



*Florida Federation of Music Clubs*

Junior Division

PROCEDURES FOR

Area Festivals  
And  
State Junior Convention

Dedicated  
to the Senior members  
who give tirelessly of their time and talent  
in order to assist and encourage our Juniors

Compiled and edited  
By the Junior Advisory Board:  
FFMC President: Claudia Brill  
FFMC Junior Division Chair: Esther Umansky-Roth  
FFMC Festivals Chair: Esther Umansky-Roth  
FFMC Federation Cup Chair: Julia Seltzer  
FFMC State Junior Convention Chair: Emi Stefanov

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[ffmc-music.org](http://ffmc-music.org)

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## Florida Federation of Music Clubs State Junior Convention Scholarship Awards

<b>GLEN &amp; BARBARA SMERAGE CHAMBER MUSIC AWARD</b> Recipient – Winner of Glen & Barbara Smerage Chamber Music Competition (Award to be divided among the winning ensemble members)	<b>\$2,500.00</b>
<b>GOLD CUP SENIOR CONCERTO SCHOLARSHIP COMPETITION</b> Recipient – Gold Cup Senior Concerto Scholarship Competition winner	<b>\$1,000.00</b>
<b>CONNIE TUTTLE-LILL ALL PERFORMANCE AWARD</b> Recipient - All Performance winner	<b>\$1,000.00</b>
<b>IRENE MUIR MEMORIAL AWARD FOR MUSICIANSHIP</b> Recipient - Winner of the Irene Muir Audition (Audition list compiled as per judges' recommendations)	<b>\$1,000.00</b>
<b>MARY ELIZABETH LAND AWARDS</b> Recipients - First and second place winners of the Senior Piano Concerto Event	<b>First Place \$500.00</b> <b>Second Place \$300.00</b>
<b>CARMEN SCHENTRUP MEMORIAL AWARD</b> Recipient – Piano Solo Very Difficult II winner	<b>\$500.00</b>
<b>ROBERT SMIDDY MEMORIAL AWARD</b> Recipient - Piano Solo Musically Advanced II winner	<b>\$350.00</b>
<b>MICHAEL R. EDWARDS PIANO ENSEMBLE AWARD</b> Recipient – Chosen by judges among entries for each ensemble: Trio, duet, duo, quartet highest level as listed in the NFMC bulletin (Award to be divided among the winning ensemble members)	<b>\$350.00</b>
<b>VI KINSMAN MEMORIAL AWARD</b> Recipient - First place winner of the Junior III-B Piano Concerto Event	<b>\$ 300.00</b>
<b>RUTH B. LOCKMILLER MEMORIAL AWARD</b> Recipient - Second place winner of the Junior III-B Piano Concerto Event	<b>\$ 200.00</b>
<b>JUNIOR III-A PIANO CONCERTO AWARD</b> Recipient – First place winner of the Junior III-A Piano Concerto Event	<b>\$ 200.00</b>
<b>JUNIOR III-A PIANO CONCERTO AWARD</b> Recipient – Second place winner of the Junior III-A Piano Concerto Event	<b>\$ 100.00</b>
<b>CASEY LISK MEMORIAL AWARD</b> Recipient - Piano Solo Musically Advanced I winner	<b>\$ 250.00</b>
<b>SENIOR VIOLIN CONCERTO AWARD</b> Recipient - Senior Violin Concerto winner	<b>\$ 300.00</b>
<b>VIOLIN SOLO ADVANCED II AWARD</b> Recipient - Violin Solo Advanced II winner	<b>\$ 200.00</b>
<b>JUNIOR AWARD FOR OUTSTANDING VIOLIST</b> Recipient – Chosen by judges	<b>\$ 200.00</b>
<b>RICHARD LORLEBERG MEMORIAL VIOLONCELLO AWARD</b> Recipient - Chosen by judges	<b>\$ 200.00</b>
<b>AWARD FOR MUSICALLY OUTSTANDING FEMALE VOICE</b> Recipient - Chosen by voice judges	<b>\$ 200.00</b>
<b>AWARD FOR MUSICALLY OUTSTANDING MALE VOICE</b> Recipient - Chosen by voice judges	<b>\$ 200.00</b>

<b>FLORIDA SUMMER MUSIC CAMP AWARD</b> Recipient - chosen by Federation officials from written applications that justify worthiness and need.	<b>\$ 200.00</b>
<b>RAY JONES OUTSTANDING AWARD FOR FLUTE</b> Recipient - Chosen by judges.	<b>\$170.00</b>
<b>BETTY NAJARIAN MEMORIAL AMERICAN PATRIOTIC/FOLK SONG AWARD</b> Recipient – American Patriotic and Folk Song Advanced class winner	<b>\$ 150.00</b>
<b>JUNIOR AWARD FOR INSTRUMENT OTHER THAN BOWED STRINGS OR KEYBOARD</b> Recipient - Chosen by judges	<b>\$ 100.00</b>
<b>ELEANORE BILLY GRONLUND HYMN PLAYING AWARD</b> Recipient - Hymn Playing Class V winner	<b>\$ 100.00</b>

The above amounts are the minimum and maybe increased by the Executive Committee.

## **The Purpose of the Junior Division**

- To bring together young people for regular group study of music, for performance before others, and for social enjoyment;
- To train future club leaders;
- To cultivate courteous and appreciative audiences;
- To stimulate interest in creative music;
- To encourage service through music;
- To broaden the vision and the ability of members through understanding of, and cooperation with, the State and National Federation of Music Clubs (NFMC) goals; and,
- To provide incentive for high standards of performance through festival events and the NFMC Federation Cup Award.

## **Child Protection**

Protection of the welfare of all the students is of the utmost importance for all those involved in the Junior Division.

Any individual that is a registered sexual offender or sexual predator or required to register as a sexual offender pursuant to section 943.0435, Florida Statutes, or as a sexual predator pursuant to section 775.21, Florida Statutes or under any similar laws of any other jurisdiction may not participate (chair, administrator, organizer, worker, volunteer, judge or any one individual who is requested to assist with the FFMC Event) in any way at any FFMC events.

Any person that knows or has reasonable cause to suspect that a child is being abused, neglected, or abandoned MUST immediately report that knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. After reporting the suspected abuse, neglect or abandonment to the Department of Children and Families, the individual must notify the FFMC Liability Chair. The FFMC Liability Chair shall notify the NFMC Liability Chair.

All workers and volunteers at an Area Festival and the State Junior Convention shall complete the Child Protection Certification form prior to the event. This is an annual requirement.

The State Junior Convention Chair and Area Festival Chairs shall collect the forms and maintain for their records.

The FFMC Liability Chair shall annually distribute the NFMC Child Protection Policy to every FFMC Junior and Senior member club.

In the NFMC publication JR 3-18, *Festival Procedure Manual*, it is plainly stated on page 8 that there must be a minimum of two (2) adults, who may be judges, present at all times in the audition rooms.

## **Personnel & Duties of Junior Advisory Board**

The Junior Advisory Board members are: the FFMC President, FFMC Junior Division Chair, FFMC Festivals Chair, FFMC Federation Cup Chair, and FFMC State Junior Convention Chair.

The Junior Advisory Board makes recommendations to the FFMC Junior Division Committee for adjustments to the Junior Division Procedures Manual.

## **FFMC Junior Division Committee**

The FFMC Junior Division Committee is comprised of the FFMC President (ex-officio), FFMC Junior Division Chair, FFMC Festivals Chair, FFMC Federation Cup Chair, FFMC State Junior Convention Chair, FFMC Essay Contest Chair, FFMC Junior Composition Awards Chair, Frances Rand Beery Ballet Award Chair, and FFMC Recording Secretary.

Only FFMC Junior Division Committee members make recommendations and vote during Junior Division Committee meetings.

The FFMC Junior Division Chair, FFMC Festivals Chair, FFMC Federation Cup Chair and FFMC State Junior Convention Chair are appointed by the FFMC State President (Bylaws Article XIV).

The FFMC Junior Division Chair brings all approved recommendations to the FFMC Board of Directors for consideration.

The FFMC Junior Procedures Manual is updated annually by the FFMC Recording Secretary based on recommendations from the Junior Advisory Board and approved by the FFMC Junior Division Committee and FFMC Board of Directors.

## Junior Clubs

Teachers form Junior Clubs with their students as junior members. The teacher that forms the club is the Primary Junior Counselor. If there are additional teachers in the club, they are called Additional Counselors.

Annual Junior Club dues are payable to the FFMC Financial Secretary by October 1st. Refer to the FFMC Dues and Fees Chart at the end of this publication for details. Make checks payable to **FFMC, Inc. (Florida Federation of Music Clubs, Inc.)**. **All Junior and Senior club dues for renewing Junior Counselors including all applicable late fees must be postmarked by November 15th in order to participate in Festivals.**

Junior Counselors must be aware of the following information:

- The Junior Counselor/teacher and junior club (studio) must be in complete compliance with the NFMFC Junior Division Festivals Procedure Manual (JR 3-18). Link: <https://ffmc-music.org/NFMFCProceduresManual.pdf>
- The Junior Counselor/teacher and junior club (studio) must be in complete compliance with the NFMFC Federation Festivals Bulletin rules. Counselors in each club must have their own copy. Contact NFMFC to order: (317) 882-4003.
- Only NFMFC Federation Cups are to be used if participating in the NFMFC Federation Cup Plan

Each Primary Junior Counselor shall submit a list of all junior (student) members when paying junior club dues and designate the Festival Area in which the student will participate. Any primary counselor who has additional counselors (teachers) as part of his/her club is responsible for submitting all junior dues, fees, and information for the additional counselors. When changes occur in a junior counselor's student list, the junior counselor will submit (by email or U.S. Postal Service) an **updated student list** to the FFMC Financial Secretary. Note: In the case of clubs who have a primary counselor plus additional counselors, the primary counselor will submit the updated student list for the club. Final list must be submitted by December 10<sup>th</sup>.

Junior clubs may participate in multiple Festival Areas when they teach students remotely.. Exceptions may be made by the FFMC Festival Chair.

Transfer students from out-of-area festivals where the student is not already loaded in Vivace are to be reported using Form JR 3-1, which is available online: <https://ffmc-music.org/festivals.php>

Junior counselors must comply with the FFMC Junior Procedures Manual. Download the manual at <https://ffmc-music.org/juniorproceduresmanual.pdf>. Review the FFMC Junior Procedures Manual carefully.



## State Junior Convention

The Florida State Junior Convention is a **Florida Federation of Music Clubs** event held annually following the Area Festivals. It is a competitive event with winner and honorable mention awards possible in each event. Entrants who have not reached 19 years of age as of the date of their Area Festival and who have received a Superior rating in an event at the Area Festivals are eligible to attend the State Competition in that event. Teachers and Counselors must send applications and fees for the State Junior Convention by the published deadline date.

## General Procedures

Juniors are required to enter the State Junior Convention under the Junior Club teacher entered under for the Junior Festival auditions.

All Juniors must enter District Festival and State Junior Convention through a Federated teacher who is also their primary instructor.

Juniors cannot directly enter themselves in District Festival or FFMC State Junior Convention.

A “coach” cannot substitute as the primary instructor for any member of an ensemble team with 5 members or less.

Teachers may not charge their students in excess of the entry fee established by FFMC. Teachers who charge an entry fee in excess of the established fee will have their membership suspended.

The teacher fee is required regardless of whether or not the Junior Counselor will be in attendance at the State Junior Convention. State Junior Convention applications sent without the teacher fee(s) included will be assessed a \$10 error fee. Any application form that fails to include the appropriate teacher’s fee will not be processed until all fees have been received (including all penalties). Non-compliance will result in teacher/student disqualification.

Only official FFMC State Junior Convention application forms will be accepted. Teachers are not permitted to create their own applications.

All entry forms for the State Junior Convention must be typed or computer generated. Handwritten applications will no longer be accepted. Scanned applications sent by e-mail also will not be accepted. Applications will be postmarked by March 10<sup>th</sup>. Teachers will be charged \$5.00 for an incorrect entry that is submitted on the State Junior Convention application form.

Junior Counselors are not to contact FFMC either by phone or email concerning

receipt of junior applications. For confirmation of receipt, Junior Counselors must send along with the application a self-addressed, stamped postcard which will be initialed by the FFMC official and returned through U.S. Postal Service.

Information pertaining to the State Junior Convention will be published in the **Sharps and Flats** and online ([www.ffmc-music.org](http://www.ffmc-music.org)). It is the responsibility of Counselors and Teachers to disseminate information regarding the State Junior Convention to parents and Juniors. Any questions regarding the State Junior Convention **must** be addressed to the FFMC State Junior Convention Chair by the teacher. Teachers, parents and Juniors are not to contact the FFMC State Junior Convention Chair to request scheduling needs, exceptions, or modifications.

State Junior Convention applications must be mailed via U.S. Postal Service. Applications cannot be sent by email, registered mail, certified mail, metered mail or stamp, or with computer generated/printed postage labels.

### **General Checklist for the State Junior Convention Application**

A checklist will be developed by the State Junior Convention Chair and distributed to all teachers prior to the opening of the registration.

**ABSOLUTE DEADLINE - POSTMARKED BY MARCH 10<sup>th</sup>; AFTER THIS ALL ENTRIES WILL BE DISQUALIFIED.**

**ABSOLUTELY NO EXCEPTIONS!!**

**The State Junior Convention will be held in late April or early May.**

Competitions will be judged by a panel of three judges except sight play where two judges will be used., whose decision is final. No comment sheets will be provided to the Entrants.

Division for all solo events will be as follows:

1 to 30 entrants - no division

31-59 entrants - two divisions

60 entrants and above - three divisions

A Certificate is given to each Junior participating at the State Junior Convention. Junior Achievement Books will be judged at the State Junior Convention. They are to be turned in to the Registration desk upon arrival.

There is a No Refund of entry fees policy for the State Junior Convention.

Each teacher who enters students in the State Junior Convention will either

volunteer to work as a monitor, provide an adult replacement, or send an monetary amount.

FFMC State Junior Convention worker requirements must be fulfilled by adults, 18 years of age or older.

Any awards not claimed from State Junior Convention by January 1<sup>st</sup> of the following year will be deemed recyclable for the next State Junior Convention and will not be obtainable by teachers/students/parents.

## State Junior Officers

The State Junior Convention Meeting is for Juniors only. No adults will be permitted except for the Junior Advisory Board. Candidacy to serve as a Junior officer is open to any student in grades 8, 9, 10, or 11. All Juniors interested in running for Junior Office must pick up an application at the State Junior Convention registration desk prior to the election. The deadline for filing for an office will be stated in the Convention program booklet. The time and place of meeting will be posted at the registration desk.

Junior membership in FFMC is required of all candidates, voters, and elected officers. Enrollment in State Junior Convention is not required for Junior candidates or voters.

The FFMC Junior Board shall consist of a President, Vice President, Secretary, Treasurer, and Parliamentarian.

The State Junior President serves as the liaison between FFMC and the State Junior Officers. The State Junior President will give a 2-3-minute speech both nights of the Awards Ceremony at the FFMC State Junior Convention. The State Junior President will announce the names of the award recipients both nights of the Awards Ceremony at the State Junior Convention.

All outgoing State Junior Officers are required to be present at the meeting for the election of incoming State Junior Officers. They are to assist with the voting process unless it involves themselves running for a position. Election of officers will be conducted through ballot vote. In the event of a tie for office, the current State Junior Board will determine the winner through a second ballot vote.

The outgoing State Junior President shall instruct the incoming State Junior President to collect all email and contact information for the new State Junior Officers and provide to the FFMC Junior Division Chair.

All State Junior Officers are required to be present for both nights of the Awards Ceremony at the State Junior Convention. For the entire duration of State Junior Convention all State Junior Officers are required to work at the Registration Desk or any position asked of them by FFMC. If an officer can only be present for part of a day, that officer must notify the State Junior President and help arrange for another responsible student to substitute for them during the time he/she is absent. The State

Junior President must notify FFMC of the substitution prior to the State Junior Convention. State Junior Officers who do not fulfill their duties at State Junior Convention (or find a responsible substitute) will be ineligible to run for future FFMC State Junior Officer positions.

All incoming State Junior Officers are expected to attend the Installation event at the Saturday Awards Ceremony. If an incoming officer is not able to attend, he/she must notify FFMC at the time of election.

State Junior Officers should seek out and offer to assist their local organizers with district and senior club events throughout the year.

## **Selection to Be Performed**

Entrants will perform only the required piece at the State Junior Convention. The required piece must be the same one performed in the Area Festival for which a Superior rating was earned. Accompaniment is required when called for by the score. In all events, required selections must come from the arrangement, compilation book, or volume specified in the NFMC Festivals Bulletin. Juniors competing in an event **MUST** enter a class that represents their performance level. If the required edition listed in the Bulletin does not have an accompaniment, no accompaniment can be added or improvised. The required selection in the Festival Bulletin cannot be arranged or revised.

## **Piano Solo Event**

The Piano Solo Event will include the NFMC Piano Solo Event and the Lynn Freeman Olson Piano Solo Event. Juniors must choose which NFMC Piano Solo Event they will be competing with at the State Junior Convention. Juniors cannot choose both. Juniors must progress to a higher class from the previous State Junior Convention. The NFMC Piano Solo Event will be the criteria for levels in Ensemble and Concerti Events.

## **Senior Piano Concerto Event**

The Senior Piano Concerto Event auditions will be held in the following format. There will be a preliminary round of a five-minute audition per entrant. The entrant will choose which portions of the concerto the entrant will perform. At the close of the preliminary round the judges will choose up to five entrants to compete in the final audition. The results of the preliminary round will be posted at least one hour prior to the final audition. Entrants will perform the complete movement of the concerto in the final audition. The winners and honorable mentions will be determined by the final audition. All non-winner finalists who perform will receive an honorable mention award. The time and place of the final audition will be posted at the registration desk.

## **Junior III-A and III-B Piano Concerto Events**

The Junior Piano III-A & III-B Concerto Events auditions will be held in the following format. There will be a preliminary round of a four-minute audition per

entrant. The entrant will choose which portions of the concerto the entrant will perform. At the close of the preliminary round the judges will choose up to five entrants to complete in the final audition. The results of the preliminary round will be posted at least one hour prior to the final audition. Entrants will perform the complete movement of the concerto in the final audition. The winners and honorable mentions will be determined by the final audition. All non-winner finalists who perform will receive an honorable mention award. The time and place of the final audition will be posted at the registration desk.

### **Junior II-A and II-B Piano Concerto Events**

The Junior II-A and Junior Piano II-B Concerto Event auditions will be held in the following format. There will be a preliminary round of a three-minute audition per entrant. The entrant will choose which portions of the concerto the entrant will perform. At the close of the preliminary round the judges will choose up to five entrants to complete in the final audition. The results of the preliminary round will be posted at least one hour prior to the final audition. Entrants will perform the complete movement of the concerto in the final audition. The winners and honorable mentions will be determined by the final audition. All non-winner finalists who perform will receive an honorable mention award. The time and place of the final audition will be posted at the registration desk.

## Piano Concerto JR II and JR III Divisions

For state competition only, students competing in Piano Concerto Junior II-B may not regress back to Junior II-A in subsequent years. Students competing in Piano Concerto Junior III-B also may not regress back to Junior III-A piano concerto in subsequent years. Listed below are the divisions for Piano Concerto Junior II and Junior III. Compositions are listed in order per the NFMC Festivals Bulletin 2020-2024 (Page 48 of Bulletin for Jr II). You will need your Bulletin to get complete information.

JR II		JR III	
B Alexander	All	B Anderson	All
A Alexander	Mvt 1, 2, & 3	B Bach	All
A Asch		B Bach	All
B Bach	All	B Bach	All
B Boykin	Mvt. 1 & 2	B Beethoven	Mvt. 2 & 3
A Edwards	Mvt. 1 & 3	A Bernstein	All
A Edwards	All	A Diamond	All
A Haydn	All	B Haydn	All
B Hummel	All	A Haydn	All
B Miller	Mvt. 2 & 3	A Haydn	All
B Mozart	All	B Hummel	Mvt. 1
B Mozart	All	B Kabalevsky	All
B Mozart	All	A Kraehenbuehl	
B Mozart	All	A Miller	Mvt. 1
A Peskanov	Mvt. 1 & 3	B Mozart	All
A Peskanov	Mvt. 1, 2, 3	A Mozart	All
B Peskanov	Mvt. 4	B Mozart	All
A Rocherolle		A Mozart	All
A Rollin	All	A Mozart	All
B Rosci	Mvt. 3	B Mozart	All
A Rowley	All	A Mozart	All
B Thompson	Mvt. 2 & 3	B Mozart	All
A Vandall	All	B Mozart	All
B Vandall	All	B Olson, K	Mvt. 1 & 3
A Wheeler	All	A Olson, K	Mvt. 2
		A Rahbee	
		A Rosco	
		B Shostakovich	All
		B Thompson	Mvt. 1
		A Williams	All

## Senior Violin Concerto Event

The Senior Violin Concerto Event auditions will be held in the following format. There will be a preliminary round of a five-minute audition per entrant. The entrant will choose which portions of the concerto the entrant will perform. At the close of the preliminary round the judges will choose up to five entrants to compete in the final audition. The results of the preliminary round will be posted at least one hour prior to the final audition. Entrants will perform the complete movement of the concerto in the final audition. The winners and honorable mentions will be determined by the final audition. All non-winner finalists who perform will receive an honorable mention award. The time and place of the final audition will be posted at the registration desk.

## Junior III Violin Concerto Events

The Junior III Violin Concerto Events auditions will be held in the following format. There will be a preliminary round of a four-minute audition per entrant. The entrant will choose which portions of the concerto the entrant will perform. At the close of the preliminary round the judges will choose up to five entrants to complete in the final audition. The results of the preliminary round will be posted at least one hour prior to the final audition. Entrants will perform the complete movement of the concerto in the final audition. The winners and honorable mentions will be determined by the final audition. All non-winner finalists who perform will receive an honorable mention award. The time and place of the final audition will be posted at the registration desk.

## Ensemble Events

In all ensemble events, solo partners must be within two classes. The ensemble class may be no more than one level below the solo level of the lowest partner. There will be an eight-minute time limit for any Ensemble event.

## Piano Accompaniment Event

The Piano Accompaniment level will be the same as the solo level. Only one (1) piano accompanying selection is required.

## Hymn Playing

Only the hymn listed as the required piece at the Area Festival will be heard. In Primary levels, one verse of each hymn will be played as written. In Classes I-V, there will be an introduction, one verse, and a Plagal Amen only if one is written in the score.

## **Piano Solo/Hymn Playing Event Required Correlations**

Pre-Primary Solo: Pre-Primary Hymn  
Primary 1 Solo: Pre-Primary or Primary A Hymn  
Primary 2 Solo: Primary A or Primary B Hymn  
Primary 3 Solo: Primary B or Primary C Hymn  
Primary 4 Solo: Primary C or Primary D Hymn  
Elementary 1 Solo: Primary D Hymn  
Elementary 2 Solo: Primary D or Primary E Hymn  
Elementary 3 Solo: Primary E Hymn  
Elementary 4 Solo: Primary E or Class 1 Hymn  
Medium Solo: Class 1 or Class 2 Hymn  
Moderately Difficult 1 Solo: Class 1 or Class 2 Hymn  
Moderately Difficult 2 Solo: Class 2 or Class 3 Hymn  
Moderately Difficult 3 Solo: Class 3 Hymn  
Difficult 1 Solo: Class 3 or Class 4 Hymn  
Difficult 2 Solo: Class 4 Hymn  
Very Difficult 1 Solo: Class 4 or Class 5 Hymn  
Very Difficult 2 Solo: Class 4 or Class 5 Hymn  
Musically Advanced 1 Solo: Class 4 or Class 5 Hymn  
Musically Advanced 2 Solo: Class 4 or Class 5 Hymn

## **American Patriotic Folk Song Piano Event**

The American Patriotic/Folk Event will be limited to piano students. Memorization is required for the American Patriotic/Folk Event.

## **Piano Solo/American Patriotic Folk Song Piano Event Required Correlations**

A student may play one level below, the same level, or one level above their corresponding solo level.

i.e. A student entering Primary 2 Solo may enter American Patriotic/Folk Song classes Primary 1, Primary 2 or Primary 3 at the FFMC Junior Convention.

## **Sight Playing**

Juniors entering sight playing must enter solo events at the same class at the district level to qualify to compete at state level. To compete in sight playing event at state, students must be entered (compete) in solo as well. Entrants will be given 90 seconds to prepare the selection for playing. The difficulty of sight-reading



material will be two levels below that of class entered. Musically Advanced 2 participants may re-enter in following years (the piece will be changed each year).

### **Vocal Selections**

For selections that have three or more verses, entrants will sing the first and last verses only.

### **Memory**

All events require memory except hymn playing, organ, ensemble events, and piano accompanying.

### **Provide Copy of Score**

An original score of the required composition must be provided for the judges. Hand copied music is prohibited. Electronically produced scores must include written permission from the publisher. Music downloaded from the Internet must be accompanied by hard copy proof of purchase/receipt, permission to use the score, official notation on the music indicating purchase by the person using it, or a studio license obtained by the teacher or junior counselor. No photocopied music will be allowed in the audition room unless accompanied by written permission from the publisher. Accompanists who use illegal photocopied music will result in the disqualification of the entrant. Music which is permanently out-of-print must be accompanied by written consent from the publisher. Accompanists may copy pages to facilitate difficult page turns but must also have an original copy of the score. Accompanists cannot copy entire pieces or books for the ease of page turning even if they have the original score in their possession at the audition. iPad and other electronic devices with downloaded scores are not permitted for use without written prior consent from FFMC Junior Division Chair

### **Faithfulness to the Score**

All events, including Hymn Playing, Patriotic/Folk Songs and Accompanying, require strict adherence to the score. Embellished accompaniments will result in disqualification.

In Fiddling events, where accompaniments are indicated only by chord symbols, pieces may be accompanied on piano, guitar, or other instrument where the chords can be fully realized. If no chord symbols or published accompaniment exists for a specific piece the student(s) will perform unaccompanied.

### **Glen & Barbara Smerage Chamber Music Award**

The Glen & Barbara Smerage Chamber Music Competition is an annual event at the FFMC Junior Convention. Eligible ensembles shall register for the Glen and Barbara Smerage Chamber Music Competition. An ensemble of which the majority of its members won this Competition previously is not eligible to compete again.

An ensemble eligible for the Glen & Barbara Smerage Chamber Music Competition shall be the most advanced trio or quartet of diverse instruments defined in Chamber Music Events in the current Festivals Bulletin of the National Federation of Music Clubs. Current eligible events are: the most advanced classes of String Trio (violin, viola, cello) and String Quartet (two violins, viola, cello); Piano Trio I (piano, violin, cello), Piano Trio II (piano, flute, cello), Piano Trio III (piano, clarinet and viola); and Piano/String Quartet (piano, violin, viola, cello).

Adjudication: A panel of at least three competent judges shall be selected by FFMC to adjudicate this Competition. The winner receives a cash award. Festival participation is required.

### **Gold Cup Senior Concerto Scholarship Competition**

This competition is open only to graduating Seniors. Seniors who enter the Gold Cup Senior Concerto Competition cannot enter the usual Senior Concerto event. Students must have participated in the NFMC Federation Cup program and earned at least one NFMC Federation Cup. This event may have imposed time limits if conditions require. The winner receives a cash award. Festival participation is required.

Entrants are not required to have future plans to major in music. Students who have previously won the standard Senior Concerto event at State Junior Convention are eligible to enter this event provided all other criteria are met.

Students in 12th grade must participate in the Senior Concerto event at District Festival and receive a Superior rating in order to enter the Gold Cup Senior Concerto Scholarship Competition. Teachers will indicate on their State Junior Convention application under the "Event" column that the student will be participating in the Gold Cup Senior Concerto Scholarship Competition (GC Sr. Concerto).

### **Connie Tuttle-Lill All Performance Event**

Entrants who win first place in the highest event in any instrument, ensemble, or voice are eligible to enter All Performance for that event. Juniors that have qualified from more than one event may enter for each event in which they qualify. Entrants must enter with different repertoire from the event in which they won and may choose a selection not found in the NFMC Festivals Bulletin. They may continue to enter for any event in which they qualify until they win for that event. The application the teacher makes to the State Junior Convention will indicate the junior's eligibility for the All-Performance event. This event may have imposed time limits if conditions require. The winner receives a cash award. Festival participation is not required.

### **Irene Muir Memorial Award**

Judges may nominate any Junior of extraordinary talent and potential, any age, any solo instrument, or voice (not including ensembles), to compete at the close of the State Junior Convention for a single cash award. Since these nominations are made by the judges, names of the nominees will be posted at the Registration area. A Junior who has won previously is **not** eligible to compete again. No ties are allowed, only one person can win this award.

### **Florida Summer Music Camp Award**

One recipient is chosen by Federation officials from written applications that demonstrate worthiness and need. Applications should be concise, grammatically correct, and creative. Include years of study, motivation to attend a certain program, Festival/State Junior Convention participation, and/or volunteer activities to promote music in the community. Award is open to Juniors currently in grades 9 – 11.

Only official applications will be considered and can be obtained at the Registration Desk. Applications must be submitted to the registration desk by 4 pm on Saturday of the State Junior Convention. Applications may also include Correspondence from a reputable summer camp program indicating acceptance and financial obligation to attend and/or teacher recommendation. This scholarship cannot be awarded to the same Junior more than one time. The applicant must be planning to attend a Florida Summer Music Camp.

### **Gold Cup Senior Concerto Scholarship, Connie Tuttle-Lill All Performance, and Irene Muir Events**

There are no Honorable Mentions.

### **Winners and Honorable Mention Awards**

Announcement of awards in all events will be made at the Awards Ceremony. Judges are not required to name a winner in every event but may name one winner and one honorable mention for every 15 entrants (or any fraction thereof) in each class. Upon the request of the judges, additional honorable mentions may be awarded with the approval of the FFMC President, FFMC Junior Division Chair, FFMC Festival Chair, or FFMC State Junior Convention Chair.

## Winners

Winners in any event may not enter the same class again but may enter a higher classification. Winners of the highest level of an event cannot repeat that event but may proceed to All Performance. Winners of the highest-level ensemble events can only proceed to All Performance event if all winning partners are eligible to compete in subsequent years. No ensemble partners may be substituted for All Performance event participation.

FFMC Scholarships are not awarded to the same Junior more than one time except the Connie Tuttle-Lill All Performance Award.

## Scholarship Award Winners

All first place Scholarship Award Winners may be asked to perform in concert at the State Junior convention the year following their awards. Scholarship Award Winners who perform in concert must be enrolled for the current State Junior Convention. In events that have more than one scholarship award, the highest class will be invited first to perform.

Students who win multiple scholarship awards in the same year will only be invited to perform in one evening concert at State Junior Convention. Exceptions can be made by the FFMC official in charge of acquiring the evening performers.”

The teachers of scholarship winners will be contacted directly by FFMC concerning performance invitations. Parents and Juniors are not to contact FFMC regarding invitations.

Performers will only be allowed 5 minutes of rehearsal on the concert stage the night they are to perform.

## Awards Ceremonies

- \* **Announcement of awards in all classes**
- \* **Announcement of all Scholarship Award Winners**
- \* **Announcement of newly elected Junior officers**
- \* **Presentation of 60, 75, and 90 Point Federation Cups**
- \* **Presentation of 12+ Consecutive Superior National Certificates**

## Membership

Counselors and teachers of federated Junior Music Clubs with entrants participating at Area Festival Centers and the State Junior Convention are required to hold membership in a Senior Club **or** have an individual membership. (Art. III, Section 1, C, Bylaws of FFMC, Inc.)

Each Adult Festival entrant must be a student/collegiate member (age 19 – 26), Individual member of NFMC or a senior club member. Join a local senior club with dues paid directly to the club or pay online: <https://nfmc-music.org/payment> .

## Interrupting Auditions

Teachers who interrupt an audition or will not permit a Junior to audition, unless the teacher is present, will result in the disqualification of that Junior. Any student, parent, or teacher who exhibits disruptive behavior at State Junior Convention will be immediately disqualified and future participation suspended until further notice.

## Warm-Up Rooms

No warm-up rooms will be provided at State Junior Convention.

## Conferring With Judges

No teacher, parent, or entrant may confer with the judges, nor may the judges talk to the entrants or teachers. Talking to the judges or making audible comments during or between performances will result in being asked to leave the room, or, in extreme cases, disqualification of the entrant. Any questions must be directed to the FFMC Junior Division Chair and/or the FFMC President, **not** to the judges or to other members of the audience.

## **THE DECISIONS OF THE JUDGES ARE FINAL**

## NFMC Area Festival Auditions

The Festival program is sponsored by the National Federation of Music Clubs and administered by the Florida Federation of Music Clubs.

**Complete rules governing the Festivals may be found in the current National Federation of Music Clubs Festivals Bulletin. The NFMC Festivals Bulletin may be purchased by contacting NFMC at 1646 Smith Valley Road, Greenwood, IN 46142, <https://nfmc-music.org> . Telephone number is (317) 882-4003**

Festival auditions will be held during the month of February. Exceptions must be approved by FFMC Festival Chair. The Area Festival Chair will notify Festival teachers of all related information regarding the Festival auditions. The deadline for district area applications will be between December 1<sup>st</sup> -10<sup>th</sup>. There are no refunds for Teacher or Junior fees.

FFMC will honor the official NFMC rating system of Superior, Excellent, Satisfactory, Fair, Needs Improvement. Area Festival Chairs will instruct Festival judges not to add embellishments of pluses and minuses to the prescribed rating system.

Each Festival Area must purchase the NFMC Liability Insurance. If not paid, the area will not receive any support from FFMC for the Festival or recording of Federation Cup Points.

It is the responsibility of all Festival teachers to have read all rules and regulations located in the NFMC Festival Bulletin. Information is also available through the FFMC's publication *Sharps and Flats*.

Area Festival Chairs are authorized to disqualify students if the teacher, student, or their parent(s) are belligerent, unruly, violent, or disrespectful at District Festival events.

## Procedures for Transfer Students

Transfers students to Florida from another state when the student record is not already loaded in Vivace.

- a. The student's new teacher completes NFMC form JR 3-1, which is available online: <https://ffmc-music.org/festivals.php>, and submits it to his/her Area Festivals Chair. Students who are transferring points in multiple events will need to fill out one form per event.

- b. The Area Festivals Chair forwards the completed form to the FFMC Festival Chair no later than December 1<sup>st</sup>.
- c. FFMC Festival Chair contacts the corresponding administrator of the student's previous state to verify information and then transmits the official confirmation or adjustment to the FL Area Chair and/or teacher.
  - a. Transfers between Florida Festival Areas - The Area Festivals Chair verifies information in Vivace and associates the student with the new teacher. 1<sup>st</sup>.

### **Make-ups for FFMC District Festivals**

- Each Festival Center will create a make-up policy.
- Festival Centers have the option to not offer make-ups.
- Festival Centers that permit make-ups must publish and apply their procedures to ALL entering Junior Counselors and teachers.
- All make-up policies must be filed with the FFMC Festival Chair. The FFMC Festival Chair must approve any exceptions to a Festival Center's policy. The FFMC Festival Chair must pre-approve all out-of-state make-ups.
- Festival Centers may not offer make-ups to Juniors who are registered in other Festival Centers.
- NFMC Theory tests cannot be given back to teachers or students in a Festival Center until all make-up theory tests have been taken.
- Skype, FaceTime, YouTube, or video recording make-ups are not permissible under any circumstances.

### **Creation of FFMC Festival Sites**

- FFMC Festival sites can be created through petition to the FFMC Festival Chair. The FFMC Festivals Chair is responsible for forwarding the proposal to the FFMC Executive Committee for consideration.
- The petition process begins with the FFMC Festival Chair's supervision and consent.
- Petitions must include: Proposed area/county/city for new site, reasons for wanting to establish a new site in that area (i.e. teacher/student demand, exponential growth in an already established FFMC site, dissent), timeline for implementation of new site's first festival event, nomination by an established area festivals chair or state/district officer, of an individual who has already committed to serve as chair of the new site, and the nominated chair's credentials and prior experience with the NFMC/FFMC Festivals Program.
- The new area festivals chair and site must be supervised directly by another established area festivals chair or by a designated FFMC state officer for the initial two years of the Festival Center's existence.

- If necessary, the FFMC Festival Chair may limit participation in the new Festival Center, depending on the circumstances.

### Dissolution of FFMC Festival Sites

- In order to dissolve a FFMC Festival Center, the FFMC Festival Chair or FFMC President must initiate and submit a proposal for site termination to the FFMC Executive Committee for their consideration.
- The proposal must include: Valid and multiple reasons for dissolution of the area (i.e., repeated rule violations, unethical practices, absence of a festival leader with no replacement, financial issues, non-compliance in sending festival reports/monies, documentation of repeated violations despite numerous warnings, history of continuous quarreling amongst members/leadership), timeline for dissolution, and a plan for transferring teachers/students to other sites.
- Once the FFMC Executive Committee approves dissolution of a Festival Center, the FFMC Festival Chair will forward an official notification letter from the FFMC President to the Festival Center chair or chairs.
- The District Treasurer will forward all remaining festival monies for the dissolved Festival Center to the FFMC Treasurer within two weeks of the site's termination.

### Federation Cup Plan

The Federation Cup Plan offers additional incentive to **all** entrants in the NFMC Area Festivals Program. Gold Cups are awarded to Juniors and Silver Cups to Adults on a point system based on Area Festival ratings. Participation is **optional**. Cup fees must be paid on an annual basis to register points. Cup fees are nonrefundable.

The Area Festival Chair shall verify the data in Vivace and email the cup report to the FFMC Federation Cup Chair within 4 weeks of the last day of the Festival.

Supplemental orders submitted after the final cut-off deadline of March 30<sup>th</sup> are subject to a shipping cost (minimum \$20) to be paid by the teacher.

Complete information on the Federation Cup Plan is located in the NFMC Festivals Bulletin or online at [www.ffmc-music.org/](http://www.ffmc-music.org/)

The cup fee is collected during registration. All Federation Cup fees collected shall be sent to the FFMC. All Federation Cup Fees will be payable to the District Treasurer. The District Treasurer will issue one check totaling the amount collected from Federation Cup fees to the FFMC Treasurer within 4 weeks of the Festival. The check will be payable to FFMC.



The FFMC Federation Cup Chair will establish procedures for direct shipment of Federation Cups to teachers.

All Florida teachers and/or Festival Areas that enter students in the NFMC Federation Cup Program must order official cups through NFMC. No teacher or Festival Area will be allowed to order non-NFMC cups for their Festival entrants.

District Federation Cup related expenses can be billed to FFMC.

## Junior Composers Contests

FFMC and NFMC offer a Junior Composers' Contest in which Junior Composer winners are named and monetary awards are given. Additional information and deadlines can be located online at [www.ffmc-music.org](http://www.ffmc-music.org). Refer to the FFMC Junior Composers Contest webpage. Also visit the NFMC website at [www.nfmc-music.org](http://www.nfmc-music.org) and click on Junior Composers Award.

The deadline for submitting Junior Composition Applications to the NFMC upload portal and all related fees is December 15<sup>th</sup> without exception. Application and materials must also be mailed by November 1<sup>st</sup> postmark to the composition chair. Entrants should include a self-addressed stamped envelope no smaller than nine by twelve inches for the return of their manuscript and the judges rating sheets.

The FFMC Composition Chair will send a list of teachers and student entries to the FFMC Financial Secretary for verification of junior membership by December 30<sup>th</sup>.

See the FFMC Dues and Fees chart for the amount of the entry fee.

Federation cup fee for single composition will be the same as a Event Cup. For a multiple instrument, refer FFMC Dues and Fees chart.

Judges will individually listen to all compositions, grade each entry individually and then consult, if necessary, to determine the winners in each class based upon the scores. NFMC recommends weighted criteria for judges. A standard of excellence applies: First Place and Second Place winners in classes I-IV with a minimum score of 90 points will receive a monetary award. First place winners and second place winners will each receive a ribbon. If no entrant's score exceeds 90 points, the entrant with the high score in that class will receive an Honorable Mention. Every entry scoring 85 or above will receive an Honorable Mention ribbon except the first and second place winners. Ribbons and monetary awards will be mailed to recipients along with the judges rating sheets.

Three judges will be secured by the FFMC Junior Composition Chair. The FFMC Composition Chair cannot serve as a judge.

## **Essay Contest**

FFMC and NFMC offer an Essay Contest in which winners are named and monetary awards are given. Additional information and deadlines are located online at [www.ffmc-music.org/essay.htm](http://www.ffmc-music.org/essay.htm). The FFMC Essay Chair will send a list of teachers and student entries to the FFMC Financial Secretary for verification of membership in the appropriate Junior Club by December 31<sup>st</sup>. First place winners receive monetary awards and a trophy.

## Dues and Fees

All Dues are due by October 1<sup>st</sup> of each year.

Effective July 1, 2022

	FFMC Fee	NFMC Fee	Total Amount	Notes
<b>SENIOR MEMBERSHIP DUES</b>				
<b>Senior Organizations</b>				(1)
10 members or fewer – minimum club	\$40.00	\$60.00	\$100.00	
Over 10 members (per club)-each add'l member	\$4.00	\$6.00	\$10.00	
Past National Presidents Fund	\$10.00		\$10.00	
Senior Club Late Fee	\$10.00		\$10.00	(4)
<b>Associate Groups</b>	\$10.00	\$20.00	\$30.00	(11, 14)
<b>Senior Individual Membership</b>	\$21.50	\$28.50	\$50.00	(8)
<b>Life Member</b>	\$75.00	\$125.00	\$200.00	(7)
<b>Subscriber Member</b>	\$500.00	\$500.00	\$1,000.00	(7)
<b>Donor Member</b>	\$1,000.00	\$1,000.00	\$2,000.00	(7)
<b>Patron Member</b>	\$5,000.00	\$5,000.00	\$10,000.00	(7)
<b>MCM after the 1st year for Life Member</b>		\$6.00	\$6.00	(7)
<b>STUDENT/COLLEGIATE MEMBERSHIP DUES</b>				
<b>Student/Collegiate Organizations</b>				(2)
12 members or fewer - minimum club	\$3.00	\$19.00	\$22.00	
Over 12 members (per club)-each add'l member	\$0.25	\$1.00	\$1.25	
<b>Individual Student/Collegiate Member</b>	\$4.50	\$11.50	\$16.00	(9)
<b>Student/Collegiate Associate Organizations</b>				
Mass Student Enrollment, Schools of Music & High Schools, 50 or fewer members	\$5.00	\$45.00	\$50.00	(11)
Mass Student Enrollment, Schools of Music & High Schools, more than 50 members	\$5.00	\$75.00	\$80.00	(11)
<b>JUNIOR MEMBERSHIP DUES</b>				
<b>Junior Organizations (Clubs)</b>				(3)
16 members or less - minimum club	\$28.00	\$22.00	\$50.00	
Over 16 members (per club)-each add'l member	\$1.00	\$1.00	\$2.00	
Junior Counselor Late Fee	\$25.00		\$25.00	(4)
Additional Junior Counselor (JR. KN)		\$6.00	\$6.00	(5)
<b>Individual Junior Member (Includes JR. KN)</b>	\$3.50	\$9.50	\$13.00	(10)
<b>Junior Associate Organizations</b>				
Mass enrollments	\$10.00	\$20.00	\$30.00	(11, 14)
<b>Cradle Roll Member</b>	\$12.50	\$12.50	\$25.00	

<b>PAST PRESIDENTS ASSEMBLY</b>					
	Past Presidents	\$1.00	\$1.00	\$2.00	(6)
<b>STATE JUNIOR CONVENTION</b>					
	Entry Fees: 1-2 events	\$35.00	-	\$35.00	
	Entry Fees: 3-4 events	\$50.00	-	\$50.00	
	Entry Fees: 5-6 events	\$65.00		\$65.00	
	Entry Fees: 7-8 events	\$80.00		\$80.00	
	Incorrect Entry on application	\$5.00	-	\$5.00	
	Teacher Fee	\$25.00	-	\$25.00	
	Teacher Fee not submitted with application	\$10.00		\$10.00	
	Shipping and Handling for Trophy	\$20.00		\$20.00	
	Shipping and Handling for Ribbon	\$5.00		\$5.00	
<b>FESTIVAL</b>					
<b>Festival Entry Fee</b>					
	Individual Junior or adult entrant	\$.25	\$1.50	\$1.75	
	Group	\$2.50	\$2.50	\$5.00	
<b>Federation Cup Fee</b>					
	Event Cup	\$5.00		\$5.00	
	Composition Event		\$6.00	\$6.00	
	Supplemental Order Fee (Minimum)	\$20.00		\$20.00	(12)
	<b>Insurance Policy Request Processing Fee</b>	\$2.00		\$2.00	Per event
	<b>Insurance Policy Change Request Fee</b>		\$5.00	\$5.00	(13)
<b>FRANCES RANDS BEERY BALLET AWARDS</b>					
	Entry Fee	\$25.00		\$25.00	
<b>JUNIOR ESSAY CONTEST</b>					
	Entry Fee	\$5.00		\$5.00	
<b>JUNIOR COMPOSITION CONTEST</b>					
	Entry Fee	\$25.00	5.00	\$30.00	

Notes:

1. One subscription to **Music Clubs Magazine** is provided by NFMC for each active member.
2. One subscription to **Music Club Magazine** is provided by NFMC for each associate group.
3. One subscription to **Junior Keynotes Magazine** is provided by NFMC for each associate group.
4. Late fee for Senior Clubs and Junior Counselors is assessed if the dues are not postmarked by October 1<sup>st</sup>. Not applicable to a new Senior Club, Junior Club, or new Junior Counselor.
5. Fee is for Junior Keynotes
6. In addition, Past Presidents Assembly members are expected to contribute to the NFMC Young Artist Fund.
7. Music Club Magazine is included for the first year thereafter member of club must submit \$6.00 annually to receive MCM magazine. As of the fiscal year 2011-2012, FFMC will give an annual complimentary subscription of Music Clubs Magazine to all life members.

8. One subscription to Music Clubs Magazine is provided by NFMC (\$7.00 MCM; \$21.50 dues).
9. One subscription to Music Clubs Magazine is provided by NFMC (\$7.00 MCM; \$4.50 dues).
10. One subscription to Junior Keynotes Magazine is provided by NFMC (\$6.00JKM; \$3.50 dues).
11. Members are eligible to apply for NFMC awards but cannot enter the Festival.
12. Minimum fee of \$20 to be paid by the teacher for supplemental orders placed after final cut-date of March 30<sup>th</sup>.
13. Change request fee applies if certificate of insurance has been processed.
14. Associate Groups other than Student/Collegiate may include both Juniors and Seniors. The group can select to receive either the Music Club or Junior Keynotes Magazine.

# FFMC Child Protection Form



Florida Federation of Music Clubs, Inc.

Member of National Federation of Music Clubs, Inc.



## FFMC Child Protection Form

The National Federation of Music Clubs (NFMC) and Florida Federation of Music Clubs (FFMC) provides young musicians and adults opportunities and encouragement for continued musical growth. Members of FFMC including all Senior Club, Junior Clubs, and Area Festival Chair have been given copies of the guide *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*, which is published by the Division of Violence Prevention of the CDC. In the NFMC publication JR 3-18, *NFMC Junior Division Federation Festivals Procedure Manual*, it is stated on page 8 that there must be a minimum of two (2) adults, who may be judges, present at all times in the audition rooms. These two adults may not include the teacher or parent of the entrant. We take this policy very seriously and expect for it to be enforced in all Florida Festivals events.

All workers (including judges) and volunteers at an Area Festival event and the FFMC State Junior Convention shall complete the Child Protection Certification form prior to the event. This is an annual requirement.

The Standing Rules are printed on the reverse of this form.

I, \_\_\_\_\_, acknowledge that I have been provided access to the **Bylaws of the Florida Federation of Music Clubs** on the web site ([ffmc-music.org](http://ffmc-music.org)) including the **Standing Rules**. I further certify that I have read the Standing Rules and that I am in compliance with all Standing Rules of the Florida Federation of Music Clubs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit the completed form to the Area Festival Chair or State Junior Convention Chair

## STANDING RULES

1. Any individual that is a registered sexual offender or sexual predator or required to register as a sexual offender pursuant to section 943.0435, Florida Statutes, or as a sexual predator pursuant to section 775.21, Florida Statutes or under any similar laws of any other jurisdiction may not participate (chair, administrator, organizer, worker, volunteer, judge or any one individual who is requested to assist with the FFMC Event) in any way at any FFMC events.
2. Any person that knows or has reasonable cause to suspect that a child is being abused, neglected, or abandoned MUST immediately report that knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. After reporting the suspected abuse, neglect or abandonment to the Department of Children and Families, the individual must notify the FFMC State Liability Chair. The FFMC Liability Chair shall notify the NFMC Liability Chair.
3. All payments for Senior Club dues for members of a Senior Club must be made by check from the Senior Club Bank Account or a sponsoring organization.
4. Members of FFMC as defined in Article III may sponsor or conduct events, performances, meetings, etc. and indicate they are a member of FFMC; however, they shall not indicate, advertise or otherwise state that the event is affiliated with or sponsored by FFMC without the advance written permission of FFMC.
5. Use of the FFMC insignia is only permissible when a release has been sent to the person/group requesting use. With permission it may be used for stationary, note cards and printed programs.
6. The official mailing list shall include state officers and chairs; club and district presidents and treasurers; honorary, life, senior members, senior individual members; and junior counselors of Junior Clubs in good standing.
7. FFMC Dues and Fees are shown in the attached chart.
8. The FFMC Liability Chair shall send the Liability Insurance forms to each District and Club President/Treasurer. Each District and Club shall submit the forms and pay the fees for each event or program. If the form is not submitted and fee is not paid for any event or program, the district or club (via the notarized form) agrees to indemnify the District and FFMC for that event. Each Festival Area must purchase the NFMC Liability Insurance. If not paid, the area will not receive any support from FFMC for the Festival or recording of Federation Cup Points.
9. All District Treasurers will submit an annual financial report by July 15<sup>th</sup> to the State Treasurer.
10. Procedures and instructions for various Junior events are listed in the Junior Procedures Manual. All members, teachers, and junior counselors shall comply with the Junior Procedures Manual. The FFMC Festival Chair shall send to all Area Festival Chairs the NFMC Festival Directives each year. The Area Chair shall immediately send these Directives to every teacher in that area.
11. Area Festival Chairs shall send two copies of Junior Festivals Summary Report and Area Report of Festival Ratings forms to the state festival chair, and one copy to the Federation Chair postmarked by March 30.
12. Each Area Festival Chair in each District shall send all money and a copy of Junior Festivals Summary Report to the elected District Treasurer who in turn will pay all bills, handle all necessary expenses and keep separate records for each area. All Area Festival Chairs shall submit a financial report, on the form supplied by the FFMC Festival Chair, listing all revenues and expenses. The Financial Statement must show the preceding year's surplus or deficit. The District Treasurer shall sign the report and send to the FFMC Festival Chair, postmarked by March 30<sup>th</sup>. If not submitted, the area will not receive any support from FFMC for the Festival or recording of Festival Cup Points the following year.
13. A copy of the Junior Festivals Summary Report shall be filed by the Festival Chair with the Executive Committee at the convention.
14. All Festival revenues collected by Area Festival Chair must be used specifically for Festival expenses.
15. A written report on the State Junior Convention including number of events, entrants with listing of awards presented shall be filed by the Junior Division Chair with the Executive Committee at the convention.
16. All events sponsored by Florida Federation of Music Clubs must be financially self-sustaining. Recurring events shall be evaluated over a period of time, balancing income and expenses.
17. Area Festival Chairs and District Treasurers shall annually complete the FFMC Conflict of Interest Form and submit to FFMC Recording Secretary by September 30<sup>th</sup> or within 30 days of replacement. The FFMC Recording Secretary shall maintain the forms.
18. The FFMC insignia is copyrighted. Its use in soliciting donations or in any profit-making projects is restricted to FFMC. Unauthorized use of the insignia is a copyright infringement and can bring large penalties when enforced. Request for use shall be submitted to the Recording Secretary who will maintain a list of authorized users.
19. A Distribution Chair, or co-chair, appointed by the District president shall receive plans of work from all state officers and chairs, all club and district presidents, all national board members, national officers and chairs at least one week before each convention. The materials shall be assembled into kits to be distributed at the convention to all attendees, Executive Committee members, and all club presidents.
20. The Florida state song shall be sung at all district and state meetings.
21. The FFMC directory shall be maintained in a member's only section on the website and list all members.
22. The expense of the Member of the Year Award shall be borne by FFMC.
23. As of the fiscal year 2011-2012, FFMC will give an annual complimentary subscription of Music Clubs Magazine to all life members.
24. At the discretion of the FFMC Executive committee, Board of Directors, District Presidents, Club Presidents, or Area Festival Chairs, an honorarium may be granted to individuals including members, who preform services which require specific skills for special projects and/or events such as judging festivals, competition, or developing website platforms.