

Directive 3: Sample of All Reports
Minnesota Federation of Music Clubs
Festival 2021
Site Name
Sample: Roster of Entrants

Teacher Name	4001 2 nd Street	Somewhere, MN 55122	319.259.8247		
1	Anderson	Andrea	Middle	Piano Solo	Primary 1B Superior
2	Carter	Caleb	Middle	Violin Solo	Junior 1A Excellent
3	Dover	David	Middle	Piano Solo	Difficult 2 Superior
4	Dover	David	Middle	Piano Concerto	Senior Superior
5	Martin	Vivian (Adult)	Middle	Vocal Solo – Art Song	Adult Senior 2 Superior
2 nd Teacher Name	702 4 th Avenue	Lake Country, MN 55127	703.839.7894		
6	Robinson	Jennifer	Middle	Vocal Solo-Art Song	Musically Advanced 1 Superior
7	Robinson	Jennifer	Middle	Vocal Solo-Musical Theater	Musically Advanced 1 Superior
8	Vogel	Jim	Middle	Violin Solo	Elementary 1 No Show
9	Young	Barbara	Middle	Piano Solo	Elementary 4 Superior

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN ZIP, davey@davey.davey. Phone number:

- Each teacher is listed by name (in alphabetical order). Include address and phone number for each teacher.
- Each teacher's students are listed in alpha order under the teacher's name; students with multiple events should list the events in bulletin order.
- The numbers on the left give you a final tally of your total festival entrants. (not participants) Not required but can be helpful.
- This list includes all students who registered for the festival, whether or not they participated.
- Adults are included in this report – please put (Adult) after the name. This (adult) will *not* appear on any plate.
- Report columns are: Student name, (Last, First, Middle) Event, Classification, Rating.
- Include the name, address, and e-mail address for the report maker somewhere on the report, *PLEASE!*

Vogel, Jim: Student registered but did not participate. He does not appear on any other reports.

The total number of students on this report should match the amount of Junior Dues which were paid in the fall. Students in multiple events do not pay twice.

Adult dues should have been paid for Vivian Martin. \$3.

Junior dues should have been paid for the 6 Junior *names* listed on the report.

7 names: 1 Adult, 6 Juniors.

**Minnesota Federation of Music Clubs
Festival 2021
Site Name**

Sample: Report of Junior Festival Participants/Ratings – JR3-4

(This report is reviewed by auditors to ensure accuracy and compliance with rules. This sample shows how certain special conditions are reported – such as combining or alternating.)

		Name (if sending in excel on-line, must use 2 columns last and first name)		Middle	Event	Comments	2020	2021			Teacher Last Name
	Con Sup						Class	Rating	Class	Rating	
1	2	Anderson	Andrea	Middle	Piano Solo	LFO Olson Event – Piano Solo Points (last year – piano solo event)	P1	S	P1B	S	Teacher Name
2	1	Dover	David	Middle	Piano Solo		D1	E	D2	S	Teacher Name
3	1	Young	Barbara	Middle	Piano Solo	Last – 2019 BAMTA-Nelson			E4	S	Teacher Name
4	1	Dover	David	Middle	Piano Concerto	New Event - Combine with Piano Solo			S	S	Teacher Name
5	1	Robinson	Jennifer	Middle	Vocal Solo – Art Song	New Event – Combine with Vocal Solo – Musical Theater 9 th Grade.			S1	S	Teacher Name
6	1	Robinson	Jennifer	Middle	Vocal Solo – Musical Theater		S2	E	S1	S	Teacher Name
7	0	Carter	Caleb	Middle	Violin Solo	Violin Concerto Event – Violin Solo Points	M	S	JR 1A	E	Teacher Name

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN ZIP, davey@davey.davey. Phone number:

Instructions for Area Report of Festival Participants/Ratings (JR 3-4)

- Make separate JR3-4 reports for Juniors and Adults.
- Report columns are as follows:
 - Running count of total participants listed on JR3-4.
 - Total Consecutive Superiors
 - Entrant's Name (last name first) (use 2 columns if submitting electronically)
 - Event
 - Comments/Status
 - Class Last Year
 - Rating Last Year
 - Class This Year
 - Rating This Year
- List each of your Festival events in the order they appear in the Festivals Bulletin.
- List names within each event in alphabetical order according to last name and regardless of class. Please provide ample spacing between lines to help our auditor's eyes!!

- Consecutive Superiors include the current year.
 - Any rating other than superior and any gap in Festival participation for the event reset the consecutive superiors to zero.
 - The only exception would be the specific events which are allowed to *and are being used to* alternate toward the same gold cup – consecutive superiors can follow back and forth between these events, but still no gap in yearly participation is allowed.
 - Each event can only be used once toward the total consecutive superiors when solo and concerto events are combined toward the same cup. Example: Jane has 7 consecutive superiors in the solo event. Now she is going to enter solo and concerto and combine points toward her solo cup. She gets a superior in both events. She now has 8 consecutive superiors in the solo event and only 1 consecutive superior in the concerto event. (The first 7 consecutive superiors were each used once in the solo event. They cannot be used again to achieve a higher number of consecutive superiors in concerto.)
- Class Last Year and Rating Last Year should be blank or contain only parenthetical notes if the student did not play in Festival in previous year.

Students listed on this report are listed by alpha, in bulletin order of events.

Anderson, Andrea: This student has entered the LFO Piano Solo Event but is adding points towards a cup in Piano Solo. (The student is alternating between LFO Piano Solo and Piano Solo) much like students alternating between duet and trio events. Consecutive Superiors are continuous between these 2 events. **Please list this LFO event in your events list on the J3-3.**

Dover, David: Student is playing a Piano Solo and Piano Concerto and combining these points to increase points in Piano Solo. He is following the rules for combining – 9th grade or higher, Difficult 1 Solo Level or higher. Total points for Piano Concerto are zero – points earned in 2021 are 8 and are added into the piano solo, total point's column. (Refer to Cup Report) Consecutive Superior counts continue for both separate events.

Young, Barbara: This student last participated in the festival in 2019 and transferred from a different club. The club from which she came is listed, as is the teacher name. She has only one consecutive superior as she skipped 1 year.

Robinson, Jennifer: Student is combining Vocal Solo-Art Song and Vocal Solo-Musical Theater points in the 9th grade! Students in grades 9-12 can combine points in musical theater and art song solo events. The solo class level must be Senior 1 or above and the art song choice piece must be sung in a foreign language.

Carter, Caleb: Student is alternating between Violin Concerto and Violin Solo events but is working towards a cup in Violin Solo. In this case, he is not working on a Violin Concerto for Concerto points, but rather is using the concerto repertoire in lieu of violin solo repertoire. **The event is Violin Solo.** Consecutive Superiors are continuous in the Violin Solo Event.

**Minnesota Federation of Music Clubs
Festival 2021
Site Name**

Sample: Report of Adult Festival Participants/Ratings (JR3-4)

	Cons Super	Name	Middle	Event	Comments	Class 2020	Rating	Class 2021	Rating	Teacher Last Name
1	6	Martin, Vivian (Adult)	Middle	Vocal Solo – Art Song		AS1	S	AS2	S	Teacher Name

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN ZIP, davey@davey.davey. Phone number:

Martin, Vivian: Vivian is an adult student. Her level is indicated by adding an A before the event level – Senior 2 level is **Adult** Senior 2. Please read adult rules carefully. Please prepare separate participant and cup reports for the adult students. A separate roster of entrants is not needed – adults can be included on the roster.

Please note when using excel, each column is a designated import column and it much exactly to the access database. **There are can be nothing extra in these columns or they will not import and the data is scrubbed manually. Please keep comments in columns to the barest minimum – these also import and are part of the students’ history.** The asterisks for the cups are used because there are too many numbers in the first 4 columns and are also programmed into the system.

**Minnesota Federation of Music Clubs
Festival 2021
Site Name
Sample: Junior Festival Gold Cup Report**

	Gold Cup	Points 2021	Total Pts	Name (if sending in excel on-line, please use 2 columns last and first name)	Middle	Event	Comments	Teacher Last name
1		5	10	Anderson, Andrea	Middle	Piano Solo	LFO Olson Event – Piano Solo Points (last year – piano solo event)	Teacher Name
2		4	9	Carter, Caleb	Middle	Violin Solo	Violin Concerto Event – Violin Solo Points	Teacher Name
3	***	5	45	Dover, David	Middle	Piano Solo		Teacher Name
4		8	0	Dover, David	Middle	Piano Concerto	New Event - Combine with Piano Solo	Teacher Name
5		5	0	Robinson, Jennifer	Middle	Vocal Solo- Art Song	New Event – Combine with Vocal Solo – Musical Theater	Teacher Name
6	*	5	18	Robinson, Jennifer	Middle	Vocal Solo – Musical Theater		Teacher Name
7	**	5	30	Young, Barbara	Middle	Piano Solo	Last – 2019 BAMTA-Nelson	Teacher Name

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN ZIP, davey@davey.davey. Phone number:

Festival cup report should be in alpha order by student last name. The listing of multiple events can remain in same bulletin order as the participants list.

Make a separate report for Junior and Adult, then one combined cup order.

Cup column: * = 1st cup, ** = 2nd cup.

**Minnesota Federation of Music Clubs
Festival 2021
Site Name
Sample: Adult Festival Silver Cup Report**

	Silver Cup	Points 2021	Total Pts	Name	Event	Comments	Teacher
1	**	5	30	Martin, Vivian (Adult)	Vocal Solo-Art Song		Teacher Name

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN ZIP, davey@davey.davey. Phone number:

Festival cup report should be in alpha order by student last name. The listing of multiple events can remain in same bulletin order as the participants list.

Gold Cups:		Silver Cups:	
First Cups:	1	Second Cups:	1
Second Cups:	1		
Third Cups:	1		
Total Gold Cups:	3	Total Silver Cups:	1
Total Cups:	4		

Please ship cups to:

Teacher Name:

Teacher Address: (NO PO boxes!)

City, State and Zip Code

Phone number:

Current e-mail address: must include e-mail address for shipping.

Report prepared by:

Name

Address

Phone number

E-mail address

MFT-1 (Treasurer's report): Please download the current MFT-1 from the MFMC Website. Go to: www.mfmc.net and click on festivals. *Below is only the financial portion of this report.*

Financial portion of the MFT-1: (Treasurer's report-not the complete report)

**Festival Fees:	Amount	# of Participants		Total Due:
Festival Fees: For all junior and adult individual entrants and all members of ensembles of 5 or fewer:	\$5.00	8		\$40.00
For all ensembles of more than 5 members:	\$20.00	0		\$0.00
Gold and Silver Cup Fees: (must match total participants)	\$6.00	8		\$48.00
Total fee remitted:				\$88.00

**Of this amount, \$1.50 per participant is sent to NFMC for festival fees, including \$1.00 for national database project. \$3.50 remains for MFMC. \$6 Federation cup fee stays in our state and funds the purchase of the cups.

Summary Report (JR3-3)

- Form may be downloaded from the NFMC website: www.nfmc-music.org. Click on Festivals, found in footer navigation area, and click on Download for the JR3-3. These reports are compiled and sent on to NFMC. (IGNORE the money portion of this report.)
- There is a section for Juniors and Adults on this report.
- Follow instructions **a. - d. on the form** – *disregard the fee portion of this form.*
- In the Summary Report, you are counting consecutive superiors as reported on the JR3-4.
- Remember that if one participant is in two events, each event is counted separately.

JR3-3: Juniors Report

	Event Name:	# of Participants
1	Piano Solo:	2
2	LFO Solo:	1
3	Piano Concerto:	1
4	Vocal Solo – Art Song:	1
5	Vocal Solo – Musical Theater:	1
6	Violin solo –	1
	6 Total Events	7 Participants

2 Teacher (Teacher = Clubs) participating. Consecutive Superiors: **5**, 1st consecutive, **1** 2nd consecutive

JR3-3: Adult Report

	Event Name:	# of Participants
1	Vocal Solo – Art Song	1
	1 Total Event	1

1 Teacher (Teacher = Clubs) participating Consecutive Superiors: **1**, 6th consecutive,

Festival – 2021
Minnesota Federation of Music Clubs
Site Name

Combined Report of Junior Participants: Ratings, Consecutive Superiors and Gold Cups

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN ZIP, davey@davey.davey. Phone number:

									2020		2021			
	Gold Cup	Points 2021	Tot Pts	Name Last	Name First	Middle	Event	Comments	Class	Rating	Class	Rating	Cons Super	Teacher Last Name
1		5	10	Anderson	Andrea	middle	Piano Solo	LFO Olson Event – Piano Solo Points (last year – piano solo event)	P1	S	P1B	S	2	Teacher name
2	***	5	45	Dover	David	middle	Piano Solo		D1	E	D2	S	1	Teacher name
3	**	5	30	Young	Barbara	middle	Piano Solo	Last – 2019 BAMTA-Nelson			E4	S	1	Teacher name
4		8	0	Dover	David	middle	Piano Concerto	New Event - Combine with Piano Solo			S	S	1	Teacher name
5		5	0	Robinson	Jennifer	middle	Vocal Solo – Art Song	New Event – Combine with Vocal Solo – Musical Theater (12 grade year only)			MA1	S	1	Teacher name
6	*	5	18	Robinson	Jennifer	middle	Vocal Solo – Musical Theater		S2	E	MA1	S	1	Teacher name
7		4	9	Carter	Caleb	middle	Violin Solo	Violin Concerto Event – Violin Solo Points	M	S	JR1A	E	0	Teacher name

This combined report must be in bulletin order, alpha by student. This helps our auditor’s audit and count events.

Festival – 2021
Minnesota Federation of Music Clubs
Site Name

Combined Report of Adult Participants: Ratings, Consecutive Superiors and Silver Cups

	Silver Cup	Points 2021	Total Points	Name Last	Name First	Middle	Event	Comments	Class 2020	Rating	Class 2021	Rating	Cons Super	Teacher Last Name
1	**	5	30	Martin	Vivian	middle	Vocal Solo – Art Song		AS1	S	AS2	S	6	Teacher Name

Report prepared by Davey Davenport, 555 Accounting Alley, Anywhere, MN ZIP, davey@davey.davey. Phone number:

Gold Cups:		Silver Cups:	
First Cups:	1		
Second Cups:	1	Second Cups:	1
Third Cups:	1		
Total Gold Cups:	3	Total Silver Cups:	1
Total Cups:	4		

Please ship cups to:

Teacher Name:

Teacher Address: (NO PO boxes!)

City, State and Zip Code

Phone number:

Current e-mail address: must include e-mail address for shipping.

Report prepared by:

Name

Address

Phone number

E-mail address

Bulletin Level of Events Designations

Pre-Primary	
Primary 1	
Primary 2	
Primary 3	
Primary 4	
Elementary 1	
Elementary 2	
Elementary 3	
Elementary 4	
Medium	
Moderately Difficult 1	
Moderately Difficult 2	
Moderately Difficult 3	
Difficult 1	
Difficult 2	
Very Difficult 1	
Very Difficult 2	
Musically Advanced 1	
Musically Advanced 2	