

Florida Federation of Music Clubs

2010 Gold Cup Entry Guidelines

October 15, 2009

Dear Gold Cup District Chairman,

Attached are the Gold Cup entry forms and guidelines that will be used for 2010. As indicated last year, this entry form will have minor changes from year to year as the process is streamlined and made more efficient.

Most of the reporting form has remained the same. There is one major change regarding the shipment of cups that teachers must be aware of and complete accurately. In the past, FFMC has paid for the shipping of all gold cups, and that is still an option. Starting in 2010, teachers will have the **option** of their students' cups being shipped directly to their studio as opposed to a central distribution location. If a teacher chooses to have his/her cups shipped to the studio, there will be a nominal charge. The freight charges must be calculated (see entry form for cost) and submitted along with the entry fees.

There is also **one new form that must** be submitted with each studio. This is titled "New Student Transfer Form". There is a recurring issue of not receiving transfer information which makes it difficult to locate and accurately record the current year's gold cup points. If a student is not listed as a transfer and an entry for the student cannot be located within your teacher records, the student will be entered as a new entry with no points from previous years attached.

For those teachers who completed the forms utilizing the Excel spreadsheet in 2009, the reporting process will now be easier and less time consuming. The total number of entries along with the fees that are due, and the total number of cups earned will be automatically calculated (if you need to use more than 3 entry pages the calculation formulas will need to be adjusted. Please call me if you do not know how to work with formulas).

For data entry follow the procedure outlined below utilizing the saved form from last year that has all of the previous participants' information already entered.

1. Highlight and copy the data from last year's form
2. Paste it into the new form
(the body of the report has not changed so the data will fit without any problems)
3. Highlight the data in the "New Point Total" column
4. Drag and drop this column into the "Previous Point Total" column
5. Enter the new class for each event

The form that was sent out last year was in a "locked" mode preventing inadvertent format changes. There were some issues with the printing and the margin set up. I have increased the margins to accommodate lower end printers and have "unlocked" the form. Please remember to use the "Tab" key to move between cells and not the "enter" key.

I am generally home and would be available to answer any questions and provide assistance by phone between 8:30pm-9:30pm or anytime via email.

For those honored students who will be earning a Grand or Presidents Cup in 2010, please complete the "Application for Grand Cup and Presidents Cup" and mail to the Festival Cup Chairman as soon as possible after the District Evaluation for verification.

The State of Florida has the second largest Festival Cup Program participation in the country. The recording of points for all of our students is a huge undertaking. Thank you for your continuing effort to adapt to new rules and procedures.

Sincerely,

A handwritten signature in blue ink that reads "Julie Goldstein". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Julie Goldstein
FFMC Festival Cup Chairman
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