

REVISED CHAPERONE INFORMATION Revised 9/12/07

The ACDA National Board voted at their meeting on September 9, 2007 to change the Chaperone Policy effective immediately. The following changes to the 2008 SWACDA Division Honor Choirs Chaperone Policy are a result of the change in policy by the national board. .

Revised Chaperone Policy for the 2008 Southwestern Division Honor Choirs

5-7 Treble Honor Choir: *One chaperone for up to 3 singers, in the sleeping room.* Choir directors may not be the official chaperone or room with their students unless they are related.

8-10 Honor Choir: *One chaperone for up to 8 singers.* Chaperone must be in the same hotel as the singers. If the singers are housed in the Muehlebach Tower, the chaperone must also be housed in the Muehlebach Tower. There must be at least one chaperone from each school or choir represented in the honor choir. If the singers are housed in the Radisson, then the chaperone must also be in the Radisson. One chaperone may not chaperone singers in both the Radisson and the Marriott/Muehlebach.

10-12 Honor Choir: *One chaperone for up to 12 singers.* Chaperone must be in the same hotel as the singers. If the singers are in the Muehlebach Tower, the chaperone must also be housed in the Muehlebach Tower. There must be one chaperone from each school or choir represented in the honor choir. If the singers are housed in the Radisson, then the chaperone must also be in the Radisson. One chaperone may not chaperone singers in both the Radisson and the Marriott/Muehlebach.

ADDITIONAL INFORMATION

There must be a chaperone for each school or choir represented in the SWACDA Honor Choirs.

Directors may only room with their students if they are related. NO EXCEPTIONS.

Directors are encouraged to share information with other directors and singers in order to facilitate lodging arrangements for their singers. With the change in policy, it is now possible for up to 4 students to room together in the 8 -10 and 11-12 Honor Choirs. This will effectively lower the cost per singer for lodging. However, SWACDA Honor Choir Chairs and the HC Coordinator WILL NOT be making room assignments, or pairing up singers with singers from other schools.

SWACDA HONOR CHOIRS LODGING INFORMATION

Revised 9/12/07

ALL SINGERS in the SWACDA 2008 Honor Choirs will be housed in the **Radisson Hotel and Suites K.C. City Center** OR in the **Downtown K.C. Marriott**. Each student and their parents/chaperones are responsible for making their reservations directly with the hotel(s).

Be sure to list ALL occupants of each room when you make your reservations.

5-6-7 Honor Choir; NO CHANGES Radisson Hotel and Suites K.C. City Center

All members will be rooming with their parents/chaperones. The 5-7 Honor Choir will have all of their rehearsals and meals in the **Radisson**. Single to Quad \$99 plus tax (\$115.20 inclusive). Suites Single to Quad \$119 plus tax (\$138.17 inclusive). All reservations should be made directly with the Radisson Hotel and Suites 816.474.6664 or at: www.radisson.com/kansascitymo_center

8-9-10 Girls Honor Choir; CHANGES Radisson Hotel and Suites K.C. City Center*

One chaperone for up to 8 singers. Chaperone must be in the same hotel (Radisson) as the singers. The 8-10 Girls Honor Choir will be housed at the Radisson, but will rehearse and eat all meals in the Muehlebach Tower of the Downtown K.C. Marriott (less than a block from the Radisson). **Radisson**. Single to Quad \$99 plus tax (\$115.20 inclusive). Suites Single to Quad \$119 plus tax (\$138.17 inclusive). All reservations should be made directly with the Radisson Hotel and Suites 816.474.6664 or online at: www.radisson.com/kansascitymo_center

8-9-10 Boys Honor Choir CHANGES Downtown K.C. Marriott**

One chaperone for up to 8 singers. Chaperone must be in the same hotel as the singers. The 8-10 Boys Honor Choir will stay, rehearse, and eat all meals in the Muehlebach Tower of the Downtown K.C. Marriott. Single to Quad \$111 plus tax (\$129 inclusive). Bay Suite \$250 plus tax or Premier Suite \$375 plus tax. All reservations should be made by calling the Marriott 800 number 1.800.228.9290 or online at www.marriott.com. The code to book on line is **ACDACDA**. You will be given a confirmation number at the time you make your reservation. **To request a double double room** email Kim Miller at kmiller@kcmarriott.com and use your confirmation number to block a double double room. Indicate that you are part of the SWACDA Honor Choirs and list everyone who will be staying in the room.

11-12 Mixed Honor Choir CHANGES Downtown K.C. Marriott**

One chaperone for up to 12 singers. Chaperone must be in the same hotel as the singers. The 11-12 Mixed Honor Choir will rehearse and eat all meals in the Muehlebach Tower of the Downtown K.C. Marriott. Single to Quad \$111 plus tax (\$129 inclusive). Bay Suite \$250 plus tax or Premier Suite \$375 plus tax. All reservations should be made by calling the Marriott 800 number 1.800.228.9290 or online at www.marriott.com. The code to book on line is **ACDACDA**. You will be given a confirmation number at the time you make your reservation. **To request a double double room** email Kim Miller at kmiller@kcmarriott.com and use your confirmation number to block a double double room. Indicate that you are part of the SWACDA Honor Choirs and list everyone who will be staying in the room.

****8-9-10 Girls Honor Choir members and chaperones may room in the Muehlebach Tower of the Downtown K.C. Marriott if they prefer, or in the event that the Radisson Hotel and Suites K.C. Center is sold out. Please note that the rates at the Downtown Marriott are slightly higher than the Radisson.***

***** 8-9-10 Boys Honor Choir, or 11-12 Mixed Honor Choir may room with family/chaperones in the Radisson IF the family also has 5-7 Honor Choir members at the Radisson.***

FREQUENTLY ASKED QUESTIONS

Revised 9/12/07

Where will we stay? All members of the 2008 SWACDA Honor Choirs will be housed in the Radisson Hotel and Suites Kansas City Center or the Downtown K.C. Marriott. Specific information for each choir can be found on the **LODGING INFORMATION** page.

All 5-7 Honor Choir Members will room with their chaperone(s). Teachers WILL NOT be allowed to room with their students, unless they are related.

8-10 and 11-12 Mixed Honor Choir singers may room with other students in their honor choir without a chaperone in the room. Chaperones must be in the same hotel/tower as the singers they are chaperoning. Teachers WILL NOT be allowed to room with their students, unless they are related.

Should we call the hotel to make reservations? YES. Call or use the online reservation link. It is the chaperones/parents responsibility to make their reservations for the 2008 SWACDA Honor Choirs by the reservation cut-off date **January 15, 2008**. FAILURE TO MAKE RESERVATIONS may result in the singer being removed from the choir.

Does each singer need a chaperone? YES

There must be a responsible adult above the age of 21, for each singer in the 2008 SWACDA Honor Choirs. Each individual chaperone MAY BE RESPONSIBLE for more than one honor choir singer, or for honor choir singers in different choirs (IF the singers are all in the same hotel). CHOIR DIRECTORS MAY BE THE OFFICIAL CHAPERONE, but they MAY NOT room with their students unless they are related.

Do we have to buy the meal plan? YES

All members of the 2008 SWACDA Honor Choirs will purchase the meal plan and eat these meals in the assigned hotel. The cost of the meal plan is \$75.00 and includes breakfast on Thursday, Friday, Saturday, and lunch on Thursday and Friday. Chaperones also have the option to purchase the meal plan for \$75.00. Everyone is on his or her own for dinner each night.

Can we send Purchase Order #'s or credit cards for fees, or meal plans? NO

SWACDA Honor Choirs are run by choral directors who volunteer their time. The organization is not equipped to handle purchase orders or credit cards. ALL PAYMENTS should be made using check or money order to SWACDA. PLEASE put the student(s) name in the memo blank for all payments, and submit payment with the appropriate forms. All payments, fees, and forms should be mailed to the respective honor choir coordinators.

What does a chaperone do?

Chaperones are responsible for their singers throughout the honor choir experience. At registration, chaperones will need to provide room #'s and cell phones where they can be reached in Kansas City. Chaperones will also be asked to sign-up to attend rehearsals and other honor choir activities. Chaperones are responsible for enforcing the code of conduct and making sure their singers are on time for all rehearsals, meals, and performances. Chaperones are also expected to enforce published "in room" and "lights out" times.

What if I have more questions?

Contact the respective honor choir chair for each choir, or the Honor Choir Coordinator.