

**STUDENT INFORMATION PACKET**  
**FOR**  
**BRIARCLIFF HIGH SCHOOL TRI-M CHAPTER #3229**  
**2020-2021**

The Tri-M (Modern Music Makers) Music Honor Society is an international program dedicated to the recognition of exceptional music students in grades 6-12 that meet a notable music, academic, leadership, and character criteria asked of every Tri-M member. Tri-M is a program of NAFME, The National Association for Music Education, which is the largest arts education association in the world.

The purpose of this organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service and promote leadership in music students of secondary schools.

The following items are found in this packet:

- I. **Criteria for Admission**
- II. **TRI-M Checklist for Prospective Members**
- III. **Descriptions, Selection and Duties of Officers**
- IV. **By-laws for Briarcliff Chapter #3229**
- V. **Tri-M Service Projects**

## I. Criteria for Admission for Prospective Members

A student who wishes to become a member of Tri-M must:

1. \*\*\*Perform a NYSSMA (New York State School Music Association) SOLO on his or her instrument attaining the following guideline scores:
  - a. Level IV (4) a minimum score of “21”
  - b. Level V (5) a minimum score of “90”
  - c. Level VI (6) a minimum score of “90”
2. Achieve a score of “3”, “4” or “5” on the Advanced Placement Examination in Music Theory prior to the fall induction, **as an option for students who take Music Theory.**
3. Write an “Essay of Intent” to the TRI-M Advisor using the following:
  - a. 100 -125 words
  - b. **Double-spaced type, Times New Roman 12-font and 1” margins**
  - c. A response to the Essential Question: “**What makes me worthy of this distinction, and how will I contribute to the Tri-M Music Honor Society**”?
4. Ensemble or Music Theory grade requirement of “93” and overall GPA (grade point average) of “85”.
5. Music teacher recommendation/evaluation form
6. Four teacher evaluation forms from other subject areas from 2019-2020 school year.

\*\*\*In light of spring 2020 Solo Festival NYSSMA cancellations and current social-distancing requirements, we ask all Continuing members and Prospective members to perform a solo on their primary instrument. This solo performance should last for at least one-minute. This selection must be video-recorded and sent to Tri-M advisors by Wednesday, September 30, 2020 by 9:00pm. This solo may be performed without accompaniment.

## **II. Tri-M Checklist for Prospective Members 2020-2021**

**THE DUE DATE FOR ALL OF THESE ITEMS IS:  
Wednesday, September 30, 2020**

**Did you:**

- Turn-in a completed “Essay of Intent”?
- \*\*\*Turn-in Performance Submission (This is a requirement for Continuing and Prospective members)**
- Give the evaluation forms to four subject teachers from last school year?
- Give an evaluation and recommendation form to your current Music teacher?

**Thank you for your interest in Tri-M Music Honor Society.**

**All forms and application materials for new membership must be submitted by 9:00 PM on Wednesday, September 30, 2020.**

**A Virtual Induction Ceremony for selected students and their families will take place on Tuesday, October 27, 2020 at 7:30 PM. This event is mandatory for ALL CONTINUING OR NEW TRI-M members. New and Continuing membership is not official until the 2020 Induction Ceremony has taken place.**

### **III. Descriptions, Selection, and Duties of Chapter Officers**

1. Chapter Officers (*\*as cited from Article XIII of the 2010 Tri-M® Music Honor Society Chapter Manual*):
  - a. \*Function-chapter officers should act as chapter leaders, serve as role models for chapter members, and assist the advisor in the management of chapter affairs and activities.
  - b. \*Selection-the chapter officers may be nominated and elected by chapter members, selected by the advisor, or selected by any other means decided by the chapter. Any method for chapter officer selection should be clearly outlined in the local chapter bylaws.
  
2. Briarcliff Officer Selection Process: For the 2018-2019 school year, the Tri-M advisor of Briarcliff chapter #3229 did not *select* the chapter officers. A general election was held by the membership in the fall of 2018. The following will be considered to *elect* or *select* officers:
  - a. Tri-M membership in good standing
  - b. Written essay and application stating one's interest in performing the duties of the office for the Briarcliff chapter
  - c. Past participation record in Tri-M
  - d. Balanced representation from the different performing ensembles
  - e. Due to the absence of seniors during the 4<sup>th</sup> quarter, certain officer positions *may* be filled by juniors and sophomores.
  
3. Prospective Officers – Tri-M members who are in good standing and wish to apply for one of the aforementioned offices must:
  - a. **Submit a one-page essay in 12-font, single-spaced, 1-inch margins, in New Times Roman script explaining how you will fulfill your duties as a Tri-M officer.**

- b. Prepare and present a two-minute speech to the membership during the chapter meeting, outlining your intentions to fulfill the duties of said office.**
- c. THE FIRST TRI-M MEETING FOR CURRENT MEMBERS IS OUR ELECTION ON FRIDAY, SEPTEMBER 25, 2020. ELECTIONS OF OFFICERS WILL BE HELD ON THAT DATE. OUR FIRST SEPTEMBER MEETINGS WILL TAKE VIRTUALLY. TIME TO BE DETERMINED**

#### 4. **Description of Officer Duties**

- a. President/\*\*Kids Care Coordinator – This position is only open to 11<sup>th</sup> and 12<sup>th</sup> graders. The chapter president will lead the members toward the attainment of the goals of the chapter and of the Tri-M Music Honor Society. The president will:
  - i. Preside at all meetings of the chapter and of the executive committee.
  - ii. Lead the induction ceremony for new members.
  - iii. Lead the Tri-M song before each meeting
  - iv. Create the agenda for chapter meetings (to be submitted to and reviewed by the chapter advisor two days prior to the scheduled meetings)
  - v. Coordinate Kids Care events (see description below)
- b. Vice President – The position is open to 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders. The chapter vice president will:
  - i. Publicize meetings and other activities
  - ii. Schedule guest speakers and coordinates performances for meetings with assistance from other Chapter Officers
  - iii. Educates new members on history of Tri-M
  - iv. Assist the president in all Tri-M endeavors
  - v. Maintain the Tri-M hall bulletin board.
- c. Secretary – The chapter secretary is only open to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders. The chapter secretary will:
  - i. Take membership attendance at each meeting/event
  - ii. Handle all correspondence of the chapter
  - iii. Keep accurate records of membership attendance, minutes, and all other written transactions of chapter meetings

- iv. Present the minutes from the previous meeting to the membership at each chapter meeting
  - v. Collect and monitor service projects and notify advisors of possible disciplinary actions needed for members
- d. Treasurer – The chapter treasurer is only open to all grades. The treasurer will:
- i. Collect all membership dues
  - ii. Keep an accurate record of all monies received and disbursed
  - iii. Present a report of the chapter’s finances at each meeting
- e. Historian – The chapter historian is open to all grade levels. The historian will:
- i. Teach and Lead the Tri-M Loyalty Song
  - ii. Keeps record of chapter activities
  - iii. Keep a comprehensive record of all programs presented by the chapter and its members (including pictures and news clippings; serve as publicity chairperson)
  - iv. Compile and be responsible for the chapter’s entry for Chapter of the Year, as feasible.

5. Kids Care\*\*

- a. Kids Care is a program that provides a musical community service. In the past, Briarcliff students, along with dedicated parent volunteers, coordinated “acts” at agreed upon sites. The acts largely consisted of music performances that lasted from 30 – 45 minutes, taking place on Sunday afternoons between 2 and 3PM. Student members, performing as soloists or ensemble members, prepared these performances on their own time. As part of the chapter president’s responsibilities, the president will assume the following Kid’s Care responsibilities:
- i. Organize and oversee performances for sites
  - ii. Coordinate travel arrangements to sites with parent volunteers and performing Tri-M members
  - iii. Oversee rehearsal and performance “readiness” prior to site visits
  - iv. Make monthly reports and invitations to membership about KC needs

- v. Introduce all “acts” and provide opening and closing remarks for site visits
- vi. Serve as liaison between parents, chapter membership and site/facility managers
- vii. Plan to provide flowers that will be distributed to the residents at each site at the end of the performance
- b. All contact names and numbers of all facilities deemed appropriate will be provided by the parent volunteers and the Tri-M advisors
- c. Some Tri-M meeting time will be used to create potential acts for Kids Care Performances

#### **IV. By-Laws for Tri-M Members of Briarcliff Chapter #3229**

To remain a member in good standing, the Tri-M member must:

##### **1. Music Participation**

- 1. Attend all performances of his/her ensemble within and outside of the school setting (barring documented family emergencies and/or prior written notification that are deemed “acceptable” to the ensemble director)
- 2. Perform a NYSSMA Solo at the Spring Solo Festival and achieve the requisite score found in the Criteria for Admission
- 3. Attend all ensemble rehearsals and sectionals regularly and on-time
- 4. Be prepared for all ensemble rehearsals and lessons
- 5. Every Tri-M member is expected to perform in some or all of these extra-curricular functions in the Briarcliff School District community:
  - a. Selected District Sports Events
  - b. Kids Care
  - c. Graduation
  - d. Special Assemblies
  - e. Tri-M Meetings
  - f. Pit Orchestra
  - g. Briarcliff Rotary Club

##### **2. Grades/Scholarship**

- 6. Maintain a grade point average of 93% in ensemble class (Band, Orchestra, Chorus or Music Theory Class)
- 7. Maintain a cumulative grade point average of 85%
- 8. \*Achieve a score of “3”, “4” or “5” on AP Music Theory Exam

##### **3. Character**

9. Adhere to the BHS CODE OF CONDUCT at all times
10. Be respectful towards teachers, staff and peers
11. Exhibit respectful and courteous behavior to his/her ensemble director at all times
4. **Service**
  12. Regularly attend chapter meetings
  13. Participate in Tri-M Induction Ceremony and corresponding rehearsals
  14. **Complete three (3) projects that are listed in section V by Friday, May 7, 2021, for Seniors and Friday, June 4, 2021, for all other students** (Seniors must fulfill their Tri-M service requirement in order to receive the Tri-M cord at the graduation). Each project should take approximately 1-2 hours to complete.
15. Sufficient attendance at chapter meetings per year

**\*The Tri-M chapter meetings will be determined, during after-school hours through TEAMS. On occasion, due to holidays and school closings, additional meetings might be held. Members will be notified at least two days in advance of unscheduled meetings.**

- i. 2 missed meetings = warning
- ii. 3 missed meetings = probation
- iii. 4 or more missed meetings = dismissal from Tri-M

16. Pay \$20.00 membership fee (annually)

*\* Tri-M members admitted under the AP Exam Score of "3"/"4"/"5" performance criteria are exempt from the NYSSMA solo requirements, but they must submit the essay and meet other BHS grade criteria. However, these students are strongly urged to perform with an in-school or after-school ensemble.*

***NON-SELECTION: TRI-M MEMBERSHIP IS AN HONOR BESTOWED UPON A STUDENT AS A PRIVILEGE, NOT A RIGHT. SPECIAL EFFORTS WILL BE MADE TO EXPLAIN THE SELECTION PROCESS TO THOSE MUSIC STUDENTS WHO ARE ACADEMICALLY ELIGIBLE YET NOT SELECTED FOR CANDIDACY***

***SELECTION REVIEW: TRI-M AND NAFME SHALL NOT REVIEW THE JUDGEMENT OF THE CHAPTER ADVISOR OR ANY COMMITTEE INVOLVED REGARDING SELECTION OF INDIVIDUAL MEMBERS***

## V. \*\*\*Tri-M Service Projects

1. Usher at concerts and performance events (Middle and High School)
2. Create catalogue and electronic filing system for band, choral and/or orchestral libraries (A-G, H-M, N-R, S-Z) by title or composer (ask the director)
3. Assist ensemble director with other needs
4. Perform for Briarcliff HS Tri-M sanctioned events at outside venues such as, but not limited to:
  - a. Assisted living centers
  - b. Veterans homes
  - c. School open houses
  - d. Hospitals
  - e. PTA and/or approved District events/meetings
  - f. Community functions
5. Find guest speakers for meetings (local performers/composers)
6. Sing/play the National Anthem at school or local events
7. Research and report to our chapter (#3229) on state and national activities in Tri-M
8. Serve as set-up crew for ensemble concerts/trips/special events etc. (trip helpers)
9. Perform for the Holiday Caroling Performance
10. Rehearse and perform with Pit Orchestra (serves as two projects)
11. Tutor/teach elementary/middle/high school music students on a regular weekly basis throughout the school year (serves as three projects)

**If you would like to do a project that is not listed above, please discuss the project with the Tri-M advisor before completing it.**

***PLEASE DETACH FORMS BELOW AND DISTRIBUTE TO APPROPRIATE TEACHERS, NON-MUSIC AND/OR ENSEMBLE DIRECTOR***

**CONFIDENTIAL**

Non-Music Subject Area Teacher Evaluation Form 2020-2021

Dear Teacher: Please return this form to Tri-M Advisor's mailbox: **Dr. Banks**

Teacher: \_\_\_\_\_

Non-Music Subject: \_\_\_\_\_

Prospective Tri-M Student Name: \_\_\_\_\_

**Rating 1-5 (5=Outstanding)**

- Leadership Potential \_\_\_\_\_
- Courtesy \_\_\_\_\_
- Ability to get Along with Others \_\_\_\_\_
- Integrity \_\_\_\_\_
- Responsibility \_\_\_\_\_

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- Rating Total (completed by Tri-M Advisor) \_\_\_\_\_

**TEACHER SIGNATURE:**

\_\_\_\_\_

Thank you for your assistance and input in this endeavor.

**CONFIDENTIAL**

Non-Music Subject Area Teacher Evaluation Form 2020-2021

Dear Teacher: Please return this form to Tri-M Advisor's mailbox: **Dr. Banks**

Teacher: \_\_\_\_\_

Non-Music Subject: \_\_\_\_\_

Prospective Tri-M Student Name: \_\_\_\_\_

**Rating 1-5 (5=Outstanding)**

- Leadership Potential \_\_\_\_\_
- Courtesy \_\_\_\_\_
- Ability to get Along with Others \_\_\_\_\_
- Integrity \_\_\_\_\_
- Responsibility \_\_\_\_\_

-----

- Rating Total (completed by Tri-M Advisor) \_\_\_\_\_

**TEACHER SIGNATURE:**

\_\_\_\_\_

Thank you for your assistance and input in this endeavor.

**CONFIDENTIAL**

Non-Music Subject Area Teacher Evaluation Form 2020-2021

Dear Teacher: Please return this form to Tri-M Advisor's mailbox: **Dr. Banks**

Teacher: \_\_\_\_\_

Non-Music Subject: \_\_\_\_\_

Prospective Tri-M Student Name: \_\_\_\_\_

**Rating 1-5 (5=Outstanding)**

- Leadership Potential \_\_\_\_\_
- Courtesy \_\_\_\_\_
- Ability to get Along with Others \_\_\_\_\_
- Integrity \_\_\_\_\_
- Responsibility \_\_\_\_\_

- 
- Rating Total (completed by Tri-M Advisor) \_\_\_\_\_

**TEACHER SIGNATURE:**

\_\_\_\_\_

Thank you for your assistance and input in this endeavor.

**CONFIDENTIAL**

Non-Music Subject Area Teacher Evaluation Form 2020-2021

Dear Teacher: Please return this form to Tri-M Advisor's mailbox: **Dr. Banks**

Teacher: \_\_\_\_\_

Non-Music Subject: \_\_\_\_\_

Prospective Tri-M Student Name: \_\_\_\_\_

**Rating 1-5 (5=Outstanding)**

- Leadership Potential \_\_\_\_\_
- Courtesy \_\_\_\_\_
- Ability to get Along with Others \_\_\_\_\_
- Integrity \_\_\_\_\_
- Responsibility \_\_\_\_\_

- 
- Rating Total (completed by Tri-M Advisor) \_\_\_\_\_

**TEACHER SIGNATURE:**

\_\_\_\_\_

Thank you for your assistance and input in this endeavor.

**CONFIDENTIAL**

Non-Music Subject Area Teacher Evaluation Form 2020-2021  
Dear Teacher: Please return this form to Tri-M Advisor's mailbox: **Dr. Banks**

Teacher: \_\_\_\_\_

Non-Music Subject: \_\_\_\_\_

Prospective Tri-M Student Name: \_\_\_\_\_

**Rating 1-5 (5=Outstanding)**

- Leadership Potential \_\_\_\_\_
- Courtesy \_\_\_\_\_
- Ability to get Along with Others \_\_\_\_\_
- Integrity \_\_\_\_\_
- Responsibility \_\_\_\_\_

- 
- Rating Total (completed by Tri-M Advisor) \_\_\_\_\_

**TEACHER SIGNATURE:**

\_\_\_\_\_

Thank you for your assistance and input in this endeavor.

Tri-M Ensemble Teacher Evaluation and Recommendation Form 2020-2021

Ensemble Teacher: \_\_\_\_\_

Prospective Tri-M Student: \_\_\_\_\_

Using a scale of 1-5, 1=Unsatisfactory and 5=Outstanding, please give your assessment of the prospective members' qualities in the following areas:

- Musicianship \_\_\_\_\_
- Adherence to BHS Code of Conduct \_\_\_\_\_
- Rehearsal Etiquette \_\_\_\_\_
- Attendance at BHS concerts, rehearsals and lessons \_\_\_\_\_
- Leadership \_\_\_\_\_

- 
- Rating Total \_\_\_\_\_

The Ensemble Teacher will circle one of the following:

I Recommend

I Do Not Recommend

**TEACHER SIGNATURE:**

\_\_\_\_\_