



A Registered Canadian Charity #124 297 813 RR0001

In cooperation with,



Bishop Carroll High School

Presents the

BISHOP CARROLL MUSIC



**INFORMATION HANDBOOK
FOR STUDENTS AND PARENTS
2020-2021**

***NOTICE OF THE
BCMS ANNUAL GENERAL MEETING***

Via online platform ([register here](#) for link*)

Wednesday September 23, 2020

Beginning at 7:00pm

****** This is for ALL parents in grades 10, 11 & 12 with students in the Music Program including Band, Choir and Strings to attend******

****please register by September 22, 2020***

PRIOR TO THE BCMS ANNUAL GENERAL MEETING

Please review the following items before the meeting.

1. Use the link below to complete the **AGM REGISTRATION FORM** by **September 22, 2020** in order to receive a secure link to the online AGM.

[AGM REGISTRATION FORM](#)

2. The AGM will start at 7:00pm on Wednesday, September 23, 2020 via online platform. Secure email link to be emailed out September 22, 2020.
3. As a parent of a child in the Music Program, you are automatically part of the Bishop Carroll Music Society. It is our responsibility as Society Members to be participating in the AGM and supporting the students in the program. We will be voting in the new Board for the school year. Your voice counts. ***Please consider being a part of this amazing team that supports this program and these students.***

Board Positions:

Board Position	2019/2020 Member	2020/2020 Member	Brief Description
President	Ginia Duker	Laura Dennison (for nomination)	
Vice President	Laura Dennison	Laurel Sopher (for nomination)	
Treasurer	Christopher Smith	Christopher Smith (for nomination)	
Assistant Treasurer	Julie Toblan	Vacant	Assist the treasurer with financial matters. Making deposits, recording expenses, etc.
Secretary	Hellen Martinez	Hellen Martinez (for nomination)	Record meeting minutes
Communications/Charms Coordinator	Nicole Beland	Vacant	Work with directors and program coordinator (Melissa McCaffrey) to email communications via the Charms program.
Uniform Coordinator	Ginia Duker	Vacant	Lead a team to look after all aspects of uniform rentals
Fundraising Coordinator	Patrick Kormak	Vacant	Lead a team to coordinate fundraisers for the society.
Raffle Coordinator	Birte Bergman	Birte Bergman	Lead a team to coordinate the logistics of the annual raffle.
Music Gala Coordinator	Robin O'Grady	Robin O'Grady	Lead a team to run the music gala.

If you are interested in more information, or to ***put you name forward (before September 23, 2020 if possible)*** for any of these positions please contact Ginia Duker at president.bcms@gmail.com, or Laura Dennison at vp.bcms@gmail.com.

4. **Parental and student volunteer involvement** is strongly encouraged for the Music Program to run effectively. The program cannot run without volunteers. To be sure that you are supporting your music student in this program, ensure that you have created an account in our **CHARMS** communication system. If your child is returning to the music program, log in and ensure your **CHARMS** account information for both parent and student is complete and correct. See page 11 for details on how to create an account and log in.
5. The Music Society provides uniforms for all the students in the Music Program. Please complete the online **BCMS Uniform Agreement Form** at the back of this booklet and email to uniformcoordinator.bcms@gmail.com.

ABOUT THE BISHOP CARROLL MUSIC SOCIETY (BCMS)

The BCMS is a Registered Canadian Charity, with membership comprised of parents of all students enrolled in the Bishop Carroll High School Music Program. If your student is enrolled in music at Bishop Carroll (band, choir, strings) you are automatically a member of the society.

BCMS OBJECTIVES ARE:

- *To encourage and promote student involvement in the diverse school music program (band, choral, strings)*
- *To provide uniforms, instruments, equipment, and musical aids to facilitate the music programs*
- *To sponsor musical enrichment*

BCMS financially supports the music program in a multitude of ways, including but not limited to the purchasing and maintenance of uniforms, music, subsidizing trips and retreats, funding technology and new instruments.

BOARD OF DIRECTOR POSITIONS:

BCMS exists to support the music program and our Board of Directors is elected annually at the AGM. The Board reports on the activities of the past year and a new Board of Directors is elected. Please consider volunteering to assist with any one of these elected positions

- *President*
- *Vice President*
- *Secretary*
- *Treasurer*
- *Assistant Treasurer*
- *Charms/Communications Coordinator*
- *Uniform Coordinator*
- *Fundraising Coordinator*
- *Raffle Coordinator*
- *Gala Coordinator*
- *Directors at Large (3 positions)*

Monthly BCMS Board meetings are usually scheduled for the **third Thursday of each month at 7:00 pm via ONLINE PLATFORM**. Board Meeting dates will be posted on the **Charms** calendar and on the BCHS website. All parents of students enrolled in music are encouraged to attend.

BCMS SCHOLARSHIPS AND BURSARIES

The Music Society provides four scholarships. These are awarded annually to graduating students.

The Brian McAuley Award and Scholarship is named after a long-time and much-loved educator, musician and composer who spent over 20 years building the music program at Bishop Carroll. Mr. McAuley currently splits his time between Turkey and Calgary. He continues to write and teach, and ensures he spends time at Bishop Carroll every year. Mr. McAuley is known not only for his great teaching, but his personal qualities of patience, acceptance, a joyful

spirit, humility, and unending energy. ***The Brian McAuley award is given to the student whose contributions to the music program continue the legacy of Mr. McAuley.***

In addition, annual scholarships are provided to one music student from each of band, choral music, and strings. ***Applicants are judged based on their scholarship, musicianship, and participation in the music program.*** Deadline for applications and more information is available through the music faculty and Bishop Carroll High School Student Services Office.

DONATIONS AND FUNDRAISING

As the Bishop Carroll Music Society is a **Registered Canadian Charity # 124 297 813 RR0001**, donations and fundraising are important for its success. Here are some ways you can help:

- Matching Donations can be made through ATB CARES to the Bishop Carroll Music Society any time throughout the school year. Donations can be made through Charms to ATB CARES via PayPal.
- **Consider:** Some employers match donations made through payroll deductions, and these can be allocated directly to The Bishop Carroll Music Society via: www.canadahelps.org.
- **Music Society ONLINE CASH RAFFLE:** Ticket sales start September 2020. Draw: April 23, 2021.
- **THE MUSIC GALA:** Our biggest fundraiser of the year and so much fun! This is an adult-only evening of wine, hors d'oeuvres, live and silent auctions. It can only happen with contributions from everyone. The evening features our very own music ensembles.
Planning starts in October. All parents are asked to contribute an item for the silent auction. More than 100 volunteers are needed to prepare the event and work on the evening of the gala. Students and parent volunteers work together to make this event successful and proceeds are used to support all music students. (Due to Covid-19 guidelines, the format of the gala may change.)
- **SKIP THE DEPOT:** Download the app and have your bottles picked up right from your house! All proceeds go directly to the BCMS to support the Music Program. An email will be sent out with instructions later this month.

Volunteers: Please consider volunteering. Volunteer requests are posted in Charms. The CSSD requires all volunteers to complete a volunteer application form and orientation every year that takes less than 30 minutes. We are happy to arrange this for you before you come in to volunteer.

Your support is vital and very much appreciated to enhance the music program at Bishop Carroll. Please be as generous as possible with your time, talent, and treasure. You can make a difference!!!

UNIFORMS FOR PERFORMANCES

Students are required to wear a uniform for performances. The BCMS provides each student with a uniform. The **BCMS Uniform Agreement Form** that can be found at the back of this document needs to be completed and signed by the student and a parent.

The Music Society provides the formal uniforms: A tuxedo for the male students. A black velvet top with long black satin skirt for the female students.

ALL students are asked to provide and wear their own plain black polished dress shoes. The women are to wear black hose and the men black socks.

ALL music students are provided a black crested golf shirt for group traveling and casual events.



The Internationally Renowned Music Program at Bishop Carroll High School



Welcome to music at Bishop Carroll!! Participation in music offers not only an opportunity for students to improve their musicianship, but also a chance to join a like-minded community, to make friends, and to develop teamwork and time management skills. Whether a beginner or already an accomplished musician, participating in one or many ensembles, the Carroll music program offers many chances to enjoy music and participate in musical experiences to make high school a memorable experience.

Bishop Carroll is proud to have a partnership agreement which allows us unique access and opportunities with Mount Royal University and their Conservatory. This includes access to faculty, visiting artists, performances workshops and concerts

THE ENSEMBLES

The Bishop Carroll Music Program offers choral, strings and band components. There are a variety of ensembles available each year.

STRINGS:

Virtuosi Strings	Ensemble Intermezzo	Touring Strings
Cantabile Strings	Ensemble Eruditio (Beginner Strings)	

ORCHESTRA:

Symphony Orchestra (2nd Semester)

CHORAL MUSIC:

Chamber Choir	Concert Choir	Touring Choir
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BAND:

Symphonic Band	Wind Ensemble	Touring Band
Percussion Ensemble	Flute Ensemble	Clarinet Ensemble
Saxophone Choir	Trumpet Choir	Horn Choir
Trombone Choir	Tuba/Euphonium Ensemble	

JAZZ:

2:00 Jazz Band	Red Cards (Jazz Band)	Jazz Combo
Vocal Jazz	Sassy Jazz (female vocal jazz ensemble)	

MUSIC FIRST

The Band program uses **MusicFIRST**. All music students (band, choir, strings) will be using this cutting-edge music software package, including theory components, audio editing, notation software and more. This software package is included in your program fees. A subscription is provided to enrolled students.

VISITING CLINICIANS

Throughout the year, **Bishop Carroll Music Society** supports the students within the Music Program at Bishop Carroll High School with additional funding that provides additional clinics, sessions, and instruction from Professional Musicians. These are opportunities that give students exposure to internationally renowned Musicians and world-class instruction.

- These incredibly talented artists are brought in to perform and work with our students. They are often very accomplished and have either won or been nominated for Juno and/or Grammy awards themselves. Performances and workshops are booked around the artists' availability and may be offered outside regular rehearsal or school times.

LESSONS

Through major support of the BCMS, we are the only high school in Alberta to include (at no additional cost to students) private lessons on a bi-weekly basis for band students, and regular small group clinics for choral and string students with Calgary's finest professional musicians.

PRACTICE AND TIME COMMITMENT

Practice is an integral part of learning and advancing as a musician. There are regularly scheduled rehearsals in addition to workshops, sectionals, and lessons. The amount of time needed to practice is dependent on the number and type of ensembles. Rehearsal schedules are available on D2L/Brightspace and Charms.

PARENT SUPPORT: *MUSIC DIRECTORS & TEACHER ADVISOR*

You can help support your child by discussing the musical goals of your son or daughter with the Music Directors and their Teacher Advisor, ensuring proper planning and attention is given to their musical education.

CAMPS AND TOURS (ON HOLD THIS YEAR)

The Music Program includes opportunities to perform at various festivals and competitions throughout the year. These experiences expose students to live performance, give family and friends a chance to watch their student perform in a variety of venues, and through coaching and adjudication, fosters excellence and musical growth.

In past years, student ensembles have been invited to play at various community events such as We Day, the Mayor's Luncheon for the Arts, the Duke of Edinburgh Awards and various CSSD events. Keep an eye on the **Charms** calendar for specific event dates, times, and to sign up to chaperone.

BAND STUDENTS:

Band students attend the Vic Lewis Festival held each November in Canmore, Alberta. **(ON HOLD)**. This festival provides a great chance to come together as a group with live performance opportunities for each ensemble and the chance to receive coaching from world-class teachers and adjudicators. All Band students are strongly encouraged to attend. Itinerary and fees will be distributed during rehearsals in October.

Every January during Transition Days, all band students head over to MRU to participate in a workshop day in preparation for festival in February.

CHORAL STUDENTS:

Choir Camp offers choir students the opportunity to spend a weekend in Banff, honing their performance skills and bonding as an ensemble. The choir camp in Banff is. **(ON HOLD)**.

ChoralFest is an annual opportunity for our choirs to demonstrate their accomplishments in an adjudicated setting. More details will be forwarded as available. Again, check the **Charms** calendar for details.

STRINGS STUDENTS:

String Camp will provide Bishop Carroll string students the opportunity to study with Calgary Philharmonic and Mount Royal Conservatory clinicians and conductors, in preparation for their Calgary Performing Arts Festival performances in April & May. It is a great time of bonding and team building. This year's camp is **(ON HOLD)**.

Calgary Performing Arts Festival (CPAF): Each of the string ensembles compete at the festival in an adjudicated setting. This year's festival takes place at MRU. Exact performance date and details to follow.

ANNUAL TOUR (ON HOLD)

The Music Program offers a tour in April or May. Details will be provided once available. For the annual tour, fee schedules vary with destination.

*There are additional costs associated with camps and the annual tour.
The Bishop Carroll Music Society fundraises to help provide subsidies for camps
and for students in financial need.
Please contact any of the Music Directors for more information.*

INSTRUMENT RENTAL

No instrument? We may be able to help! CSSD offers a limited supply of instruments for rent. Rental is on a first come, first served basis and instruments can be obtained through the Music Office. Rental is \$100/year, payable to the district using their online payment site or via cheque/cash at the main office's Cash Cage. Additionally, we can recommend St. John's Music, Long & McQuade and V.A. Hill Fine Strings as vendors for rental of higher quality or year-round terms. The quality of your tools significantly impacts the resulting work, so play the best quality instrument you can!

INSTRUMENT SUPPLIES:

We do not provide reeds, oils, or cleaning supplies. Ensure proper cleaning materials are used, and that your instrument is properly maintained. Some instruments can be destroyed if exposed to significant water or other liquids/polishes. Ask a director for more information before taking this on yourself.

CSSD FEES:

The Calgary Separate School District charges an instructional fee for the music program and instrument rental fees. **ALL FEES are payable and posted on the CSSD BCHS website***

***CSSD fee forgiveness** or a payment plan, are available by contacting:

- School Principal Mrs. Cheryl McInnes: cheryl.mcinnis@cssd.ab.ca
- Business Manager Mr. Brian Chittick: brian.chittick@cssd.ab.ca

2020-2021 YEAR AT A GLANCE

Please check the Charms calendar for the most up-to-date information about events, locations, ticket sales, volunteer needs, required forms, etc.

ACTIVITY/PERFORMANCE CALENDAR

****SUBJECT TO CHANGE****

******Currently, all live performances and field trips are on hold******

September 23, 2020 at 7:00 PM	Bishop Carroll Music Society (BCMS) AGM
October 2020	Jazz Café
November	Vic Lewis Band Festival in Canmore, AB
December 2020	District Advent Choral concert: St. Michael's Catholic Community
December 11, 2020	Christmas Concert (Bella Concert Hall, MRU)
January 2021	Transition Day Workshops (Band)
February 2021	Choir Camp in Banff, AB
February 19, 2021 7:00PM	String Fling (BCHS Gym or online)
February 2021	Alberta International Band Festival (University of Calgary)
March	Strings Camp
April 2021	ChoralFest
April 23, 2021	The Music Gala & Silent Auction
April 23, 2021	ONLINE RAFFLE DRAW at the Music Gala
April – May 2021	Calgary Performing Arts Festival at MRU (exact dates TBA)
May 2021	Music Department Tour (Out of Province)
May 2021	Spring Concert and Awards Night at The Bella Concert Hall, MRU

FUNDRAISING CALENDAR

(ADDITIONAL FUNDRAISING DETERMINED WITH NEW BOARD)

All Year	Donation Campaign with matching grants through ATB Cares
Skip-The-Depot	Download app for easy bottle collection and donation all year
September – Gala April 23, 2021	Online Cash Raffle Ticket Sales (Draw at The Music Gala)
September – Gala April 23, 2021	Silent Auction Items Collection (The Music Gala)
April 23, 2021	The Music Gala Fundraiser (Biggest Fundraiser of the year)



CONTACT US



Bishop Carroll High School

MUSIC OFFICE

School Phone:	403-500-2056	Music Office Extension: 227
Music Assistant	Mrs. Melissa McCaffrey	melissa.mccaffrey@cssd.ab.ca
Band Director	Mr. Chris Herard	chris.herard@cssd.ab.ca
Choir Director	Ms. Andrea Ciona	andrea.ciona@cssd.ab.ca
Strings Director	Ms. Christina Visy	christina.visy@cssd.ab.ca
BCHS Administration	Ms. Betty-Lou Elofson	betty-lou.elfson@cssd.ab.ca



MUSIC SOCIETY

BCMS President	president.BCMS@gmail.com
BCMS Vice President	vp.BCMS@gmail.com
BCMS Secretary	secretary.BCMS@gmail.com
BCMS Treasurer	treasurer.BCMS@gmail.com
BCMS Assistant Treasurer	assistanttreasurer.bcms@gmail.com
BCMS Charms Coordinator	charms.BCMS@gmail.com
BCMS Gala Coordinator	galacoordinator.bcms@gmail.com
BCMS Raffle Coordinator	rafflecoordinator.bcms@gmail.com
BCMS Fundraiser Coordinator	fundraisingcoordinator.bcms@gmail.com
BCMS Uniform Coordinator	uniformcoordinator.bcms@gmail.com
BCMS Student Council Representative	studentcouncilrep.bcms@gmail.com

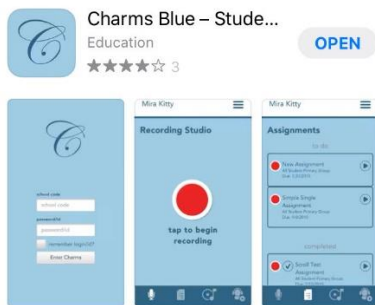


Charms is funded by the Bishop Carroll Music Society

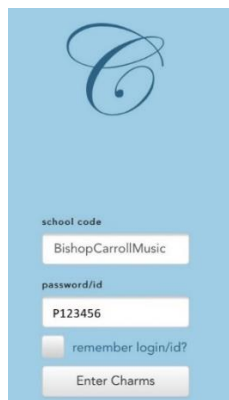
- The **Charms Parent Page** is THE source of communication between you, the Music Directors, Music Department and the Music Society.
- You can view up-to-date calendar, events, handouts, volunteer needs etc.
- The **Calendar** has up-to-date events, rehearsals, handouts, and volunteer opportunities. Please visit this area regularly to view upcoming events and to sign-up for volunteer needs.
- **DONATIONS AND Charms on-line credit card payments can be made via PayPal.** Click **Finances** -- if credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.

The easiest way to register in Charms is to download the App onto your device.

- Download the App



- On the Opening Page Enter the following:
 - SCHOOL CODE: BishopCarrollMusic
 - PASSWORD/ID: enter your child's **6 or 7-digit school ID NUMBER preceded with the capital letter P** (P123456)
 - Click on ENTER CHARMS



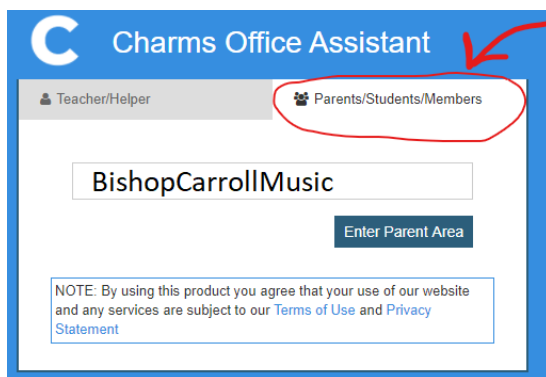
- Once in the app, be sure to enter **both the student and parent(s)' email addresses and personal contact info**. This ensures you won't miss any important Music Dep't and BCMS information!

Register using a Web Browser:

- Log on to www.charmsoffice.com, and click "LOG IN" in the upper right corner.



- Click on the "PARENT/STUDENT/MEMBERS" tab
 - Enter the School Code: BishopCarrollMusic



- Enter your child's 6- or 7-digit **school ID NUMBER preceded with the capital letter P** (i.e. P123456) into the **Student Area Password** field.

Student Area Password: (Case Sensitive!)

If this is the first time you have logged in to Charms, your password is your ID number.

- You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. Please create a unique password that both you and your child will remember. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password; create a "hint" as well.
- If you need to have your password reset or are having trouble logging in, please send an e-mail to charms.bcms@gmail.com and our volunteer parent in the Charms Coordinator role will help you.
- Be sure to enter **both the student and parent(s)' email addresses and personal contact info**. This ensures you won't miss any important Music Dep't and BCMS information!

BCMS Uniform Agreement Form

Student and Parent Information

Student:		TA: Music Director	Grade:
Parent:		Parent:	
Music Program	Band: (Specify Concert, Jazz, etc.)	Choir: (Specify Concert, Chamber, etc.)	Strings: (Specify Eruditio, Intermezzo, etc.)

CHARMS

- A Web-based Application used for communication, uniform tracking, & program lists for all the Music Programs at Bishop Carroll High School.
- Parents and Students are required to sign-up for a CHARMS ACCOUNT prior to the release of a uniform.

Parent's Email:	Student's Email:
Home Phone:	Home Phone:
Cell:	Cell:

UNIFORM AGREEMENT

Students and Parents agree to take care of the uniform during the year and return it to the Bishop Carroll Music Society in good condition.

*****Students may be charged to repair the item if the damage was caused by undue care*****

ALL Uniform pieces will be collected at the end of the last performance for the year.

Care of the uniform include:

- ◆ Storing the uniform pieces so that they are kept in good condition.
- ◆ Washing the uniform pieces throughout the year following the instructions on the label.
- ◆ *****Men's Jackets, Pants, Bowties and Cummerbunds are to be DRY CLEANED ONLY*****
- ◆ **ALTERATIONS** that are acceptable are those that can be reversed which must be done before it is returned at the end of the year. *****Ladies skirts cannot be hemmed*****
- ◆ Contacting the Bishop Carroll Music Society if repairs are needed throughout the year.

The uniform pieces will be scanned back into the system after they have been returned. *The BCMS will make every attempt to contact students and/or parents regarding missing uniform pieces. Charges may incur against the student's account if uniform pieces are damaged or not returned.*

The Music Society will send all uniform pieces to be dry cleaned at the end of the school year.

Parent's Signature:	Student's Signature:
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Bishop Carroll Music Society

VOLUNTEER PROFILE FORM

We NEED your support

Complete and bring to Music Office or email president.bcms@gmail.com

STUDENT INFORMATION			
Student Name(s) (Only one form per household)	ID #	Grade/TA	Music Program (Band/Choir/Strings)
PARENT INFORMATION			
	Parent	Parent	
Name:			
Phone:			
Email:			
Things I'm good at and/or have experience in or would like to do to help:			
Availability: (check all that apply and make comments)	<input type="checkbox"/> During School Hours <input type="checkbox"/> Weeknights <input type="checkbox"/> Weekends Comments:	<input type="checkbox"/> During School Hours <input type="checkbox"/> Weeknights <input type="checkbox"/> Weekends Comments:	
Area of interest: (check all you would consider)	<input type="checkbox"/> Music Society Board Position <input type="checkbox"/> Charms/Data Entry/Admin Support <input type="checkbox"/> Music Gala <input type="checkbox"/> Fundraising <input type="checkbox"/> Raffle <input type="checkbox"/> Uniforms <input type="checkbox"/> Transportation Other:	<input type="checkbox"/> Music Society Board Position <input type="checkbox"/> Charms/Data Entry/Admin Support <input type="checkbox"/> Music Gala <input type="checkbox"/> Fundraising <input type="checkbox"/> Raffle <input type="checkbox"/> Uniforms <input type="checkbox"/> Transportation Other:	