16-18.
- **Composition**: Only one composition entry per applicant is allowed. 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. The composition must be notated by the entrant, either by hand or computer-generated by the entrant.
- **Contest Application Form**: Only the most recent version of NFMC Form JR 7-2 will be accepted. This form is available online at www.nfmc-music.org or from NFMC headquarters. Failure to submit a completed Form JR 7-2, signed by entrant, parent/guardian and teacher will be reason for disqualification.
- **Fees**: See the NFMC website for entrance fee. Other fees include state entrance 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 either a digital recording in MP3/4 format that is emailed with a PDF of the score to the state chair. Alternately, a digital recording submitted through DropBox will be accepted. No recordings submitted on CDs, flash drives or links to online sites such as YouTube or SoundCloud will be accepted. A recording produced by the

(Continued)
notation software will be accepted. Submissions without an accompanying digital recording will be returned.

- **Return Envelope:** A self-addressed stamped envelope large enough to accommodate the judge’s comment sheet, certificate, etc. (at least 9x12) must accompany the application form. The entrant’s name and address should be clearly marked as recipient. Sufficient postage stamps (no metered postage) are required.

- **Deadline:** All entries must be received by the state chair before the deadline stipulated by said state or uploaded to the NFMC website. (*Universally the deadline is no later than February 1.*)

**STATE COMPOSERS CHAIR:**

- **Promotion:** Encourage participation in your Junior Composers Contest at any and every opportunity! Make available information sheets (NFMC Form JR 7-1) and applications (Form JR 7-2) to teachers, junior club counselors and senior clubs in your state. Send out emails to your lists of musical friends and educators and refer them to the NFMC website for information and application forms. A promotional poster for the Junior Composers Contest is now available on the NFMC website.

- **Judges:** State chairs obtain a competent judge (or judges) well in advance. (It’s easier to say yes in the summer or early fall, before one’s calendar gets filled, for an assignment in February.) 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 NFMC Form JR 7-3 Judges Rating Sheet (one per entry, available from NFMC headquarters) and to write encouraging constructive comments. The judge chooses the top two compositions in each class.

- **Contest Application Form:** Only the most recent version of NFMC Form JR 7-2 will be accepted. (Check the NFMC website.) If your state has its own form, you may copy it on the reverse. Please be sure the NFMC form is accurately completed. Check that all fees have been paid and that the application has been certified and signed by applicant, parent/guardian and teacher. The state chair should confirm NFMC membership with the state treasurer.

- **Fees:** The NFMC entrance fee is $5.00. Each state determines the amount of its entry fee. State chairs should make sure that all entry checks and list of entrants are sent directly to their state treasurer. The state treasurer will forward to NFMC headquarters the $5.00 national fee per entrant with a list of state entrants. (State chairs should make sure that all checks are made payable to their state federation, not to NFMC.)

- **Return Envelope:** Please be sure that the entrant’s name and address are clearly marked as the recipient of the envelope. If the teacher, state chair, etc. wish to receive the envelope, please address it to the entrant, c/o the teacher, chair, etc. There must be sufficient postage (no metered postage).

- **Deadline:** Winning entries from each state must be received by the regional chair no later than March 1.

**Package and Send to your Regional Chair or upload to the NFMC Website:**

1. The two winning entries in each class, along with their original application form JR 7-2 and their return envelope. By email, send the properly labeled digital recording in MP3/4 format or a link to the digital recording in Dropbox;
2. A list, including the total number of entries in each class, the winners and the grand total of entries received (State Reporting Form);
3. Your contact information, including telephone(s) and email address.

- **Send to your state winners:**
  1) Their state judge’s critique (Form JR 7-1)
  2) A congratulatory letter
  3) A certificate, etc., (optional, but appreciated) either from NFMC or from your state
  4) Any prize or check offered by your state,

Since original return envelope remains with the composition, you must provide the envelope/postage.

(Continued)
• Send to the other entrants:
  1) Their state judge’s critique (form JR 7-3)
  2) A letter of encouragement
  3) A certificate (optional).

REGIONAL JUNIOR COMPOSERS CHAIR: (See above instructions for state chairs.)
• Promotion: Contact the state chairs in your region early and often. (A list is available from NFMC.) Make available pertinent NFMC forms and/or refer them to the NFMC website: www.nfmc-music.org. A promotional poster for the Junior Composers Contest is now available on the NFMC website.
• Judges: Highly qualified regional judges choose the top two compositions in Class I and II and the top three compositions in Class III and IV. Class I and II receive $75 and III and IV receive $100 Geiger/Valentin/Jr. Division Awards, available in every region. (Note: A request for payment is made to the NFMC treasurer. Contact him/her for protocol.)
• Deadline: Winning entries from each region must be received by the national chair no later than April 1.
• Package and send to your National Chair or upload to the NFMC Website:
  1) Your region’s ten winning entries, along with their original enclosures. Note that NFMC (national level) first place winners may not win again in the same class, and their submissions will be immediately returned.
  2) A copy of your state chair’s reports and contact information, and your region’s totals.
• Send to your regional winners:
  1) Their regional judge’s critique (Form JR 7-3)
  2) A congratulatory letter
  3) A certificate, etc. (optional but appreciated) either from NFMC or the regional chair
  4) Their award check.
  Since the original return envelope remains with the composition, you will need to provide an envelope and postage.
• Send to the other entrants:
  1) Their regional judge’s critique (Form JR 7-3)
  2) A letter of encouragement and congratulations
  3) A certificate (optional)

Amounts of National and Named Awards are available on the NFMC website.

Regional Chairs for Junior Composers Contest:
North Central: Brenda Lewis, 3200 Summit ST, Sioux City IA 51104;
               (712) 454-4469; brendalewisrn@aol.com
South Central: W.T. Skye Garcia, 1824 E 17th, Ada OK 74820;
               (580) 436-5329; wgarcia@ecok.edu
Northeastern: Jane Goldstein, PO BOX 1055, Waitsfield VT 05673;
               (802) 496-3418; Janegoldstein49@gmail.com
Southeastern: Susie Cook, 101 Stratford DR, Madison MS 39110;
               (601) 856-9180; lsusiecook@bellsouth.net
Western: Jodi Jensen, 5475 Flag WAY, Colorado Springs CO 80919;
         (719)-262-0394; jodiejens@yahoo.com

The Junior Composers Contest is a multi-layered contest that depends upon the cooperation, adherence to requirements, and timely response of each individual involved. Each participant, at every level, is important and appreciated. NFMC exists to promote and encourage American music and musicians…and junior composers!

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

Forms online JR 8-1, JR 8-2

James Schnars, Chair
331 Cleveland ST, APT 804
Clearwater FL  33755
(727) 400-4305
No email

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 applications for the award.
2. Supervise the adjudication process to determine winners in the various categories.

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. 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 will also function in an ongoing advisory capacity to the chair.

Complete requirements and regulations for these awards are set forth in Requirement and Regulations (Form JR 8-1) and may be requested from the chair or downloaded from the NFMC web site.
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 NFMC 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 mailing 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:
- The applicant must be a member of NFMC, either by junior club/junior associate group membership or individual junior membership, which is $13.00, payable to state federation of entry or may be paid online.
- Applicant must be an American citizen. Proof of citizenship will be subject to verification.
- The applicant must send a completed application form (JR 9-2) to the chair postmarked no later than February 1 of the appropriate year or uploaded to the NFMC website by that date. This form may be ordered from NFMC headquarters or downloaded from the website.
- Each application must be accompanied by a CD consisting of at least two pieces in contrasting style written for cello or bass in original form. One of the competition pieces must be by an American composer. The pieces may be accompanied by piano or performed unaccompanied. 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. Titles of the competition pieces and composers, including nationality, must be placed on the CD. Time limits: minimum – 10 minutes; maximum – 15 minutes.
- Application and required material may be uploaded to the NFMC website, and the entry fee may be paid online.
- Verification of the junior’s performance by the teacher and parent/guardian must be included along with a short recommendation letter from the teacher.
- The winner is not eligible to enter the competition again.
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 may be uploaded to the NFMC website, and the entry fee may 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.
GOAL AND METHODS

Goal:
Provide financial assistance for furthering the ballet education of serious students of ballet (male or female) who are pursuing courses at an accredited school or college and who intend to make ballet their career.

Methods:
1. Ask state presidents to 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. The applicant must be in grades 11-12 and not exceed the age of 19 by the audition deadline of February 1 of even-numbered years. The award, which was created in 1987 by retiring National President Mrs. Dwight D. Robinson, may be used only to further the ballet education of the winner. See the NFMC website for award amount.

Requirements:
1. Applicants must be members of NFMC, either junior individual members or a member of an active junior club/junior associate group. They must be citizens of the United States. An attested facsimile of birth certificate or naturalization papers is required.
2. Complete Form JR 10-3 and return it, with videotape or DVD of the repertoire (VHS maximum length 15 minutes) and facsimile of birth certificate or naturalization papers to the above chair by February 1 of audition year. Application and required material may be uploaded to the NFMC website. Note that JR 10-1 and JR 10-2 are both essential to competing, as they give the audition requirements in detail.
3. Name of entrant is not to appear on the recording. No recordings can be returned. Three established ballet professionals who will not see the application forms will judge recordings.

State Chairs: The state chair is ultimately responsible to guide applicants through the application process. All completed applications, documentation and tapes are to be mailed directly to the national chair and received by February 1 of audition year or may be uploaded to the NFMC website. State chairs are responsible to see that complete TARBA packages, including flyers, are sent to all clubs and dance studios/conservatories.

Chairs should obtain a list of ballet studios/conservatories in their region via dancemag@dancemagazine.com; (800) 331-1750 Dance Magazine, PO BOX 3071, Langhorne PA 19047-9834, and a supply of pink flyers (JR 10-8) to be mailed to each state chair giving basic information about TARBA including JR 10-1, JR 10-2 and JR 10-3.
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 in each federated state to select first place winners and 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 and will carry out the state recorded auditions.
2. The national chair, elected by the National Federation of Music Clubs, will maintain contact with state chairs, see that all rules are observed, hold the national auditions by recording and announce the annual winners.
3. Chairs on all levels will have the responsibility of dispensing information regarding the auditions.
4. Application and required material may be uploaded to the NFMC website, and the entry fee may be paid online.

Mr. and Mrs. Wilmot Irish of Ithaca, New York, established this award in 1981 in memory of their son.
NFMC ANGIE GREER MUSIC IN POETRY AWARDS
Junior Division – Annual Awards

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

GOALS AND METHODS

Goals:
1. Encourage students in the Junior Division to compose poetry, particularly relating to music.
2. Encourage the use of poetry in junior club meetings.

Methods:
1. Contact all state junior chairs to ask them to appoint a junior music in poetry state chair.
2. Encourage the state chairs to recognize the efforts of the juniors who participate.
3. Encourage state chairs to send the top entries to the national chair by March 1 of each year.
4. One annual award will be presented to the winner of the contest in each of the five regions of the NFMC.
5. Be sure that entrants are 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.
6. If there is no state chair, send directly to the national chair by March 1 of each year.

General rules:
1. The poem must be an original, unpublished creation of the entrant.
2. The poem must be typed on white paper and have a musically themed title.
3. Any form of poetry is acceptable. The poem may be in traditional rhyming form, free verse, story in poetry form, etc. The poem should have a musical theme.
4. The poem should be no longer than 30 lines and no shorter than 8 lines.
5. The entrant must not have reached their 19th birthday by March 1 of the audition year.
6. The state chair must receive the poem no later than February 15 of each year or must be uploaded to the NFMC website. (It must be sent to the national chair by March 1.)
7. Complete the application JR 12-1 and attach it to the poem.
8. Application and required material may be uploaded to the NFMC website, and the entry fee may be paid online.
9. Read and follow these general rules carefully. Each student needs the opportunity to have the judge consider his/her poem, rather than disqualified because the rules were not followed.
10. The entrant needs to be reminded to include on the JR 12-1 application all contact information: name, address, city, state, zip code, an email address and telephone number.
NFMC STILLMAN KELLEY AND THELMA BYRUM AWARDS

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

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. Send the state chair (or the state president) a packet of forms required for the contest.
2. Encourage publicity of the contest.
3. Assure that each state has the correct copies of the following forms.
   • Rules and Procedures (JR 13-1)
   • Application Blank (JR 13-2)
   • Directives for State Audition Chair (JR 13-3)
   • Judges’ Rating Sheet (JR 13-4)
   • Audition Tally Sheet (JR 13-5)
4. Conduct the annual national audition consisting of the participating state winners.
5. At the direction of the NFMC president, arrange for a performance of the national winner at a national meeting.
6. Prepare a written report, which will be submitted to the Junior Division chair for presentation at the NFMC conference and the NFMC biennial conventions.
7. Application and required material may be uploaded to the NFMC website, and the entry fee may be paid online.

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

Suzanne Carpenter, Chair
PO BOX 357275
Gainesville FL 32635-7275
(352) 375-5049
Email: Treasurer@ffmc-music.org

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 forms Jr 14-1 and JR 14-2 that contain rules, procedures and application form for the award.
2. Application and required material may be uploaded to the NFMC website, and the entry fee may 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.”
AMERICAN MUSIC NFMC JUNIOR CLUBS AWARD

Deborah T. Freeman, Chair
7 Coachman DR
Taylors SC 29687
Telephone: (864) 630-0163
Email: debotfree@gmail.com

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.

AWARD: $250.00: A winner cannot win two years in succession.

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. 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
Biennial Award in Odd-Numbered Years

Marilyn Caldwell, Chair
2011 St. Francis ST
Kennett MO  63857-1566
(573) 888-5274
Email: marilyncaldwell5@yahoo.com

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 application year. Individual membership may be obtained by sending required amount with application.

Methods:
1. Receive applications before March 1 deadline in odd-numbered years. Rules and procedures for this award must be followed. Application and supporting materials may be uploaded to the NFMC website, and membership fee may be paid online.
2. Select three 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 the NFMC executive director.
4. Prepare article for publication in the Music Clubs Magazine and Junior Keynotes.

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.
NFMC MARTHA MARCKS MACK JUNIOR VOCAL AWARD
Annual Award

Kristin Ivers, Chair
1419 Keller AVE
Williamsport PA 17701
(570) 360-3217
Email: kivers210@gmail.com

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
   - Application - JR 21-2
2. Receive the application forms including entry fee of $10.00 and proceed with adjudication. The chair will select the judges. Application and supporting materials may be uploaded to the NFMC website, and membership fee may be paid online.
3. Announce winners with photos if possible in autumn issue of Junior Keynotes. Include a mini-biography of the winners.

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.
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 autumn issue of Junior Keynotes. Include a mini-biography of the winner.

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

Requirements:
1. Completed application form and copy of birth certificate, naturalization papers, or US passport. Application and required material may be uploaded to the NFMC website. Entry fee may be paid online.
2. Applicant must be an American citizen.
3. NFMC membership is required as a junior club/junior associate group member or a junior individual member and may be paid online.
4. Applicant must be a graduating high school senior who will be attending a college, university or conservatory as a music major. Letter of acceptance from the institution must accompany application.
5. Video DVD of memorized performance with orchestra or second piano must accompany application.
6. Two letters of recommendation must accompany the application.
7. See the NFMC website for required repertoire list. JR 20-1
GOAL AND METHODS

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. It will be returned with comments from the judges.
2. An affidavit from an ophthalmologist certifying the entrant is legally blind with 20/200 or less vision after correction.
3. Check or money order made payable to the National Federation of Music Clubs in the amount of required entry fee or may be paid online.
4. Application and required material may 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. The manuscript will be returned to the entrant after the contest.
NFMC JOYCE WALSH JUNIOR DISABILITY AWARDS
Annual Awards

Dr. John D. Kelly, Chair
3204 Ashwood DR
Jonesboro AR 72404
(870) 932-1025 (H)
(870) 974-3132 (M)
Email: jkelly@astate.edu

GOAL AND METHODS

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

Methods:
Receive applications and proceed with adjudication. Entry fees may be sent to the NFMC executive director or may be paid online.

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 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.

Requirements:
1. Applicant must be a citizen of the United States.
2. Applicant must have reached 12th birthday, but not 19th by March 1 of the audition year.
3. Applicant shall send a CD or DVD of 2 pieces (not to exceed 10 minutes total) to the chair, Anita Blackmon, 1101 South Ricky Road, Kennett MO 63857-3347. The CD must be playable on a CD player. It must be received by March 1 of the year of application. A copy of the music must be included and will not be returned. Please number the measures and list titles and composers in order of performance. Application and required material may be uploaded to the NFMC website.
4. Applicant must be a member of the National Federation of Music Clubs, either through group membership or individual junior membership.
5. Applicant must include a letter of recommendation from teacher, tutor or clergyman.
6. Applicant must include a letter from a medical doctor stating the nature and duration of the mental or physical disability.
GOAL AND METHODS

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

Methods:
1. Communicate with the national chair concerning distribution of award information.
2. Distribute official entry forms as requested by entrants.

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 paid by check payable to the National Federation of Music Clubs or may be paid online.
3. Entrant must be a citizen of the United States.
4. The following must accompany the application form postmarked by March 1 or uploaded to the NFMC website:
   - A recording (the best quality available) containing three selections
   - Scores 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. All will be returned, with comments from the judges.
   - 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.
MEMBERSHIP AND EDUCATION DIVISION

Ruth Ann McChesney, Chair
311 Scenic Ridge CT
Mars PA 16046
(724) 772-1063
Email: pfmcRAM@hotmail.com

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MEMBERSHIP AND EDUCATION DIVISION

Ruth Ann McChesney, Chair
311 Scenic Ridge CT
Mars PA 16046
(724) 772-1063
Email: pfmcRAM@hotmail.com

GOALS AND METHODS

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

As with any organization, the NFMC’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 (A Guide to Membership) as a resource tool.
• Use the NFMC’s national website (www.nfmc-music.org) regularly.
• Share with prospective members the benefits of belonging to the NFMC.
• Use Federation publications Music Clubs Magazine and Junior Keynotes.
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 the NFMC headquarters.
   - NFMC promotional brochure
   - Benefits of Membership brochure
   - Music Clubs Magazine and Junior Keynotes magazines
   - NFMC website (www.nfmc-music.org)
3. Conduct special programs that are open to the public.

Five Steps to Membership Recruitment Success
1. Know the value of club and NFMC 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 him/her immediately.
STUDENT/COLLEGIATE EXTENSION
Forms online ME 1-1, ME 1-3, ME 4-1

Jan K. Hill, Chair
1503 Wellington RD
Birmingham AL 35209-4018
(205) 871-1532
(205) 616-0925 (M)
Email: jkhill@bellsouth.net

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 the state presidents and student/collegiate advisers to increase student/collegiate clubs, special memberships and organizations in each state.

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 auditions are the primary duties of this office. Note the specific methods listed below.
1. Know your NFMC 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.
3. 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.
4. Encourage use of special projects of the NFMC including American Music, Crusade for Strings, National Music Week, Music Outreach and Opera.
5. Keep all organizations and clubs alive with personal involvement. Attend concerts, recitals and programs. Take the NFMC material to distribute at these events as well as at festivals.
6. Set specific goals and follow through with commitment and leadership.
7. 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.
JUNIOR EXTENSION

Linda D. Lind, Chair
8905 Longmead CT
Burke VA  22015-3638
(703) 569-0014; (703) 403-3493 (M)
Email: lindalindva@gmail.com

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 2017-2019 is “Promoting American Music Through Our NFMC Juniors” as we encourage our juniors to enter composition contests, performance competitions, festivals, poetry and essay contests.
INDIVIDUAL MEMBERSHIPS

Forms online ME 1-1, ME 13-1

Cynthia L. Steinbach, Chair
20 Fairfax CIR
Fredericksburg VA 22405-2915
(540) 368-1172
Email: csteinbach@cox.net

GOALS AND METHODS

Goals:
1. Provide an avenue for membership in the 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 8 ½ x 11 life membership certificate to new life members. 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 8-½ x 11 cradle roll certificate to each new cradle roll member.

Individual memberships are important to the NFMC and to state federations. The portion of the membership fee that goes to the 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 the NFMC competitions.

State Membership Chairs:
1. Order application forms (ME 1-1) and other promotional materials from the NFMC headquarters to distribute to the clubs and others in the state. Forms are also available on the NFMC website.
2. Order membership cards (ME 13-1) 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.
GOALS AND METHODS

Goals:
1. Encourage senior clubs to print 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. Catalogue unusual 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 Together We Sing
   • 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 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.
3. Present high quality musical programs to your club.
4. Plan club programs in advance to be able to meet the requirements of a good yearbook.
5. Use community resources and media resources to vary and enhance program flexibility.
6. Attend a symphony or ballet performance as a planned program.

Patricia C. Whitaker, Chair
132 Elizabeth ST
Bamberg SC 29003-1213
(803) 245-4232
Email: patpat@att.net
GOAL AND METHODS

Goal:
Approve senior music club book study topics, oversee the NFMC book list and add new books based on suggestions and research.

Methods:

1. Encourage each senior music club to use the NFMC Approved Book List (ME 5-1).

2. Grant approval for a book chosen by a senior music club to supplement planned programming.

3. Approve book study programs for senior clubs and maintain a list of interesting programs.

4. Provide inspiration and programming ideas for senior music clubs by careful maintenance of the NFMC Approved Book List.

5. Expand the Studio Bookshelf Section for musical professionals with suggestions from musicians and research by this chair.

6. Add a Children’s Book Section to foster children’s interest in musical topics, techniques and training.
GOAL AND METHODS

Goal:
Provide a means to evaluate the work of local clubs throughout the NFMC.

Methods:
1. Communicate to the state presidents the information about the reporting process.
2. State chair receives the Senior Music Appreciation Form (ME 7-1) and/or the Senior Music Teaching Form (ME 7-2) from the club chairs.
3. National chair receives the State Senior Club Annual Summary Form (ME 7-3) 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 Appreciation Form (ME 7-1), the Senior Music Teaching Form (ME 7-2) and State Senior Clubs Reporting Form (ME 7-3) are used to report club and state activities. These forms are available on the NFMC 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 Senior Music Appreciation Form (ME 7-1) and/or Senior Music Teaching Form (ME 7-2) 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 and/or ME 7-2.
- Use ME 7-1 and/or ME 7-2 as a source of information for programs and for reference.

State Chairs:
- The deadline for receipt of the State Senior Club Annual Reporting Form (ME 7-3) by the national chair is postmarked by July 15.
- Therefore, establish a deadline for receipt of ME 7-1 and ME 7-2 from your senior clubs to allow time to compile ME 7-3 and forward it to the national chair postmarked by July 15.
- Send ME 7-1 and ME 7-2 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 7-3 to your state president, to the NFMC headquarters and to the NFMC chair listed above.
ORIENTATION AND LEADERSHIP TRAINING

Lucinda M. Lear, Chair
432 Vermont ST
Waterloo IA  50701
(319) 232-8465
Email: lmlear@mchsi.com

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, available on CD AD 3-1a)
   - 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.)
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. A report form is not required, but this chair is interested in any outstanding activity in Orientation and Leadership. Please send a written report of any activity that could be shared in the report at a national meeting.

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

Sandra B. Anderson, Chair
602 Falmouth DR
Fredericksburg VA
(540) 373-7166
Email: sbastudio@aol.com

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GOALS AND METHODS

Goals:
1. To promote the National Federation of Music Clubs across America.
2. 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 NFMC, current events, competitions, scholarships and the NFMC website. Encourage states to link their state with the NFMC 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, NFMC, 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. Use the Media Information Guide available from NFMC headquarters.
4. Encourage purchasing the promotional video “NFMC – Celebrates the Arts” to use for clubs, schools, universities, churches, etc. This 12-minute video tells the NFMC story in a delightful way. Most states have a copy to lend to their clubs.

Public Relations Tools for States and Clubs:
NOTHING IN THE NFMC 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 RADIO, TV AND NEWSPAPERS. 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 OR FAX 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. That person can select what he/she wants to include. Include the NFMC and state websites, along with an organization logo.

(Continued)
CLUB MEMBERS ARE YOUR BEST PUBLIC RELATIONS PERSONS. Remind members to invite their friends and acquaintances to visit 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 NFMC 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 NFMC pin(s). Let people ask you about them.

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

MEDIA IS IMPORTANT. ADVERTISE ADVERTISE ADVERTISE
Use the PSAs and press releases (PR 1-1); revise them as needed and then submit them to proper outlets. Not everything you submit will be used, but some will be and that can be the start of something big.

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

Public Relations Committee:

Julie Watson, 14905 Delmar ST, Leawood KS 66224; (913) 903-2386; Julie@JewelsofTravel.com

Ann Kay, 2538 Northplace DR, Tupelo MS 38804; (662) 842-6902; annkay@comcast.net

Janice Semrad, 119 Pine ST, Medford OK 73759; (580) 231-3630; semradstudio@hotmail.com

Karen Greenhalgh, 8261 San Juan Range RD, Littleton CO 80127; (303) 979-1342; kgreenhalgh3@aol.com

Lori Jessen, 1912 Locust ST, PO BOX 851, Dakota City NE 68731; (712) 253-0718; LoriJessen@gmail.com
MEDIA

Mary Ellen Ulmer, Internet
168 E Branch RD
Mercer PA 16137
(724) 946-2877
Email: ulmerme@hotmail.com

Valerie Harris, Radio, Television, Newspaper
6971 Jeremiah CT
Manassas VA 20111
(703) 361-3398
Email: valerie_f_harris@yahoo.com

GOALS AND METHODS

INTERNET

Goals:
1. Encourage every state to have a website.
2. Encourage every state to have an internet chair (webmaster).
3. Aid states in setting up their website.
5. Inform the NFMC webmaster of changes in state information.

Methods:
1. State chair should make sure 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, Junior Federation Festival information.
2. All state information should be updated monthly, and chair should monitor the state’s information on the NFMC website for corrections and updates monthly.

RADIO/ TELEVISION

Goals:
1. Promote the NFMC and its local clubs through radio and television.
2. Promote press releases and public service announcements locally.
3. Commend and promote excellent music presented on local radio and television.

(Continued)
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. Recognize stations for broadcasting good music and encourage the promotion of American music and American composers.
4. 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 state chair by May 1 using Forms PR 3-1, PR 4-1 or PR 5-1.

State chair reports to the NFMC Public Relations Division chair by May 15.
Social Media

Julie Watson, Chair
14905 Delmar St
Leawood, KS 66224
(913) 908-2386
Email: Julie@JewelsofTravel.com

Goals and Methods

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 and state 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.
4. Posts with images receive 94% more views than those without. Tweets with images receive 18% more clicks than those without. So consider adding clip art or make your post more visual. Sharing links can be effective for this. Refer them to your website for more visibility.
5. Be sure to promote all NFMC/state/club awards well in advance of deadlines.
6. Have clear guidelines for what sort of posts are allowed. Member promotion of self-products and services may cause complaints.
7. Post content consistently in order to build a following. You may schedule repeat posts.
8. 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.
9. Post notifications of award winners and tag them.

Reporting:
Invite Julie Watson, chair, to your page or group. Send me a note via private message or on my page by May 1.
CENTENNIAL CHAMBER MUSIC AWARD

BIENNIAL AWARD

Dr. Zuill Bailey, Chair
3686 Russell RD
Woodbridge VA 22192
(703) 590-4650
Email: ZBLB@verizon.net

GOALS AND METHODS

Goal: To promote American chamber music and provide biennial recognition to a selected chamber music ensemble

Procedure:
1. Search the Internet for commercial recordings by professional chamber music ensembles.
2. Select recordings containing primarily American music.
3. Adjudicate the recordings and notify the winning chamber group.

Criteria:
- Chamber music ensembles; groups having three or more members
- Collegiate or professional chamber music ensembles are eligible for this award.
- A chamber music ensemble winning the award may not enter a second time.
- Previously recorded DVDs or CDs are eligible for consideration.
- Most of the recorded selections must be by American composers.
- The recording should be of sufficient length to reflect the musical expertise and repertoire of the ensemble.

Additional information:
- Performances will be evaluated by judges knowledgeable in the area of chamber music, and the winner will be announced by May 1.
- Winners MAY be invited to perform at an NFMC Biennial Convention or NFMC Conference.

Submitted recordings must have a postmark deadline not later than April 1 of the odd-numbered years or may be uploaded to the NFMC website by the same deadline.

In the event of financial shortfalls, advertised award amounts may be adjusted. Applicants would be notified of the award change.

Send to: Dr. Zuill Bailey
3686 Russell RD
Woodbridge VA 22192-4912
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 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. Nominations should contain:
   • name, complete address, telephone number and email (if available) of nominee;
   • name, complete address, telephone number and email (if available) of person nominating;
   • nomination may be written in citation form, consisting of 100-150 words.
3. Supporting data must be presented, double spaced, to include title, background, accomplishments, activities, etc. of the nominee.
4. This résumé 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 an outstanding musician, music educator, most musical family, church musician, composer, outstanding volunteer, etc. but who do not fulfill the requirements for an NFMC Citation. Perhaps the state, districts or local clubs could honor these persons by presenting an award of recognition. Community leaders and special members could also be recognized in a special way.
AUDI0/VISUAL DEPARTMENT

Dr. Zuill Bailey, Chair
3686 Russell RD
Woodbridge VA 22192
(703) 590-4650
Email: ZBLB@verizon.net

GOAL

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

Pre-Convention/Conference Procedure:

1. Two weeks prior to the NFMC Biennial Convention or Conference, contact the NFMC president 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 executive director to confirm all audio/visual equipment to be shipped to the convention/conference site.
5. Identify equipment to be secured through the hotel.

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: Wendell Anderson, Terry Blair, William Elmore
STATE NEWS EDITORIAL BOARD

Connie Randall, Chair
PO BOX 522
Kaufman TX 75142-0522
(248) 921-7032
Email: conniebandall@yahoo.com

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. Receive and edit state news which provides an excellent forum for the exchange of creative ideas for:
   • 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: Patricia Grantier
   South Central Region: Vicki Carr
   Northeastern Region: Mary Ellen Ulmer
   Southeastern Region: Dr. Janie Gilliam
   Western Region: Gloria Lien

Regional editorial board representatives should contact state presidents and/or state public relations chairs to encourage/energize the regular flow of news-worthy articles from the state and/or senior clubs to the state news chairs listed above. In addition, regional representatives should submit regional news, e.g. new regional initiatives, Summer Music Center news to the state news chairs.

State news is not a forum for reporting ordinary events of routine meetings but an opportunity to share special state/club events. Send news items to state news chair, by email (preferably) or typewritten, single-spaced, one page maximum.

Photos to accompany your state news add to the 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 section of the magazine) should be submitted to the editor of the Music Clubs Magazine or Junior Keynotes.

Deadline for sending articles to regional board representatives: July 1, October 1, January 1
JUNIOR KEYNOTES

Jeanne Hryniewicki, Editor
7084 W Greyhawk LN
Franklin WI 53132
(414) 235-9680 or (414) 876-9263
Email: jfkish@hotmail.com

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, parliamentarian, and from composers and other interested adults.
4. Encourage subscriptions and advertising. Subscriptions are handled by the NFMC headquarters at 1646 W Smith Valley RD, Greenwood IN 46142. The subscription rates may be found on the contents page 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.

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:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Materials due to editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>August 1</td>
</tr>
<tr>
<td>Winter</td>
<td>November 1</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>February 1</td>
</tr>
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MUSIC CLUBS MAGAZINE

Jean F. Moffatt, Editor
PO BOX 791
Seminole TX 79360-0791
(432) 758-2419 or (432) 758-5594, (432) 209-0298
Email: jmoffatt20@live.com or moffatts2419@sbcglobal.net

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 autumn, 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 for 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, be identified with appropriate identifying information and must be accompanied by a self-addressed, stamped envelope if the photo is to be returned. Photographs can also be submitted as email attachments.
6. Advertisements are solicited and encouraged. Send to Jennifer Griffin, 1646 W Smith Valley RD, Greenwood IN 46142; (317) 882-4003; jenniferk@nfmc-music.org.
7. State news is to be sent to Connie Randall, PO BOX 522, Kaufman TX 75142-0522, (248) 921-7032; conniebrandall@yahoo.com one month prior to deadline for each issue.
8. For problems concerning subscriptions, contact the NFMC headquarters by phone, mail 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.
STUDENT/COLLEGIATE DIVISION

Jan K. Hill, Chair
1503 Wellington RD
Birmingham AL 35209-4018
(205) 871-1532
(205) 616-0925 (M)
Email: jkhill@bellsouth.net

Student/Collegiate Division

Student/Collegiate Auditions

Student/Collegiate Composition Awards
- Student/Collegiate Composition Contests
- Lynn Freeman Olson Compositions Awards
  (Olsen Awards in Junior Division – See page 100.)

Student/Collegiate Music Education Awards
- Myrtle Mehan/Hazel Morgan Music Education Scholarship
- Lynn Freeman Olson Pedagogy Scholarship Award
- Gretchen E. Van Roy Scholarship in Music Education
- Elizabeth Greiger Wiegand Sacred Music of the Faiths Award

Student/Collegiate Music Therapy Awards
- Dorothy Dan Bullock, Ruth B. Robertson, NFMC/ Irma Carey Wilson

Student/Collegiate Performance Awards
- Ernest A. Bluhm Award in Flute
- Elizabeth Paris Award in French Horn
- Oscar Valentin Award in Violin
- Carolyn Nelson Double Reed Award
STUDENT/COLLEGIATE DIVISION

Jan K. Hill, Chair
1503 Wellington RD
Birmingham AL 35209-4018
(205) 871-1532
(205) 616-0925(M)
Email: jkhill@bellsouth.net

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 1-1-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. Help to organize active student/collegiate clubs or to join as associates (mass enrollment). Encourage them to include the NFMC projects and programs in their year’s work. Make personal contacts.
   - 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.
GOALS AND METHODS

Goals:
1. Acquaint outstanding college-age music students and their teachers with the NFMC.
2. Encourage these serious musicians with financial incentives.

Methods:
1. Contact state presidents and encourage them to appoint a Student/Collegiate Auditions chair who has a passionate interest in promoting college-age musicians and auditions in their state.
2. Encourage state chairs to network with colleges, universities, conservatories, recognized private teachers and other NFMC affiliated organizations, such as the National Association of Teachers of Singing, Music Teachers National Association, etc. to identify talented, ambitious students and their teachers.
3. Use every available opportunity to advertise state and national auditions.
4. Assist state chairs with their auditions; receive the winning recordings, choose the best-qualified judges, select the national award recipients.

Qualifications: To be eligible to compete for the NFMC Biennial Student/Collegiate Awards in the odd-numbered years, the student must have won the state competitions in one of the thirteen different classifications:

Student/Collegiate entrants must have reached the 19th but not the 26th birthday as of January 15 of the audition year.

Deadlines and Entries:
- Student entrants send applications, fees and any dues that apply to the state chair postmarked by January 15 of the odd-numbered year or may be uploaded to the NFMC website by that date.
- State chairs send the entries to the national chair, to be received by February 1.

State Presidents:
- Appoint a dedicated and efficient worker interested in the Student/Collegiate age group, willing to devote time and energy to encouraging students and teachers to participate in the auditions.
- Ensure that the chair has the necessary information and forms to do the job.
- Encourage your membership to fund memorial or honorary awards so that auditions may be held in your state every year. Those auditions held in the even-numbered years may be considered “dress rehearsals” for the biennial NFMC award competitions.

State Chair:
- Use only the latest materials and forms for the auditions.
- Study and follow the instructions on the above-mentioned forms carefully. Direct questions to the national chair listed above.
STUDENT/COLLEGIATE COMPOSITION CONTESTS

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

GOAL AND METHOD

Goal:
Increase participation by informing more 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 composition.

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 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 Young Composers Award
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 a CD of the composition along with their composition. Application and required material may 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. His late wife Nancy lived in Mount Gretna PA. A legacy from Marion Richter’s estate provides this award for creative American music. Mrs. Richter (NY) was chair of American Music before it became one of nine NFMC divisions. She 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 6-1, ST 6-2

Karl Morris, Chair
200 Country Club DR SE
Warren OH 44484
(303) 392-5690
Email: jkmorris2@gmail.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 NFMC 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 returned to the chair by midnight, March 1 or uploaded to the NFMC website by that date.

Other requirements are indicated on the application form (ST 6-1) and requirements sheet (ST 6-2) which are available online.
LYNN FREEMAN OLSON PEDAGOGY SCHOLARSHIP AWARD
Forms online ST 8-1, ST 8-2, ST 8-3

James Schnars, Chair
331 Cleveland ST APT 804
Clearwater FL 33755
(727) 400-4305
No email

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.
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 February 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 material required by the requirements and regulations form (ST 8-3) and a completed financial needs statement form (ST 8-2).
4. three copies of one lesson on DVDs (maximum length 30 minutes) which 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 may be uploaded to the NFMC website, and entry fee may 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.
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 winner of the scholarship.

The NFMC 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 NFMC 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 NFMC. 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 both pages of the application form (ST 9-1) and mail it, along with all required accompanying material, to this chair postmarked on or before April 1 of each year or upload to the NFMC website by that date. Two faculty members must send their recommendations postmarked on or before April 1. The application form is available from the national headquarters office or can be downloaded from www.nfmc-music.org. (Go to “Competitions – Annual Student/Collegiate.”)

Adjudication: Since this is not a performance scholarship, music educators will judge the applications and recommendations and determine 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 GREIGER WIEGAND  
SACRED MUSIC OF THE FAITHS AWARD

Dr. Paula Savaglio, Chair  
1303 Ottawa DR  
Royal Oak MI 48073  
(248) 577-0438  
Email: pccsavaglio@gmail.com

GOAL AND METHODS

Goal:
Provide recognition and financial assistance biennially in the odd-numbered years in piano, organ, choral conducting or voice for students majoring in church music, ages 19 through 25 as of March 1 of the award year. (Applicants must have reached the 19th but not the 26th birthday by the application deadline).

Methods:
1. Distribute materials concerning the award to state presidents.
2. Receive applications and proceed with adjudication.

Other Information:
The winner will receive a cash award funded by the Wiegand Endowment.

Requirements:
1. The applicant must send a completed application form (ST 10-1) to the national chair postmarked by March 1 of the year of application (odd-numbered years). The application and required material may be uploaded to the NFMC website. The form may be ordered from headquarters or downloaded from the NFMC website.
2. Applicants must be members of the National Federation of Music Clubs either through Student/Collegiate organization membership or an individual membership.
3. The entry fee is $5.00. Make check payable to the National Federation of Music Clubs and mail with application form to the chair at the address above postmarked by March 1 of the year of application. Entry fee may be paid online.
4. A letter of recommendation from applicant’s teacher, with complete address.
5. Date of birth.
6. Years of study.

Each applicant must send a CD of 14 -17 minutes. All CDs submitted for adjudication must be playable on a CD player. Computer-generated CDs playable on computer only will be disqualified. An NFMC member must be present at the recording and must verify his/her presence in writing, to be sent with the recording.
MUSIC THERAPY AWARDS

Margaret Smith, Chair
2501 Maple Ridge DR
Tuscaloosa AL 35406
(205) 556-5793
Email: margbill1956@att.net

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 NFMC.
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 NFMC Irma Carey Wilson Music Therapy Award.
2. the Ruth B. Robertson Award.
3. the Dorothy Dann Bullock Award, honoring an NFMC past national president.

Requirements:
1. All applicants must be members of the NFMC, 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 forms and information are to be received by the national chair of the Music Therapy Awards by March 1. Application and required material may be uploaded to the NFMC website by that date.

State Presidents, State, and Local Music Therapy Chairs: Please help us promote the fine opportunities offered by the NFMC 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

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

GOALS AND METHODS

Goals:
1. Encourage and stimulate young American musicians in flute performance.
2. Provide financial assistance for young musicians studying flute performance.
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 Ernest A. Bluhm Flute 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 regarding the winner with a kind and considerate letter.
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 a second time.

Qualifications:
1. Entrants must have reached the age of 19 but not age 26 as of March 1, year of entry.
2. Entry is by CD or digital format. Send disc or digital file accompanied by three copies of the completed application form and three copies of the list of selections to the national chair listed above postmarked by March 1 or uploaded to the NFMC website by that date. Chair may request CD-format if difficulty with listening to digital file creates a problem with judging any entry.
3. Entrant must be U.S. citizen.
4. Entrant must be member of the National Federation of Music Clubs or:
   • member of a federated student/collegiate or senior club.
   • individual student/collegiate or senior member.
   • for information on the NFMC membership, please check the NFMC 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.
   Two compositions by a published American composer (not listed above).
ELIZABETH PARIS AWARD IN FRENCH HORN

Cecil Fox, Chair
PO BOX 534
Canton MS 39046
(601) 954-2210
Email: ccolefox@aol.com

GOAL AND METHODS

Goal:
Encourage students of French horn of exceptional musicality and ability to perform a considerable range of the instrument’s repertory.

Methods:
1. Advertise the award and encourage qualified entrants for this award.
2. Procure competent judges to adjudicate the entry CDs received from all entrants 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. 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. Entrant must submit a completed application Form ST 15-1 to the chair by April 1 or upload to the NFMC website by that date.

The following repertory is required with piano, except for the James Butt which can be solo, but exists also in publication with piano or orchestra:

- 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)
- James Butt Suite for Solo Horn (Hinrichsen).
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.
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. A CD to the national chair postmarked by March 1 of the audition year or uploaded to the NFMC website. All CDs submitted for adjudication must be playable on a CD player. Computer-generated CDs playable on computer only will be disqualified.
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 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.
CAROLYN NELSON DOUBLE REED AWARD

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 CD or mp3.
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 NFMC 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. Entrant must submit a complete audition with CD (or mp3) and Form ST 16-1 to the chair by March 1. Application and required material may be uploaded to the NFMC 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.
FINALE

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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”

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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 Erfreuen –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 – 2015**

*Rose Fay Thomas, Honorary President*

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