Directive 1
2019 Festival Cup Reports

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Greetings Record-keepers!

The time has come to begin planning for your 2019 report! I'm looking forward to working with each of you during the approaching festival season and I hope you find this information useful. I am available to assist you and your team with whatever you might need! Please ask!!
Directive 3 is a sample of a complete report and includes the following samples:

1. Roster of Entrants
2. Participants/Ratings (JR3-4)
3. Adult Participants/Ratings (JR3-4)
4. Gold Cup Report
5. Silver Cup Report
6. *Sample of a combined Participants and Cup Report – use if you like!* (#2-#5)
7. A section of the MFT-1 (Treasurers Statement – financial report of festival and cup fees.
8. A section of the JR3-3 (Event Totals)

In order for state records to be accurate, your individual records must be accurate. We should all strive for zero disqualifications. Please take the following measures, which will help you have a clean festival and an accurate report:

- Assemble a team of veteran festival teachers to proof your registrations for progression issues 8-10 weeks before your festival date. We need to try to identify these early, while there is still time to make alternate plans and avoid disappointment for the student.
- Assemble a team again when you are completing your final reports. Clean reports are essential to ensuring correct trophy orders, happy students, teachers *and* Festival Chairs!

Important items:

1) Please remember all students are automatically enrolled in the Cup Plan.
2) **Feel free to use the combined Participants/Ratings Report and Cups Report if this is easier for you.** If you send this to Sarah, via excel, we will import information directly into the database but it must be *a clean report*.
3) **Middle Names and birthdates.** Please add these to the reports as you get them, if you send electronically. I will import them into the database. We will need them eventually for the national database system.

Here is what I will need from you on this year's reports:

- **MFT-1**: Financial report of festival and cup fees.
- **Roster of Entrants**
- **Festival Cup Report.** Please send separate Junior and Adult Reports. This is a change but we can track the adult students a bit better by having them on their own report.
- **Summary of all gold and silver cups** you are ordering by size, including a grand total of all cups ordered. Simply include this summary at the end of the Cup Reports.
- **Name, address, phone number of person preparing the report** and club name. Please, if you have more than one designation for your club [Tuesday Musical is also referred to as Metro 1], it is vital that this is indicated on your report.
- **Name, street address and phone number of person who will accept** delivery of your trophies. No PO Box numbers can be accepted.
- **JR3-4 (Participants report)** In addition, please send me a copy of your **JR3-4 (Participants report)**, excel format, electronically. This will help me get all of your club information into the state database.

Trophy orders will be processed when the "A-OK" is received from your assigned auditor. Please check your order as soon as they are received for errors with nameplates and trophies. Let me know immediately of any problems and we will work together to get the issue resolved quickly. **The gold cup chair will not process any issues with cups or nameplates after June 1, 2019 without a service fee of $20.**

If you have any awesome suggestions, concerns or comments, please feel free to contact me. Earlier is always much better than later with any questions concerning your report. I will do my best to handle issues in a timely fashion! Thanks in advance for your help and support!

Sarah Twedt, NCTM
Cup Chairman, Minnesota Federation of Music Clubs

The example below indicates how to use the column headings and the <u>comment column for both JR3-4 and Cup Reports.</u> This helps our auditors know what is happening with the students. Indicate as much as you need in the column. Indicate changes in name, status, spelling corrections, teacher change etc…

Minnesota Federation of Music Clubs
Festival 2019
SAMPLE: Area: Apple Valley Music Association

	Cup	2019 Points	Total Points	Name (This name will appear on the plate.)		Middle (will *not* appear on cup)	Event	Comments (status)	Teacher
				Last	First				
1		5	5	Agassi	Andre	Middle	Piano Solo	New *(note 1)*	Teacher Name
2	*	4	18	Evert	Chris	Middle	Vocal Solo – Art Song	SSMTA – AVMTA (previous teacher name) *(note 2)*	Teacher Name
3	***	5	45	Murray	Andy	Middle	Flute Solo	Shields – Graff *(note 3)*	Graff
4		5	5	Williams	Serena	Middle	Piano Duet	New Event *(note 4)*	Teacher name
5	**	5	30	Williams	Venus	Middle	Piano Solo	Last – 2013 *(note 5)*	Teacher Name

Running numbers to the left: This will be the total number of festival participants.

Cup: Indicate trophy size with asterisks: First Cup = *, Second Cup = **, Third Cup = ***.
2019 Points: Points earned in 2019.

Total Points: Total accumulated points, including points earned through 2019. Please be certain this is correct from previous reports!

Name of Student: <u>Be Consistent year after year</u>! The spelling of the name must be the same year after year – this is how the name will appear on the nameplate and it is how I know it is the same student. If **Joey** wants to be **Joey** on his nameplate, he should be entered as **Joey**. I will not know that Joey Smith, Joseph Smith and Joe Smith are the same student without playing detective.

Event: Indicate the event in which the student participated. If you wish to abbreviate, please be very clear, e.g. – Vocal Solo Music Theatre (VSMT) or Vocal Solo Art Song (VSAS).

Comments (Status): Use this column to let us know if something different is happening with a student, such as:

1. **New student** – Important to indicate NEW status. The new student will be set up in the database and will keep all of his/her points rather than have them assigned to another student with the same name. Please remember many students have the same name!!

2. **Student transferred from one club to another**. Please include all transfer information. I will need documentation if the student transfers from another state from that state's record-keeper. Please let me know as soon as possible if this is the case.

3. **Student transferred teachers** but remains in the same club.

4. This is a notation for a **new event** for this student.

5. Please note when the **student last participated** for any year other than the previous year.

Also:

Name change: Please indicate a name change in this column.

Combining and alternating events: Please see sample in Directive 3 for complete instructions.

Teacher: Teacher name of the participating student. Another option to confirm I'm giving the points to the correct student.

On a separate sheet, or the end of your report, please complete final count of trophies. For my mini-report above, it might look like this:

Gold Cups:		**Silver Cups:**	
First Cup:	1	First Cup:	
Second Cups:	1	Second Cups:	
Third Cups:	1	Third Cups:	
Total Gold Cups:	3	Total Silver Cups:	0

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