

POLICY FOR LISTING CAMPS/EVENTS ON THE WEBSITE

1-Camps/Events shall be listed on the website if applicant groups are current NHIMA group members, have hosted successful camps/events in the past, and meet all the other stated criteria.

2-Proposed Camps/Events by non-member groups:

Non-member applicant groups who have hosted successful NH events/camps in the past, and who are offering the required discount, shall be reminded of the group membership requirement. (Assuming the request is received by the webmaster, this reminder shall go out from the webmaster). Once group membership is established, the camp/event shall be listed on the website.

3-New Camps/Events must be approved by the NHIMA Board:

Camps/Events by applicant groups who have **not** previously hosted a NHIMA event/camp will be referred immediately by the Webmaster (assuming the initial contact is with the Webmaster) to the NHIMA Vice-President, with copies to Roy Ernst and the NHIMA President. If the applicant is a group with whom Roy E. is familiar and he has knowledge that they have in fact organized a camp/event with appropriate attention to all necessary considerations, and assuming they meet the other required criteria, the camp/event shall be approved for listing on the website without review.

Otherwise, the VP will notify the applicant group of the required brief description in the suggested format of the attached document (Roy Ernst's Ithaca Document). Additionally, the VP will confirm that the group meets the other stated criteria.

When the required descriptive document is received by the VP, he/she will forward it immediately to members of the NHIMA Board for review. Review by the Board shall be completed without delay. Any questions by Board Members should be provided to the VP within 3 (three) days of receiving the document. Response to the applicant, with either approval or questions should be within 5 (five) days (maximum) of the receipt of the event description document, assuming there are no unanswered questions. When the event is approved, the VP shall notify the applicant and the webmaster.

In the event the VP is not available, he/she should notify the President, and the President will serve as contact to the applicant, or designate another Board Member to serve in that capacity.

EXAMPLE DOCUMENT:

To the Board of Directors,
New Horizons International Music Association, Inc.

Proposal from Roy Ernst

New Horizons Music Camp at Ithaca College
Ithaca, New York, June 15 – 20, 2008

Administration and Faculty

I will be the director of the camp and I will have a faculty and staff of approximately fifteen people. Nearly all of the faculty will be directors of New Horizons ensembles. Some Ithaca College faculty members will be included.

The Program

Offerings will include 3 levels of band, orchestra, chorus, sectionals, chamber music, jazz ensembles, Dixie Land Band, German Band, and a broad selection of other classes.

Facilities and Rooms

Ithaca College is a first-rate music school and we will have full use of their excellent facilities. A range of dorm housing will be available, including air-conditioned dorms. There are also major hotels and an assortment of mom and pop motels within a couple miles.

Food

Food is available at more than one location on campus and there are numerous good restaurants in Ithaca. Although it will be possible to purchase a food plan, I would expect that most people will purchase campus meals individually.

Attractions

Ithaca College has a beautiful campus on a hillside overlooking Lake Cayuga. Cornell University is also located in Ithaca. There are many wineries nearby, charming small towns, parks, waterfalls, some good museums, and many other attractions.

Program Registration Fees

The tentative registration fee for the instructional program will be \$270 for NHIMA members and \$295 for non members.

Target Population

This camp is expected to attract 120 or more participants from all around the United States and Canada. If the enrollment is less than that, the offerings and faculty will be scaled back to fit the enrollment. Participants will then have an opportunity to cancel without penalty. The minimum size of the camp, depending on instrumentation and agreement of Ithaca College, could be as small as 50 people.

Cancellation Policies

If projected enrollment is not sufficient to offer the camp it will be cancelled before April 1. Full refunds will be sent to everyone, but individuals will be responsible for any airline or hotel cancellation fees.

Participants who cancel before May 1 will receive a refund of the program registration fee less a \$20 processing fee. After June 1, half of the program registration fee will be refunded with cancellation.

Publicity

I am requesting that, if the proposal is approved, notice be posted on the NHIMA website and included in the spring issue of New Horizons News. I will send E-mail notices to participants in the 2007 New Horizons camps at Chautauqua and Interlochen.

Some of the guidelines for Board review and approval:

- o *Clear cancellation policy*
- o *Discount for NHIMA members (according to pre-stated policy)*
- o *Clearly stated level (beginners, intermediate, advanced) of camp*
- o *Back-up plan if necessary to recruit from local musicians for certain instrumentation*
- o *Clear evidence of ability of camp sponsors to provide positive experience for campers*
- o *Application deadline*
- o *Projected enrollment; minimum/maximum number camp will accommodate*