

Procedures for Chapter Chairs – Check Misc. File for helps

1. Determine date and location for your chapter Music Literacy Program. Give your chapter ample time to plan; it is recommended that your date for this event be in place 3-6 months before testing day. Please notify the state chair as soon as you pick your date.
2. Advertise your event as often as possible: chapter meetings, newsletters, e-mail reminders, etc. Be sure your teachers know how to order or download an updated Handbook. (www.wsmta.org under forms- Music Literacy Program)
3. Distribute registration forms or direct teachers to online forms and set a registration deadline.
4. Collect forms and fees. Student fee is \$3.50 per student per exam (up to 5 tests any level. If the student is doing more than one exam (2 levels up to 10 tests the fee is doubled \$7. An additional chapter fee may be added to cover printing, facility, or other expenses. Fill out participation profile (in miscellaneous folder) and send to state chair after registrations have been collected. Non-member fee for students is \$7.00 and it is up to the chapter for the non-member teacher fee.

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Send exam fee (\$3.50 per student per exam, 1-5 test areas) to the State Treasurer:

Mary Grant
12525 Madison Ave. NE
Bainbridge Island, WA 98110

5. If you are a new chapter and you need the testing material, contact the state chair to receive your set of CD's. All testing papers will be in digital form. Ear Training tests will be on audio CD. Read through the testing procedures carefully. Arrange for other chapter members to help with grading, teachers are not allowed to grade their own students exam papers.
6. After examinations are finished, the chair should send Written Theory scores (only) to the state chair (form is in the Misc. Folder on the CD, and keep a copy for your records. You will contact Kirsten Carlson our state administrative coordinator wsmtaoffice@gmail.com and let her know how many certificates you will need (each student gets one) and number of gold seals. Each student that receives 94% and higher in Written Theory will get a gold seal. Scores for Written Theory, 98% and higher, will have their name along with their teacher's name in the Clarion Newsletter. Please use the form in the Misc. folder and send a copy to Samantha Yeung, Clarion Editor at c.samantha.yeung@gmail.com and Karen Scholten, State Music Literacy Program Chair at klscholten87@gmail.com
7. Teachers may review the tests with their students after the date of testing, but **all** tests need to be returned to the chapter chair in a timely fashion and then shredded or destroyed.

8. The set 1 (odd) years- set 2 (even) CD's will be kept with the chapter each year and passed on to the next MLP chair. If you know you will not be a chair the following year please mentor the new chair for a successful event!