

MUSIC LITERACY PROGRAM PROCEDURES FOR CHAPTER CHAIRS

Date and Location

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.

Advertise

Advertise your event as often as possible: chapter meetings, newsletters, e-mail reminders, etc. Be sure your teachers know how to download an updated Handbook, available here:

https://wsmta.org/wp-content/uploads/2017/12/MLP_handbook.pdf

Forms

Distribute registration forms or direct teachers to online forms and set a registration deadline.

Collect Forms and Fees

After collecting registrations, chapter chairs should fill out the participation profile, found in the miscellaneous folder on the CDs, and send it to the state chair. There is no need to send the registrations themselves to the state chair.

Mail the participation profile to:

Karen Scholten 8508 Van Buren Rd.
Everson, WA 98247
Klscholten87@gmail.com

Student fee is \$3.50 per student per exam. An exam is 1-5 tests areas at any level. If the student is doing more than one exam, or 2 levels, up to 10 tests, the fee is doubled: \$7. Chapter chairs may add an additional chapter fee to cover printing, facility, or other expenses.

The student non-member fee is \$7.00, and each chapter chooses how to determine the non-member teacher fee.

Send exam fees to the State Treasurer:
Mary Grant
12525 Madison Ave. NE
Bainbridge Island, WA 98110

Testing Material

If you are a new chapter and you need the testing material, contact the state chair to receive your set of CDs. 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.

Chapters should keep the CDs (set 1 for odd years and set 2 for even years) and pass them to the next MLP chair. If you know your term as chair is ending, please mentor the new chair for a successful event!

Reporting Scores

After examinations are finished, the chapter MLP chair should send Written Theory scores (only) to the state MLP chair. The form is in the Misc. Folder on the CD. The chapter MLP chair should keep a copy of the written theory scores for your records.

Certificates

Each student gets a certificate. Each student that receives 94% and higher in Written Theory will also get a gold seal. Contact Carrie Kahler, the state administrative coordinator, at wsmtaoffice@gmail.com and let her know how many certificates and seals you will need.

Clarion Recognition

Students who receive 98% and higher on their Written Theory test, will have their names along with their teacher's names 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

Test Review

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.

Questions

If you have questions, first check the Misc. File on the CDs for help. If you cannot find an answer there, look over the documents available on [the website](#), ask Karen Scholten, State Music Literacy Program Chair (klscholten87@gmail.com), or the administrative coordinator (wsmtaoffice@gmail.com).