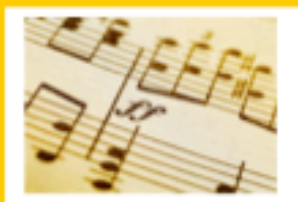




Handbook 2024-2025



A Non-profit Organization – Organized in 1979-1980

Affiliated with

Music Teachers National Association and

Texas Music Teachers Association

www.ccmta.org



CYPRESS CREEK MUSIC TEACHERS ASSOCIATION

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Last updated: 9/19/2024

CYPRESS CREEK MUSIC TEACHERS ASSOCIATION CONSTITUTION AND BYLAWS

REVISED 2024

ARTICLE I. NAME

The name of this organization shall be the CYPRESS CREEK MUSIC TEACHERS ASSOCIATION.

ARTICLE II. OBJECTIVES

Section 1. The Association shall be organized and operated exclusively for educational purpose within the meaning of 501(C)(3) of the Internal Revenue Code of 1954. All activities of the Association shall be educational and shall be for the promotion of the art of music and the advancement of musical knowledge. The Association is not organized for profit and no part of its net earning shall benefit any individual or entity.

Section 2. The objective of this organization shall be to bring together the music teachers of the North Houston area, in order to:

- A. stimulate its members to greater effectiveness in the teaching of music.
- B. practice and promote high ethical standards in professional and business dealings.
- C. encourage fraternity and good fellowship in the music-teaching profession.
- D. encourage and promote the cause of good music.
- E. provide opportunities for young musicians to see the broader scope of music and musicians.

ARTICLE III. AFFILIATION

Section 1. The Cypress Creek Music Teachers Association shall maintain membership in Texas Music Teachers Association, including Student Affiliate, and shall be affiliated with Music Teachers National Association.

Section 2. The local organization shall operate under this Constitution and Bylaws, the spirit of which is in accord with the aims and purposes of the State and National organizations.

ARTICLE IV. FISCAL YEAR

The fiscal year shall be from July 1 through June 30.

ARTICLE V. MEMBERSHIP

Membership shall be unlimited in number and shall consist of five classes: Active, Provisional, Honorary, Associate, and Patron. Election to all classes of membership rests with the Executive Board who may accept or reject the recommendations of the Membership Committee. In addition, the

Executive Board reserves the right to evaluate prospective members and Provisional members on an individual basis as necessary.

Section 1. Active membership may be granted to a teacher who is engaged in the teaching of any branch of music for remuneration, provided he/she meets one of the following requirements:

- A. He/she shall have earned a degree with a major in any branch of music.
- B. He/she shall have earned from a conservatory or similar institution a diploma equivalent to a college degree in music.
- C. He/she shall have earned certification from Music Teachers National Association, Inc. (NTCM)
- D. He/she shall be a teacher with special qualifications who does not meet one of the three above requirements, but has earned at least 60 credit hours of well balanced course work that qualify as courses leading to an established Music Degree program in an accredited college or university. Upon fulfillment of the following criteria and the recommendation of the Membership Committee, he/she may be presented for Active membership.
 1. Transcript must accompany application
 2. The Executive Board reserves the right to interpret the term "well-balanced" and may, at its discretion, determine to request that additional hours be earned in a specific area(s) if deemed necessary.
 3. Applicant must have a minimum of 2 years teaching experience.

Section 2. Provisional membership may be granted to a teacher who does not meet the requirements for active membership, but who does meet the following requirements:

- A. Educational background: a minimum of 8 years of study in his/her teaching field.
- B. Teaching experiences: a minimum of 9 months following high school graduation.

Provisional members shall enjoy all the privileges of an Active member with the exception of service on the Executive Council.

Provisional Members Prerequisite for Active membership: He/she shall participate for 2 years by:

- A. attending at least 6 general meetings of the Association each year
- B. serving on at least 3 committees during the 2-year provisional period (With the approval of the Board a provisional member may serve as chairman the second year of his/her provisional membership.)
- C. assisting as monitor at a minimum of 3 student events each year
- D. entering a minimum of 5 students in at least 3 CCMTA students events during the 2-year provisional period

continuing his/her music education through participation in:

1. 12 hours of master classes or workshops sponsored by a college or university, MOST, or a music organization
2. 6 hours of commercial workshop to evaluate pedagogical materials
3. Private study (no less than one 45-minute lesson per week for 18 months); or 12 credit hours of college instruction in music theory, history, improvisation, composition or

pedagogy. Special non-college classes in the above subject areas may be substituted for part of the 12 college credit hours with the approval of the Membership Committee.

4. Any reasonable combination of paragraph 3 above may be substituted with approval of the Membership Committee. (The Membership Committee reserves the right to suggest areas of improvement upon review of the application for Active membership)

Any Provisional member not completing the requirements for Active membership within the 2-year time limit may apply to the Executive Board for an extension.

Section 3. Associate membership may be granted to any qualified part-time teacher interested in being a member of CCMTA who has the equivalent of a minor in music, but is uninterested in applying for Provisional or Active membership due to the specific requirements that evolve out of these distinctions not being feasible at the present time.

- A. An Associate member may maintain this status for an indefinite period of time if desired.
- B. The Executive Council reserves the right to interpret "qualified" in cases where experience must be evaluated in lieu of an actual college transcript indicating enough musical credits to merit a minor in music.
- C. Associate members shall be expected to pay annual Local, State and National dues, but shall not vote and shall not serve on the Executive Board or Executive Council.
- D. Associate members shall not enter students in association events and activities, and are therefore exempt from the CCMTA meeting attendance rule.

Section 4. Patron membership may be granted to a person other than a teacher interested in the field of music. He/she may attend General Meetings, but shall not vote and shall not serve on the Executive Board. A Patron member will be expected to pay annual Local dues, but not State or National. Patron members are not required to have a musical background, and are exempt from the CCMTA meeting attendance rule. Patron members shall not enter students in local association events and activities.

Section 5. Honorary membership may be granted, at the discretion of the Executive Board, to those who have given distinguished service to CCMTA. Honorary members shall have all the privileges of Active members. They shall not pay Local dues, but may join the State and National Association upon payment of required dues.

Section 6. Transfer of Membership: A member in good standing from another association affiliated with Music Teachers National Association, Inc., may transfer to the Cypress Creek Music Teachers Association as an Active member provided he/she meets the local Active membership requirements (see Article V, Section 1, of this Constitution and Bylaws.)

Section 7. Resignation and Reinstatement

- A. Resignation: A member desiring to resign in good standing shall by October 31 send a written resignation to the Membership Chairman who shall present it for action at the next meeting of the Executive Board.
- B. Reinstatement: Those applying must fulfill current membership requirements.

1. A member who was in good standing when he/she resigned from the Cypress Creek Music Teachers Association may be reinstated to the class of membership from which he/she resigned by paying the Local, State, and National dues, or by having the Membership Chairman place his/her name before the Executive Board.
2. A member who was dropped for non-payment of dues may be reinstated to the class of membership he/she held previously by paying a local reinstatement fee of fifteen dollars (\$15.00) plus Local, State and National dues, and by requesting the Membership Chairman to place his/her name before the Executive Board for reinstatement.

ARTICLE VI. DUES AND FEES

Section 1. Local dues and fees for students shall be set by the general membership upon recommendation of the Executive Board by July 31.

Section 2. Payment of Dues by Teachers

- A. Active and Provisional members shall pay annual Local, State, and National dues directly to the National Office.
- B. New Member
 1. Shall pay Local, State, and National dues directly to the National Office.
 2. Local dues of members joining January 1 through March 31 shall be half price.
 3. Local dues of members joining April 1 or after shall be for the remainder of that year and for the following fiscal year.
- C. Associate member: shall pay Local, State, and National dues.
- D. Any CCMTA member who holds membership with another association must pay CCMTA Student Affiliate dues for each student entered in CCMTA events.
- E. Only members who have paid dues in full for the current fiscal year may present students in activities sponsored by the Association.
- F. Only members who have paid dues in full by July 15 will be included in the Yearbook.

ARTICLE VII. OFFICERS

Section 1. The officers of the Association shall be of two classes: elective, and automatic.

- A. The elective officers shall be: President, First Vice-President, Second Vice-President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Member-at-Large.
- B. The automatic officer shall be: Immediate Past President.

Section 2. Duties of Officers

- A. Elective
 1. The President shall preside at all meetings of the Association and the Executive Board. He/she shall have general supervision of the affairs of the Association, and select the appointive officers and all standing and special committee chairmen not related to Student Affiliate. The President shall also assist the Student Affiliate chairman in the selection of committee chairmen. The President is ex-officio member of all committees except the

Nominating Committee. He/she shall call meetings of any committee at his/her discretion. If a vacancy occurs among the elective officers during the year, the President, with the approval of the Executive Board, shall appoint an officer to fill the unexpired term. The President will represent CCMTA at all presidential meetings during the annual TMTA convention. The President will act as delegate to the annual TMTA convention. The incoming President will act as delegate to the annual TMTA convention along with the outgoing President when the association is allowed to provide two delegates to represent CCMTA.

2. The First Vice-President shall assist the President when necessary and shall, in the absence of the President perform all the duties of that office. The First Vice-President shall be Student Affiliate Chairman and shall make all arrangements related to Student Affiliate and see that they are carried out properly at the Local and State level. The First Vice President shall work with the President in the selection of committee chairmen and committee members. A report shall be made at the end of the year on all Student Affiliate activities, a copy of this report given to the President and one copy remaining in the files of the First Vice-President. The First Vice-President shall act as delegate to the annual TMTA convention when there is no in-coming President. He/She will be the alternate delegate when there is an in-coming President.
3. The Second Vice-President shall be chairman of the Program Committee and shall be a member of the Workshop Committee. He/she shall work with the President in determining locations for each meeting.
4. The Third Vice-President shall be Chairman of the Membership committee and shall keep an accurate register of all members. He/she shall make all efforts possible to receive either dues or letters of resignation from the membership and shall make monthly reports as needed to the TMTA membership secretary. He/she shall advise the Yearbook and Newsletter committees as to membership and shall supply lists of all Active, Provisional, and prospective members to the President and the First Vice-President at the beginning of the fiscal year, as well as keeping them advised of any changes that may occur in those lists. He/she shall meet with the Membership Committee as needed to get its recommendations in regard to granting membership, status of membership, resignation, reinstatements, etc., and report to the Executive Board all those recommendations for the action of that Board. He/she shall instruct and advise provisional members and shall present to the Executive Board the records of any provisional member completing his/her second year of Provisional membership.
5. The Recording Secretary shall take the minutes and record the proceedings of the Association, the Executive Council, and the Executive Board and at the close of each administration shall pass the records on to the successor. He/she shall make a copy of all minutes and give to the President for the President's files.
6. The Corresponding Secretary duties shall include the following: Mail Yearbook to honorary members and to advertisers, work with the Third Vice-President — (Membership Chair) to keep the current member email list for communication by computer, and assist the President and, as needed, the First Vice-President-(Student Affiliate Chair) with other correspondence of the Association.
7. The Treasurer shall receive, collect, hold and pay out all monies for routine expenditures of the Association, subject to the order of the President. Expenditures not in the budget shall

be voted upon by the Executive Board. He/she shall keep in detail a correct account of all monies received and expended by him and present a report at each meeting. A copy of this report shall be presented to the President each month. He/she shall forward the required amount to the Texas Music Teachers Association and to the Music Teachers National Association, Inc. All accounts of the Association shall be prepared for audit by June 30. An audit of the Association's funds shall be made annually by a three-member committee appointed by the President. He/she shall prepare the annual IRS Form 990 and see that it is mailed in at the conclusion of the fiscal year.

8. The Parliamentarian shall be aware of all procedures for a deliberative meeting as described in the book Roberts Rules of Order Revised and Annotated. He/she shall advise the President of any actions needed to keep the meeting running smoothly and in a timely manner. The Parliamentarian shall pass the book, Roberts Rules of Order Revised and Annotated, to the incoming Parliamentarian.
9. The Member-at-Large shall represent the general membership on the Executive Board. Members may present suggestions and comments to the Member-at-Large who will relay that information to the Executive Board.

B. Automatic: The Immediate Past President shall serve on the Executive Board and the Executive Council.

ARTICLE VIII. EXECUTIVE BOARD AND EXECUTIVE COUNCIL

Section 1. Executive Board: The officers of this Association and all chairmen of standing committees shall constitute the Executive Board. It shall be the duty of the Executive Board to exercise general supervision and control of the affairs of the Association.

Section 2. Executive Council: The Executive Council shall be composed of the elective officers and the Immediate Past President.

- A. The Executive Council shall have power to act in all emergencies when it is not possible to call together the members of the Executive Board and may act on all business of the Association except to vote on the applications of new and reinstated members.
- B. The Executive Council shall report to the Executive Board and shall prepare and submit to the Executive Board a budget outlining proposed Association expenditures for the ensuing year.

ARTICLE IX. COMMITTEES

Section 1. Association Committees (not Student Affiliate related): The President shall appoint a chairman for each of the committees not related to Student Affiliate which he/she deems necessary for the fiscal year.

- A. Committee Chairmen shall serve on the Executive Board.
- B. Duties of Committee Chairmen shall be:
 1. Monthly reports of Committee Chairmen shall be made at Association meetings at the President's discretion.
 2. Annual reports by Committee Chairmen shall be submitted in writing to the President as soon as committee work is completed.

3. Committee Chairmen shall give to the President all materials pertinent to the committee's functions, including a notebook containing reports, budget, recommendations, etc.
4. Committee Chairmen shall endeavor to make activities financially self-sustaining.

Section 2. Student Affiliate Committees: The First Vice President shall work with the President to appoint a chairman for each of the committees which he/she deems necessary for the fiscal year.

A. Committee Chairmen shall serve on the Executive Board.

B. Duties of Committee Chairmen shall be:

1. Monthly reports of Committee Chairmen shall be made at Association meetings at the President's discretion.
2. Annual reports by Committee Chairmen shall be submitted in writing to the President and the First Vice-President as soon as committee work is completed. The committees shall make every effort to terminate their work within one month after the finish of an event. These reports are to include the financial report as well as a general report.
3. Committee Chairmen shall give to the First Vice-President all materials pertinent to the committee's functions, including a notebook containing reports, budget, recommendations, etc., for that officer to pass on to the next First Vice-President.
4. Committee Chairmen shall endeavor to make activities financially self-sustaining.

ARTICLE X. MEETINGS

Section 1. The Executive Board meeting shall be held one hour prior to the Association meeting or at the discretion of the President.

Section 1. The regular monthly meetings are to be held on the third Tuesday of each month, unless otherwise notified.

ARTICLE XI. QUORUMS

Matters of business may be discussed at any meeting, but voting is to occur only when a quorum is available.

Section 1. Four (4) shall constitute a quorum of the Executive Council and seven (7) shall constitute a quorum of the Executive Board.

Section 2. Twelve (12) shall constitute a quorum of the Association.

Section 3. Quorums will be upheld with on-line voting. At the discretion of the President, a vote may be taken electronically by email according to the following guidelines:

1. The corresponding Secretary will send out the ballot.
2. The subject line will contain the term "ballot".
3. The ballot will clearly designate the choices. I vote _____ (fill in "yes," or "no").
4. The ballot shall be returned to the Corresponding Secretary.
5. The deadline shall be 5 days after the ballot distribution.
6. A quorum will be required for the vote to be valid.

7. The corresponding Secretary will tabulate the results, produce a report and send to the President.

ARTICLE XII. ELECTION OF OFFICERS

Section 1. A Nominating Committee of three members shall be elected by the Association at the January meeting. Nominations shall be taken from the floor and the membership shall at that time vote by secret ballot. The Nominating Committee so elected shall select the slate of officers, obtain their consent to serve in given capacities, and shall present their names for nomination at the March Meeting. No person on the Nominating Committee may be named for an office.

Section 2. The officers of the Association (President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian) shall be elected at the Association Meeting in April. A Member-At-Large shall be nominated from the floor and elected at the Association meeting in April. Each Officer-elect or chairman shall take possession of the office immediately after the annual TMTA convention. When necessary, an outgoing officer or chairman shall be allowed thirty (30) days to complete the duties of his office.

ARTICLE XIII. CHARTER MEMBERSHIP

In order to facilitate the organizing of the Association, charter members shall not necessarily fulfill the provisions in the Constitution and Bylaws governing the membership requirements and initiation fees for Active and Provisional membership. Charter members shall be those who joined the Association by the date determined before the granting of the Charter.

ARTICLE XIV. AMENDMENTS

Section 1. These Bylaws may be amended at any General Meeting provided a quorum is present. A two-thirds majority of the votes cast shall be required to amend the Bylaws.

Section 2. A proposed amendment shall be published, posted, or read aloud at the General meeting at least eighteen hours before action may be taken upon it.

ARTICLE XV. DISSOLUTION

This Association shall retain the right to dissolve itself and cease its operations. This dissolution would be accomplished in the same manner and using the same procedures followed in amending these Bylaws. On dissolution of the Association, any funds remaining shall be distributed equally among the non-profit music schools in the area (University of Houston School of Music; Rice University Shepherd School of Music; Houston Baptist University School of Music; Sam Houston State University Department of Music). Such dissolution must be in compliance with regulations of Section 501(C)(3) of the Internal Revenue Code of 1954.

ARTICLE XVI. RULES OF ORDER

Robert's Rules of Order, Revised, shall be the authority on all questions of parliamentary procedure not covered by these Bylaws.

CYPRESS CREEK MUSIC TEACHERS ASSOCIATION

STANDING RULES

1. **All Active and Provisional members:** All Active and Provisional members are expected to participate in CCMTA for each year of membership in one of the following ways:
 - A. Attend a minimum of four (4) general meetings (documentation is kept by the Attendance Chair).
 - B. Hold a position on the Executive Board.
 - C. Serve as Director or Assistant Director of an ensemble or chamber music group and attend all of the ensemble's rehearsals, the local pre-convention concert, and the TMTA Convention concert with the ensemble.
 - D. Work a minimum of eight (8) hours on committees or at events beyond the time required for participation because of student entries.
2. **Committee Requirements:** It is a requirement for teachers to chair a committee or to serve as a committee member on a Student Affiliate committee or Standing Committee. If a teacher does not volunteer services on a committee, a committee will be chosen for him/her. If a teacher does not serve on a committee as an active member or chair, then he/she will be unable to enter students in CCMTA events for the following school year.
3. **Deadlines and fees:** Deadlines and fees for CCMTA events are posted in the Yearbook. Registration and one payment in the form of cash, check or Zelle should be made by or before the deadline date. Payments made by Zelle should be made by the teacher (no parents) using this email address: ccmtaregistrations@outlook.com. One transaction for each event. Each transaction should include the name of the event.

Example: One payment for Student Affiliate membership. One payment for Fall Festival. Each payment should be made separately, in two different transactions.

Checks sent by mail to the activity chair will need to be in the hands of the chair by or before the deadline noted in the Yearbook. *Please note that does not mean "postmarked," but "in the hands of" the chair by deadline date. There will be a \$25.00 late fee imposed upon any member who does not make payment for all fees for an event in full by the deadline posted in the Yearbook. Late fees are given to the chair of the event.

Example: Late fees for Student Affiliate membership are given to the chair of the SA membership.

Late fees for the fall and/or spring theory test are given to the chair of the theory tests.
4. **No refunds:** There will be no refunds on entries in each event after the deadline date.
5. **No Xerox** or photostatically reproduced copies of music may be given to the judges at events.
6. **Student Requirement:** contestant must have studied for at least six months with the CCMTA-SA member submitting the student's application. In those cases where this requirement cannot be met, and the previous teacher was a CCMTA-SA member, the student's application will be accepted with the notation of length of time studied with each teacher, previous teacher first.
7. **Disqualification:** Activity Chairs have the authority to disqualify an entrant from participation or awards for the infraction of any rules by teacher, parent or student.

8. **Event Assistance Requirement:** All members of CCMTA entering students in FESTIVALS, CONTESTS or THEORY EXAMS must be available to assist at these events for a minimum of 4 hours. Only a personal or family emergency beyond a member's control is a legitimate reason for a teacher not to participate. It is that teacher's responsibility to enlist another member of CCMTA, not already participating in said event, to take his or her place. This is done with prior knowledge and consent of the event chair, the Student Affiliate Chair, and the President. The member finding the replacement will still be required to assist either before or after the event as needed by the chairman. If a member fails to comply with the above rules, he or she will not be allowed to enter students in said event the following year.
9. **Dues Due Date:** Members must pay their dues by July 15th of each year in order to be included in the Membership Directory, in time to be printed in the Yearbook.
10. **Student Affiliate Changes:** Any major changes made to a student affiliate event must first be presented to the Executive Board for approval.
11. **Standing Rules Amendments:** Standing Rules may be amended or rescinded by a two-thirds majority of the votes cast at any General Meeting at which a quorum is present.

Down Loaded Music Instructions for Festivals

Revised 2019

1. When a student is performing a piece that was downloaded from composer's website, such as Wendy Stevens, send a proof of purchase (such as a payment receipt) to the chairperson prior to Spring Festival.
2. Information about the composer's studio license should also be displayed as a footnote on the first page. Other websites will have the teacher or parent purchasing the music displayed as a footnote on the first page. There must be some identification on the music itself as to who purchased the piece.
3. Prior to the event, place the judges original, copied (Downloaded) sheets of music in a 3-ring binder with measures numbered.
4. Please download from a respected website and not from a website offering free music. Free Websites will not offer #2 as an option.
5. No judge will be given a computer/iPad/ or tablet to critique a student's musical selection from a website, you must provide a hard copy for the judge to use.
6. All download music concerns should be resolved prior to the event and not the day of the Spring Festival. If you know your student will be using Downloaded music, please contact the Chair and present your proof of purchase BEFORE the day of the Festival.

Possible ways to show Proof of Purchase:

1. Take a photo of the receipt and email to the Chair
2. Take a photo of the 1st page of music and email to the Chair
3. Or scan your receipt and 1st page of music and email to the Chair

EVENT GUIDELINES FOR TEACHERS

1. Monitors, be as much help as possible to the judge in your room, but please do not engage the judge in conversation while a student is performing.
2. Monitors should NEVER discuss a student's performance with the judge or make suggestions as to the student's rating.
3. Be calm and pleasant at all times, even though something may have upset you. Your attitude can either put the children at their ease or make them tense and apprehensive (especially if you work in one of the waiting rooms). Remember, how you feel about a situation may not be at all how other people perceive the same situation.
4. Be careful of criticisms you express in the hallways. You WILL be overheard, not only by children, but also by their parents.
5. If you have a legitimate complaint, take it quietly to the people in charge of the event. If something can be done, they will do their best to rectify it. If it is a situation in which nothing can be done at the time, save your criticism and suggestions for Monday morning and either call the chairman or voice your feelings to our Member-At-Large (see Yearbook). It is the job of the Member-At-Large to see that your complaints are brought to the attention of the board promptly.
6. Above all, be cheerful, calm, and positive. The children performing are under enough strain without adding the burden of obvious discord among the teachers, judges, and monitors.
7. If you come to observe your students play, and you have two students performing at the same time in different judging rooms, decide beforehand which student you will observe. No one should leave a judging room after the student has begun playing unless it is a REAL emergency. We require this of the parents; we certainly should require it of ourselves. Jumping up and down and/or going in and out can be very distracting to those trying to perform.
8. If you listen outside the room, be as unobtrusive as possible. It could be distracting to students to look up and see your face peering in the window at them. Please refrain from waving to other teachers or to your students. We must be professional.
9. You may certainly greet your students when they arrive, but make every effort to do it quietly and try to keep the noise level in the halls down. Some judging rooms get so much "hall noise" that the student's concentration is completely shattered.
10. Avoid discussing your students' rating sheets in the halls after their performances. The excitement of the moment is enough without our criticizing what the judges have written on the rating sheets. Encourage your students to bring their rating sheets to the next lesson when everyone is a bit more relaxed.
11. Remember, the success of these events depends as much on you as it does on the chairman in charge. They work with large numbers of people in a concentrated space and in a relatively short time span. We must all be on the alert as to how we can be helpful at the moment, and save our suggestions and criticisms for later when they will be the most effective.
12. If you, as a teacher, give special awards (e.g., trophies, medals, ribbons, etc.) to your students for participating in SA activities, remember that neither the organization's name nor the initials 'CCMTA' should appear in any way on these awards. Only those awards presented by the association may carry the association's name in any form. If you do award students in this

13. manner, you might use wording such as "Special Award" and the date. Whatever wording you choose, however, it must be clear that the award is from the teacher and not from the association.

COMMUNITY OUTREACH RECITALS - CCMTA

Purpose: To provide student performances within our community as an opportunity to help prepare students for public performance experiences while enriching the lives of others in Nursing Homes, Hospitals and Senior groups. It is an opportunity for students to share their music with the community, bringing JOY to others.

Eligibility:

1. No SA membership required.
2. No theory test requirement.
3. Students must be studying with a CCMTA teacher at the time of the event.
4. Teachers may combine the recital with other CCMTA teachers on the same recital.
5. Teachers may sign up for 2 performance dates. (student participation kept to 10 participants due to time constraints.)

Criteria:

1. Students may perform solo or a piece with their teacher or a duet with another student.
2. Performers may use music.
3. Selections may be from standard repertoire, published arrangements, holiday music or popular pieces.

Total performance time for each student must not exceed 5 minutes.

Recital Set Up: Students will be introduced by the teacher who can say something about the student or the piece. The event will usually take place in a retirement center and friends and family are welcomed and encouraged to attend. The recital should be no longer than 45 minutes in duration.

Registration: By the deadline listed in the Yearbook, complete the Community Outreach Recitals form in Handbook and submit to the Community Outreach Chairman:

1. Community Outreach – Mail the form to the Chairman by the deadline or hand deliver the form at the CCMTA Meeting preceding the recital date. Meeting dates in Yearbook.
2. There is no charge for this event.

This is a "Feel Good" event!

DON H. HARRIS ACTIVITY AWARDS

Funded by the Pat Wickey Endowment Fund

Pat Wickey was CCMTA's first President from 1979-1980. As President, Pat very willingly assisted in helping our beginning membership get off the ground. She has remained a prime supporter of our fine organization ever since -- both personally and financially--and through the years has become well established as one of CCMTA's primary and permanent cornerstones.

CCMTA proudly applauds her lasting and sincere devotion!

Don Harris became an Active Member during CCMTA's early development, and remained a distinguished member until his death in 2019. In addition to being President for two different terms, he also composed a number of noteworthy piano ensemble compositions that have been performed and very favorably received for multiple times in the TMTA State Convention Ensemble Programs held in various cities throughout the state.

It was Pat Wickey's request that these awards be made in Don Harris' honor.

Purpose:

The Don H. Harris Activity Awards have been established for the following purposes:

1. To motivate students to annually participate in a variety of CCMTA events;
2. To encourage students to include concentration on composition in their activity choices for the year;
3. To make available for students the possibility of earning one unique, individual Annual Award for their year's work as a whole.

Funding Source: Funding for the awards has been made possible by the generosity of Pat Wickey who, in 2002, established the Pat Wickey Endowment Fund. We remain very grateful to Pat Wickey and her family for seeing that the benefits from the established Endowment Fund can continue to support our annual Activity Awards for years to come.

Eligibility:

1. Students must be studying with a CCMTA teacher.
2. Students **MUST** be registered as LOCAL CCMTA -SA Members. Membership fees **MUST** be submitted to the CCMTA Chairman. Students whose PRIMARY TMTA registration is through another association will not be eligible to receive points for State Activities (e.g., theory, original composition, ensemble).
3. All performances must be on the primary instrument.
4. For purposes of these awards, the year begins on May 1st and ends on April 30. Points for all events that take place after April 30 of the current year should be recorded on the following year's grade level application.
5. **EXCEPTION:** A Senior who performs a solo recital after April 30th may list the event and receive a point.
6. Should the student be selected to perform on the Winners Recital in any of the events that include a Winners Recital, then the performance will be listed at the bottom where it says "Other Performances".

Point Requirements: To apply, students must reach the minimum points for their grade level as shown below.

Grades 1-4 — 8 points

Grades 8-10 — 11 points

Grades 5-7 — 9 points

Grades 11-12 — 13 points

Application: Mail in the completed Don H. Harris Activity Award application (see D. Harris Awards - page 3) along with the required documentation of points to the Activity Awards Chairman by the April deadline listed in the Yearbook.

1. Teachers will document and verify points earned by students.
2. Confirmation of TMTA/SA related events will be made through the records of the SA Chairman. No documentation of TMTA/SA events is necessary (i.e., Theory tests, WOM etc.)

Determining Awards:

1. The awards are administered by the Activity Awards Committee—a committee approved by the donor when the awards were first initiated.
2. The committee determines winners in each grade level by the number of CCMTA activity points.

PLEASE NOTE: In the event of a tie, the student who participated in Original Composition Contest would be declared the winner for that grade level.

- A. If more than one student participated in Original Composition Contest, the Committee would consider:

1st - the Composition score

2nd - the TMTA Theory test score

- B. If none of the tied students participated in Original Composition Contest, the committee would:

1st - consider the TMTA Theory test score and

2nd - meet as a committee to make the final decision.

3. The decision of the Activity Awards committee will be final.
4. No duplicate cash awards will be awarded -- (unless there are leftover funds due to no winners for a particular grade level. Awards of this type would be made at the Committee's discretion).
5. All applicants who meet the minimal points for entry will receive special Honorable Mention certificates, ribbons or medals. These types of awards will be based on funds available, and left to the Committee's discretion.

Awards: All winning participants will receive a Cash Award and an honor certificate (or ribbon).

- A. 1st - 3rd grade winners — will receive a check for \$20.00
- B. 4th-7th grade winners — will receive a check for \$25.00
- C. 8th - 10th grade winners — will receive a check for \$50.00
- D. 11th-12th grade winners — will receive a check for \$75.00

Award Presentation: Teachers may choose to present the awards as they deem fit.

FALL FESTIVAL

Purpose: To provide a performance opportunity for piano, vocal, and instrumental students to play church music, holiday music or classics before a judge in a relaxed small group situation. To help prepare students (both adult and children) for public performances in churches, social/holiday gatherings and recitals. To allow students to receive judging comments that are both positive and helpful.

Eligibility:

1. SA membership required, (except for Adults & Kindergarten or younger).
2. No theory test requirement.
3. Students must be studying with a CCMTA teacher at the time of the event.

Criteria:

1. Students may perform 1 or 2 selections, with or without music.
2. Selections may be from a church hymnal, published arrangements, a students' own arrangement/composition, or standard repertoire.
3. Students must play the piece as written.
4. Keyboard students may "warm up" with a scale of their choice (no octave requirements). Five finger patterns are acceptable with beginners.
5. Vocalists must have a live accompanist (no sound tracks).
6. NO photocopies are to be given to the judge. Students who do not have their music memorized, may play from the photocopy. The judge will be given the original score. See **Downloaded Music** guidelines for printed scores purchased on the web.

*****Total performance time must not exceed 10 minutes.*****

Festival Set Up: Students are grouped into small performing "families". Each small group or "family" goes to a designated performing area where a judge will evaluate their performance. Students may invite their relatives and friends to attend the performance as space allows. The overall goal is to provide as relaxed an environment as possible for these mini "family" recitals. Each recital usually lasts about 45 minutes.

Registration: By the deadline listed in the Yearbook, complete and submit to the Festival Chairman the following:

1. Fall Festival On-line Registration (CCMTA.org —> Members —> Forms).
2. See Standing Rule #3 for payment procedures.
3. Specific Instructions for filling out the Fall Festival On-line Registration Form:
 - A. If you have several students to register, you will have to submit a new form for each student, but you will not have to enter all of your information on each form. See the entry form for details.
 - B. Find out from your students which time of day works best for their schedule: Morning or Afternoon. Indicate time of day, and then if there is a specific need, please indicate this in the "Special Comments Helpful for scheduling". If the family is flexible and the

performance time does not matter - please list your students in the "Either" category. This greatly helps the person scheduling the event. Please DO NOT GUESS, find out from the family which times will work best BEFORE registering.

- C. List siblings who wish to play in the same "recital family".
- D. List performance level /number attained by each student.
- E. Indicate performance time. Do not add on minutes for warm-up or leaving/entering the room. That will be done by the Festival Chair.
- F. If you make an error, just re-enroll the student again and contact the Chair which entry to delete. You cannot delete or change an entry yourself once you submit it.
- G. For adult students, please write "Adult" in the "Special Comments helpful for Scheduling"

Critique Sheets: Teachers are responsible for downloading, printing and manually filling out the Critique sheets for each student entered.

- A. On-line Registration (CCMTA.org —> Members —> Forms).. Select the correct critique form. There are 3 choices: Piano, Vocal, or Instrumental. Print out the form and fill in manually, (1 form per selection performed). For example: Students performing two pieces, will have two forms.
- B. Put your teacher number on the back of the critique sheet behind the "Revised Date". Write lightly so this number does not bleed through.
- C. Paperclip the completed forms to the front of the students' books. Students will arrive with their own critique forms!
- D. If a student is performing in 2 different performance categories, (i.e., Vocal & Piano), 2 different forms (Vocal Critique, and Piano Critique) should be used, and the student should pay 2 registration fees.

Judging: Fall Festival is a fund raising event for CCMTA! It helps provide funds for scholarships, and helps offset costs of our website and other events. Judges are CCMTA teachers willing to donate their time to help encourage students and offer positive criticisms.

Monitoring: All teachers who have students participating will be expected to judge and/or monitor the Fall Festival. Specific assignments will be given by the Chairman.

Awards: Students will receive a ribbon/medal and a critique sheet for performing at Fall Festival.

Coda: Teachers may pick up their students' critique forms at the end of the Festival. Please KNOW YOUR TEACHER NUMBER!

CCMTA GRANTS-IN-AID OR M.T. SCHOLARSHIP

MUSIC THERAPY

Purpose: To provide an annual monetary award to individuals or institutions involved with music therapy. The award will be referred to either as a "M.T. Scholarship" for students pursuing a degree in music therapy; or as a "Grants-in-Aid" award for professional music therapists or institutions who have established programs of therapy through music.

History: This award was formulated in November of 1982 because CCMTA members believe that music benefits mankind beyond mere entertainment.

Eligibility: Applications are accepted from individual music therapy students, professional music therapists as well as certain institutions who have established programs of music therapy. Acceptable institutions include: private elementary, middle, secondary, and collegiate schools; special education facilities; hospitals; convalescent centers; and church related programs that concentrate on using music as therapy.

Award: Typically, an annual \$400.00 award. The Grants-in-Aid Review Chair, however, may increase or decrease the amount depending on current interest rates.

Use of Funds: To purchase supplies and/or equipment. To pay salaries when necessary. Applicants may submit a request for specific use of funds to the Executive Board. The Board will consider the request as long as the need directly relates to music therapy.

2 Ways to Apply for the Award: Grants-In-Aid or M.T. Scholarship

1. **Grants-In Aid:** Applicants include professional music therapists or institutions (listed above) using music as therapy. Preference will be given to programs (research or teaching) that are devoted to working with the mentally or emotionally disturbed patient (child or adult), the retarded, the physically ill or convalescing patient, the disadvantaged, the physically handicapped, or young children with coordination difficulties.

Application Requirement: A letter from a practicing music therapist or one of the institutions listed above, explaining the scope of their music therapy program(s) and the intended use of the award.

2. **M.T. Scholarship:** Applicants are individual students currently enrolled in a music education/ music therapy program who intend to pursue a career in music therapy upon graduation.

Application Requirement: A letter from a Music Department confirming current enrollment in a Music Therapy program.

By the deadline published in the Yearbook, candidates should send their letters of application to the Grants-in-Aid Chairman (see "Standing Committees" listed in the CCMTA Yearbook). Upon receipt of the applications, and when deemed necessary, the Review Committee may request a personal interview.

HONORARY MEMBERSHIP AWARD

Purpose: To honor one or more individuals who have made unusually outstanding contributions to CCMTA which have proven to be of lasting value to the organization as a whole.

Procedure: Recommendations may be made in writing to the Executive Council for evaluation and possible approval. If the recommendation is approved by the Executive Council, it will be presented to the Executive Board at the next meeting for final evaluation and possible approval.

Award: Any individual so honored will receive an engraved plaque and shall have all the privileges of Active membership. Their local dues will be paid by CCMTA, and they may join State and National Associations upon payment of required dues.

Honorary members will be given or mailed a Yearbook annually and be included on the honorary page of the Yearbook each year thereafter.

MEMBER OF THE YEAR & PRESIDENT APPRECIATION

Member of the Year Award

Purpose: To honor CCMTA members, other than the current President, who have made outstanding contributions to CCMTA

Suggested Criteria: Based on activities for the current year

1. Office held in CCMTA
2. Committees served in CCMTA
3. Any other special service rendered to CCMTA
4. Presentation of seminars or workshops for Houston area teachers and/or associations
5. Judging
6. Public performance

Procedure: Nominations will be made from the floor during the February meeting. Nominees will send to the Chairman (see Yearbook) a resume' to be included in the March newsletter. Voting will take place at the March meeting by secret ballot and the award will be presented at the April meeting. There will be one Member of the Year, except in case of a tie, when two awards may be presented.

Deadline: February meeting as listed in the Yearbook calendar

President Appreciation Plaque

Purpose: To honor and show appreciation to our President for the current year of CCMTA service

Procedure: Plaque to be presented to the President at the last meeting of the year.

MEMORIAL SUMMER CAMP SCHOLARSHIP

*This scholarship is established in memory of all
Cypress Creek Music Teachers Association members who have passed away.*

Purpose: To provide scholarship money for a student or students to study at an out-of-town summer music camp of their choice.

Eligibility:

1. Students must be studying with a CCMTA teacher.
2. Students must be 12 years or older.
3. Students must attend camp as an active participant (i.e., not just an observer).
4. The same student(s) may not be awarded the scholarship two years in a row.

Scholarship Amount: The amount of the scholarship will be determined based upon the cost of the tuition as CCMTA's budget allows.

Application: Application materials must be completed and emailed to the Scholarship Chairman by the April deadline listed in the Yearbook.

Application materials include:

- A. A student written essay of 200 words or less on the subject: "Why I Want to Go to Summer Music Camp."
- B. Submit your recorded audition via the process recommended by the chairman. The audition should include 2 pieces which represent 2 different styles or periods of music. Please list the selections in order of performance.

Camps Available: The Chairman of the Memorial Summer Camp Scholarship will keep on hand information on available summer camps. After the judge has chosen the scholarship recipient(s), the student(s) and their teacher(s) will determine which camp to attend.

CCMTA PIANO CONTEST

Purpose: To provide pianists an opportunity to perform and compete, within grade levels, required selections before a panel of judges. To provide a challenging and stimulating competition experience with the hopes of motivating students toward higher levels of attainment. To provide winning performers an opportunity to celebrate their achievements through a Winners' Recital.

Eligibility:

1. Students must hold Student Affiliate membership through CCMTA and have studied with a CCMTA teacher for a minimum of 6 months. If the requirement cannot be met, and if the previous teacher was a member of CCMTA, the application will be accepted. Students, however, must indicate the length of time studied with each teacher on their Entry Form.
2. No theory test requirements.
3. Students in grades 1-12 may participate.
4. Students may enter a higher level, but not more than 2 levels above their current school grade.
5. Students may not enter at a lower level than their current school grade.

Criteria: Students will compete by following the repertoire requirements listed by grade in the Yearbook. (Each year a CCMTA Piano Contest committee will determine the required repertoire). These required pieces are the only selections that may be performed at each grade level.

Grades 1-5 will perform 2 selections.
Grades 6-12 will perform 1 selection.

Requirements:

1. Music must be memorized.
2. Any edition is acceptable; however, be sure it is the correct piece.
3. Students who play the incorrect piece will be automatically disqualified.
4. Students must provide the original scores for the judges. NO PHOTOCOPIES!
5. All teaching marks should be erased from the music.
6. Please number all measures.
7. Paper clip pages if the piece is found in a book or a collection.

Contest Day Set Up:

1. Students should arrive 20 minutes before performance time and check-in.
2. Students will be allowed to play scales as a warm-up on the contest piano.
3. Auditions are held privately (i.e., no audience) before a panel of judges.
4. Parents and teachers are asked to wait in the appointed waiting room.
5. Winners are announced at the conclusion of each grade level.
6. Judges will determine which piece each winner will play in the Winners' Recital.

7. The Winners' Recital will take place in the evening on the same day and at the same place as the contest.

Registration: By the deadline listed in the Yearbook, complete and submit to the Piano Contest Chairman the following:

1. Register on-line (CCMTA.org -> Members -> Forms). If you have several students to register, you will have to submit a new form for each student, but you will not have to enter all of your information on each form. See the entry form for details.
2. See Standing Rule #3 for payment procedures.
3. Fees are non-refundable.

Critique Sheets: Critique sheets will be printed by the Chair of the event, so teachers are not responsible for printing and completing before hand.

Awards:

1. The highest award is the opportunity to perform in the Winners' Recital.
2. Trophies are granted to 1st-4th place winners at the conclusion of the Recital.
3. Honorable mention trophies may also be awarded.
4. All participants will receive their critique sheets and a Participation Certificate.
5. In grades 1-12 the judges will determine 1st, 2nd, 3rd & 4th place winners.
6. In grades 1-5, only the 1st and 2nd place winners will play on the Winners' Recital; their performing selections will be determined by the judges.
7. In grades 6-12, only the 1st place winner will perform on the Winners' Recital. The selection will be the contest piece performed earlier that day.

Monitoring: Participating teachers are expected to monitor and function as "runners" as needed by the CCMTA Piano Contest committee. Teachers are expected to work a minimum of 4 hours. Monitors will be assigned in the waiting room, warm-up rooms, and performance rooms, so adhering to your assignment is of the utmost importance in helping the contest run smoothly.

***All CCMTA teachers and contest participants
are encouraged to attend the Winners' Recital.***

CCMTA SCHOLARSHIP

Purpose: To provide a set amount of money, usually a \$500.00 scholarship, to a graduating Senior for further study in a music field. This scholarship amount may be increased as CCMTA's budget allows.

Eligibility:

1. Student must be a graduating high school senior.
2. Teacher must be a member of CCMTA.
3. Student must be accepted by an accredited college, university, or conservatory for undergraduate study in a music related field.

Application: Complete the application form (see CCMTA Scholarship-2) and send the required materials to the Scholarship Chairman via email by the April deadline listed in the Yearbook.

1. Submit a copy of an acceptance letter from the Music Department of either a college, university, or conservatory.
2. Submit your recorded audition via the process recommended by the chairman. The audition should include 3 pieces which represent 3 different styles or periods of music. Please list the selections in order of performance.
3. Submit 3 letters of recommendation:
 - A. School teacher or counselor
 - B. Adult other than a relative who knows the applicant well (i.e., minister, employer, etc.).
 - C. Private music teacher
4. Submit a 250 word essay (use Arial 12 pt. font, double spaced) concerning:
 - A. Significance of music in applicant's life
 - B. Professional plans
5. Submit a high school transcript.
6. The completed application will consist solely of the materials listed above and will only be accepted if it has no more than 10 pages total.

Determining Award:

1. The CCMTA Scholarship Chairman will receive all applications via email.
2. An outside judge will select the recipient.
3. In the event that there is no eligible senior, no scholarship will be awarded.

CCMTA SENIOR AWARDS

Purpose: To award a set amount of money, usually \$100.00, to each graduating senior who has continued his/her music studies through the past 6 academic years up to and including the senior year (grades 7-12). The award amount may be increased as CCMTA's budget allows. (Please see Yearbook for award amount).

Eligibility:

1. Students must be a graduating high school senior.
2. Students must be currently enrolled with a CCMTA teacher.
3. Students must have studied continuously with an MTNA teacher(s) for at least the past 6 academic years, up to and including the senior year (grades 7-12).
4. Students must have participated in at least 1 CCMTA activity per school year (or verifiable equivalent from another city or state).
5. Verification of activities (i.e., copies of theory tests, certificates, evaluation forms, etc.) must accompany application. Print-outs from the TMTA office for participation in Theory and World of Music tests will be accepted in lieu of the actual copies of the tests.

Application: Please return the completed application form (see Senior Awards page 2) and the verification of activities to the Scholarship Chairman by the April date listed in the Yearbook calendar.

SPRING FESTIVAL

Purpose: To provide a performance opportunity for piano, vocal, and instrumental students to play traditional teaching repertoire (e.g., Baroque, Classical, Romantic, Impressionistic, and 20th Century, Jazz or Folk) for a judge in a relaxed small group situation. To help prepare students (both adult and children) for public performances such as contests and recitals. To allow students to receive judging comments that are both positive and helpful.

Eligibility:

1. SA membership required, (except for Adults & Kindergarten or younger).
2. No theory test requirement.
3. Students must be studying with a CCMTA teacher at the time of the event.

Criteria:

1. Students may perform 1 or 2 selections from contrasting stylistic periods, with or without music.
2. Piano students may "warm up" with a scale of their choice (no octave requirement). Five finger patterns are acceptable with beginners.
3. Standard repertoire and acceptable stylistic idioms include: Baroque, Classical, Romantic, Impressionistic, 20th Century, Jazz or Folk. Teaching pieces representing these stylistic idioms are acceptable. **No "movie" music, Holiday, Popular, Rock, Hymns, or student compositions.**
4. Vocalists must have a live accompanist (no sound tracks) and no microphones will be used.
5. NO photocopies are to be given to the judge. Students who do not have their music memorized, may play from the photocopy. The judge will be given the original score. See **Downloaded Music** guidelines for printed scores purchased on the web.

***** Total performance time must not exceed 10 minutes. *****

Students performing longer than 10 minutes will be asked to stop with no penalty to them.

Festival Set Up - Option 1: Students are grouped into small performing "families". Each small group or "family" goes to a designated performing area where a judge will evaluate their performance. Students may invite their relatives and friends to attend the performance as space allows. The overall goal is to provide as relaxed an environment as possible for these mini "family" recitals. Each recital usually lasts about 45 minutes.

Festival Set Up - Option 2: Should there be fewer than 50 students enrolled, the Chair may employ the more traditional audition format of 1 student/1 or 2 judges. Students will be assigned a specific solo performance time and they will perform for 1 or 2 judges. Parents and friends are welcome to attend the performance. The duration of the performance will be no longer than 10 minutes, and students may leave after performing and getting their medal.

Teachers will be told which Festival Set Up will be used before the Festival date, so students and parents will know ahead of time.

Registration: By the deadline listed in the Yearbook, complete and submit to the Festival Chairman:

1. On-line Registration (CCMTA.org —> Members —> Forms).
2. See Standing Rule #3 for payment procedures.
3. Specific Instructions for filling out the Spring Festival On-line Registration Form:

- A. If you have several students to register, you will have to submit a new form for each student, but you will not have to enter all of your information on each form. See the entry form for details.
- B. Find out from your students which time of day works best for their schedule: Morning or Afternoon. Indicate time of day, and then if there is a specific need, please indicate this in the "Special Comments helpful for scheduling". If the family is flexible and the performance time does not matter - please list your students in the "Either" category. This greatly helps the person scheduling the event. Please DO NOT GUESS, find out from the family which times will work best BEFORE registering.
- C. List siblings who wish to play in the same "recital family".
- D. List performance level /number attained by each student.
- E. Indicate performance time. Do not add on minutes for warm-up or leaving/entering the room. That will be done by the Festival Chair.
- F. If you make an error, just re-enroll the student again and contact the Chair which entry to delete. You cannot delete or change an entry yourself once you submit it.
- G. For adult students, please write "Adult" in the "Special Comments helpful for Scheduling.
- H. Students wishing to perform in piano and one other instrument (i.e., piano and voice) - if they are only performing 2 pieces (1 piano, 1 voice), then they only pay 1 registration fee. If they are performing more than 2 selections, (ie., 1 piano and 2 vocal) then they pay 2 registration fees.

Critique Sheets:

- A. On-line Registration (CCMTA.org → Members → Forms). Select the correct critique form. There are 3 choices: Piano, Vocal, or Instrumental. Print out the form and fill in manually, (1 form per selection performed). For example: Students performing two pieces, will have two forms.
- B. NEW - Put your teacher number on the back of the critique sheet behind the "Revised Date". Write lightly so this number does not bleed through.
- C. Paperclip the completed forms to the front of the students' books. Students will arrive with their own critique forms!
- D. If a student is performing in 2 different performance categories, (i.e., Vocal & Piano), 2 different forms (Vocal Critique, and Piano Critique) should be used.

IMPORTANT NOTE

Teachers are responsible for downloading, printing and manually filling out the Critique Sheets for each student entered.

Judging: Spring Festival is a fund raising event for CCMTA! It helps provide funds for scholarships, and helps offset costs of our website and other events. Judges are CCMTA teachers willing to donate their time to help encourage students and offer positive criticisms.

Monitoring: All teachers who have students participating will be expected to judge and/or monitor the Spring Festival. Specific assignments will be given by the Chairman.

Awards: Students will receive a ribbon/medal and a critique sheet for performing at Spring Festival.

Coda: Teachers may pick up their students' critique forms at the end of the Festival. Please KNOW YOUR TEACHER NUMBER!

YOUNG ARTIST COMPETITION

SOLO & ENSEMBLE

Purpose: To provide Student Affiliate pianists, vocalists, and instrumentalists a competition and performance opportunity emphasizing Standard Repertoire selected by their teacher. Due to the stringent requirements of this competition, it is hoped that students come away from the performing experience knowing better how to prepare for the larger competition opportunities across the state. To provide winning performers an opportunity to celebrate their achievements through a Winners' Recital.

Eligibility:

1. Students must hold Student Affiliate membership through CCMTA.
2. Students who are not SA members and whose teachers are not TMTA members may compete for an additional fee (see Yearbook).
3. Age limit for organ students is 22; all other instrumentalists/vocalists must be in grades 12 or below.

Criteria: Students will compete by following the repertoire requirements listed below.

After entry deadline, chairman will review each entry for repertoire approval. Email for approved program will be sent to each participating teacher within a week after entry deadline. Repertoire CANNOT be changed without approval from chairman. **Deadline for any repertoire change is CCMTA March Meeting date.**

SOLO ENTRIES: Memorization is required for all vocal and piano solos. Memory is encouraged for instrumental solos, but is not required.

- Grades 1-6: Perform 2 contrasting pieces including at least 1 piece from Standard Repertoire: Baroque, Classical, Romantic, Impressionistic, or Contemporary. The 2nd piece may be a teaching piece.
- Grades 7-12: Perform 2 contrasting pieces from different periods of Standard Repertoire (see above).

ENSEMBLE ENTRIES: "Ensemble" refers to either a piano duet or a 3-6 part chamber group. Works requiring 2 pianos are not allowed. Memory is NOT required.

- Grades 1-5: Students will play up to 2 pieces.
- Grades 6-8: Students will play up to 2 pieces. One piece must be from the Standard Repertoire for that ensemble.
- Grades 9-12: Students will play up to 2 pieces from the Standard Repertoire for that ensemble.

Requirements:

1. Students must compete on their current school grade level. Two exceptions to this rule are Pre K and Kindergarten students, who are allowed to compete in the first grade level. Within an ensemble, the majority of performers must represent the grade level chosen for competition.
2. A student may compete in 2 or more different solo and/or ensemble categories (i.e., piano solo, vocal solo, and piano duet).
3. Teachers may enter students in any category, whether they teach that instrument/voice or not.
4. Students entering in vocal or instrumental solo categories must provide their own Accompanist (when needed). No recorded accompaniments allowed.
5. Cadenzas must be notated. No improvisation.
6. Each entrant must provide an original score for the judge. Accompanists whose scores include any photocopies must sign a waiver of liability. Students furnishing copies for "out-of-print" works must present waivers signed by an adult 18 years or older. Computer generated originals are acceptable. The students, however, must furnish a copy of the home page for the web-site on which the piece was obtained or purchased.
7. Students must abide by the stated time limits (students will be stopped if they go over). The times below represent the total playing time of the audition.

SOLO				ENSEMBLE		
Grade 1	2 min.	Grade 7	7 min.	Elementary	Grades 1-5	6 min.
Grade 2	2.5 min.	Grade 8	8 min.	Intermediate	Grades 6-8	8 min.
Grade 3	3 min.	Grade 9	9 min.	High School	Grades 9-12	10 min.
Grade 4	4 min.	Grade 10	9 min.			
Grade 5	5 min.	Grade 11	10 min.			
Grade 6	6 min.	Grade 12	10 min.			

8. Each grade level represents a different contest.
9. Students may not perform at times other than the time block assigned for their grades.
10. When there are not enough participants within an age-group, the Chairman may combine grade levels to create a category of five or more students.

Contest Day Set Up:

1. Students perform in a **PRIVATE AUDITION (i.e., NO AUDIENCE)** for 2 judges.
2. A monitor will time the audition and performers will be stopped (but not disqualified) if they go past their time limit.
3. Pianists are allowed to warm-up on the keyboard for one minute, but no part of the audition may be played at this time.
4. Entrants may also choose the order of their program.
5. A warm-up room is provided for ensemble tuning, and brief tuning may occur at the audition.
6. Winners are announced at the end of each contest (i.e., Piano Solo Grade 1) in the sign-in/ waiting room.

7. 1st and 2nd place winners in each contest **will** perform their shortest selection at the Winners' Recital to be held the same day and at the same place as the audition.
8. **The decisions of the Judges are FINAL.**
9. It is expected that teachers, performers and parents demonstrate good sportsmanship, friendly fellowship and courtesy to all individuals during the competition and Winners' Recital.

Letters giving specific details on location, audition assignments, check in time, Winners' Recital etc., will be sent to both teachers and students prior to the contest.

Evaluation:

1. Evaluation is based on a 100 point scoring system (see sample critique form YAC-7).
2. Judges will determine 1st, 2nd, 3rd and 4th place winners for each contest:
 - 1st place winners must have a score of 90 or above.
 - 2nd place winners must have a score of 80 or above.
 - 3rd and 4th place winners must have a score of 70 or above.
3. 1st-4th place winners and scores will be posted at the competition. Scores of the 1st-4th place winners will also be recorded in the chairman's binder for teachers to look through.
4. Decisions of the judges are FINAL. Parents, teachers and students are not to discuss outcomes with the judges before, during or after the competition. To do so will disqualify the student involved.

Registration: By the deadline listed in the Yearbook, complete and submit to the Young Artist Chairman:

1. Young Artist On-line Registration (CCMTA.org -> Members -> Forms). If you have several students to register, you will have to submit a new form for each student, but you will not have to enter all of your information on each form. See the entry form for details.
2. See Standing Rule #3 for payment procedures.
3. Please advise Chairman by telephone or email if a check is being mailed.
4. Schedule requests must be in writing, submitted with the check and may be honored at the Chairman's discretion, based on the majority of schedule requests in the grade.

Critique Sheets: Critique Sheets are already printed and provided for each student performing by the Young Artist Competition Committee.

Awards:

1. Students receiving 1st and 2nd place awards in each contest **WILL** perform in the Winners' Recital.
2. All winners (1st, 2nd, 3rd and 4th place) will receive a trophy at the Winners' Recital.
3. A designated person will pick up the trophies at the Winners' Recital for 3rd and 4th place winners who are unable to attend the recital. The Chairman is not responsible for trophies of students who do not arrange for someone to pick them up.

4. After Winner's Announcements, critique sheets will be sorted by teacher number. Teachers should come by the work area to pick up their students' critique sheets before they leave the competition.
5. Teachers are responsible to communicate outcomes to students who do not stay for the Winner's Announcements.

Monitoring: Participating teachers are expected to help with jobs assigned by the Young Artist Competition committee.

Coda: A list of winners and their pictures will be posted on the CCMTA website.

INDEPENDENT MUSIC TEACHERS FORUM - TMTA/MTNA

History of IMTF: The independent Music Teacher Forum was granted status and support by MTNA in 1972. Since the inception of IMTF, the state and national chairmen have worked to improve the status of the independent music teacher.

An independent music teacher is one whose individual income is derived primarily from music teaching outside of an institution or other agency that guarantees a certain income

Information about IMTF comes to you from the National Chairman in a monthly column in the American Music Teacher on-line magazine. Direct communication comes to you through your local IMTF chairman (see Yearbook).

Goals of IMTF:

1. To investigate the role of the independent professional music teacher in American society today.
2. To study the problems, advantages and practices of this group regarding the socioeconomic conditions.
3. To increase public awareness of the dedication, education, and experience necessary to become a qualified teacher.
4. To establish independent music teaching as a profession.

The IMTF is consistently striving to create better working conditions and a better livelihood for the independent music teacher. It is a channel of communication that provides dialogue between the individual or smallest association and state, division, and national levels of MTNA.

List of Topics Discussed:

Studio policies; communication between teachers, students, and parents; curriculum planning; certification; public school credit/released time; tax laws and business deductions; continuing education and increased professionalism; public relations; communication with college and public school teachers; involvement of more independent teachers in MTNA; providing music education for a wider range of the public, and licensing and zoning requirements.

Current Programs:

Quarterly e-newsletters which include items of current interest (see above) are forwarded to each state and division of MTNA. State and local associations are encouraged to write articles based on the needs of their members for their state newsletters and plan relevant programs for their state and local associations.

MTNA STATE & NATIONAL CERTIFICATION NCTM

(Nationally Certified Teacher of Music)

Purpose: To promote recognition of music teaching as a profession.

Objectives: To administer a practical plan which will assure a high professional status to music teachers (all mediums).

To motivate the teacher to obtain and maintain professional growth through guidelines for study, performance, leadership, and professional activities.

To support and give added stature to the state and national certification plan.

Requirements: Contact the CCMTA State/National Certification Chairman (see CCMTA Yearbook) for application and/or additional information on certification by application (i.e., earned music degree from an institution approved by the National Certification Board) or by examination (the examination replaces degree requirements).

For National Certification renewal, the MTNA office will send a yearly renewal form.

Fees: For preliminary information and current fees, contact the Local Certification Chairman.

General Information: Having the initials NCTM behind your name attests to the fact that you are a highly-qualified, professional teacher who has met a nationally-accepted standard in teaching and performance skills and music theory training. Being Nationally Certified means that you are committed to preparation and professionalism. Display your Music Teachers National Association certificates proudly in your studio. Your patrons and fellow teachers will appreciate this evidence of your excellence and diligence in constantly improving your skills.

Once certified, a yearly renewal plan helps give certified teachers an added incentive to keep abreast of new ideas, methods, repertoire, and the heritage of today's students. It also encourages teachers to stay active within their Local Associations.

Lists of Nationally Certified Teachers of Music (NCTM) are published annually in leading music journals and magazines. Having the initials NTCM by your name helps set you apart as a teacher of certified distinction.

Congratulations to each CCMTA Nationally Certified member, and a gentle urging to all who are not certified to start working toward this important goal.

ENSEMBLES FOR CONVENTION - TMTA/SA

PIANO

Purpose: To stimulate interest in ensemble preparation and performance, emphasizing teamwork skills such as group listening, counting, memorization, and following a conductor. To provide an opportunity for highly motivated students to represent the excellent quality of CCMTA teachers in a polished ensemble performance at the annual TMTA convention.

Eligibility:

1. Students must be studying with a TMTA teacher (from registration through performance).
2. Teachers who are not members of CCMTA must have the CCMTA Ensemble Chairman's permission to register students in CCMTA ensembles.
3. All students must be registered Student Affiliate members and must have passed the required theory test with a minimum score of 70.

Theory Requirements for Ensemble:

1. Students in Grade 1 must pass the level one test.
2. Students in Grades 2, 3, and 4 must pass at either current school grade level or ONE level below.
3. Students in Grades 5-9 must pass the test at a minimum of level 4. Such students must advance at least one level higher each successive year and may skip levels until they reach their current grade level. (See TMTA-SA Handbook for detailed rules).
4. Students in grades 10-12 who have passed the level 9 theory test will not be required to take further tests to enter the ensemble program. (Update 2024-2025)
5. Young artist - A student of any age, not engaged in the profession of teaching or performing - may participate in ensemble in either a high school ensemble (75% rule applies) or as a Young Artist ensemble. No theory requirements.

All ensemble students are STRONGLY encouraged to take the Fall theory test so that if they score less than 70, they may have another opportunity to retest in the Spring. This is due to the TMTA 75% Rule which states the following:

"Younger or older students may perform in a high school ensemble, providing 75% of the students in the ensemble are in grades 8 through 12."

Contact the Ensemble Chair if you have students who take advantage of this rule.

Criteria: Students may be selected based on their ensemble audition (see calendar for date(s) of audition. Directors may require specific portions to be learned for the audition.

Teacher Responsibilities:

1. Teachers are responsible for adequately preparing students for the audition. Reinforce the ensemble's practice reminders and offering help as needed to fix their own student's individual difficulties.
2. Each director will keep participating teachers up-to-date by sending them the same practice reminders that are sent to all of the students in an ensemble.

3. Score revision - With the ensemble director's permission (at least 14 days before the audition), teachers may revise the score for the benefit of a student who has limitations. No notes may be added.
4. Audition Day - Participating teachers are required to help on audition day. Teachers who cannot attend auditions must send in their place another teacher or a parent from their studio.

Audition Day:

1. Students will perform in a private audition for the director of the ensemble.
2. Students will be required to perform either the entire piece, hands together, or a pre-determined portion of a longer piece.
3. Memory is not required on audition day.
4. Information regarding costumes will be presented
5. Costume information, rehearsal information and other information regarding TMTA Conference will be shared after the audition

Rehearsals:

1. Music must be memorized BEFORE the first rehearsal.
2. Rehearsals typically will last about 60 minutes each and will occur at a location with enough pianos to accommodate all ensemble members.
3. In order to perform at the convention concert, students MUST attend:
 - A. Local rehearsals
 - B. Pre-convention CCMTA Ensemble Concert - This concert allows CCMTA members and families an opportunity to hear the ensembles perform before they leave for conference. Ensemble pins and bars will be presented at the pre-conference concert. Costumes required.
 - C. TMTA convention dress rehearsal, typically the morning prior to the performance.

Convention Performance: A dress rehearsal and concert for each ensemble will be scheduled during the last three days of the convention (Friday, Saturday, and Sunday). Notification of specific dates and times will be sent later by TMTA officials. Students MUST attend the dress rehearsal in order to perform at the convention concert. A professional group photograph will be taken immediately after the dress rehearsal.

Convention Information:

1. Students will perform on grand pianos in a concert setting at the convention.
2. Participants will wear costumes that represent the theme of the selection performed.
3. All participants will be responsible for the cost of their own hotel, meals, transportation and costumes.
4. Convention registration fees for the student are included in the ensemble fees (see Yearbook).
5. Parents, and other family members will need to pay convention registration fees in order to be allowed into the concert. Parents are STRONGLY urged to pre-register for the convention online at TMTA.org. (This will save a lot of time and stress on their first day at the convention.)

6. Please remember to remind parents of students performing to register for TMTA online as a guest and to pick up their badge 30-45 minutes prior to the concert in order to enter the performance.

Registration: Teachers will register students by going to TMTA.org website (TMTA —> Sign in—> Dashboard —> update their Dashboard information on the students who will be participating.

1. Fill in all fields for each student.
2. Double-check all information for accuracy.
3. After filling out the TMTA.org information. Go to CCMTA.org —> Members —> Forms and select “Ensembles for Convention Registration Form”. Fill out and submit by the deadline listed in the Yearbook.
4. Combine all students’ registration fees (see Yearbook) into 1 check made payable to CCMTA and send to the Chairman postmarked by the deadline in the Yearbook. Please indicate “Ensemble” on the memo line.

Ensemble Awards & Application Instructions

TMTA Ensemble Award: An engraved plaque and a cash award will be presented to any student who has participated in SA ensembles at State Convention for 9 years. Students participating for 10, 11, and 12 years will also be awarded a cash prize and a bar to be added to the 9-year plaque. (See TMTA/SA Handbook for exact monetary amounts).

Elizabeth Morris Ensemble Scholarship: A cash award presented to any graduating SA senior who has participated in State Ensembles for 12 years. This award is in addition to the 12-year award listed above. (See TMTA/SA Handbook for more details and monetary amounts).
Presentation of the above awards will be made at the end of the Saturday night ensemble concert at the TMTA convention in June.

Recognition Ribbon: Students who have participated in State Ensembles from 5 to 12 years will receive a recognition ribbon to attach to the convention badge.

Ensemble Award Application: By May 1st submit the following to the Ensemble Coordinator (online through tmta.org website)

1. Complete Ensemble Award form
2. Student photo and completed information
3. A signed photo release form.
4. Please also send a digital 2X3 photograph of the student with their:
 - A. Name
 - B. Grade
 - C. Years of participation
 - D. Teacher name
 - E. Local association

Send the photo as an email attachment to the Ensemble Coordinator. Please label the attachment with the name of the student.

ORIGINAL COMPOSITION CONTEST - TMTA/SA

Purpose: To promote student creativity and understanding of basic compositional principles.

Principles include:

- Accuracy and legibility in notation
- Clarity of design & form
- Rhythmic variety
- Melodic interest
- Harmonic plan
- Texture - consistency & unity of rhythmic, melodic, & harmonic ideas
- Phrasing & articulations

To provide an opportunity for young composers to compete within their grade division and to receive critique on their work. To provide winning composers an opportunity to share their work in performance.

Eligibility: Students must hold Student Affiliate membership and pass the TMTA State Theory exam through CCMTA as outlined below: (Please review SA dues and membership rules).

Theory Requirements for Original Composition Contest

1st grade - 70 or better on the first grade test.

2nd-4th grades - 70 or better on the current grade level, or ONE grade below.

5th-12th grades - must pass the test (70 or better) at a minimum of grade level 4. Such students must advance at least one level higher each successive year and may skip levels until they reach their current grade level.

Post-12th grade - is defined as those not having reached age 27 by the entry deadline. Post-12th grade entrants are exempt from the theory requirement.

Criteria:

1. Entries may be composed for any medium.
2. Students must enter in their grade level only.
3. Any student winning a first place in any division may not enter that same division the following year.
4. A student may enter only 1 composition in a given division.

There are 12 possible divisions:

Division S is for solo compositions with one performer.

Divisions E and L are for ensemble compositions.

E = 10 or fewer performers. L = 11 or more performers.

5. The entire submitted composition must be the original work of the student.
6. Compositions entered previously may not be re-entered in subsequent years.

7. Compositions may be in one or more movements, but the performance time for an entire work must not exceed 10 minutes.
8. Arrangements of pieces and/or the use of themes from a piece are allowed under the following circumstances:
 - A. The original composition that is being made into an arrangement, or from which themes are being used, must be in the public domain.
 - B. The student has permission from the composer and/or publisher to use the original copyrighted composition.
 - C. Please be aware that the students submitting a piece under either of these circumstances are responsible for proving that the original composition falls under one of the above categories. This can be done by simply attaching a paragraph explaining the circumstances when turning in the composition.
9. Compositions must be judged locally.
10. Fees for this contest are non-refundable.

Special Instructions:

1. Manuscripts must be on 8 1/2" X 11" paper.
2. Sharp, legible copy is required. Photocopied manuscripts are acceptable. Manuscripts in all divisions must be either handwritten or printed via a computer. Final copies should not be edited or revised by a teacher or judge.
3. The student's name, pen name, age, or other personal information, previous judges' comments, cover sheet, or illustrations may not appear on the manuscripts for any reason. Poems, performance directions, or the student's annotations will be accepted.
4. The composition title must be centered on ALL pages.
5. The Division must be placed in the upper right corner of ALL pages.
6. Page numbers, starting with page 2, should be placed in the upper right corner.
7. All measures MUST be numbered either by bar (individual measures) or by system (1st measure of each line).
8. Division E entries of 3 or more voices and all Division L entries must be submitted with an audio file containing only the title of the composition and the division. ONLY WAV and MP3 files will be accepted for TMTA entries.

Local Contest Set Up:

1. The Original Composition Contest is comprised of two tiers of competition--Local and State.
2. Students submit compositions for evaluation at the Local level.
3. Prior to sending their work on to State, students have the opportunity to re-work their composition (if they so desire) after receiving the critique from the local judge.

State Contest Set up:

1. At the State level, a committee of 3 qualified judges will evaluate the compositions and select 1st, 2nd, and 3rd places in each division if they deem the compositions worthy.

2. 1st, 2nd, and 3rd place winners in each division are invited to perform at TMTA State convention or provide a substitute performer(s). They may submit a CD to be played at the TMTA convention in the Student Affiliate booth. If unable to perform, winners will still receive their cash award and certificate.
3. Honorable mentions may be awarded as merited.

Registration:

1. Determine students' division from chart below.

DIVISION S		DIVISION E	
Division S1-3	grades 1,2,3	Division E1-4	grades 1-4
Division S4	grade 4	Division E5-8	grades 5-8
Division S5	grade 5	Division E9-12	grades 9-12
Division S6-7	grades 6-7	Division EP12	post-12th grade
Division S8-9	grades 8-9		
Division S10-12	grades 10-12	DIVISION L	
Division SP12	post-12th grade	Division L1-12	grades 1-12
		Division LP12	post-12th grade

2. See CCMTA Yearbook to determine entry fee. Both Local and State fees are included in this amount. See Standing Rule #3 for payment procedures
3. FOR LOCAL CONTEST, teachers please submit the following:
 - A. 1 Entry form (please go to the CCMTA website and complete the on-line TMTA/SA Original Composition Local Entry Form and submit as directed). Be sure to list each composition you are submitting from your studio.
 - B. 1 hard copy of each composition with no personal identification. Be sure you keep the original copy for your records.
 - C. Registration fee described above.
 - D. Send registration check and compositions to the CCMTA Original Composition Chairman (see CCMTA Yearbook).
 - E. Local deadline for entries must be followed. No exceptions. (See Yearbook for details).
4. FOR STATE CONTEST, teachers please follow these instructions:
 - A. Before submission check these items first:
 1. Division in upper right corner of each page.
 2. Page numbers in upper right corner beginning with page #2.
 3. Title centered on each page.
 4. Student's name is NOT to be on the composition.
 - B. Save file as PDF with students' last name followed by the first initial. No comma or space between the last name and first initial.

Examples: AndersonM, SmithS. If two students with the same last name and same first initial enter, then include the middle initial to differentiate between the two.

Example: JonesMK and JonesMJ.

C. To submit the file via email:

1. The subject line should read – TMTA Original Composition.
2. Email the file to the CCMTA Original Composition Chair.

Awards:

1. At the Local and State level, students receive a critique and a certificate.
2. At the State level, 1st, 2nd, and 3rd place winners in each division receive a cash award and a certificate at the TMTA State Convention in June.

Cash Awards on the State Level are:

- A. Divisions S 1-3, S4, S5: First place \$100, 2nd Place \$70, 3rd Place \$40.
- B. Divisions S 6-7, S8-9, E 1-4, E 5-8: First place \$125, 2nd Place \$90, 3rd Place \$60.
- C. Divisions S 10-12, E 9-12, L 1-12: First place \$175, 2nd Place \$125, 3rd Place \$90.
- D. Divisions SP 12, EP 12, LP 12: First place \$210, 2nd Place \$160, 3rd Place \$110.

TMTA/SA PERFORMANCE CONTEST

LOCAL & STATE

Purpose: To provide a high level competition experience where instrumental and vocal performers compete to represent their Local association at the State TMTA Performance contest. Winners go on to compete in Piano, Vocal, Organ, and Instrumental Contests at the TMTA convention in June.

Competitions & Categories:

1. Orchestral instruments - (includes classical guitar)
 - Solo - grades 7-8, 9-10, 11-12, *Young Artist
 - Concerto - grades 9-12, *Young Artist
 2. Piano
 - Solo - grades 7-8, 9-10, 11-12, *Young Artist
 - Concerto - grades 9-10, 11-12, *Young Artist
 3. Vocal solo
 - Grades 9-10, 11-12, *Young Artist
 4. Organ
 - Grades 9-10, 11-12, *Young Artist
 5. Adults (Local only) - for a critique only, not for competition. (Please see different entry fee listed in the Yearbook).
- * *Young Artist* is defined as Post-12th grade. Entrants must not have reached the age of 27 by the date of the State contest.

Eligibility:

1. Students must hold CCMTA Student Affiliate membership.
2. Teachers must be members and in "good standing" with CCMTA.
3. Grades 7th-12th must pass the theory test (70 or better) at a minimum of grade level 4. Such students must advance at least one level higher each successive year and may skip levels until they reach their current grade level.
4. All theory tests must be graded by the State, including tests taken below grade level.
5. Young Artist (Post-12th grade) entrants are exempt from the theory requirements.

Requirements:

1. Requirements are detailed and specific. (See TMTA website for current Contest Guidelines, and Judging Guidelines and registration forms).
2. Compliance with the TMTA rules is the sole responsibility of the student and teacher. CCMTA is not responsible for the failure to comply with any rules.

State Registration: Winners who proceed on to State Performance Contest will be asked to pay an additional registration fee immediately following the Local contest. (Please See CCMTA Yearbook for amount).

State Awards: State winners will perform at Winners' Concerts listed in the TMTA-SA Handbook. Cash awards and trophies will also be presented at the TMTA State Convention.

PUBLICATION CONTEST - TMTA/SA

Purpose: To promote excellence in music research and publication. To give students an opportunity to compete in an essay contest which may result in being published in the Texas Music Teacher/ Student Affiliate magazine.

Eligibility:

1. Students must be Student Affiliate members.
2. No theory requirement for eligibility.
3. Teachers entering more than one student are urged to have students write on different topics, if possible. Only one entry per student is allowed.
4. It is suggested that first time students read previous articles written for their grade levels to get an idea of what constitutes winning research before starting their own essays.

Criteria: Students write essays on music related topics (designated by age group), and submit them for professional evaluation by the TMTA Publications Committee. Contest topics are found at www.tmta.org, or in the current TMTA Student Affiliate Handbook. Topics are purposefully broad to allow the student journalist freedom of perspective.

Special Instructions:

1. All articles should be typed, single spaced, by parent or teacher if needed, for ease of judging. Only easily read print styles should be used. Suggested font: Times New Roman, 12 point. No illustrations or borders will be accepted.
2. The student's name should NOT appear on the article. No cover sheet should be used.
3. All articles should include a bibliography and discography citing the sources of information used in the paper.
4. Essays should be within the word requirement. No more, or no less than listed on the website or TMTA-SA Handbook.
5. Please submit all entries via email to the local chair. All entries can be submitted in .doc or .docx format. Be sure to send the bibliography and discography as well. Please include a digital 2X3 headshot photograph of the participant in jpeg format.

Registration:

1. Please see the Yearbook for fees, deadlines and chairman of this competition.
2. There is a fee for each article submitted.
3. Register by completing the "Publication Contest Entry Form" (CCMTA.org [?](#) Member [?](#) Handbook [?](#) TMTA/SA Publication Contest Entry Form). Complete the form and submit on-line.
4. Give/send one check for all entries from your studio to the Chair by the deadline listed in the Yearbook. Please make checks payable to CCMTA-SA, and write "Publication Contest" on the memo line.

Awards:

1. Winning articles in each category will receive a cash prize.
2. Winning and outstanding articles will be printed in TMTA publications.
3. Awards will be presented at the TMTA Convention in June.
4. All articles submitted will receive a rating sheet and certificate.

STUDENT AFFILIATE MEMBERSHIP - TMTA

Purpose: To provide for the student a wider musical experience than is usually afforded in private music study, with recognition for achievement in various phases of musical education and activity.

Eligibility:

1. In order to participate in any events through CCMTA, students must have CCMTA Student Affiliate (SA) membership.
2. If a teacher has membership in 2 different associations the teacher will claim a primary membership with one of the associations.

Local CCMTA — SA Members

1. Teachers who hold memberships in multiple associations, may enroll students through any of the associations in which they are affiliated. However, the association that the student is initially enrolled in will become their primary association (i.e., State-level association) for Theory and World of Music testing.
2. Teachers who are members of CCMTA, but who have students whose primary association is through another group, may encourage their students to become Local CCMTA-SA members so they may participate in CCMTA sponsored events (i.e., CCMTA Piano Contest, Festivals, Young Artist Solo and Ensemble contest etc.). Students become members by paying a CCMTA "Local dues" fee once per year (please see Yearbook "Deadlines and Fees" page for amount).
3. A student may have as many local SA memberships as the teacher has local association memberships.
4. CCMTA payments for "local dues" are given to the SA yearly membership chair.
5. CCMTA members should add the wording "local dues" to the memo section of checks and Zelle payments.
6. CCMTA members paying a "local dues" for students that are primary members through another association, should pay the local dues by the registration deadline for the first CCMTA event entered.
7. If the local dues payment is received after the deadline of the event, it is considered late and the member should pay a late fee of \$25 to the SA yearly membership chair.
8. CCMTA members should register students that are "local SA members" on the student affiliate registration form located on the CCMTA website.

Please note: Any student of a TMTA teacher who participates in an SA event prior to enrolling as an SA member will be penalized with a special processing fee and a late-dues payment (see TMTA-SA Handbook). The teacher will also be assessed a hefty fine (see TMTA-SA Handbook) per activity for each student or group of students not enrolled.

No score or record of participation will be entered in state records until dues and fees have been received. See TMTA-SA Handbook for more details.

General Information:

There are 3 classes of TMTA-SA members:

1. TMTA-SA (Grades 1-12).
2. TMTA-SA Young Artist (Post 12th grade).
3. MTNA/TMTA-SA Collegiate: Members of an organized, chartered and affiliated TMTA collegiate chapter.

Dues: See CCMTA Yearbook

Dues Deadlines: There will only be 3 enrollment dates for Student Affiliate membership occurring in the following months (find specific dates on the Yearbook calendar):

1. September (see Yearbook calendar) - Initial enrollment
2. December (see Yearbook calendar) - Winter enrollment
3. February (see Yearbook calendar) – Spring late enrollment

Registration:

1. Go to CCMTA.org — Members — Forms — Select “Student Affiliate Registration Form” — Complete the form.

This form provides a list of SA students for the new year to the Student Affiliate membership chair. Submit form by the due date listed in Yearbook.

2. After completing the CCMTA student affiliate form, visit the TMTA website.
3. TMTA.org — Log In --- Members — My Students — Show Active —

Details

- * Update each student’s data information including grade level.
 - * Teachers are responsible for changing a student’s grade level each year on the TMTA website.
 - * Click the box “Active”
 - * Only the SA membership chair can enroll student affiliate members, so leave the student affiliate box blank.
 - * In the Notes Section at the bottom of the Student Information page, type SA and the school year. (Ex. SA 2024 – 2025)
 - * Review all information carefully.
 - * Press Submit
4. See Standing Rule #3 for payment procedures

Additional registration information:

1. Students are classified as Active or Inactive. Students are not deleted from the TMTA website. Inactive includes students still taking piano lessons but not participating a particular year in SA activities, students no longer taking piano lessons, and college age students.
2. **Transfer students:** Important information!
 - * If a new transfer student previously did not take from a teacher active in another TMTA association, then the new teacher may register this student. It may take a few days for the student to be approved by TMTA.
 - * If a new transfer student previously took lessons from another CCMTA teacher or a teacher active in another TMTA association, then please do not register the new transfer student. Contact the SA membership chair about the transfer procedure.
3. Once a teacher has registered a new student and pressed the submit button, do not re – register that specific student again.
 - * Wait until the student is approved by TMTA before making corrections to the student's information page, especially a student's grade level.
 - * Each student is given an ID number. If the student is registered twice, then that student will receive two ID numbers causing issues with the student's activity history.
 - * Contact the SA membership chair with questions about the TMTA website.

TMTA/SA THEORY TEST FAST FACTS

1. **Theory Chairman, dates, times, location, fees, and deadlines are listed in the Yearbook.**
2. **What is the Theory Test?** It is a test developed by TMTA that covers information in the TMTA Manual/Glossary. Students, grades 1-12, are tested on music theory knowledge, terminology, and aural training skills.
3. **When is the Theory Test offered?** The theory test is given in the Fall and Spring. Students may elect to take just one exam, or take the test in the Fall and retest in the Spring. The highest score from either test is what is recorded in the student's record.
4. **Who takes the Theory Test?** Any student who is registered as a TMTA Student Affiliate may enroll in the Theory Test. Students must enroll in their current grade level in order for their test scores to qualify for a medal.
5. **Who grades the Theory Tests?** Tests are sent to volunteer graders all over the state of Texas. This process is quite extensive so that no one is grading the test of someone they know. Test scores come back via email first and then the actual tests are sent back to the association to be handed back to the students.
6. **Besides learning valuable knowledge, how are students rewarded?** Students who take the test on their grade level and score a 90 or above receive the State Whitlock medal

Gold medal	=	98-101
Silver medal	=	94-97
Bronze medal	=	90-93

Passing - Students who score 70 or above, pass the exam and receive a certificate and are eligible to participate in other TMTA-SA activities.

Twelve Year Plaque - Records are kept from year to year and students who receive a medal (bronze, silver, gold) every year from 1st-12th grades are awarded the Twelve-Year Plaque.

Loving-Mansfield Gold Medal Theory Award - Gold medals grades 1st-12th)

Mansfield Gold Medal Theory Award - Gold medals grades 4-12

Glenda Lanier Theory Award - Gold medals grades 9-12

Theory Achievement Senior Award - medals earned for 4 different levels of theory within Levels 1-10 as well as gold medals in 11th and 12th grades)

12-Year Participation Certificate - Seniors that passed all 12 levels of theory

Theory Achievement Senior Certificate - medals earned in 4 different grade levels maintaining their SA membership through graduation. See the TMTA handbook for further details.

7. What if I have a later beginner (grades 5-12)? Students may test below grade level and earn the Theory Achievement Medal (TAM) which is different from the Whitlock medal earned by students testing on-grade level. Students may earn two medals a year, if they test a different grade levels each testing session.

8. How do I help my student(s) prepare? There are sample tests from past years that may be ordered from TMTA. Old tests may also be download for practice from TMTA.org. Teachers may purchase a Theory/ Glossary manual from TMTA that will function as a reference guide. There are numerous theory workbooks (ask a "seasoned" theory teacher for their favorite titles).

9. How does the teacher help at exam time? Every teacher who registers students to take the Theory Test is expected to help a minimum of 4 hours with the test, even if they only register one student.

THEORY TEST - TMTA/SA

Purpose: To provide an opportunity for students to test their knowledge and mastery of music theory and aural training skills. To provide an overall scope and sequence of teaching music theory and aural training for the private music instructor.

Eligibility: Student Affiliate membership required. Any student of a TMTA teacher who participates in theory test prior to enrolling as an SA member will be penalized with a special processing fee and a late-dues payment (see TMTA-SA Handbook). The teacher will also be assed a hefty fine (see TMTA-SA Handbook) per activity for each student or group of students not enrolled. No score or record of participation will be entered in state records until dues and fees have been received.

1. To take the Theory test through CCMTA, students must be enrolled as a State-level Student Affiliate with CCMTA (i.e., CCMTA is their primary SA membership).
2. Theory Eligibility - Students must pass the Theory Test (score of 70 or above) to participate in any of the following 3 events:

TMTA Original Composition Contest
TMTA Performance Contest
Ensembles for Convention

To be eligible for the above activities, students in:

- A. 1st grade - must have a 70 or better on the first grade theory test.
- B. 2nd-4th grades - must have a 70 or better on the current grade level, or ONE grade below.
- C. 5th -12th grades - must pass the test (70 or better) at a minimum of grade level 4. Such students must advance at least one level higher each successive year and may skip levels until they reach their current grade level. See TMTA-SA Handbook for detailed rules.
- D. Post -12th grade students are exempt from the theory requirements.

Criteria: All tests will be graded by other volunteer MTA's in the State of Texas and will take 6-8 weeks to complete. Awards are as follows:

Gold medal	=	98-101
Silver medal	=	94-97
Bronze medal	=	90-93
Passing	=	70 and above

Special Instructions:

1. Testing time for each grade level will vary, but generally Levels 1-3 should take less than an hour. Upper levels will take longer.
2. Students are assigned a time to arrive (by test level) and students in levels 4-12 may leave as soon as they are finished with the exam. Students in levels 1-3 will be dismissed as a class and the examiner will escort them to their parents for sign-out.
3. Teachers please download and photocopy "Theory Test Map" and fill in the test date. Then photocopy enough for every student and hand out to parents the week before the exam.
4. Parents who choose to wait while the test is given will have a designated waiting area. (Parents will not be allowed in the testing area).

Students are requested to bring:

- A. Two sharpened pencils with good erasers.
- B. One clipboard to write on. The clipboards must be free of markings that could help with answers on the test.
- C. If a student brings a cell phone, the phone must be completely turned off during the test.

What if a student is ill or has an emergency and misses both test dates?

The student will either forfeit the test or opt to test "Out of Association." To test "Out of Association," teachers should contact the State chair directly for further details. Teachers, please be aware that additional fees may apply.

Test Day Set Up:

1. Students should arrive 10 minutes earlier than their assigned test level check-in. (Please note, "test level" may be different than the actual grade level of the student).
2. Parents of students levels 1-3 will check-in and check-out their children at registration.
 - A. Once students are signed in by the parents, the parents need to leave the registration room.
 - B. Students will be grouped by testing level and then proceed with the assigned teacher to their testing room.
3. Parents will not be allowed in the exam rooms.
4. Levels 1-3 will have all testing (written and aural) done in the same room, and will be dismissed as a group, and escorted back to their parents for sign-out.
5. Students in Levels 4-12 may leave after they complete their test.

Registration: On-Line Registration at CCMTA.org - To register go to Member —> Forms —> Theory test registration.

To make registration EASY – do the following FIRST

1. On a sheet of paper - Group students by test level (not grade level). Then within test level list alphabetically by last name.
2. Determine the number of students, and the check number and amount.
3. The number of students submitted, volunteer position, check amount and check number need only be entered on your first form submission. All other information must be entered on each form submission.
4. Please be sure the student's name is spelled correctly and matches the name used to enroll them in Student Affiliate. If the Student Affiliate name is Thomas James, then the theory test cannot be Tommy James.
5. If you make an error, just re-enroll the student again and email the Chair which entry to delete. You cannot delete or change an entry yourself once you submit it. The chair needs the changes in writing.
6. If you wish to have a record of your student registrations: You will be sent an email record of each from you submit. If you would like a spreadsheet of all of your entries, then after you have completed all of your entries, please send an email to the Chair requesting this spreadsheet. The Chair will then within 24 hours send you a spread sheet of your registration information. Charing the theory tests is a big job, so if you can make do with the individual email records of your submissions, the chair will greatly appreciate that.
7. See Standing Rule #3 for payment procedures.

Teachers Jobs:

1. All participating teachers are required to help a minimum of 4 hours at this event, (even if only 1 student is registered).
2. Job descriptions and assignments will be sent to members a week before the exam.
3. Standing rule #8 will be upheld – (See CCMTA Standing Rules) “All members of CCMTA entering students in FESTIVALS, CONTESTS or THEORY EXAMS must be available to assist at these events for a minimum of 4 hours. Only a personal or family emergency beyond a member's control is a legitimate reason for a teacher not to participate. It is that teacher's responsibility to enlist another member of CCMTA, not already participating in said event,* to take his or her place. This is done with prior knowledge and consent of the event chairman, the Student Affiliate Chairman, and the President. The member finding the replacement will still be required to assist either before or after the event as needed by the chairman. If a member fails to comply with the above rules, he or she will not be allowed to enter students in said event the following year.

When a make-up test is offered, there will be 2 days involved in theory testing. Teachers whose students need the make up test will be asked to help administer the exam on the make-up day.

Awards:

1. Medals will be available for students by late April.

2. Teachers may print out certificates of achievement by going to www.tmta.org. See TMTA-SA Handbook for more details.
3. TMTA will keep a record of students' scores as they progress through school, but it is highly recommended that teachers also keep records. Record forms may be downloaded from the TMTA website.
4. Applications for the following Senior Theory Awards* may be found on the TMTA website.

Loving-Mansfield Gold Medal Award: *Graduating senior who has received gold medals in levels 1-12. Plaque and \$300.00 award.*

Mansfield Gold Medal Award: *Graduating senior who has received consecutive gold medals in levels 4-12. Plaque and \$200.00 award.*

Twelve-year Medals Award: *Graduating senior earning a medal (bronze, silver, or gold) for 12 levels. Plaque and \$50 award.*

Glenda Lanier Theory Award: *Graduating senior earning gold medals in levels 9-12. Plaque and a \$50 award.*

Twelve-year Participation Certificate: *consisting of a plaque and \$50 is presented to a graduating senior who has earned vocal, instrumental, or Theory Achievement medals for a minimum of 4 different levels within Levels 1-10, as well as Whitlock gold medals for Levels 11 and 12.*

Theory Achievement Senior Award: *Graduating Senior who has earned vocal, instrumental or Theory Achievement medals (TAM) for a minimum of 4 different levels within Levels 1-12. (Earning on-grade Whitlock medals do not count toward this certificate). Students who qualify for this certificate prior to their senior year must maintain their SA membership until graduation.*

Theory Achievement Senior Certificate: *Graduating Senior who has earned vocal, instrumental or Theory Achievement medals (TAM) for a minimum of 4 different levels within Levels 1-12. (Earning on-grade Whitlock medals do not count toward this certificate). Students who qualify for this certificate prior to their senior year must maintain their SA membership until graduation.*

***All monetary awards current thorough 2024. Amounts subject to change.**

Coda: Teachers will be notified where they may pick up their students' graded tests and medals.

THEORY TEST – SUNDAY, _____

St. Timothy's Anglican Church, 6819 Louetta Road, Spring 77379

Registration Times and locations

Register levels 7th - 12th in the Youth Building— Drive behind church and enter play yard, turn left to go to the Youth Building

2:00 pm — 10th-12th test levels

4:30 pm — 7th-9th test levels

Register levels 4th - 6th in the Sanctuary (The Narthex Foyer)— Enter church from front parking lot.

4:30 pm — 4th-6th test levels - enter church from front parking lot.

Register levels 1st - 3rd in The Parish Hall — Enter church from office side parking lot. Turn left and go down the hallway. Turn right and enter Parish Hall.

4:30 pm — 1st - 3rd grades



WHAT TO BRING:

1. Clipboard, lapboard or a hard surface to write on – this is very important as there are not tables in every room. Clipboards/lapboards must not have any writing or pictures on them that might help with answering the exam.
2. Sharpened pencils with good erasers.
3. Cell phones must be completely turned off for the duration of the test.
4. No theory books allowed in the testing rooms. Do NOT bring your theory book.
5. Parents are not allowed in the testing areas. Parents may wait QUIETLY in the front foyer or on outside benches. Set a meeting place with your child so they can find you when the test is completed.

****** YOUR GRADE LEVEL AND TEST LEVEL MAY BE DIFFERENT. ******
SHOW UP FOR YOUR THEORY TEST LEVEL

Approximate Completion Times:

Test Levels 10th-12th – between 3:45 & 5:00 (maximum of 3 hours to take the test).

Test Levels 7th-9th – between 6:00 & 6:30 (maximum of 2 hours to take the test).

Test Levels 4th-6th – between 5:45-6:30 (maximum of 2 hours to take the test).

Test Levels 1st-3rd – between 6:00-6:30 (maximum of 2 hours to take the test).

Test levels 1st - 3rd Parents will sign students "In" at Parish Hall and sign "Out" in the Office Foyer. Parents may wait in the pews and chairs around the Office Foyer or on the outside benches. Students will be dismissed by class.

Test levels 4th - 12th Individual students may leave when their test is completed and checked by 2 teachers. Parents, please make prior arrangements where you will meet your child.

WHITLOCK MEMORIAL SCHOLARSHIP AWARD
and
STUDENT AFFILIATE STATE PARTICIPATION AWARD
TMTA/SA

Purpose: To honor the dedicated Student Affiliate graduating senior who has participated in any or all of the many SA activities at the District and/or State level.

Eligibility: Any graduating high school senior who has participated in TMTA/SA events may apply for either or both awards if the minimum number of points for each award has been obtained. No one student may receive both awards, though qualified students should apply for both. Those who qualify for top prizes in both categories will receive the award with the highest monetary value. Candidates should be the student of a TMTA member in good standing.

Requirements: SA teachers are to keep a record of their students' activities including original tests, certificates and programs documents. Points may be documented on TMTA/SA forms downloaded from the TMTA website. The local association is responsible for verifying the number of points claimed.

Application: Complete the Whitlock Memorial Scholarship Award and Student Affiliate State Participation Award applications on-line at the TMTA website.

Whitlock Memorial Scholarship Award: This award is granted to graduating high school seniors who have accumulated a minimum of 100 points through achievement in SA activities during grades 9-12. Points determine 1st, 2nd and 3rd place winners. Winners receive monetary prize awards. The 1st place winner will also receive an engraved plaque. See TMTA/SA Handbook for exact monetary sums.

Student Affiliate State Participation Award: This award is granted to graduating high school seniors who have accumulated a minimum of 20 points through achievement in SA activities during grades 1-12. Points determine 1st, 2nd and 3rd place winners. Winners receive monetary prize awards. The 1st place winner will also receive an engraved plaque. See TMTA/SA Handbook for exact monetary sums.

Honorable Mention Prizes for Each Award: A cash award is granted to any student who has achieved the minimum number of points for both awards. A lesser cash award is granted to any student eligible for either award who did not receive 1st, 2nd, or 3rd place. See TMTA/SA Handbook for exact monetary sums.

Certificates:

Students who earn the required minimum points for either or both awards will be given a certificate. Whitlock Memorial, SA Participation and Honorable Mention winners will be awarded their prizes at TMTA State convention in June. Winners' names will be included in the awards section of the convention program book.

WORLD OF MUSIC - TMTA/SA

Purpose: To stimulate interest and appreciation for composers, their works, and the history of their times. To encourage students to apply music history knowledge in their study and performance of differing styles and musical interpretations.

Eligibility:

1. Student Affiliate membership required.
2. No theory requirements.
3. Students 1st-12th grade may enroll.
4. Students must take the test at their current grade level.

Criteria: Students study grade-specific World of Music workbooks and take an exam over the material in the Spring. The exam requires matching, multiple choice and true and false answers.

Test Day Set Up: Students typically take the exam at their teacher's studios on a specific exam date. Sample tests, and workbooks may be ordered on-line from TMTA.org.

Registration: Complete the registration form on-line at CCMTA.org —> Member —> Forms —> World of Music Registration and submit. If you have several students to register, you will have to submit a new form for each student, but you will not have to enter all of your information on each form. See the entry form for details.

**See Standing Rule #3 for payment procedures.

Awards:

1. A gold medal will be given for scores of 90 or above.
2. Grade level achievement certificates will be awarded to all students scoring 70 or more on the test.
3. Division certificates will be awarded to students who have earned medals on all three tests of Division I (grades 1-3); Division II (grades 4-6); Division III (grades 7-9) and Division IV (grades 10-12).

There are 3 Senior Awards (Read TMTA-SA Handbook for more details):

- A. The Campbell - McGaughey World of Music Award consisting of a plaque and a check is presented to a graduating senior earning medals in grades 1-12. This award is named in honor of Carolyn Jones Campbell and Janet McGaughey because of their interest in providing students with a complete musical education. World of Music was developed with their encouragement and support.
- B. The Janet McGaughey World of Music Award consisting of a plaque and a check for \$200 is awarded to a graduating senior earning medals only in Grades 4-12.
- C. A Twelve-Year Participation Award is presented to any graduating senior taking and passing all 12 grades of the World of Music test. The award consists of a certificate.

Coda: Teachers will be contacted as to where they may pick up their graded tests. Any questions as to grading may be addressed with the Chairman.

Forms

COMMUNITY OUTREACH RECITALS REGISTRATION FORM

Teacher and CCMTA number: _____

Email and cell of teacher: _____

Student's Participating:

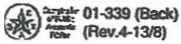
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Facility and time of participation 1st choice: _____

Facility and time of participation 2nd choice: _____

Facility and time of participation 3rd choice: _____

Date of recital performance: _____



Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Cypress Creek Music Teachers Association	
Address (Street & number, P.O. Box or Route number) 12902 Glenyork Court	Phone (Area code and number) 281-251-2635
City, State, ZIP code Cypress, Tx 77049	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

CCMTA is a 501(c)(3) organization. The EIN number for our association is: 76-0027600

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
 Do not send the completed certificate to the Comptroller of Public Accounts.**

DON H. HARRIS ACTIVITY AWARD

Student's Name: _____

Teacher's Name: _____

School Grade: _____ Year: _____

Points earned May 1st of preceding year through April 30th of present year.

<u>POINT VALUE</u>	<u>ACTIVITY</u>	<u>DATE OF EVENT</u>	<u>POINTS EARNED</u>
2	Student Affiliate Member	_____	_____
2	TMTA/SA Theory Test (1 per year max.)	_____	_____
2	TMTA/SA World of Music Test	_____	_____
5	TMTA/SA Original Composition Contest-----Local	_____	_____
1	State	_____	_____
2	TMTA/SA Publication Competition	_____	_____
2	TMTA/SA Performance Contest-----Local	_____	_____
1	Semi-Finals	_____	_____
1	Finals	_____	_____
3	TMTA/SA Convention Ensemble	_____	_____
3	TMTA/SA Chamber Group	_____	_____
2	Fall Festival	_____	_____
2	Spring Festival	_____	_____
2	CCMTA Piano Contest	_____	_____
2	Young Artist Competition	_____	_____
2	Instrumental Workshop	_____	_____
4	*Solo Recital (publicly attended)	_____	_____
1	*Studio Recital (publicly attended)	_____	_____

5 pt. max *Other Performances - (1 pt. per performance) (document points below)

Includes: Guild, UIL solo or ensemble, church or school performances, convention, festival, special Christmas performances, other contests, other recitals open to public. Studio group classes are not acceptable.

All performances must be on the primary instrument studied with a CCMTA teacher.

Specify "Other Performances" EVENT	DATE OF EVENT	1 POINT PER EVENT
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

TOTAL POINTS: _____

*Documentation of these performances must be attached. When several students from the same studio are entering and have performed on the same program, turn in only 1 copy of the program with the appropriate names highlighted.

The Activity Awards Committee reserves the right to decide if an event is acceptable.

FALL FESTIVAL PIANO CRITIQUE

Date: _____

Name _____ Length of Study _____ With Current Teacher _____

Level (circle): EE(1) E (2) LE (3) EI(4) I(5) LI(6) EA(7) A(8) Memorized (circle) Y N

Title _____ Composer _____

I = Highest level of attainment

	<u>SCORE</u>	<u>COMMENTS</u>
Warm Up (✓ if performed)	_____	
Accuracy (I - II - III - IV)		
Notes	_____	
Rhythm	_____	
Steady Beat (Continuity)	_____	
Memory	_____	
Technique (I - II - III - IV)		
Hand position	_____	
Arm and Wrist Ease	_____	
Articulation (Clarity, Touch)	_____	
Pedal	_____	
Artistry (I - II - III - IV)		
Tempo	_____	
Tone quality	_____	
Dynamics	_____	
Balance	_____	
Phrasing	_____	
Interpretation	_____	
Stage Presence		
Proper Attire	_____	
Poise and Posture	_____	
Eye Contact (Audience)	_____	
Bow	_____	

Judge's Signature

FALL FESTIVAL VOCAL CRITIQUE

Date: _____

Name _____ Length of Study _____ With Current Teacher _____

Memorized (circle) Y N

Title _____ Composer _____

I = Highest level of attainment

Accuracy (I - II - III - IV)

SCORE

COMMENTS

Notes _____

Rhythm _____

Intonation _____

Memory _____

Pronunciation _____

Technique (I - II - III - IV)

Vowel Clarity _____

Diction _____

Breath Control _____

Artistry (I - II - III - IV)

Dynamics _____

Phrasing _____

Tempo _____

Expression/Interpretation _____

Tone Quality _____

Stage Presence

Proper Attire _____

Poise and Posture _____

Eye Contact (Audience) _____

Bow _____

Judge's Signature

FALL FESTIVAL INSTRUMENTAL CRITIQUE

Date: _____

Name _____ Length of Study _____ With Current Teacher _____

Level (circle): EE(1) E (2) LE (3) EI(4) I(5) LI(6) EA(7) A(8) Memorized (circle) Y N

Title _____ Composer _____

I = Highest level of attainment

Accuracy (I - II - III - IV)	<u>SCORE</u>	<u>COMMENTS</u>
-------------------------------------	---------------------	------------------------

Tuning	_____	
Notes	_____	
Rhythm	_____	
Steady Beat (Continuity)	_____	
Memory	_____	

Technique (I - II - III - IV)

Instrument Position	_____	
Hand Position	_____	
Articulation (Clarity)	_____	
Vibrato	_____	
Embouchure (if applicable)	_____	
Breath Control (if applicable)	_____	

Artistry (I - II - III - IV)

Tempo	_____	
Tone quality	_____	
Dynamics	_____	
Phrasing	_____	
Interpretation	_____	

Stage Presence

Proper Attire	_____	
Poise and Posture	_____	
Eye Contact (Audience)	_____	
Bow	_____	

Judge's Signature

CCMTA MEMORIAL SUMMER CAMP SCHOLARSHIP APPLICATION

NAME _____

STREET ADDRESS _____

CITY _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

PARENTS' NAMES _____

AGE _____

TEACHERS' NAME _____

CAMP PLANNING TO ATTEND _____

RECORDED PIECES: #1 _____

#2 _____

Please include essay (a maximum of 200 words or less) and recording (CD) with this application.

When submitting the recording, please do not indicate the performer's name on the disc, but do list the titles of the pieces performed on each track.

CCMTA PIANO CONTEST CRITIQUE SHEET

Name _____ Grade Level _____

1) Title _____ Composer _____

2) Title _____ Composer _____

Judge: For overall score, consider criteria such as notes, rests, rhythm, memory, continuity, pedaling, articulation, dynamics, tempo, balance, interpretation, phrasing, expression, technique, sensitivity, tone quality, voicing, stage presence etc.

Comments: _____

Score _____ Judge _____ Date _____

CCMTA SCHOLARSHIP APPLICATION

Name: _____

Phone number: _____ Cell Phone: _____

Email: _____

High School: _____

Primary Instrument: _____

Secondary Instrument: _____

CCMTA TEACHER(S):

LENGTH OF STUDY

_____	_____
_____	_____
_____	_____

REPERTOIRE TO BE PERFORMED: (Title and composer)

1. _____	_____
2. _____	_____
3. _____	_____

OTHER MUSICAL ACTIVITIES:

HONORS & AWARDS (music and other):

See CCMTA Scholarship-page1 for additional forms to be submitted.

CCMTA SENIOR AWARDS APPLICATION

Student Name: _____

Phone Number: _____ Cell Phone Number: _____

Email address: _____

Address: _____

City: _____, TX, Zip: _____

High School: _____

CCMTA Teacher (s) _____

Instrument: _____

Length of study: _____

CCMTA or MTNA Activities:

Date/Year of Activity

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

SPRING FESTIVAL PIANO CRITIQUE

Date: _____

Name _____ Length of Study _____ With Current Teacher _____

Level (circle): EE(1) E(2) LE(3) EI(4) I(5) LI(6) EA(7) A(8) Memorized (circle) Y N

Title _____ Composer _____

I = Highest level of attainment

SCORE

COMMENTS

Warm Up (✓ if performed) _____

Accuracy (I - II - III - IV)

Notes _____

Rhythm _____

Steady Beat (Continuity) _____

Memory _____

Technique (I - II - III - IV)

Hand position _____

Arm and Wrist Ease _____

Articulation (Clarity, Touch) _____

Pedal _____

Artistry (I - II - III - IV)

Tempo _____

Tone quality _____

Dynamics _____

Balance _____

Phrasing _____

Interpretation _____

Stage Presence (✓)

Proper Attire _____

Poise and Posture _____

Eye Contact (Audience) _____

Bow _____

Judge's Signature

SPRING FESTIVAL VOICE CRITIQUE

Date: _____

Name _____ Length of Study _____ With Current Teacher _____

Level (circle): EE(1) E(2) LE(3) EI(4) I(5) LI(6) EA(7) A(8) Memorized (circle) Y N

Title _____ Composer _____

I = Highest level of attainment

	SCORE	COMMENTS
Warm Up (✓ if performed) _____		

Accuracy (I - II - III - IV)

Notes _____
 Rhythm _____
 Intonation _____
 Memory _____
 Pronunciation _____

Technique (I - II - III - IV)

Vowel Clarity _____
 Diction _____
 Breath Control _____

Artistry (I - II - III - IV)

Dynamics _____
 Phrasing _____
 Tempo _____
 Expression/Interpretation _____
 Tone quality _____

Stage Presence (✓)

Proper Attire _____
 Poise and Posture _____
 Eye Contact (Audience) _____
 Bow _____

 Judge's Signature

SPRING FESTIVAL INSTRUMENTAL CRITIQUE

Date: _____

Name _____ Length of Study _____ With Current Teacher _____

Level (circle): EE(1) E(2) LE(3) EI(4) I(5) LI(6) EA(7) A(8) Memorized (circle) Y N

Title _____ Composer _____

I = Highest level of attainment

	SCORE	COMMENTS
Warm Up (✓ if performed)	_____	

Accuracy (I - II - III - IV)

Tuning _____
 Notes _____
 Rhythm _____
 Steady Beat (Continuity) _____
 Memory _____

Technique (I - II - III - IV)

Instrument position _____
 Hand position _____
 Articulation (Clarity, Touch) _____
 Vibrato _____
 Embouchure (if applicable) _____
 Breath control (if applicable) _____

Artistry (I - II - III - IV)

Tempo _____
 Tone quality _____
 Dynamics _____
 Phrasing _____
 Interpretation _____

Stage Presence (✓)

Proper Attire _____
 Poise and Posture _____
 Eye Contact (Audience) _____
 Bow _____

 Judge's Signature

YOUNG ARTIST COMPETITION CRITIQUE

Date: _____

Entrant: _____ Category/Grade _____

Selections: 1. _____
 2. _____

Judge's Instructions

(1) Please score the five principal items for each selection by inserting in the space provided a number from 1-10.

(2) You are to be guided by the following criteria:

Superior (10), Excellent (9), Good (7-8), Fair (5-6), Poor (1-4)

	Selection 1	Selection 2
I. ACCURACY: Notes, Rests, Time Values, Accents, Continuity, Memory (if required), Ensemble (where applicable), Steadiness of Beat		
II. TECHNIQUE: Clarity, Velocity, Fluency, Articulations, Arm and Wrist Ease, Breathing, Balance, Confidence, Bowing, Embouchure, Diction, Posture and Relaxation		
III. PHRASING: Slurs, Rise and Fall of Melodic Line, Suitable Grouping, Finesse of Endings, Dynamic Structure, Breathing		
IV. TONE QUALITY: Warmth, Range of Shading, Vitality, Clarity, Appropriateness in Context, Balance Between Parts		
V. INTERPRETATION: Style, Marks of Expression, Tempo, Voicing/ Balance Between Parts, Dynamic Levels, Climaxes, Nuances, Stage Presence, Pedaling (if used), Proper Dress		

_____ + _____ = _____
 Judge's Signature

ACTIVITY FINAL REPORT – SA & CCMTA

This report is to be prepared at the end of an SA or CCMTA activity. Make 2 copies.

1. Give 1 copy to the SA Chairman (SA Activity), or President (CCMTA Activity)
2. Keep 1 copy in the files of the activity chairman.

1. Name of Activity: _____

2. Date(s) of Activity: _____

3. Location: _____

4. Facilities and items used: _____

5. Starting time: _____

6. Finishing time: _____

7. Names, addresses and phone numbers of judges:

8. Number of trophies and/or certificates and where obtained:

9. Names of members participating as helpers and their roles:

10. Number of students participating: _____

11. Remarks and /or suggestions for next time: _____

CHECK REQUEST - CCMTA (With Attached Receipts)

Today's Date: _____

Amount: \$_____

Make Check Payable To: _____

Address: _____ City: _____

Zip: _____

Nature of Expenditure: _____

Requested By: _____ Committee Name: _____

Today's Date: _____

Number of Receipts Attached: _____

Itemized List:

Example: Office Depot – 8/15/2024 – Copies - \$15.00

Walmart – 8/30/2024 – Snacks - \$20

CCMTA Treasurer
DATE: _____
CHECK NUMBER: _____
ZELLE TRANSACTION: _____
PAID: _____

CYPRESS CREEK MUSIC TEACHERS PHOTO RELEASE FORM

I, _____, grant Cypress Creek Music Teachers Association the right and permission to use my image in CCMTA publications, including but not limited to the CCMTA web page, social media, publications on the internet, advertisements, magazines, newsletters, and promotional brochures.

Date: _____

Signed (student) _____

Parent of minor child under 18 years of age, _____

Please complete, sign, and send with your photo to the appropriate chairman/coordinator.

Procedures for Requesting a Refund or Depositing Checks

Purchases

- Please use our tax-exempt certificate and/or store tax numbers when making purchases.
 - A. Office Depot – #34686165 or #52744646
 - B. Walmart – #810255. Purpose Code 2 - Charitable. Issuing Store: #5045. Issuing State: Texas

Check Requests (Reimbursements)

- Please fill out a check request form (see Handbook: Forms-Check Request) and attach any store receipts when submitting.
 - A. You can send to Treasurer **Sarah Black** via **regular mail**. Please also send an email telling her the request is in the mail.
 - B. You can send via **email**:
 - Scan both the receipts and check request form.
 - Sarah will still need the original receipts, so you can send those by mail or bring to the meeting.
 - C. You can deliver to Sarah's home. Please send an email or text telling her when you plan to arrive.
- Sarah will either mail your check, deliver your check at a meeting, or send reimbursement to you via ZELLE.
- Please submit all reimbursement requests as soon as possible after the event. Reimbursements will not be accepted after June 15th

PROCEDURES FOR SUBMITTING ENROLLMENT CHECKS

CHAIRMAN:

- ✓ Please fill out an itemized receipt form (see Handbook: Forms - Itemized Receipt).
- ✓ List checks in alphabetical order by teacher's last name.
- ✓ Please turn in receipt form and checks after ALL checks are collected from participating teachers.
- ✓ Teachers may remit entry fees via Zelle.
 - Use the CCMTA email: ccmtaregistrations@outlook.com
- ✓ Zelle entries must be clearly designated by event.
- ✓ DO NOT COMBINE ENTRY FEES.
 - For example: Theory entry fees MAY NOT be combined with SA registration fees.
- ✓ For security it is best NOT to mail checks. Please bring to a meeting or deliver to Sarah's home.

PUBLICATION COMPETITION - TMTA/SA ENTRY FORM

Student's Name: _____

Division entered: _____ Subdivision entered (A or B): _____

Current School Grade: _____

Title: _____

First Sentence of Essay: _____

Word Count (Including Title): _____

Student's Address: _____

City: _____ Zip: _____

Phone: (_____) _____

Teacher's Name: _____

Teacher's Address: _____

City: _____ Zip: _____

Phone: (_____) _____

Email: _____

Local Association: _____

Local Publication Chairman: _____

Chairman's address: _____

City: _____ Zip: _____

Phone: (_____) _____

Email: _____

**CYPRESS CREEK MUSIC TEACHERS ASSOCIATION
ITEMIZED RECEIPT FORM**

EVENT: _____

DATE: _____

CHAIRMAN: _____

TOTAL: _____

NO.	LAST NAME	FIRST NAME	AMOUNT CASH	AMOUNT CHECK	CHECK NUMBER	AMOUNT ZELLE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
TOTAL						

Revised 2-22-2024