

MBCC CHAPTER APPLICATION PACKAGE

2008



GETTING INVOLVED WITH MUSICBOX:

STARTING A NEW CHAPTER

Welcome!

Thank you for your interest in the MusicBox Children's Charity! You have received this package to assist you in your decision to start a MusicBox chapter in your city. There are children all across Canada who would benefit greatly from the music programs and mentoring opportunities our volunteers offer. We thank you for taking the first step to creating equal opportunities for underprivileged children in your home town.

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The MusicBox Children's Charity is organized and run by people like you - people with the passion and drive to make a difference. Our people are our greatest strength. Our National Board and Chapter Executives are made up of volunteer members who understand the importance of volunteerism and community service. They are uniquely dedicated to creating creative and equal opportunities in education for underprivileged children through music.

MusicBox was founded in 2002. Since then, it has grown from its two original members to the establishment of a chapter at the University of Toronto. Our programs have touched the lives of over 120 children in the Greater Toronto Area. We have come a long way from our early days, but we are still growing and still looking for great people to infuse the Charity with their energies and ideas. We wish to bring the success of our programs to other areas in Canada where there is a need for the types of services we provide. New chapter leaders are instrumental to our expansion. We hope that you will join us in bringing music to the lives of those who may not otherwise have the opportunity to pursue a music education. For without people like you, there would be no music.

Our warmest regards,

Sharon Ann Kour, Chairperson

Shazeen Suleman, President



CHARITY PHILOSOPHY

We at MusicBox believe that a formal education in music should not be a privilege limited to those who can afford it. We feel that music is an integral part of a child's early development, with benefits reaching far beyond the child's developmental stage. Disadvantaged children should be granted the same opportunities for growth and development that are available to their peers, and this is what we set out to achieve.

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Through our programs we bring music to young children who need it most. We fully subscribe to the concept of music as a developmental tool, and to its beneficial effects on a child's social, academic and emotional development. We believe that the context in which music is taught has an added benefit, and as such we strive to provide our participants with positive role models in the form of their youth instructors. Our classes are designed to be inclusive and encouraging, where all participants feel safe and supported.

For more information about MusicBox please visit our website at www.musicboxcc.com or contact us at volunteer@musicboxcc.com.

STARTING A MUSICBOX CHAPTER

If there is a need for MusicBox programs in your city, we welcome you to start your own affiliated MusicBox Chapter. Once your Chapter proposal is accepted, you may use MusicBox resources and obtain funding from the National Board to begin a Chapter.

STRUCTURE OF A CHAPTER

Every Chapter should be structured in a way that clearly defines roles and responsibilities. Clear definitions discourage abdication of responsibility and ensure that the Chapter runs smoothly.

A clear organizational structure will ensure that, should any unforeseen event or difficulty occur, the Chapter will be flexible enough, yet strong enough to deal with any future challenges successfully.



The Charity requires a structure with at least the following positions:

- President
- Treasurer
- Director of Music Education
 - The Chapter's Director of Music Education should be a current student or alumni of a Faculty of Music or a current student or alumni of Faculty of Education program who also holds a minimum of Grade 9 Honours certification from the Royal Conservatory of Music, or equivalent.

We recommend that you also include individuals in a number of additional positions:

- Vice-President
- Secretary
- Director of Public Relations
- Project Co-ordinator
- Volunteer Co-ordinator
- Volunteers

Certainly not every chapter, particularly those just starting out, will be able to fill all of these positions. Many responsibilities can be combined to fit your chapter's resources. To be eligible to start a new chapter a minimum of three people will be required to fill the positions of president, treasurer and Director of Music Education. Other positions can be filled as your chapter expands and responsibilities grow.



VOLUNTEERS

The most important aspect of any charity is its volunteers. Volunteers work with our program participants and are our face to the world. An important part of the Charity's mandate is to foster volunteerism amongst university students and communities Canada-wide.

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Our programs require volunteers experienced in working with children or who have backgrounds in music. This varies depending on the program offered. For example, a choir program will require slightly different skills of its volunteers than a guitar program.

Volunteers may also volunteer in an administrative capacity. Administrative volunteers play a key role in assisting the Executive in maintaining its records and in obtaining funding.

FINDING YOUR EXECUTIVE TEAM

It may seem like a difficult task to find people to be on the Executive Team. After all, starting a Chapter requires involvement, dedication and, quite frankly, work.

However, the best people to be on your Executive Team are the people who you know share your vision and desire to organize a Chapter of the Charity. Perhaps you know someone who would make a great field marshal and who would therefore be a good candidate for President of the Chapter. Perhaps you know someone who has great "people skills" and who would make a good Volunteer Coordinator. Or someone who is sensitive to the needs of underprivileged children but who may not have a musical background; they might make a good Teaching Assistant.

Everyone is unique and has much to contribute to your Chapter. Ask around. You may be surprised at the enthusiastic response of your peers and others in your community. The National Board is always there to help with recommendations and suggestions. There may already be interested individuals in your area with whom you can team-up.

Ultimately, the Charity is only as organized, responsible, warm, caring and confident as its people. Pick your team with that in mind, and it will be far easier to work toward a successful Chapter.



FINDING A CENTRE

You have probably decided to start a MusicBox Chapter because you perceive a need for MusicBox programs in your jurisdiction. Part of the registration process is submitting the name of a suitable centre in your area for potential MusicBox programs.

This may involve speaking with people at the centre to determine if in fact there is a need for MusicBox programs, and if they would be interested in providing your Chapter with the facilities in which to have classes. Centres are most often community centres, but may also be schools or other public facilities that wish to partake in MusicBox programming.

Certain centres will be run by other charitable organizations with a specific mandate. It should always be clear what each organization's mandate is and how each organization contributes to the other. While there is always room for compromise, deviating from the MusicBox mandate runs the risk of eliminating the primary benefit of our programs.

REGISTERING A CHAPTER

Once you have decided to organize a MusicBox Chapter and have found individuals to populate the recommended offices, it is time to register the Chapter with the National Board.

Registration allows you to use the MusicBox name and logo. You must submit an application for registration by completing the form at the end of this document. The National Board reviews all applications for registration. Registration is granted on the basis of a clear need in the community for a MusicBox program as well as the necessary volunteer base to ensure the sustainability of the Chapter.

Typically, Chapters are named after a geographic region or educational institute. For example, the MusicBox Chapter at the University of Toronto is named according to its affiliation with the University.

Once a chapter is accepted they will receive a chapter toolkit to help guide them through establishment of their new chapter. They will also have access to MusicBox educational resources and, if requested, start-up funding.



PROGRAM CATALOG

The following list of MusicBox programs are included as suggestions for easy ways to get started in your area. New and alternative suggestions are always welcome, but the programs listed below include lesson plans and resources that have already been gathered. You may choose to implement a program from the following list, or alternatively, may propose your own program that is in line with the general objectives of the Charity.

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WORLD MUSIC APPRECIATION

This program is designed for children aged seven to twelve. The objectives of the World Music Appreciation program is to introduce children to music from around the world in an attempt to foster appreciation and understanding of other culture and to allow them to share their own culture in an accepting and encouraging environment. World Music Appreciation introduces the children to “active listening”, movement and the basic rudiments of music theory. Much of the emphasis of the program is on a child’s individual experience of music and on what music says to the individual child.

MUSICBOX CHILDREN’S CHOIR

The objectives of the MusicBox Children’s Choir are to foster self-confidence, discipline and teamwork through choral performances. Children will learn music through song and experience the manifestation of music in society through choir performances and other performance art. A key aspect of any choir is performance. Children should be encouraged to perform at festivals such as the Kiwanis festival, or at local events.

PRIVATE/SEMI-PRIVATE LESSON PROGRAM

More than other MusicBox programs, the Private Lesson Program is dependent on the skill sets of your particular group of volunteers. In order to deliver private lessons, the Chapter requires a number of volunteers available who are trained in a certain instrument. Instruments must also be available for the use of the volunteers and program participants.

If a centre will allow your Chapter the use of their piano several times a week and agrees to allow children to practice on the piano during the week, you have an excellent opportunity to implement a piano program.



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The Chapter also has the opportunity to partner with organizations such as the Boys and Girls Club which possesses MusIQ materials. MusIQ is an interactive keyboard theory game which enhances music education through the use of a computer.

The larger objective of the Private Lesson Program is to allow children to learn in an environment similar to paid private lessons provided to other children who are able to afford personal music tutors. Page | 7

The Private Lesson Program is highly flexible and can be adjusted to the skill set of your Chapter's volunteers and the types of instruments available.

QUESTION

Not enough information? Confused by the application? If at any time you have any questions regarding MusicBox or the application procedure please contact us at volunteer@musicboxcc.com.



CHAPTER APPLICATION FORM

Please complete the following application and submit the listed documents for review of your application as a chapter for MusicBox Children's Charity. If you require more space or choose to type your application in a separate form, you may submit information in a separate document as long as the information contained therein is complete.

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By submitting an application for registration of a Chapter, you, the applicant, agree to the following terms. The information you provide will not be communicated to third parties except to verify the information that has been provided by the applicant. The MusicBox Children's Charity will exercise reasonable discretion in deciding whether to grant the applicant(s) the right to bear the MusicBox name and logo. You indemnify MusicBox of all liabilities arising from the submission of this registration form, subject to the rights and liabilities imposed on the Charity by the law of Ontario.

Please send completed forms to:

MusicBox Children's Charity
Attn: Ayca Toprak
1-1606 W 10th Ave
Vancouver, BC, V6J 2A1

Or e-mail to volunteer@musicboxcc.com

Thank you for your interest in MusicBox Children Charity!



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A/ Proposed chapter name:

B/ Executive Members

Please provide the relevant details for the positions listed below.

President (Required)

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____

Treasurer (Required)

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____

Director of Music Education (Required)

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____

Vice President

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____



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Secretary

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____

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Director of Public Relations

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____

Project Coordinator

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____

Volunteer Coordinator

Name: _____ Age: _____

E-mail: _____ Phone: _____

Education/Work/Music experience: _____

Required Police Record Checks

All chapter executives and any charity volunteers working directly with children are required to submit to a Police Record Check before beginning their service with the charity.

Please have your local authorities forward the results of police record checks for all applicants listed above. Successful applicants will be reimbursed for the cost of police checks.



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Application Waiver

We, the abovementioned applicants, acknowledge that we have voluntarily provided this information to the MusicBox Children's Charity with the intention to register a Chapter of the Charity under our direction.

We understand that MusicBox grants Chapters the right to use its resources, name and logo at its own discretion. Page | 11

We agree to comply with the codes of conduct set out by MusicBox and adhere to recommended best practices. Our Chapter will conduct itself in a manner befitting of the spirit of the Charity.

We acknowledge that the MusicBox Children's Charity reserves the right to revoke any privileges granted by registration.

Please have all Executive applicants sign this application. Leave blank the signature blocks of unfilled positions.

Signature	Signature	Signature	Signature
President	Vice President	Secretary	Treasurer
<hr style="border-top: 1px dashed #000;"/>			
Signature	Signature	Signature	Signature
Director of Music Education	Director of Public Relations	Project Coordinator	Other:



ASSOCIATED DOCUMENTS

Please submit the following associated documents with your application. Please attach each document as a separate item to your application.

1. Letter of Interest

Please include a Letter of Interest from the proposed Executive outlining your reasons for requesting registration with MusicBox and how your Chapter can contribute to the Charity's mandate.

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2. Project Proposal

Please include a description of any projects you would like to administer in your community and how you will do so. These may include projects from the available program catalog or something new (please be creative☺). If possible please include a description of the physical location(s) at which you intend to implement a program, including: Name, Location, Centre Contact Person, Phone number, Email and any other relevant information.

3. Centre's Letter of Intention (will strengthen application, but not required)

Please include a Letter of Intention signed by the Centre Contact Person or representative confirming the Centre's intention of working with your Chapter to implement MusicBox programs. It would be helpful if the Letter of Intention included an outline of what the Centre expects to gain from partnership with MusicBox.

4. Budget

If you are interested in receiving start-up funding from MusicBox, please attach information about your proposed budget in to this application. Budget should include all expected and potential sources of funding for your Chapter.

5. Affiliations

If applicable please list any other affiliations of the Chapter, not restricted to the following:

Universities, Colleges, High Schools, Community Centres or Groups

Please provide information in this section about any other applicants, advisors or sponsors for your Chapter.

