

Pipe Organ Encounter Handbook

2018

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SECTION 1 - Introduction

1.1 Welcome

Welcome to the world of **Pipe Organ Encounters**, the most successful outreach program sponsored by the American Guild of Organists! Your POE (pronounced P-O-E, not like the American writer, Edgar Allen Poe!) will offer teenagers or adults a rewarding chance to learn more about organ playing and building, to visit the outstanding instruments in your area, and to meet and interact with peers who share an interest in the King of Instruments.

Pipe Organ Encounter (POE) programs are overseen by the Committee on Pipe Organ Encounters (CoPOE), which is thrilled that your chapter is considering sponsorship of a POE event. CoPOE is a part of the education branch of the National Council of the American Guild of Organists (AGO).

This POE Handbook is a guide for local AGO chapters, explaining how to apply for, plan, and host a POE. Its contents are the results of more than thirty years of hard-earned experience and knowledge of POE directors and organizers. It also contains guidelines and policies of the AGO, in accordance with national and state laws. If you take the time to read the handbook thoroughly and observe the regulations and suggestions presented within, your POE is sure to be a great success. CoPOE has worked tirelessly to produce this handbook in order to make it as simple and efficient as possible to run a POE. As you use this handbook, if you have suggestions about making it more effective and user-friendly, please let us know.

CoPOE wishes you every success in your POE program. If there is any matter that is not addressed in this Handbook or if you or any member of your POE Committee has a question, please do not hesitate to contact any member of CoPOE. A list of current CoPOE members and contact information can be found on the AGO website (www.agohq.org) in the “Education” section.

Thank you for bringing the organ to yet another generation of new organists!

1.2 Descriptions of Pipe Organ Encounter Programs

PLEASE NOTE: Throughout this handbook, where the words “traditional POE,” “POE+/POE-Plus,” “POE-Advanced,” and “POE-Tech” are not specifically used, the references to “POE events,” “your POE,” “the POE” generally apply to any type of Pipe Organ Encounter except where obvious context implies otherwise.

1.2.1 Pipe Organ Encounter (POE)

The traditional Pipe Organ Encounter:

- Is a 4- to 5-day event organized by a local AGO chapter under the sponsorship of the national organization. It introduces participants to the world of the pipe organ.
- Accepts participants in POE events on a first-come, first-served basis, regardless of attendance at prior POEs, and regardless of state or country of residence, as long as they meet the following eligibility guidelines: Participants should be ages 13-18, be interested in the pipe organ, and have piano or organ proficiency ranging from intermediate to advanced levels.
- Provides an opportunity for participants to have individual and group instruction in the basic rudiments of organ technique and service playing.
- Provides a general overview of organ literature, history, pipe organ construction and design, improvisation and other related topics.
- Provides an opportunity for participation in ecumenical worship, so as to experience the role of the sacred musician.
- Most of all, provides a unique opportunity for participants to meet and interact with peers who have similar interests.

1.2.2 Pipe Organ Encounter Advanced (POEA)

The Pipe Organ Encounter Advanced:

- Is a 5- to 6-day event organized by a local AGO chapter under the sponsorship of the national organization. It provides a more advanced level of pipe organ instruction and a more intensive course of study than the traditional POE.
- Is for participants entering grades 9-12 who play the organ at an advanced level. They must submit an audition recording and other supporting materials in order to apply to the POEA. See section 6.1.6 for a sample application evaluation worksheet.
- Provides an opportunity for participants to have individual instruction in organ technique and performance with an artist faculty.
- Provides intermediate to advanced classes in areas such as organ literature, history, pipe organ construction and design, music theory, improvisation, conducting, and service playing.
- Most of all, provides a unique opportunity for participants to meet and interact with peers who have similar interests.

1.2.3 Pipe Organ Encounter Technical (POETech)

The Pipe Organ Encounter Technical:

- Is a 4- to 6-day event hosted by a local AGO chapter and a local organ builder, under the sponsorship of the AGO national organization
- Is a program designed for participants who are interested in learning the art and craft of pipe organ building.
- Is for participants ages 18-23, who are not required to have studied the organ. Participants may possess or be seeking expertise in woodworking, electrical skills, and construction. Anticipated or current collegiate study may be in the areas of liberal arts with emphasis in science and engineering.
- Will include a 4- to 5-day course in the history, design, construction and maintenance of the pipe organ. Classes will include study of the work of various builders, pipe building and voicing, tonal design, and visits to builders' shops. Opportunities to play and explore a variety of instruments and attend pipe organ concerts are also offered.
- Most of all, provides a unique opportunity for participants to meet and interact with peers who have similar interests.

1.2.4 Pipe Organ Encounter Plus (POE+)

The Pipe Organ Encounter Plus:

- Is a 3- to 5-day event organized by a local AGO chapter under the sponsorship of the national organization.
- Accepts participants to POE+s on a first-come, first-served basis, regardless of attendance at prior POEs, and regardless of state or country of residence, as long as they meet the following eligibility guidelines: Participants should be age 19 or older, want to play the organ or currently play the organ in a church or synagogue, and be interested in improving their organ skills.
- Is open to organists ranging from beginners to advanced. POE+ encourages the participation of pianists who work in churches and want to learn the basics of organ playing.
- Offers instruction in basic technique, pedaling, improvisation, and registration for beginners; and skills such as hymn playing, sight reading, and transposition (which may lead to qualifying as a candidate for the AGO Service Playing Certificate) for more experienced participants. Other topics include a general overview of organ literature, history, and pipe organ construction and design.
- Provides an opportunity for participants to explore how the organ is used in worship.
- Most of all, provides a unique opportunity for participants to meet and interact with peers who have similar interests.

1.3 A Short History of POEs

The AGO National Council formed the Task Force on the New Organist in the 1980s to address how the Guild could best serve youth and spark a greater interest in the organ and its music. One outcome of this task force was the institution of the Pipe Organ Encounter (POE). The POE program was launched in 1988; since then, one hundred AGO chapters throughout the country have held successful POEs. The program has evolved and grown continuously over the last thirty years to include POEs accommodating adults, advanced young organists, and budding organ builders. The original task force still exists today in the form of the Committee on Pipe Organ Encounters* (CoPOE), which oversees and coordinates all matters related to the Pipe Organ Encounter program.

These programs have benefited well over three thousand participants and continue to thrive among youth and adults.

* The official charge of the committee reads: “The purpose of the Committee on Pipe Organ Encounters is to introduce non-organists to the organ, and to further motivate and develop new organists. The committee is charged with the development and administration of all forms of Pipe Organ Encounters: POE, POE-Advanced, POE-Technical, and POE-Plus. It coordinates with the Committee on the New Organist (CONO), the Committee on Continuing Professional Education (CCPE) and other AGO entities as needed in the successful planning and execution of these events.”

1.4 Applying to Host a POE Program

Remember that both large and small chapters have successfully hosted POEs in the past. Your resources will determine the maximum enrollment and your curricular offerings, but chapter size should not necessarily be a deterrent. Once you decide you are interested in hosting a POE, you will need to do the following:

1. Determine which type of POE program you would like to host (see section 1.2).
2. Carefully read the remainder of this Handbook, especially Section 2, which will give you information on what sorts of facilities, personnel, curricular activities, and financial resources are necessary for running your POE program.
3. Determine the length of the POE and set dates that permit availability of key people and do not conflict with major AGO conferences and conventions. Consider dates of local school closings. Traditionally, the POE runs from Sunday afternoon to Friday afternoon.
4. Once you have determined that your chapter has the resources to host a POE program, your chapter Dean and/or potential POE Director should complete the appropriate Site Proposal Application online (see sections 6.1.1 and 6.1.2). Following the approval of your Chapter Executive Committee, complete the online application. The application submission will go to the Committee on Pipe Organ Encounters at National Headquarters and to your Regional Councillor. POE site proposal applications are due by February 15 of the year preceding your Encounter. Chapters wishing to do consecutive POEs may submit an application to host the second POE by August 30 of the preceding year. Notification will be given to your chapter by May 1 of the year of application.

1.5 Suggested Timeline for Planning and Running a POE Event

JANUARY–FEBRUARY (1½ years in advance of POE/POE+/POEA/POETech)

- Select dates. Consider school calendar dates for potential participants, especially for POEA and POETech events (suggested date range: late June to early August, avoiding national and regional AGO convention dates).
- Fill out and submit the online application by February 15. (See sections 6.1.1, 6.1.2)

MARCH-MAY

- Reconfirm dates. Follow up with all venues, CoPOE, and AGO National to confirm dates.
- Obtain contacts from AGO, MTNA, piano teacher associations, churches, denominational organizations, other associations, and organizations in your region that you wish to use to promote your event (“turnaround time” for organizations’ mailing lists often takes longer than one would think it does).
- Subscribe to an email marketing platform, such as VerticalResponse, ConstantContact, or MailChimp. AGO member email addresses can be provided by AGO Headquarters by region to POE host chapters. Strict procedures to avoid invasion of privacy must be followed, but this is a very cost-effective way to reach all the organists in your region to promote your POE event.
- Consider arranging for a nonprofit mailing permit. (POE/POE+s might consider investigating the possibility of the use of the permit of a local church or other arts organizations, but do keep in mind that USPS regulations require the return address on all materials sent with a nonprofit mailing permit to be that of the owner of that permit.)

JUNE

- Letter of agreement between the host chapter and AGO National should be sent to POE Director by May 1. Submit letter of agreement between chapter and AGO by June 1 (See section 6.1.3)
- Organize the POE Executive Committee by no later than June 30. Immediately thereafter forward to the CoPOE Director the names of those members who will fill the important positions of this committee as outlined in section 2.2.1 of the POE Handbook.
- Send to the Director of CoPOE the contact information for local POE Director and Committee information by June 30 for posting on AGO National website and directing all online participant applications to the right person. This includes all of the following:
 - Location (institution if that’s the housing host)
 - Chapter name
 - Dates of POE
 - Main contact person
 - Postal Address
 - Phone number(s) - max of two phone numbers
 - Email address
 - Website address of the POE
 - Registration deadline

- Early registration deadline (I know you said this wasn't necessary this early, but it seems to me that they might as well make that decision and have it done, since you said it would be helpful to you to know it)
- Person (and their email) to whom application forms should be forwarded

JULY-AUGUST

- Make arrangements with housing site, meals, etc. Get everything signed and in writing (especially for fees which may escalate).
- Publicity Coordinator plans brochure. See brochure sample at section 6.5.1, which is available as a Word file template on the Director's page at the AGO website. (Draft of brochure is due for approval by September 15.)
- Director and Treasurer draw up preliminary budget using the official budget template provided by CoPOE (see the POE Director's page on the AGO website using the password provided by CoPOE). This budget is due September 15 to the CoPOE Director. The line for chapter support should have amounts in the "Actual" column!

SEPTEMBER

- The preliminary budget is due by September 15 and should be sent to the director of CoPOE.
- Send draft of brochure to CoPOE Director for approval by September 15. This must be approved before the brochure can be printed.

OCTOBER–NOVEMBER

- Request from AGO National Headquarters the regional membership mailing list(s), both snail mail and email, to promote the POE to potential attendees, other chapters, and financial supporters. Ask AGO Headquarters about the proper procedures for the use of regional email lists.
- Contact funding sources and write letters of application where necessary. Show them videos available on the AGO website (www.agohq.org): Education>Pipe Organ Encounters> click on "Documents and videos related to POE programs."
- Prepare general funding letter for churches, other organizations, and individual donors who are not AGO members.
- Plan basic curriculum and schedule.
- Mail brochures. Online application information should be in place. Promote your POE event online using your website, email, social media, etc. (See. 2.6.2)
- As soon as faculty are approved by CoPOE, send faculty/volunteer/chaperone application forms to those individuals

JANUARY

- Firm up all contacts made (if not done previously) with all site facilities: housing, meals, and all buildings and rooms used. Send copies of all letters and agreements to local POE Director and all coordinators involved. (There is a lot of overlap.) If athletic facilities are to be used, find out rules, regulations, and procedures.

- Make arrangements with Transportation/Bus Company if applicable.
- Send letters to potential churches or institutions for use of instruments for lessons, recitals, classes, etc., with final contact to be made later.
- As faculty/volunteer/chaperone applications are received, send to those individuals the conduct, agreement, and disclosure forms requesting return of completed forms by March 30. Be sure to return countersigned agreements to all individuals. Inform faculty/volunteers/chaperones about National Background Investigations screening process (all POE events) and the Praesidium Academy training (POE, POEA, POE-Tech only)
- Contact faculty for class teaching assignments.
- Secure dormitory and/or hotel chaperones (except POE+) early and obtain full commitments. Determine from housing and other venues the requirements for proof of screening and training; decide when best to process background checks and decide when to implement the Praesidium Academy training. (See 2.10.2)
- Confirm with AGO Headquarters access to online background check and youth protection training services.
- Continue with funding and donation appeals. Use videos available at the AGO website (www.agohq.org): Education>Pipe Organ Encounters> click on “Documents and videos related to POE programs.”

FEBRUARY–MARCH

- Continue above as needed.
- Begin to process applications; send postcard or e-mail acknowledging acceptance (welcome and information packet sent later).
- Continue to refine schedule.
- Plan special “fun” event for participants and make appropriate contacts and arrangements.
- Continue with funding and donation appeals. Use videos available at the AGO website (www.agohq.org): Education>Pipe Organ Encounters> click on “Documents and videos related to POE programs.”
- February 15: Progress report on Publicity, Programming, and Staffing due to CoPOE Director.
- Return countersigned agreements to all faculty/volunteers/chaperones.

MARCH–APRIL

- Prepare all participant and faculty mailing materials that can be done ahead of time: welcome letter, POE consent/medical/insurance form, POE+ Assumption of Risk and Release of All Claims form, map and directions, transportation form. Decide on a deadline for submission of required faculty/volunteer/chaperone forms and notify and remind those persons submitting them
- Firm up all faculty and class teaching assignments, recitals, special programs, worship services, etc.
- Make firm contacts with as many churches as possible, and make sure venue letters of agreement are used whenever possible.

- Apply for certificates of liability insurance for all venues requesting proof of liability coverage (see 2.9.1). Be prepared for (or even go ahead and make requests for) obtaining certificates of insurance for all venues.
- Continue with funding and donation appeals.
- Seek various music distributors who would be willing to donate “freebies” for participant packets.
- Contact music vendors to make arrangements to have appropriate scores available for sale to participants during the POE/POE+/POEA.
- Contact the editor of religion and/or community page in newspaper for coverage in advance and during the POE/POE+/POEA/POE-Tech.
- Continue email and social media publicity and promotion.

MAY–JUNE

- Have the schedule completed — be sure your AGO chapter members know which events are open to the public.
- Continue email and social media publicity and promotion.
- Publicity: 4-6 weeks before event, make all media contacts and send press releases.
- Follow up with all faculty, volunteers and chaperones to emphasize that they must allow plenty of time to complete the process to complete the background check sign-in online and the online Praesidium Academy training, which has three sections that can each take up to 45 minutes to complete.

AS SOON AS ALL APPLICATIONS ARE RECEIVED (deadline):

- Assign participants to teachers; share contacts with teachers only after background checks and training are complete for each one.
- Prepare participant packet that includes welcome letter and instructions, POE consent/medical/insurance form, POE+ Assumption of Risk and Release of All Claims form, schedule, map and directions, travel form, name tag for air, train or bus arrival; and an emergency phone number.
- Prepare faculty packet that includes faculty letter and participant assignments, and everything in the participant packet.
- Send packets to teachers and participants immediately
- Make class assignments, group assignments, transportation assignments, chaperone assignments, and dorm assignments (or give clear instructions to dorm personnel who make assignments).
- Make final arrangements with all venues being used.
- Have certificates printed and signed by appropriate personnel.

4-6 WEEKS BEFORE

- Send all adults who will have supervisory contact with the participants the information for doing the background check and online training.

2–3 WEEKS BEFORE

- Verify that all faculty/staff have clear background checks and have completed Praesidium Academy training.
- Have all arrangements rechecked and verified by responsible personnel.
- Create and print programs, special services, rosters, biographies, etc.
- Make copies of all participant consent/medical/insurance forms. Printed paper copies of these must be given in a folio or binder to each teacher, chaperone, and driver for the participants they work with so that they are available to hand to emergency personnel in case of a medical emergency. In addition, a complete set of the forms (for all participants) should be with the group at all times. Be sure to highlight any life-threatening medical conditions and be sure all adults working at the POE are aware of them. For example, if a participant with a serious allergy carries an Epi-pen, POE staff should know where the Epi-pen is kept, how to use it, and must be aware that when using an Epi-pen they must call 9-1-1 immediately after use.
- Be sure that first aid kits are available at (or taken with the group to) all POE venues.
- POE Director should converse with parents about any medical conditions
- Make name tags for faculty, participants, and staff. They should include a 24-hour phone number. All participants in the POEs should wear their name tags at all times.
- If using bus or transportation company, check for possible road construction, alternate routes, etc.
- Collect donated organ scores from local AGO members that are in good condition and of possible interest to POE/POE+/POEA participants.

1 WEEK BEFORE

- Be sure everything above is taken care of, and everything is ready for registration.
- Walk through dorms and classrooms being used; check that all equipment is present and in working order. This includes locks, lights, and air-conditioning.
- Complete participant and faculty check-in packets. They should include: name tag, final schedule, teacher and all group assignments, chaperone assignment, dorm chaperone names (with room numbers if, possible) and cell phone numbers, roster of registrants and faculty, faculty biographies, specifications for all organs that will be used, map of main campus area, list of career options (see 6.6.5), a copy of *The Young Person's Guide to the Organ* (this book, available from National AGO, is provided free for all POE/POE+ participants), and anything else you think is necessary.

DAY ONE AND WEEK OF

- Be at registration at least one hour early.
- Be sure all POE consent/medical/insurance forms or POE+ Assumption of Risk and Release of All Claims forms are on-site and available at all times in paper form in folios or binders given to faculty/volunteers/staff. In addition, a complete set of all forms from all participants should be with the group at all times.

- Some word processing (participant recital) and other clerical work may be necessary.
- Have participants write thank you notes to teachers, chaperones, etc. Have each participant who received a POE scholarship write a letter to the appropriate fund/donor as indicated in the scholarship letter.
- Begin processing POE AGO Young Organist Memberships by determining which AGO chapter each participant wishes to join. Provide assistance, if necessary, in making this decision.
- Take lots of pictures, one good group photograph (for TAO). Be sure the photos that are forwarded for print publication are in their original full-size resolution (at least 300 dpi). Post on Facebook, Instagram, etc. Share with all participants and parents via social media or email.
- Enjoy!

POST–POE/POE+/POEA/POETech

- Thank you notes to everyone involved.
- POE participant AGO memberships: forward a list of all POE participants' names, addresses and the AGO chapter each is joining to National AGO Headquarters. (not applicable to POE+)
- Include one check for all memberships, which are each \$50 with TAO, or \$42 each for digital online-only access to TAO. (POE, POEA, POETech only)
- Final financial report should be submitted using the Excel template provided (see section 2.8.2).
- Reports to local chapter, funding sources if applicable, as well as TAO and AGO.
- Gather extra programs, noteworthy testimonials, handouts, newspaper articles, etc., as well as information on media coverage. Include these items as appropriate with the final reports (see section 4).
- All other items and reports listed in Section 4.

SECTION 2 – Planning Your POE

2.1 Overview

Planning a Pipe Organ Encounter is a rewarding, energizing, and exciting task. Many chapters feel that they come closer together and are strengthened by the experience. Although the amount of work can seem overwhelming at first, know that you have the support of CoPOE and the accumulated wisdom of years of successful POEs contained in this Handbook.

Preparation for a POE Committee usually takes about two years — one year of planning before submitting an application and a second year to prepare the POE. Here is a concise overview of the process. The remainder of this section will consist of more detail on each of the following topics.

1. With your Chapter Executive Committee, decide if your chapter is interested in hosting a POE, and which type of program you would like to host (see sections 1.2.1 through 1.2.4).
2. Identify a chapter member who is willing to serve as Director for the POE.
3. The POE Director, in consultation with the chapter Dean, should submit a Site Proposal Application (see sections 6.1.1 or 6.1.2) to CoPOE, the AGO National Headquarters, and your Regional Councillor via the online form by February 15 of the year preceding your POE. Upon approval of your application, you may begin more detailed planning.
4. Identify chapter members who are willing to serve on the POE Committee (see section 2.2).
5. Consider the types of activities (classes, recitals, lessons, and recreation) you would like to provide for the participants and draft a possible schedule (see section 2.3). Sample schedules are found in section 6.2.
6. Identify people in your chapter or region, and/or from around the nation who might be willing to teach and volunteer at your POE (see section 2.4). (PLEASE NOTE: Do not invite anyone to teach until proposed faculty are approved by CoPOE; see section 2.4.1)
7. Identify potential facilities in your area (dorms or hotels, churches, concert halls, meeting or classrooms, parks or other recreational areas) where you might hold your activities (see section 2.5).
8. Based on available facilities and personnel, determine the maximum number of participants you can accept to your POE (see section 2.5). This will help you form a basis for your budget (see section 2.8.2).
9. Ensure that your chapter can raise the funds to operate the POE, and put together a budget projecting income and expenses (see section 2.8). Please see the budget template available on the POE Director's page of the AGO website. The most recent budget for a POE in your region or of a type your chapter is hosting may be requested from your CoPOE liaison.
10. Advertise your POE to potential applicants (see section 2.6, especially 2.6.2).
11. Publicize your POE in your community and region so that your chapter and people in the public know that you are hosting such a significant event (see section 2.7).

12. Be sure that all of your activities, facilities, and vehicles are covered by appropriate insurance policies (see section 2.9).
13. Distribute adult conduct forms (section 6.3) and run background checks (including POE+) of all adult volunteers, faculty, and staff (see section 2.10, especially 2.10.2).
14. Enjoy your POE!

2.2 The POE Committee

2.2.1 Overview

The amount of administrative effort required to plan and realize a successful POE will vary greatly depending on the range of activity planned (number of participants, hours of instruction, etc.). The Director should enlist assisting personnel as suggested in the list below. Responsibilities may be assigned somewhat flexibly; sometimes positions are combined and/or assigned to multiple people. Brief job descriptions follow this list. It is strongly recommended that each member of your POE Committee read the entire Handbook so that they understand the big picture. Each job description, however, points to later sections of the Handbook that are of most importance to each committee member.

THE POE COMMITTEE:

- Director
- Facilities Coordinator
- Faculty Coordinator
- Funding Coordinator
- Publicity Coordinator
- Secretary/Registrar
- Services Coordinator
- Treasurer

2.2.2 Job Descriptions

2.2.2.1 Director

The Director oversees all aspects of the planning and execution of the POE. The POE Director, or a representative from his/her chapter, should attend a POE the summer prior to sponsorship. This is especially important for chapters having no members who previously have had experience with a

POE. The Director should stay in close contact with the CoPOE Director and be careful to assign and delegate tasks appropriately to the committee and volunteers, allowing time for important considerations. Much overlap occurs between the responsibilities of coordinators. Communication skills and organization are a must. Duties of the Director include:

- Schedule and oversee planning meetings.
- Make sure each committee member has a copy of the current POE Handbook.
- Act as liaison between the POE Committee and the Chapter Executive Committee.
- Recruit chapter members to assist as coordinators, develop a schedule of primary tasks for each coordinator, and monitor the completion of tasks during the planning and execution of the POE.
- Acquaint yourself with the procedure for applying for scholarship assistance. Go to the AGO website at www.agohq.org, click on the Education tab, then select Pipe Organ Encounters. Scroll to Information about POE Scholarships.
- Make contacts and presentations with local and national music organizations, individual churches and other professional organizations about the POE (see also section 2.6.2).
- Perform background checks through National Background Investigations and obtain complete instructor/chaperone adult conduct forms (see section 2.10 and 6.3).
- Monitor background check and youth protection training progress to ensure that all faculty, chaperones, drivers, etc. (anyone who will have supervisory contact with participants) complete all components of the training and have clear background checks.

For DMV reports:

- 1. Open the reports on every person to either verify a “clear” evaluation or to see what was a flagged “hit”
 - 2. For flagged results, consider the gravity or severity of what the hit is and adjust arrangements accordingly.
 - Drivers with a DUI conviction in the past 3 years should not be allowed to transport participants
 - Drivers with more than 1 speeding ticket in the last year, or more than 2 speeding tickets in the past five years, should not be allowed to transport students
 - 3. DO NOT SHARE the information in the report with anyone. These checks are for director’s and CoPOE’s eyes only. If the decision needs to be made to reduce or curtail anyone from driving, simply make the change and adjust the schedule.
- Work with the Treasurer to prepare an initial expense/income plan based upon preliminary research, and an operating budget for approval of the Chapter Executive Committee (see section 2.8).
 - Advertise to potential POE participants by developing a brochure. (See sample in section 6.5.1). An editable document is available on the POE Director’s page. Application to all POE’s is through online registration on the AGO national website, with applications forwarded to the appropriate POE committee contact. Registration payment is made directly to the POE with a form in the required brochure. It is always advantageous to have some

printed material available for sharing in person. Additional advertising should be done utilizing email and social media.

- Assist and supervise each member of the POE Committee as they work to fulfill their duties as outlined below.
 - POE Director should keep copies of all agreements made on behalf of the POE Committee by POE Committee members, and all faculty/volunteer staff forms* for 6 years, including:
 - Faculty/chaperone information and application forms (6.3.1)
 - Faculty/staff Agreements (6.3.5)
 - Faculty/staff Conduct forms (6.3.2)
 - Disclosure Affidavit (6.3.4)
 - Facility/Venue letters of agreement (6.1.4)
 - Medical Release/Consent and Assumption of Risk forms (6.5.2.1 & 6.5.2.2)
- *After 6 years these and all other forms with sensitive personal data should be shredded (paper versions) or deleted from all digital devices (electronic versions)

2.2.2.2 Facilities Coordinator

The Facilities Coordinator is responsible for reserving appropriate facilities in which to conduct all activities, including lessons, workshops, recitals, and often meals. The Facilities Coordinator will act as liaison with personnel at the various facilities. Since the type of facilities used depends greatly on the curriculum, the Facilities Coordinator should be familiar with section 2.3 of the Handbook and in close communication with the Director about the curriculum. Further details about facilities can be found in section 2.5.

2.2.2.3 Faculty Coordinator

The Faculty Coordinator is responsible for securing a teaching faculty for the individual lessons and class teachers for the group sessions. The Faculty Coordinator will serve as a liaison with the faculty during the POE week. The Faculty Coordinator will need to be especially familiar with the sections of the Handbook concerning curriculum (section 2.3) and faculty (section 2.4). The Faculty Coordinator will need to work closely with the Facilities Coordinator to ensure that practice and teaching sites are thoroughly organized.

2.2.2.4 Funding Coordinator

The Funding Coordinator's responsibility is to raise money for the POE, through soliciting donations, obtaining funds from local and regional AGO chapters, and applying for grant money. The various sources for funding and processes for obtaining funds are described in section 2.8. An ideal Funding Coordinator will have experience writing grants and connections with potential donors in the local and regional community.

2.2.2.5 Publicity Coordinator

The Publicity Coordinator is responsible for publicity before and after the POE.

Before the POE:

- Advertise to potential POE participants by developing a brochure. (See sample in section 6.5.1.) Additional advertising should be done utilizing email and social media. Emails should be sent to all AGO members in your region (Contact AGO National Headquarters at 212-870-2310 to learn how to do this.), local piano teachers, churches, etc.
- Attract attention of potential donors
- Raise community awareness
- Publicize events that are open to the public (e.g., concerts and workshops)
- After the POE, be sure that the local organ community and the national organ community are aware of the successes of the POE. Publicity is addressed in more depth in sections 2.6 and 2.7. The ideal Publicity Coordinator will have experience in writing press releases and have established contacts with local media outlets as well as familiarity with potential Internet outlets.

2.2.2.6 Secretary/Registrar

The Secretary/Registrar will need to be especially familiar with the application and enrollment process, described in section 2.6.1. Other duties of the Secretary/Registrar include:

- Take and distribute minutes of all meetings of the POE Committee.
- Coordinate communication with participants and parents regarding enrollment and tuition issues.
- Supervise Registration procedure on first day of POE (see sections 3.1 and 3.2).
- Maintain a Participant Information File. This file will include a record for each participant with all the information on the registration form. It will be useful to add the following data or forms:
 - Date registration was received
 - Amount of registration fee received
 - Record of scholarship request and action taken, if applicable
 - Confirmation of eligibility
 - Notation of special requests
 - Copies of letters to participant or parents, if applicable
 - Checklist for registration follow-up, e.g., acceptance of notification, etc.
 - POE/POEA/POETech (minors): Consent/medical/insurance forms (section 6.5.2.1) signed and returned (must be kept on-site at all times). This form is available online for editing.
 - POE+/POETech (adults): Assumption of Risk and Release of All Claims forms (section 6.5.2.1).

2.2.2.7 Services Coordinator

The Services Coordinator is in charge of arranging for housing, meals, transportation, and recreational activities for participants and any out-of-town faculty or staff. The Services Coordinator will also coordinate a staff of chaperones, drivers, and other volunteers. Depending on the curriculum, schedule, and geography of the POE locations, the service duties can be quite varied and time-consuming. The Services Coordinator may want to form a committee of 2 or 3 volunteers to assist, and delegate some of the specific responsibilities. Services are crucial to almost every aspect of the POE, and the Services Coordinator will need to be familiar with most sections of this Handbook regarding planning the POE, but especially Section 2.5, which specifically addresses Services. An ideal Services Coordinator will have top-notch organizational skills and have experience coordinating activities for large groups. Duties of the Services Coordinator include:

- Investigate and evaluate available options for housing, food services, and transportation. Prepare recommendations for these services for Director and POE Committee approval. Procure service agreements or contracts as required and provide copies for the Director.
- Make arrangements for special field trips, dinners, and recreational activities (see sections 2.3.3 through 2.3.6).
- Recruit responsible volunteer personnel to serve as overnight chaperones (ideally persons with no day duties), registration assistants, recreation assistants, bus captains and special drivers (see sections 2.4.2 through 2.4.4).
- Arrange transportation for participants and faculty arriving by air, train, or bus (see section 2.5.4). See sample travel form for participants in section 6.5.3 and the travel questions which are included in the sample application form for faculty in section 6.3.1.
- Approve final bills from service providers and monitor prompt payment by Treasurer.
- Maintain a file that includes all sites, addresses, names, phone numbers, etc., pertaining to housing, meals, on-site facilities, chaperones, transportation company, bus routes, and directions (where applicable), emails, letters received and sent, and a log of telephone calls.

2.2.2.8 Treasurer

The Treasurer's activities fall into three main categories: preparing a preliminary budget using the POE budget template (see POE Director's page on the AGO website); receiving and disbursing funds before, during, and after the POE; and preparing a final financial report following the POE. Most of these activities are described in more detail in section 2.8. The Treasurer should be especially familiar with this section. An ideal Treasurer will have experience with budgets, a history of proven fiscal responsibility, and attention to detail, organization, and punctuality in responding to financial matters. Duties of the Treasurer include:

- Open a separate POE bank account, independent of the chapter's regular account.
- Maintain a file that will include the accounting record with supporting receipts, vouchers, bank statements, etc.
- Maintain open communication with the Director and other members of the POE Committee, providing them with financial updates as necessary, and receiving

information from them about the finances of their area and any deviations from the projected budget.

- Receive income, make all deposits, and write all checks related to the POE. Record these in a detailed chart of accounts.
- Prepare periodic reports of progress (expense/income vs. the budget). Prepare the final closing financial report. Obtain an audit certification if required by fund suppliers.

2.3 Curriculum

There is a great deal of flexibility to a POE curriculum, which can be tailored to suit the needs of the participants and the strengths of the faculty. The following guidelines are designed to help provide ideas for curricular activities, but the scope and specific focus of the curriculum is up to the host chapter. POE, POEA, and POE+ should at least include daily lessons, workshops on a variety of topics, and opportunities to listen to, and perform in, recitals. Teachers are reminded to keep the background level of their participants in mind at all times. Careful planning and a realization of the saturation point for participants are necessary. POE and POE+ should consider offering at least two tracks of workshops (beginning and experienced) to engage all levels of participants. Some participants may be sensitive about being labeled “beginner”, so consider alternate names for groups (like “Spitzflöte Group” and “Bombarde Group”) instead of “Beginning” and “Experienced”.

The POETech curriculum is currently evolving. The host chapter/organ builder is free to develop their own specific curriculum based on the builder’s area of expertise and suggestions from the POETech Committee. Final decisions about the content of the curriculum should be made by the Director, in consultation with the Faculty Coordinator and Facilities Coordinator, with other members of the POE Committee contributing as necessary.

2.3.1 Lessons and practice (POE, POEA, POE+)

Private lessons are the backbone of the POE experience. Each teacher will teach two participants of approximately the same level. The Faculty Coordinator should make teacher assignments based on the participants’ experience. Each participant should receive a daily lesson of 45-60 minutes and will practice one hour in each of the private lesson segments of the schedule. (Longer lesson times are recommended for POEA.) One participant may observe all or part of the lesson of the other participant on a teacher’s schedule. A group lesson under certain circumstances may be an option.

While one participant is taking a lesson, the other can be practicing. The ideal is that each participant should have her/his own instrument for practice and lessons. The majority of practice time for each participant shall be on an organ (rather than a piano). Many participants leave the POE wishing they had had more time to practice. If the schedule and facilities allow, participants should be given more optional practice time.

The teacher or a chaperone must be with the participants or nearby in an adjacent room at all times during lessons and practice.

2.3.2 Improvisation (POE, POEA, POE+)

Classes in improvisation are a required part of the POEA curriculum. Classes should be presented daily, and to small groups if possible. An informal performance opportunity to showcase the participants' progress is encouraged. Some study in improvisation – in lessons, classes, master classes, or workshops – is strongly encouraged for POE and POE+ as well. Many materials on improvisation are available from a variety of publishers. Determine well in advance of your POE which materials your faculty members wish to use. Perhaps provide lists of available publications. Improvisation exercises can be cleverly integrated into daily lessons even at the beginner level.

2.3.3 Workshops (All POEs)

Workshops, lectures, demonstrations, and other presentations are wonderful opportunities to introduce participants to a variety of organ topics outside of lesson times. Topics should be chosen carefully to match the needs and experience of the participants involved – this may be quite different between POE, POEA, and POE+. Try to limit the time to 45-50 minutes and engage the active participation of the participants as much as possible. Avoid lectures! Handouts, to be placed in notebooks, are strongly encouraged, since they allow participants to follow along better and give them something to take home with them and keep. Lesson faculty should be encouraged to attend the workshops in order to apply the information in lessons.

A list of possible workshop topics follows. It is not intended to be exhaustive or in-depth. If you find you are having trouble developing a list of topics, or need more information about some of these topics, please contact your assigned CoPOE member for assistance. There are also many resources available through the AGO website: visit www.agohq.org and click on “Education > New Organist > Chapter outreach to New Organists.”

1. **Organ Console Tour:** This topic might include an overview of the basic components of the organ console and their function. This class should be scheduled early in the week at a location where the organ console, including the pedals, is visible to the audience. In addition, provide participants with a list of basic terms and their definitions, both familiar and unfamiliar. Discuss a variety of console designs and layouts as they compare to the organ you have chosen for the presentation. Resources such as Sandra Soderlund's book, *A Young Person's Guide to the Pipe Organ*, can be helpful in illustrating the topics.
2. **Organ Technique:** A beginning class might address the differences and similarities between piano and organ, as well as the various techniques for playing expressively and musically on the organ. An advanced class might also address issues of performance practice in early music, dealing with larger consoles, or other specific advanced technical issues.
3. **Pedal Technique:** This class should be held in a location where the pedals are visible to the audience. A beginning class might include topics such as organ shoes, proper adjustment of the bench, the organist's position on the bench, foot position, and use of heel and toe. An advanced class might include discussion of early technique, 19th century innovations, pedal chords, resources or exercises for advanced pedal study, or a survey of music for pedals alone.

4. **Organ on the Web:** This topic should discuss the wealth of organ-related topics available on the Internet. First and foremost should be the American Guild of Organists' website and its offerings, including the AGO Youtube channel. Also, include safe websites for the purchase of recordings, books, and scores.
5. **Organ History and Design:** This topic could be coordinated with a visit to an organ builder's shop or an organ building course option. A beginning class might include a broad historical overview of the development of the organ from the hydraulis through the present day, a discussion of regional variations in organ designs, and a brief discussion of current organ building trends. An advanced class might focus more deeply on a specific organ building style, perhaps one represented by a local instrument or builder.
6. **Organ Registration:** This is a very large topic that might be divided into multiple sessions, including a wide range of sub-topics. A beginning class should illustrate and explain the different divisions, families of sound, and pitch levels of the organ. It may also include a discussion of how composers indicate registrations and how they may be realized. More advanced classes might focus on particular national or historical styles and the registrations associated with them, or approaches to registering symphonic organs, hymn accompaniments, baroque music, or many other possible topics.
7. **Hymn Playing:** Using the organ to lead congregational singing is another large topic that could be broken into multiple sessions. A beginning class might emphasize the basics: tempo, registration, touch, phrasing, text, and transitions between stanzas. More advanced classes could explore improvised introductions, reharmonizations, advanced consideration of phrasing and touch, understanding hymnals, hymn selection, or topics relating to hymnology.
8. **Organ Repertoire:** Many POE participants will never have played the organ before and will have heard very little organ music. A beginning class might introduce participants to different national styles and historical periods, to major masterworks of the organ repertoire, and/or to small, easy pieces that are practical for service playing (especially POE+ participants). It could be beneficial to have repertoire from this session available for sale at the POE, perhaps by a local music seller. An advanced class might explore more deeply works in a particular historical style, or by a specific composer.
9. **Practice Techniques:** Participants at all levels can benefit from creative ideas on efficient and focused practicing. A workshop on this topic at the beginning of the week can be of great value during the remainder of the week. Topics might include: setting goals for practice, solving specific technical problems during practice, using a metronome, memorization, or any number of related topics.
10. **Organ Crawl:** Take the participants as a group to see, hear, and play significant organs in the area. Be sure that each participant is given an opportunity to play – some will be shy, and others will play as long as they can. This will require supervision. Provide opportunities to go into the chambers and see all parts of the organ. This session can be correlated with console tour and registration courses.
11. **Visit to an Organ Builder's Shop:** A visit to an organ builder's shop is strongly recommended during the POE. The goal is to introduce participants to the basic concepts of

organ building. Where possible, consider hands-on activities for participants that include exposure to building, voicing, and tuning pipes.

12. **Master Classes:** POEs offer a fine time for participants to become acquainted with the master class format – listening to the ideas of several persons – as a model for in-depth learning, leading to artistic playing. A guest artist or one of the faculty can conduct the master class, with a small group of participants performing. You might designate specific repertoire as the subject of the class. It is most rewarding if all participants have copies of the music presented. Notify participants to bring copies of music for the master class or let them know that it will be available for purchase at their POE. *Be sure that the teacher knows to actively engage all of the participants who are watching and listening.* Master classes (perhaps more than one) are especially appropriate for POEA.
13. **Stage Etiquette for Participant Recital:** Many participants will not be experienced in stage demeanor. Demonstrate bowing, smiling, walking on and off stage, and the correct (and incorrect) ways to get on and off the bench.
14. **Careers for Organists:** Employment by the church, by colleges and universities, independent employment, and concert careers have long been the traditional avenues pursued by organists. Present the educational requirements needed for these jobs, and perhaps introduce participants to persons who have successfully combined more than one career. See section 6.6.5 for a list of careers in music.
15. **The Organ and Its Current Technology:** This topic could include discussion about digital instruments, using a MIDI interface, multi-level combination systems, piston sequencers, and understanding the advantages and disadvantages of buying a digital instrument instead of a pipe organ.

Remember to make all workshops as interactive as possible. Avoid lectures!

2.3.4 Recitals (All POEs)

Recitals during the POE week are a terrific way to expose participants to organ repertoire and styles of organ building. Recitals may fall into several categories: participant recitals, guest artist recitals, and faculty recitals.

Participant recitals usually happen at the end of the week and are an opportunity for the participants to perform for each other, their families, and host chapter members. Participant recitals should be held at a location with an instrument capable of playing a variety of repertoire, and with ample combination action to accommodate all the players. Participants should be encouraged (but not necessarily required) to perform on the recital. Some POEs have successfully presented separate participant recitals at different locations, as a way to ease constrictions on practice time at one location.

Guest recitalists frequently appear at POEs. This gives participants a chance to hear a full-length recital by a professional performer, who might also present a separate workshop or master class. The guest recitalist might also be a member of the faculty. Recent competition winners can be good choices for guests since they are often closer in age to the POE participants, and can be good role models. POEs are encouraged to ask recitalists to donate their talents or at least to lower their normal professional fees. Many artists will be happy to do so for these educational events. Professional recital fees are not covered by the AGO Grant and must be offset by donations, chapter monies, or fundraising.

Faculty recitals are also a common occurrence at POEs. Since the faculty themselves are often professionals, faculty recitals can be of very high quality. This also gives the participants an opportunity to hear a variety of approaches to registration on one instrument, and to interact with some of the faculty besides their own teacher.

Recitals may be open to chapter members and the general public. Ticket sales and program and revenue can be a source of income for the POE. Thoughtful publicity (by the Publicity Coordinator) can bring a good crowd. Careful attention to reasonable program length and repertoire choice is strongly suggested – often an hour is enough, given all the other activities that the participants are expected to take part in. Try to have recitals in locations where the organ console is visible or have a camera and projector to make the performer(s) visible. Consider planning organ concert events that feature organ solo literature, organ duets, organ plus other instruments, hymn singing, improvisation, or silent film accompaniment.

2.3.5 Worship services (All POEs)

Having a short worship service during the week can show POE participants how the organ is used in a variety of ways. Consider having different worship styles represented during the week and invite local clergy and church musicians to lead the services. This can be a great way to follow up on a workshop on hymn playing or service playing. POE participants should be encouraged to take part in the service playing as well.

2.3.6 Recreational activities (All POEs)

Participants will need a break from all the engaging organ-related activities, so be sure to plan some fun! Even something as simple as a picnic in the park can be a valuable time for participants to relax and socialize in a non-musical context. Possibilities for recreational activities will depend a great deal on the resources in your area. Some successful activities in the past have included: visits to theme parks, visits to local museums or monuments, attendance at concerts by local orchestras or other performing groups, attendance at theatrical presentations, or the ever-popular participant talent show. Include time for physical activity and movement each day.

2.3.7 Curricular materials (All POEs)

It is a good idea to provide participants with as much curricular information to take home with them as possible, as a future reference. One successful way to do this is to give the participants a three-ring binder or booklet containing, but not limited to, the following:

- A detailed schedule for the entire POE (see samples in section 6.2)
- Maps of the area as appropriate
- POE Participant Code of Conduct (section 6.5.4)
- Handouts for each of the classes or workshops
- Specifications for the organs visited during the week
- Programs for recitals and worship services
- Biographies of POE faculty and staff
- Blank staff paper
- List of faculty, staff, and participant e-mails
- List of career options

One great advantage to providing a three-ring binder is that any additional material can be hole-punched and added to the notebook during the week.

2.3.8 Schedules (All POEs)

There is a great deal of flexibility in putting together a schedule for a POE. Schedules from past POEs may serve as models and can be found in section 6.2. The schedule will need to be developed jointly by the Faculty Coordinator, the Facilities Coordinator, and the Services Coordinator (for transportation needs and meals), under the supervision of the Director. A basic template for a given day in a POE might be:

Breakfast

MORNING: Lessons/practice

Lunch

AFTERNOON: Workshops, classes, field trips

Dinner

EVENING: Recital, recreational activity

Lights out

Of course, your schedule will depend on availability of facilities and personnel. You may choose to have classes in the morning or have two lesson sessions during the day. In any case, here are some important considerations:

- Allow enough time in a lesson/practice slot for each of the two participants to have a complete lesson.
- Allow plenty of extra time for transportation between events.
- Be sure to plan small amounts of “free” time throughout the day for the participants, but not so much that they lose focus or direction. The more that they are occupied, the more they learn, and the less possibility for behavioral trouble.
- Allow plenty of time for meals and/or snacks at regular times during the day.
- A detailed schedule, including locations and transportation instructions, should be provided to all POE participants, faculty, and staff, at the beginning of the week.

2.4 Faculty and Staff

Aside from the POE Committee, there are many other persons who contribute to the implementation and success of a POE. These can be roughly divided into two groups, with much potential overlap: “Faculty”, who teach and/or perform (see below); and “Staff”, who keep things running day to day (see sections 2.4.2 through 2.4.4). The Faculty Coordinator is generally in charge of recruiting and communicating with POE Faculty. The Services Coordinator is generally in charge of recruiting and communicating with POE Staff.

Before they can participate in the POE, all adult faculty and staff must be subjected to background checks (see all of section 2.10.1, including POE+) and must complete and sign all 4 of the following required documents (see section 6.3):

1. Faculty/Chaperone/Staff Information and Application Form (section 6.3.1)
2. Faculty/Chaperone/Staff Conduct at Pipe Organ Encounters form (section 6.3.2)
3. Prospective Teacher Disclosure Affidavit (section 6.3.4)
4. Faculty and Staff Agreement (section 6.3.4)

2.4.1 Faculty

Faculty should be selected and assigned, based on their strengths and interests, to fill the needs of the curriculum. The most crucial area is private instruction. Faculty must possess the experience and credentials necessary to offer a valuable learning experience for participants. These teachers may also teach in other curricular areas as well, but use caution so that faculty members do not become overloaded. Guest recitalists may also be considered faculty, especially if they offer master classes or other presentations; other faculty may also be performers, either in worship services, solo recitals, or group faculty recitals.

Here are some guidelines for the Faculty Coordinator:

- There must be one lesson teacher for every two participants, without exception.
- Consider engaging former POE participants who are now attending college as workshop presenters or recitalists.
- Strive for gender balance among faculty members. The AGO as a national organization prioritizes this for convention presentations; POEs should, as much as is practical, also work towards this. The composition of POE faculty sends a powerful message to teenagers thinking about a career in organ and church music.
- Pipe Organ Encounters shall, for the most part, feature artists, presenters, and composers from the host city or region. Each POE will have as its goal a 50/50 gender balance in each category of person selected as participants in the program:
 - Performers (including conductors)
 - Composers whose works are presented in concert, worship, and workshops
 - Workshop presenters/panelists
 - Worship leaders

- Furthermore, to provide role models for young people, the composers and musical styles presented in workshops, worship, and performance should reflect regional demographics of ethnicity, race, and denomination.
- After considering the requirements for POE faculty members, compile a list of potential faculty. Once you compile this list, please submit it to CoPOE for review before contacting any of the proposed faculty. Do not contact any faculty until your application has been approved. Your CoPOE representative will then contact you with approval of the list, or suggest revisions or changes.
- Collect biographies for each faculty member for the POE packet. Also keep a file with faculty contact information and correspondence for your own information.
- Faculty should be assigned to teach lessons with the participant backgrounds in mind.
- Obtain handouts for faculty presentations in advance if possible, to include in the POE packet.
- Be sure background checks are run for each faculty member (see section 2.10.1.3) and that each volunteer (faculty/staff/chaperone) has signed the “Faculty and Staff Conduct at Pipe Organ Encounters,” “Prospective Teacher Disclosure Affidavit” forms, and the “Volunteer Agreement” (see section 6.3).
- Encourage faculty to keep presentations and classes as **interactive and “hands-on”** as possible.
- Require teachers to contact their participants before the POE to show their interest and to discern the participant’s level of ability. (This also eases parental concerns.)
- Communicate with faculty regarding class topics, teaching materials, and schedules.
- Acquire materials for faculty as required and obtain copyright permission as required.
- Communicate with the Services Coordinator and faculty about all faculty travel arrangements.
- Share with faculty the expectations for their respective presentations based on the course descriptions. In addition, encourage them to visit www.agohq.org and click on “Education” > “New Organist Pages”. A variety of ideas and resources are listed here.
- Communicate with faculty about your expectations of them beyond their specific teaching assignments. (Workshop, recital, or dorm chaperone possibilities.) Faculty at POE, POEA, or POE+ events should not use time with participants at a POE to recruit for their studio or school. At a POE-Tech participants are potentially interested in a career in organ building. If a builder sees genuine talent and serious expertise potential in a participant, the builder should:
 - Be open with all participants if this is a potential part of conversations
 - Be fair about who is considered for opportunities and who is not (age, experience, proficiency can all factor in)
 - Make any offers or have discussions about possible employment after the end of the POE-Tech week directly with each person
- It is expected that local chapter faculty and performers serve without compensation, but be included in a special appreciation where applicable. When engaging faculty under management, POE committees should be cautious of large expenditures, and solicit independent funding to cover any artist fees that may be incurred. Compensation for travel expense, food and housing

for all out-of-town faculty should be provided by the host POE site. **Be sure to inform faculty of the deadline for submitting travel expenses to the POE Treasurer.**

- POE Faculty/Chaperones/Staff Stipends. While faculty are expected to donate their teaching services, POEs may pay a stipend toward non-reimbursed expenses related to their teaching, such as photocopying, music score purchase, parking, etc. This applies to ALL who have supervisory contact with participants: faculty, chaperones, drivers, etc.
- The newly formed Committee on AGO Young Organists (AGOYO), made up the Councillor for Young Organists and five young organists will provide one committee member at each of the POE, POEA, and POE-Tech events every year to assist under the following purposes and conditions:
 - Help in whatever capacity is needed. i.e., teaching, recital, chaperone, other events.
 - Make connections with participants.
 - Get participants connected with the Dean and an adult member in their region/chapter.
 - Follow up with these participants when their one-year free membership expires.
 - Travel costs will be paid out of the appropriate Regional Councillor’s budget with the approval of the Chair of the Board of Regional Councillors. The POE will cover costs for lodging and meals in return for the AGOYO member acting as a chaperone for the POE students.

(Host chapters of each POE, POEA, and POE-Tech event will be expected to facilitate the above initiative of AGOYO, pending committee members’ successful results of screening and youth protection training and parental consent for contact by AGOYO with parents copied on all communication with participants.)

2.4.2 Chaperones

2.4.2.1 Dorm chaperones (POE , POEA, and POETech)

Live-in chaperones, at least two male and two female, are very important. A ratio of 1 adult to every 8-10 participants is recommended. Secure their services early and be sure they are qualified, responsible, and understand the responsibilities of supervising minors, particularly teenagers. It is very helpful if at least some of the chaperones have experience working with groups of youth. Faculty can be given the opportunity (option) to chaperone. Consider college students over the age of 21 as possible chaperones. It is helpful to have 1-2 chaperones who are capable of “all-night” duty (and don’t have “day” responsibilities.)

Security is the primary responsibility of POE personnel regardless of whether college security is present or not. (College security is concerned with those coming in the dorm, not leaving.)

2.4.2.2 Venue chaperones (POE, POEA, and POETech)

The Services Coordinator should engage local chapter members (with proper background checks) to be chaperones at venues where participants may be otherwise alone. Participants should never be left alone at any location. At some churches, the church office has a staff member nearby who is willing

to be available in case the participant needs something, but they should be asked first before assuming that they will fulfill this duty. In large church complexes, the church staff person(s) may be so far away as to be an ineffective chaperone, so another chaperone should be engaged.

2.4.3 Drivers

When participants are not being transported by professional transportation services (e.g., chartered bus), a safe, prompt, reliable volunteer driver should be engaged. Many POEs rely on church and/or rental vans to transport multiple participants and faculty to event locations. Be sure that the driver is licensed to drive the vehicle being used and that appropriate insurance is in effect (see section 2.9.2). All volunteer drivers must provide a copy of their current license, automobile insurance, and submit to a Department of Motor Vehicles check for the state in which they are licensed. There will be an additional fee for this. Drivers will usually be needed to transport participants and faculty to workshops and lessons, as well as picking out-of-town participants and faculty up at the airport and dropping them off again at the end of the week.

2.4.4 Other volunteers

The Services Coordinator should engage the volunteer services of any other personnel needed. Often these can be people helping with meals, coordinating potluck suppers, helping with program proofing and printing, helping to deliver materials to event locations, or other tasks. Many chapter members are willing to help with a specific task if they are not available to chaperone or drive for long periods of time. The volunteer support of your chapter members is essential to the success of your POE.

2.4.5 POE liaison to CoPOE

In cooperation with each POE Director, the Committee on Pipe Organ Encounters designates a faculty member of each POE to be a liaison to CoPOE. This faculty member typically has attended, served as faculty, or directed previous POEs. This liaison, in addition to teaching, will submit a report to CoPOE on your POE program. When your faculty selections are in place, please forward the faculty list to the CoPOE Director, who will select a faculty liaison to make a report to CoPOE.

2.5 Services

2.5.1 Housing

Facilities should be carefully inspected beforehand to ensure acceptability with attention given to building security and safety. Reservations for housing or dormitory space at colleges should be obtained in writing 12-15 months in advance, if possible. The Services Coordinator should obtain information on cancellation penalties. Find out whether dorm personnel or POE personnel are responsible for dorm assignments, dorm check-in, and other logistical decisions. If dorm personnel are responsible, give clear instructions to them, and check to make sure they follow through. Have a responsible POE representative at the dorm for check-in. Be sure dorm personnel are aware that POE (not POE+) participants are minors. Since POE+ is working with adults, some POE+s have offered a choice between dorm and motel housing. **For POE-Tech, which includes both minors and adults in the age range, minors cannot be housed in the same room as adults. For POE and POEA, participants 18 and over must be housed separately (not with minor participants).**

No POE, POE-A, POE+, or POE-Tech participant of any age, regardless of whether the participant is a minor or an adult, should be housed in someone's private home.

Housing Alternatives: Many colleges have opened their facilities to summer conference groups. Hostels, hotels, and church retreat centers also may be considered. The use of central facilities allows a number of advantages, including time savings related to participant transportation, fewer adults required to chaperone, availability of teaching facilities, proximity to recreational facilities, and the benefit of social interaction with one's peers.

Faculty who travel from out of town are often willing to stay in single dorm rooms (with private bath if possible), but can also be housed in hotels, or allowed to make their own arrangements at their own expense or be reimbursed by the POE for an amount agreed upon with the POE director in advance. Be sure that your faculty guest is comfortable with where he/she is staying, and that you are clear about all details regarding where they will be staying before they agree to come teach. Do not assume that a faculty member staying in a dorm will serve as a *de facto* chaperone. It is a lot to ask of a faculty member to teach all day and be available as a chaperone all night. Some people may be perfectly willing to do this, but you should be very clear about your expectations before the faculty person agrees to participate.

Obviously, chaperones may not be housed in the same room as participants. At least one chaperone should be housed on each floor where participants are housed.

2.5.2 Meals

Be certain that food service (whether professional or volunteer) is adequately prepared to satisfy robust, teenage appetites. Schedule meals and snacks at regular and frequent intervals throughout the day. Work with participants and parents to be sure that any special dietary requirements can be met.

A banquet for faculty and staff is often an enjoyable event and a nice way to show appreciation for the adult volunteers.

2.5.3 Lesson and workshop facilities

At any given time, each group of two participants should have access to at least one pipe organ and one teacher. For instance, a POE for 20 participants should have a minimum of 10 organs and 10 faculty members available. One or more electronic organs may be substituted if needed, but every participant should have some lessons and practice experience on a pipe organ. The majority of participants' practice time should be on organs. POEA sites must provide one pipe organ per participant for the practice purposes of each participant.

The following list of tasks is suggested in locating and securing facilities for teaching. The Facilities Coordinator, in consultation with the POE Director, and with full awareness of curricular requirements, should be largely responsible for completion of these tasks.

- Prepare a preliminary list of pipe organs, their location and local contact names. The choice of organs used at POEs should be appropriate for creative programming. Submit the list to the POE Director and POE Committee for approval.
- Work with the Services Coordinator to select organs in “clusters” – locations in close proximity – to facilitate management of transportation. The teacher will have an easier time managing two participants at once if they can be assigned to two very nearby locations. A chaperone must always be present when a participant is practicing.
- Reservations for space at facilities housing instruments should be made as early as possible, perhaps nine to twelve months in advance. Many calendars are set a year in advance.
- Determine if a Certificate of Insurance (a request form is found in section 6.1.5) is required at any of the sites (see section 2.9).
- Prepare letters requesting use of the organs (see Site Information Form in section 6.1.4), addressed either to the musician, clergy, or board of the facility, as appropriate. Follow up and obtain commitments from each location.
- Arrange with other facilities needed for special recitals, worship services, special events, and group classes (if applicable).
- Verify all reservations 1-3 weeks before the POE.
- Be sure that the church or institution is prepared to provide access to the building when needed (and for rehearsals where applicable). Organist, clergy, secretary, board members, and/or security personnel should be aware of church use during the week.
- Be sure that the Treasurer is aware of any facility usage charges.
- Request that the instrument(s) be in tune.
- Ensure that special instructions regarding entry and use of the organ are forwarded to the appropriate teacher (see Site Information Form, section 6.1.4). The Faculty Coordinator can assist with this.

- Be prepared for alternative facilities in case of a last-minute cancellation or problem during the week.
- Prepare thank-you letters to the institutions and churches (pastors) after the POE is completed.
- Compile an Organ Facilities Directory. This will include a record for each organ to be used during the POE. It should identify the church or institution, pastor's name, church address, office secretary's name, resident organist, and a brief description of the organ. Provide written directions and a map from a central location (dorm/hotel). Include contact information for each of these persons.
- Maintain a file of correspondence received and sent, other pertinent information, and a log of telephone calls.
- Compile specifications for all instruments for distribution to POE participants and faculty.

The Faculty Coordinator and the Facilities Coordinator should work together to assign teachers to locations for lessons and workshops during the week. In some POEs, the faculty members rotate through teaching locations throughout the week, so that participants get to experience lessons on different types of instruments. This is not required, and keeping the lessons at the same location each day has the merit of stability and predictability. It is the choice of the POE Committee.

2.5.4 Transportation

Use public transportation, charter bus, or van services whenever possible. For longer trips, be sure that comfort is appropriately factored into the choice of vehicle. Since most POEs happen in summer, be extra sure that air conditioning is functional in the vehicles to be used during the week. It is recommended that private autos not be used, but if they must be used, ensure that reliable drivers are selected and that all vehicles are sufficiently equipped with air bags. (See Section 2.4.3 regarding background checks for drivers.) All vehicles must have a seat belt available for every passenger. Seatbelts must be worn by all participants, chaperones, and drivers. Proof of insurance should be on file with the Services Coordinator.

Many participants and faculty will be traveling from out of town and will need to be picked up at airports, train stations, and bus stations. The Services Coordinator should collect information about participant and faculty itineraries with the help of the Registrar and Faculty Coordinator. Based on this information, a careful schedule should be created for pickup at the beginning of the week and drop-off at the end, with volunteer drivers arranged to help out.

Parental pickup policy

Each POE shall develop a formalized pickup policy and procedures for how to handle unauthorized persons attempting to pick up participants.

2.6 Attracting Participants to Your POE

2.6.1 Participant application process

2.6.1.1 POE

The basic application process is:

1. A participant completes the online application at: <https://www.agohq.org/education/poe/> (the result of each application is an email sent to each POE director, copied to the CoPOE representative, and AGO National Headquarters).
2. The payment form in the POE brochure is sent with check to the name and address on the brochure.
3. The POE Secretary/Registrar sends a letter or e-mail to participants and parents acknowledging receipt of application. If the participant does not meet eligibility requirements (see section 2.6.5.1), or if maximum enrollment has been reached, they should be notified that they have not been accepted.
4. When welcome packets are ready, these should be sent to all accepted applicants 8-10 weeks before the POE.
5. By June 1, notify CoPOE of the expected enrollment planned and the actual number of expected participants.

2.6.1.2 POEA

Because acceptance of POEA participants, unlike traditional POE, is based on the strength of their audition and application materials, the application process is somewhat more complicated.

1. A participant sends in an application form with accompanying required materials and a check for a refundable application fee. The deadline for receipt of these materials should be early March. Supporting materials will normally include:
 - a. A recorded audition. The POE Committee should determine specific audition requirements, which might be a piece by J. S. Bach, a contrasting piece by another composer, and a hymn accompaniment. Be clear about time limits, if any.
 - b. A letter of recommendation from a teacher
 - c. A list of the applicant's previous and current organ repertoire
2. The POE Secretary/Registrar sends a letter or e-mail to participants and parents acknowledging receipt of application materials, requesting missing materials if any.
3. The POE Committee or a subcommittee thereof meets to evaluate applications. Criteria for acceptance and relative weight of application materials are up to the POE Committee. (A sample evaluation form can be found in section 6.1.6).
4. The POE Committee selects those applicants who will be admitted to the POEA. The committee does not have to fill the maximum enrollment number if they feel there are not enough qualified applicants.
5. The POE Director or Secretary/Registrar sends a letter or e-mail to applicants and parents telling them either that they have been admitted or that they have not. This should be done as early as possible so that those applicants not selected for the POEA can have time to apply to other POEs if they wish. Those applicants who were not selected should be refunded their

application fee. Those who were admitted should have their application fee credited towards their tuition.

6. When welcome packets are ready, these should be sent to all accepted applicants 8-10 weeks before the POEA.

2.6.1.3 POETech

The basic application process is:

1. A participant sends an application with all appropriate information and a check.
2. The POE Secretary/Registrar sends a letter or e-mail to participants and parents (if applicant is a minor) acknowledging receipt of application. If the participant does not meet eligibility requirements (see section 2.6.5.3), or if maximum enrollment has been reached, they should be notified that they have not been accepted.
3. When welcome packets are ready, these should be sent to all accepted applicants 8-10 weeks before the POE.

2.6.1.4 POE+

The basic application process is:

1. A participant sends an application with all appropriate information and a check.
2. The POE Secretary/Registrar sends a letter or e-mail to participants acknowledging receipt of application. If the participant does not meet eligibility requirements (see section 2.6.5.4) or if maximum enrollment has been reached, they should be notified that they have not been accepted.
3. When welcome packets are ready, these should be sent to all accepted applicants 8-10 weeks before the POE.

2.6.2 Recruiting

One of the measurements of a successful POE is the strength of its enrollment. A broad-based, multi-faceted publicity campaign will contribute significantly to the realization of this goal: it should extend well beyond the locality of the Encounter itself and include provisions for coverage throughout the local area and the entire AGO region. National publicity is handled directly by AGO National Headquarters in New York through *The American Organist* magazine and other music journals.

One of the most important tools for advertising your POE is the brochure, which will be developed early, in consultation with CoPOE. For more information on brochures, see section 2.6.3. POEs may develop online promotional and publicity material as an option; however, it is always advantageous to have some printed material available for face-to-face contact.

It is advantageous to develop a comprehensive approach to advertising during the initial stages of planning, and to begin its implementation many months prior-- as soon as the brochure has been approved by CoPOE. POE faculty members and AGO chapter members should be encouraged to recruit participants to apply to the POE. Other avenues for recruiting are outlined below.

- **Piano teachers/studios:** Because an intermediate piano background will greatly enhance a participant's progress and ability to learn quickly at the Encounter, and because evidence of such training is a prerequisite for admission, a major target for initial communication and recruiting efforts will be the area's independent piano studios. Telephoning or emailing these teachers can be valuable for recruitment. Conversations or e-mails can include the following:
 - Describe some of the benefits to pianists of adding organ playing skills.
 - Explain briefly the qualifications necessary for acceptance and the curriculum of the POEs.
 - Inquire if there are any participants in the studio who would meet the requirements and be interested in participating in the event.
 - Provide brochures to those studios that have expressed interest.
 - Further information concerning the workings of piano, general, and choral music teacher's organizations may be obtained by consulting the internet and publications of the MTNA, *The American Music Teacher*, NAFME (National Association for Music Education, formerly Music Educators National Conference), *Music Educators Journal*, and the ACDA, *Choral Journal*.
- **Local and area organ instructors**
- **Public, private, and parochial school music departments**
- **Local, state, and regional home-school associations:** Check with the parents of homeschool children in your area, or go to American Home School Association site www.americanhomeschoolassociation.org
- **Community music schools:** These organizations are often affiliated with the National Guild of Community Schools of the Arts. More information may be obtained from the national directory, available through www.nationalguild.org.
- **College, University, and Conservatory of Music preparatory divisions**
- **College and University music departments:** It should be remembered that the age limit for the POE is 18. Rising college freshmen could attend if the local chapter agrees on an individual basis. College participants might also know high school participants who will want to attend.
- **Regional AGO Chapters:** It is absolutely essential to mail or email brochures to AGO members in the area and region of the POE, as well as the Regional Councillor, District Conveners, and Educational Coordinators. (See the AGO website for contact information.) It is helpful to mail a one or a few brochures to chapter deans, especially nearby chapters for distribution at their programs. Free mailing labels and regional email address lists for the AGO membership of the region where the POE is held are available from National AGO Headquarters. In addition, forward press release information for newsletters that urge all AGO members to recruit among their piano teachers and participants as well as churches for your POE.

- **Churches and Synagogues:** Communication with religious denominations, diocesan/synod offices, councils, etc., is very important. Recruitment through local and area churches and synagogues should be done in several ways:
 - Newsletters: Check to see if there is an Ecumenical Council or Coalition that publishes a newsletter that can announce the POE. Members of AGO chapters should be asked to put a notice into their regular church newsletter, bulletin, or other publication. These newsletters will likely reach participants with an interest in sacred music and the organ – some of them may be involved in piano and/or organ study that is offered in connection with the church itself.
 - Mail and e-mail: Obtain addresses and send succinct press releases and brochures in printed and electronic versions to church musicians, clergy, and office personnel.
 - Telephone: It can be very effective to approach the music personnel of churches personally with a call, providing a brief explanation of the POE. Follow up with a brochure and press release.
 - Local ministerial associations, denominational and diocesan offices: Personal contact is best, with a brochure explaining the upcoming POE and the importance of recruiting participants from local churches. Suggestions can also be made for scholarships, perhaps as a memorial. Send brochures and submit an article in their newsletters and other periodicals.
- **Internet:** Ask your chapter webmaster to post information on the chapter website. Or, better yet, create a website specifically devoted to the POE. Recent POEs have done this very creatively, in ways that established an online community for participants going to that POE. Find someone in your chapter or on your POE Committee who knows how to use social media platforms such as Facebook, Instagram, or Twitter and disseminate information this way. *More and more, this is how teenagers get and share their information.*

2.6.3 Brochures

The Publicity Coordinator should prepare the brochure with input from the POE Committee. A sample brochure can be found in section 6.5.1. While the brochure might be realized in a variety of formats, it should be suitable for bulk mailing and available as a .pdf file. It is increasingly important that an electronic version of the brochure be made for dissemination via e-mail. It should be attractive, concise, and include the information listed below. Since a POE website also serves as a sort of virtual brochure, the website should also contain all of the same information.

- The front cover must include:
 - “American Guild of Organists” at the top
 - The AGO logo if there is room; it is available on the AGO website
 - The name of the host chapter
 - The website address (URL) for the POE or the host chapter
- A concise explanation of the purpose of the POE and the location and dates.
- A clear presentation of participant eligibility requirements. For traditional POEs this should read “Participants who have an intermediate level of piano proficiency are invited to apply.”
- A list of faculty and recitalists.
- A list of organs and venues that would include not only churches, but synagogues, concert halls and private residences. The information about the instrument should precede the name of the venue (e.g., “Schantz V/97, St. Peter’s Basilica”, not “St. Peter’s Basilica, Schantz organ”) For POEs, include the following information in the brochure: *Roman number = number of manual keyboards; Arabic numeral = number of ranks (sets of pipes).
- Information concerning fees and payment deadlines, accommodations, and the presence of adult supervision. It is recommended to have an “early bird” reduced application fee with a cutoff date to accelerate registration.
- Information on local and national scholarship funding should be clearly described (see section 2.6.6). Include the following statement regarding this scholarship program in your brochure:

Scholarship assistance is available through the American Guild of Organists. Please contact the Director of the POE to which you are applying for information on initiating the online scholarship application process. In addition, participants may also contact AGO chapters or religious institutions if financial aid is needed.
- A return address to which the detachable registration payment form and check payment should be sent. (Include “make check payable to _____” on the form.) If online payment is possible on the local POE website, provide this information to AGO Headquarters. The link to the page where payment can be made will appear in application confirmation email messages that are sent to applicants.
- The AGO National grants statement must be included in the brochure. The updated statement for the current year is forwarded by the CoPOE Director each fall.

- Include this statement in the brochure and on all publicity: Performers, faculty, instruments, and other POE details are subject to change without notice.
- Although the brochure should contain enough essential data that the participant will feel sufficiently informed to apply and send in a registration fee, please include the address, phone number and e-mail address of the Director in case the applicant needs more information.
- If you need to limit your enrollment, include a statement such as: “Registration is limited to the first _____ applicants or by the registration deadline, which is _____ (month, day, year).”
- For POEA, include clear requirements for application materials (see section 2.6.1.2) and a postmark deadline for submitting them, usually early in March.
- Send the preliminary draft of your brochure to the CoPOE Director by September 15.
- **Include your chapter name and the year of your POE in the brochure filename.**

2.6.4 Press and media

Prepare publicity for local media and churches. This could include small advertisements, church bulletin announcements and radio/TV interviews. See “Conducting a Successful POE Media Interview” in section 6.7.2.

2.6.5 Accepting participants

POEs range dramatically in size, though the Committee on Pipe Organ Encounters recommends that a chapter plan for 25-30 participants when possible. POEA sites will determine participant enrollment based on the number of qualified applicants.

2.6.5.1 POE

Before accepting participants to your POE, they should meet the following eligibility guidelines:

1. **Age:** Participants should be ages 13-18.
2. **Proficiency:** Participants should have piano or organ proficiency ranging from intermediate to advanced. All participants should be able to read treble and bass clefs together. All applicants should be able to play intermediate-level piano literature and be familiar with major and minor scales.
3. **Permission:** A consent form with the appropriate waivers and a medical/insurance form must be signed by both parent and participant (see section 6.5.2.1).
4. **Exceptions:** Special consideration with regard to age and training may be allowed by the POE Committee on an individual basis.

2.6.5.2 POEA

Before accepting participants to your POEA, they should meet the following suggested eligibility guidelines:

1. **Age:** Participants should be entering 9th through 12th school grades and achieved a high level of proficiency in organ study.
2. **Audition:** Your POE Committee, or a smaller representative group, should meet to review the audition materials sent by the participant (see section 2.6.1.2, step 3). After establishing your criteria (see section 6.1.6 for a sample) for evaluating application materials, your committee should decide which applicants meet the criteria for your POEA.
3. **Permission:** A consent form with the appropriate waivers and a medical/insurance form must be signed by both parent and participant (see section 6.5.2.1).
4. **Exceptions:** Special consideration with regard to age may be allowed by the POE Committee on an individual basis.

2.6.5.3 POETech

Before accepting participants into your POETech, they should meet the following eligibility guidelines:

1. **Age:** Participants should be ages 18-23.
2. **Proficiency:** Participants may be proficient organists, and should possess or be seeking expertise in woodworking, electrical skills, or construction. Anticipated or current collegiate study may be in the areas of liberal arts with emphasis in science and engineering. Previous organ study is not required.
3. **Permission:** A consent form with the appropriate waivers and a medical/insurance form must be signed by both parent and participant if the participant is under age 19 (see section 6.5.2.1). An Assumption of Risk form must be signed by participants aged 19 and older (see section 6.5.2.2).
4. **Exceptions:** Special considerations with regard to age and training may be allowed by the POE committee on an individual basis.

2.6.5.4 POE+

Before accepting participants to your POE+, they should meet the following eligibility guidelines:

1. **Age:** Participants should be age 19 or older.
2. **Proficiency:** Participants should have piano or organ proficiency ranging from intermediate to advanced. All participants should be able to read treble and bass clefs together. All applicants should be able to play intermediate-level piano literature and be familiar with major and minor scales.
3. **Permission:** An Assumption of Risk form must be signed by the participant (see section 6.5.2.2).
4. **Exceptions:** Special consideration with regard to age and training may be allowed by the POE Committee on an individual basis.

It is important to acknowledge receipt of registration with a postcard, letter, or e-mail to the participant, informing the participant that a packet will be sent after the registration deadline. So that POE+ participants can make adequate preparations for their week of organ study, send a welcome packet immediately after the registration deadline. The packet should include the following:

- Welcome letter with instructions and information (see section 6.6.1)
- Assumption of Risk and Release of All Claims form (see 6.5.2.2)
- Schedule
- Travel directions and map
- Parking information

2.6.6 Participant scholarships

The AGO has funding for scholarships for registration/tuition fees for POE, POEA, and POETech (not POE+). Scholarship aid can only be given up to the amount of the registration fee; it does not cover travel. Several thousand dollars in scholarships are awarded each year, but the amount of available funding is not known until spring. POE Directors are urged to encourage only those applicants that truly require financial assistance to apply for it. Scholarship funds are very limited and will be made available based on financial need. The online application process is initiated and completed by the participant, parent/guardian, and the participant's music teacher. These forms are accessed by a link to the AGO website provided by POE Directors to accepted POE participants. All scholarship applicants must be accepted as participants to attend a POE before they can apply for AGO scholarships for POE event registration/tuition fees.

Scholarship applications are reviewed monthly beginning in February by a scholarship committee designated by CoPOE. After a thorough review of the scholarship applications at the end of the application period (January 15 to April 15), a check is sent to each POE Treasurer for the total amount of the awards given to participants participating in a given POE. A personalized letter is provided to the Treasurer and the POE Director indicating who received the awards for their POE and the amounts granted. The POE does not have to collect registration fees for those participants, or can remit them to the participants (wholly or in part) if the fees already have been collected. Participants needing scholarship aid may apply to attend a POE without sending the registration fee, and POE Directors may accept participants provisionally, subject to receipt of scholarship aid from AGO National Headquarters.

Scholarship Application Form Questions:

All scholarship applicants must have already applied to attend a POE before scholarship applications can be considered. Please complete the application form to attend a POE before submitting this form. PLEASE NOTE: Pages in the POE Handbook are not for use as a paper submission form, but are provided to POE Directors, Registrars and their POE committees as a list of all data that will be supplied to them from the online submission form to be received from each applicant.

All data points marked with an asterisk () are required of all applicants in order for the form submission to function properly.*

Section I -- (to be completed by the participant)

First Name*

Last Name*

Home Street Address*

City*

State*

Zip Code*

Primary Phone Number*

Primary Phone Type*

Secondary Phone Number

Secondary Phone Type

Email Address*

Date of Birth*

Current Year in School*

Expected Graduation Date MM/YYYY

Are You Currently a Member of the AGO?

Have You Previously Attended a POE?

Please answer the following questions using complete sentences

Please explain why you want to attend a Pipe Organ Encounter.*

What musical instruments have you studied and for how long?*

Why are you seeking a scholarship?*

Have you received or do you expect to receive any other scholarship awards or financial assistance in connection with your participation in this POE? If so, please list the sources and amounts of funding that have been provided.*

Please add any other information you would like to provide regarding your need for financial assistance.*

Amount of scholarship aid you are requesting (amount awarded may not be amount requested)*

Please enter a value between 1 and 525.

Have you received AGO scholarship aid for a POE previously?*

Please provide the following information about the teacher who will be providing a recommendation for the Participant. It is the participant's responsibility to make sure that the Teacher has the link to the online recommendation form.

Name*

Phone Number*

Email address*

Please complete the final portion of the Participant Information section below. You must select a POE location before proceeding with this application. Only one location may be selected.

Location of POE Attending* Choose a Location*

The above information is true and accurate.

By checking this box and typing my name in the box below, I attest that the above information is true and accurate.

Name*

If you have information that you feel is important to your scholarship application that was not addressed by this form, please feel free to direct further questions or comments to the CoPOE

Director Nicole Marane at nicmarane@gmail.com.

Section II -- (to be completed by the Parent/Guardian)

First Name*

Last Name*

Primary Phone #*

Primary Phone Type*

Secondary Phone

Secondary Phone Type

Email Address*

Occupation*

Secondary Occupation (if any)

Combined Household Income*

Total Number of Persons in Household*

Please add any other information you would like to provide regarding the Participant's need for financial assistance.*

I attest that the above information is true and accurate.

By checking this box and typing my name in the box below I attest that the above information is true and accurate.

Parent/Guardian*

Date*

The local POE Director is responsible for advising the participant that a scholarship was provided (or not) and the amount. AGO Headquarters maintains liaison with the POEs; the POEs maintain the liaison with the participants. After the POE, scholarship recipients should be encouraged to write to Headquarters with a letter of thanks for the funding. These letters are then forwarded to the donors, and it completes the circle because the donors are then gratified by the value of their donation and will continue to donate when we ask them for their support for the following year. The letter detailing the scholarship recipients and amounts also will indicate the source of the scholarship funds, i.e., whether the funds are derived from a named scholarship or from the AGO's general operating account.

Thank You Notes. **It is the responsibility of POE Directors to prompt all AGO National POE Scholarship recipients to acknowledge the donors with a note of thanks.** The director should select in advance a time in the POE week schedule to accomplish this as a group activity among all scholarship recipients. The following to-do list is recommended to be sure that this duty is accomplished:

1. Purchase “Thank You” stationery with POE funds to use for scholarship acknowledgement.
2. Plan a time in your POE activities that all scholarship recipients write thank you notes for their funding.
3. Address the notes for AGO National Scholarship to “Dear Mr. Thomashower” and mail them to the attention of James Thomashower at AGO National Headquarters.
4. Ask each recipient to mention the name of the fund from which their scholarship was provided in the body of the note. Many of the funds’ named honorees are no longer living, so to avoid writing a thank you to someone who is not a living person be sure to explain that the acknowledgement is addressed to James Thomashower and that the fund’s donor should be mentioned in the note.
5. Read the notes before passing them on to AGO HQ to be sure they are complete, signed with full names, and meet an acceptable standard for possible sharing with donors (or donors’ heirs) or publication in national POE promotional materials.
6. Mail them separately or together in one large envelope to AGO Headquarters to the attention of James Thomashower at American Guild of Organists National Headquarters, 475 Riverside Drive, Suite 1260, New York NY 10115.

(The same procedure above could be adapted to acknowledge scholarship assistance received by participants from other sources, such as the host or other chapters, and it is recommended that directors encourage recipients to thank the source of their scholarships.)

Scholarships from other sources may be solicited by local chapters, to pay the registration fee for specific participants. Donors should be recognized in the POE program. Some donors prefer the personal approach rather than making a general contribution. If the chapter establishes an ongoing scholarship fund to serve future POEs, separate fund accountability should be maintained and post-event reporting provided to the donors. Remember to be creative in your donor solicitation. People may wish to honor the memory of someone, salute a birthday, anniversary, or other important occasion.

Participants are encouraged to seek financial help from various sources. A helpful guide to finding financial support for POE attendance is found in section 6.6.3.

2.7 Publicizing Your POE

Make contacts with organizations in your area, such as the MTNA (Music Teachers' National Association), the Piano Teachers' Association, individual churches, and other professional organizations. Offer to do presentations for them or provide brochures and other information about your POE. Provide information for their newsletters and request that they email POE information to all of their members.

2.7.1 News Releases

If the Publicity Coordinator has had no experience in dealing with news releases, the publications listed below will give the basic education necessary.

- “Mastering the Press Release” by Marie Asner, originally published in *The American Organist* 35/11 (November, 2001):44. Available at <http://www.agohq.org> under “Education” > “New Organist Pages” > “Chapter Outreach to New Organists”.
- *Presenting Performances: A Handbook for Sponsors* by Thomas Wolf. Wolf, Keens and Co., 10 Rogers St., Cambridge, MA 02142; 617-494-9300; ISBN 09154 00 927.
- “Presenting Concerts in Your Church and Community” by Karen McFarlane and Stephen Smith. Available from AGO on-line store, under “Organ Music/Essays/Catalogs” (item PRES).
- AGO’s “Media Relations Handbook” available on AGO website at <http://www.agohq.org/wp-content/uploads/2013/09/MediaRelationsHandbook.pdf>

When composing a press release, remember these steps:

- Determine what news you wish to convey and what audience you want to reach. Most daily newspapers have sections on community and special events, entertainment, and arts and leisure. Remember that plans for Sunday sections are made weeks in advance.
- There are five important points to a good news release: Who, What, Where, When and Why. It is important to place all these points in the first sentence or two.
- Next, go into the details of the story. Each succeeding paragraph should be of declining importance, as in the “inverted pyramid”:

Who What When
 Where Why
 Extra Details
 Misc. Info.

- Use active, energetic verbs. Avoid adjectives. Use short words, short, precise sentences and short paragraphs. Be brief.

General guidelines in approaching the media:

- Delegate the Publicity Coordinator or a single representative from the POE to contact the news media. Establish personal contact with the right person at each newspaper and radio or television station. Make a “get-acquainted” appointment, and then keep your visit brief.
- Be aware of deadlines; make your personal deadline two or three days earlier. All releases should be sent 4-6 weeks ahead.
- Be accurate. Double-check names, dates, and places.
- Be concise.
- Be businesslike and be appreciative of all space and time given your organization.
- Be familiar with the mechanics of preparing press releases and public service announcements (see above). A well-written, properly presented piece of copy will stand the best chance against the daily deluge of information with which you are competing.
- Several months in advance, contact the editor of the religion and/or community page of the newspaper for coverage in advance of and during the POE.
- Pipe Organ Encounters is a program sponsored by the American Guild of Organists. As the program sponsor, AGO should be listed as such in any press release, promotional material, video or photo posting on social media, or publications describing a POE event. Organizations or individuals providing additional support may also be listed, but AGO must be listed as the primary producer and funder of POEs.

2.7.2 AGO Regional E-mail Lists

As a regional event, POE’s are eligible to promote solicit members for support in their own region through email lists available from AGO National Headquarters and according to the following guidelines:

Regional email lists are available to chapter marketing coordinators to be used specifically and solely to promote AGO events approved by the National Council, such as a Regional Convention, POE, or Jubilee. The following limitations apply:

- 1. The chapter must import the email addresses into an email marketing service such as Constant Contact or Vertical Response so that email addresses are hidden and recipients have the option to opt out of future emails.**
- 2. All emails will be sent to lists created within the email marketing service. Individual emails will not appear in the To or CC fields.**
- 3. The return email address, established during the set-up process, should display the chapter’s name, not an individual’s name.**
- 4. All email communications must provide an opportunity for the recipient to Opt-Out of future emails. The Opt-Out will only apply to the particular chapter’s emails, not emails from National.**
- 5. The list may not be sold, loaned, transferred or used for any other purpose than the promotion of a particular event.**

Approved by AGO National Council October 5, 2013 in Boston, Mass.

Contact AGO National Headquarters at 212-870-2310, or by email to agohq@agohq.org to obtain a list or members’ email addresses in your region.

2.8 Financing Your POE

2.8.1 Income sources

There are four important income sources that will help you to finance your POE:

1. Participant tuition fees
2. Fundraising and external grants
3. Donations from your local chapter or chapters within your region
4. Grants from AGO National Headquarters

Each of these categories will be discussed in more detail below.

Depending on your chapter's resources and the projected curricular activities, faculty, and facility usage of your POE, each of these categories may differ quite drastically from other POEs. In fact, with frugal planning, it is possible to run a POE on little more than participant tuition money. Total budgets for recent POEs have been between \$15,000 and \$35,000. Creativity and frugality in a chapter's planning and preparation is essential in the budgeting process.

2.8.1.1 Participant tuition

Participant tuition (aka "registration fees") should first be applied to participant room and board expenses. These fees shall be no higher than \$550 and no lower than \$475. If the maximum amount is not sufficient to cover room and board (as in some urban settings), the chapter will need to pursue fundraising to make up the balance. There can be no fees for housing and meals in addition to the tuition fee. An early-bird fee can be no lower than \$450. Registration fees after early-bird expiration date must be at least \$475 in order for a chapter to qualify for the AGO grant of up to \$3,500 (see section 2.8.1.4). Registration fees should be set as low as possible within this range to encourage greater participation. You may wish to establish a commuter rate, but it is best not to advertise this on the brochure and to handle requests on a case-by-case basis. Remember that all participants should be present for all parts of each day's schedule.

All POE, POEA, and POE-Tech participants receive a one-year complimentary AGO Young Organist Membership in the chapter of the participant's choice. (This does not apply to POE+ participants.) The cost of this is a required item in the POE budget but is not part of the registration cost.

2.8.1.2 Fundraising

AGO National and CoPOE expect chapters vigorously to seek additional funding from organists, organ builders, music associations, friends of the arts, and the general public. A more extensive discussion of fundraising is found in section 2.8.4.

2.8.1.3 Local/regional chapter funds

POEs are sometimes partially funded by the host chapter and/or other chapters in the region. Asking regional Chapter Deans for donations may provide some funding, especially if those chapters have

teenage participants that may want to attend the POE. Special chapter events, such as benefit recitals, might be held far in advance as fundraisers for the “POE Fund.”

2.8.1.4 AGO National grant

If your chapter is selected as a POE site, AGO National Headquarters offers a grant of up to \$5,000 as seed money to begin your work. The purpose of the grant is to help ensure that no chapter loses money on its program. This grant money should be used to offset costs (especially advance costs like deposits) necessary to run a POE; for example, housing, meals, fees associated with venues, printing, mailing, website costs, etc. Optional expenses, especially professional artist fees, are covered by the chapter or by creative fundraising. There is no return of any seed money required from chapters who receive AGO National Grants. POE Host Chapters experiencing a profit at the conclusion of their POE event are encouraged to consider a voluntary donation to the AGO Annual Fund. All chapter contributions from POE profits donated to the AGO Annual Fund will be used to support education programs of the Guild.

James Thomashower, AGO Executive Director, oversees the administration of the \$5,000.00 grant. If you would like to ask for a grant amount up to the \$5,000.00 limit, please apply online at the link found on the POE Director’s page of the AGO National website starting October 15 in the year preceding the POE. If you have any questions about the process, please contact Mr. Thomashower directly at james.thomashower@agohq.org. A portion of the grant in increments of \$1,000, \$2,000, or to \$3,000.00, is available by November 1 in the year preceding the POE. Thereafter, grant funds are provided in increments of \$1,000.00, \$2,000.00 or \$3,000 upon request to reach a total of no more than \$5,000. All grant requests must identify an institutional payee (e.g., “Key West Pipe Organ Encounter”) and a contact person with name and address to whom the check should be sent. Chapters requesting portions of the grant should also be able to show evidence of active fundraising from other sources and will be required to upload a current budget report that uses the POE budget spreadsheet provided by CoPOE as part of the online application.

2.8.1.5 APOBA grant

The Associated Pipe Organ Builders of America is a direct supporter of the AGO's Pipe Organ Encounters program.

AGO National Headquarters will announce the POE locations and provide APOBA with names of POE contact persons/treasurers.

Shortly after the first of the year, APOBA will send a check for the full amount that it has voted to send, \$2000 to each regular, advanced POE, and POE-Plus, and \$3000 to POE-Techs, directly to each POE, with a complete and full explanation. There will be no restrictions, except that APOBA must be prominently recognized as a major donor, and APOBA will send the money out with confidence that it will be properly applied locally. APOBA will also send its usual favors, tote bags, Prospectus Books, etc., for use during the event.

With the exception that APOBA wants the money returned if the event is cancelled, APOBA will not expect an accounting of the use of its funds, either to APOBA or to AGO. APOBA’s

contribution is separate from AGO's start-up money and is to be considered as a gift to each POE host Chapter.

At the end of the event, if there is money left over that can be attributed to the APOBA contribution, that money may be used however the Host Chapter desires: they may have a special concert, sponsor a Rising Star, etc.; APOBA's money does not need to be returned.

2.8.1.6 AIO grant

The American Institute of Organbuilders is a direct supporter of the AGO's Pipe Organ Encounters program. After AGO National Headquarters announces the POE locations, similar to the procedure described above regarding the APOBA grants, AIO will provide \$500 of support for each POE event.

2.8.2 Budgets and Financial Reports

A careful and accurate budget will be an important key to the success of your POE. The Director and the Treasurer should work very closely in developing a preliminary budget; monitoring financial activity before, during, and after the POE to be sure that the POE is staying on budget; and preparing a final financial report when all transactions have been completed. During all this time, the POE Director should also report to the host chapter's Executive Committee about the POE's finances.

The POE Director must submit a preliminary budget to CoPOE by September 15 of the year prior to the POE and a final financial report as soon after the POE as possible, when there are no more outstanding financial obligations. A budget template in the form of an Excel spreadsheet is available on the POE director's page. This template must be used for all budgets and reports. **Include your chapter name and the year of your POE in the budget filename.**

The preliminary budget should be developed at the earliest stage of planning. Start by creating a preliminary estimate of expenses and income. This forecast is usually required for foundation requests and will also provide support with requests for assistance from special AGO funds. Here are some important considerations in developing a more detailed budget:

- Number of participants: Early in the planning process, determine a maximum number of participants who may attend your POE. This number, multiplied by the participant tuition (section 2.8.1.1), will give you a basic level of income. Use this single element of information as the key indicator of cost levels. The number of participants also affects almost every other cost you will incur: housing, meals, transportation, etc. The participant tuition should be applied to housing and meals first, then to other expenses.
- AGO Young Organist Memberships: Be sure to budget \$50 (\$42, if receiving TAO online) per participant to cover AGO Young Organist Memberships (POE, POEA, and POETech only). All POE, POEA, and POE-Tech participants receive a one-year complimentary AGO Young Organist Membership in the chapter of the participant's choice. (This does not apply to POE+ participants.) The cost of this is a required item in the POE budget but is not part of the registration fees. POE, POEA, and POE-Tech participants with current memberships

will have them extended by one year and participants that are not yet members will be started with a year of membership at the Young Organist membership level.

- Housing: For most POEs, registration fees should be sufficient to offset housing and meals for the participant. However, CoPOE recognizes that in some urban locations, costs can be quite a bit higher, and that the local POE will need to raise further funds to offset these costs. Under no circumstances should any POE require an additional fee (above registration) of their participants for housing and meals.
- Income: Once you have a good idea what your basic expenses will be, plan early to find ways to recover expenses from income sources. Be prepared to work with this problem during planning stages rather than after the project is concluded. All POEs are expected to work hard to find their own sources of income – see section 2.8.4 on Fundraising.
- Committee: Include your POE Committee and staff in the planning process. Ask for expense forecasts to put in the budget and continue to work with any problems encountered with actual costs.
- Line items: Line-item identification of expense and income categories should be established and maintained throughout the POE. The budget template from CoPOE establishes the important line items common to most POEs.

It will likely be necessary for the Treasurer to develop an additional plan of cash flow to ensure that advance cash requirements are covered by income. Usually, advance outlays for publicity, printing, telephone and other deposits are required.

For the final financial report:

- Use only the budget spreadsheet template provided by CoPOE.
- Itemize and provide a detailed explanation of any payment to an individual of \$500 or more.
- Provide a detailed explanation of the number and types of participant AGO memberships and their respective costs.
- Provide a detailed explanation of the number and types of registration payments. (For example, 10 early bird registrations \$x, and 15 regular registrations \$y.)
- Final financial report should give an accounting of donations and sponsors. A fully updated budget spreadsheet showing actual revenue and expense information as of the end of the event is the final financial report expected by CoPOE.

2.8.3 Profit

POEs are expected to operate essentially as a break-even venture. However, in cases where POEs realize a profit, it is the recommendation of AGO National and CoPOE that profits remaining from the POE be directed towards specific educational ventures. These may include:

- Returning a portion to AGO Headquarters for future POE seed money, as a gift to the AGO Annual Fund
- Sending a donation to the National AGO and New Organist Fund to support future POEs and the education of young and new organists nationwide

- Creating a local reserve of seed-money for a future POE
- Funding chapter-sponsored POE scholarships
- Funding chapter-sponsored organ scholarships
- Investing profits to ensure growth of the funds until they can be used for educational ventures

2.8.4 Fundraising

The Funding Coordinator’s main focus is raising money from diverse sources within four different geographic levels: local, state, regional, and national. (To avoid duplicating other POEs’ efforts, contact the Executive Director of the AGO before approaching any funding source other than local or state sources.)

Raising the amount of money required to support your POE can seem like an overwhelming task. It would indeed be daunting without a written plan that outlines activity at each geographic level. This section will offer many ideas to create such a plan and to identify potential sources of funding. Please bear in mind, though, that within the scope of this Handbook we cannot possibly address adequately all of the information you may need for highly successful fundraising. Instead, we will point you towards resources that will give you more detail.

One outstanding online resource is The Grantsmanship Center (<http://www.tgci.com>). Many of the resources you will need for furthering your fundraising knowledge, including researching prospects, can be found here. Examine the contents of the drop-down menus on their home page. You will quickly see that they offer substantial online amplification of the information in this Handbook. Note the reasonably-priced articles and books available for purchase on writing grant proposals and searching for funders, found under the “Resources” drop-down menu on the The Grantsmanship Center’s homepage. Some consultants say that [tgci.com](http://www.tgci.com) provides up to 75% of the information you need for organizing a successful fundraising campaign – the other 25% is sweat equity.

Here are three main areas of the fundraising process to focus on:

1. The Development Plan — identifies potential funding resources and their idiosyncrasies (grant requirements, deadlines)
2. The Grant Proposal — defines what you are going to ask your funders to “buy”
3. The Committee — asks the funders to “buy”

2.8.4.1 Writing the Development Plan

This plan is not a proposal but a way to commit your annual development strategy to paper. Once written, you can circulate it among the POE Committee members for their suggestions and eventual buy-in. The core of the written development plan need not be lengthy. It can be a couple of pages that include:

- List of POE Committee members
- Timeline for creation
- Assignments with “report back” dates
- Brief program description
- Dollar goals for each program or project within a program

- Budget
- List of each prospective resource at each geographic level (local, state, regional, and national). This could be 5 or 6 pages long. Next to the prospect include who will be responsible for the solicitation or contact, type of contact (letter, proposal, face-to-face), and scheduled contact date. This becomes your “To-Do” checklist.

Writing your plan might follow these strategies:

- Identify potential funding resources (see below)
- Research your prospects (see below). Based on your research, include the following information in your plan:
 - Government and local requirements
 - Deadlines
 - Funders that will only fund pilot programs
 - Nonprofit requirements — Are you registered with the state to raise funds?
 - Special impact areas — government funding
 - Local match requirements
 - Religious or political problems
- Develop a solicitation approach for each resource; this should be done by a number of people on your committee or in your chapter
- Reach agreement that everyone supports the various approaches
- Delegate activities and set deadlines
- When contacting funders, good relationships can be established and maintained if you:
 - Make sure it’s a good match
 - Submit a concept paper
 - Welcome site visits
 - Acknowledge the grant award in writing
 - Submit timely and accurate reports

2.8.4.2 Potential funding resources

- AGO resources
 - Host chapter members: One of the principles of fundraising is to begin with your “family.” These are the prospects most in tune with your cause. They should be asked first and commitments garnered prior to reaching out to regional and national resources. It is important to seek funding from individual members of the host chapter, as well as members from other chapters. Strive for 100% participation of your members. If every member of the POE Committee makes a donation, chapter members will be motivated to do the same.
 - AGO Trust Funds: Special Trust Funds administered by AGO chapters regularly allocate money to projects throughout the country. Contact the Executive Director of the AGO regarding specific chapter trust funds.
 - Host chapter funds (see section 2.8.1.3)
 - AGO National grant (see section 2.8.1.4)

- Churches: Churches on a local or regional level provide a reasonable source of funds. A broad campaign to solicit small amounts may appear to require excessive effort. However, the cumulative results could provide a significant contribution to the POE's budget. Following are some suggestions for inclusion in the appeal:
 - Address the church pastor or finance committee chairperson directly
 - Explain the need and benefit to local churches
 - Offer alternatives to a general fund contribution, such as paying a specific registration fee for a participant member of the congregation or a memorial gift. (If no money is forthcoming, take advantage of the opportunity to obtain the names of prospective participants from their congregation.)
 - Provide assurances that the funds received will be dedicated to the project for new organists.
- Local and state arts councils: While each state has an arts council, many of the smaller cities have not developed this resource. If you are in this situation do not overlook surrounding cities. For example, if your program includes performances in multiple cities, a local arts council may be present in one or more of the larger cities. Each identified council regardless of location should appear in your written Fundraising Plan along with your strategy for cultivation and solicitation. Some public arts councils have been reluctant to fund events because of the "religious" nature of the event. Using the wording from the POE brochures will help guard against this.
- Local colleges and universities: Their cultural arts departments often have funds available for community programs. You also should view them as sources of in-kind contributions including participant sweat equity. In addition, many colleges and universities have dollars set aside to support community cultural events. Consider creating an "Organ Festival" consisting of faculty and participant recitals held during the POE and open to the public. Avoid duplication of other POEs' efforts.
- Local businesses:
 - New businesses — prime source because they are looking for ways to integrate into the community. Be the first to contact a new business.
 - Other businesses (Chamber of Commerce)
 - Pipe organ builders and tuning and repair companies often are an excellent source of funding for POEs
 - Local music stores
- Government
 - Four levels: federal, regional, state, and local
 - Funded through taxpayer dollars
 - More competitive
 - Rigorous application process
- Private/independent foundations
 - Money usually donated by an individual, a family, or a group of individuals or corporation (see below)
 - Often limited their giving to a specific geographic area

- Corporations and businesses
 - Businesses and Corporations are frequently asked for in-kind donations
 - The same holds true for soliciting volunteers
- Individuals
- Visit www.tgci.com (The Grantsmanship Center) for more ideas

2.8.4.3 Prospect research

Key points of focus for prospect research:

- Principal areas of interest
- Eligibility restrictions
- Geographical limitations
- Range and average grant size
- Proposal guidelines and application forms
- Deadlines
- Contact person's name
- List of previous grantees
- Types of support
 - Capital
 - General Operating
 - Seed Money
 - Project Funds
 - Matching/Challenge grants
 - In-Kind Services/Contributions

2.8.4.4 Proposal Writing

Following is an outline for a successful grant proposal. More information on grant writing can be obtained through the Grantsmanship Center (see above). You are encouraged to consult with people who are experienced in writing grant proposals, such as directors of development at colleges/universities, persons involved in fund raising, directors of clearing houses for foundations, grant advisers to public libraries, and directors of human services organizations.

- I. Proposal Summary
 - First section to be read
 - Clearly and concisely summarizes request
 - Identifies applicant, problem, project, objectives, request amount
 - 1 page max — often a letter
- II. Introduction
 - Identifies Applicant
 - Mission Statement
 - Agency Goals
 - Target Population

- Credibility
 - Smooth Transition
- III. Problem Statement or Assessment of Need
- Clearly identifies problem/need (not lack of program)
 - Stated in terms of consumers
 - Uses statistical evidence for support
 - Uses emotion and persuasion to move the reader
- IV. Program Objectives
- Time-limited and measurable
 - Realistic and directly related to your program
 - Outcome-oriented (outputs) tell who will do what, by how much, and by when
 - Use change statements and numbers
- V. Methods — here we begin describing the program or project
- Flows logically from your objectives
 - Clearly describes activities and timelines
 - Identifies staffing and consumer eligibility
- VI. Evaluation
- Defines how you will measure the success or failure of project
 - Describes data collection methods and measurement tools
 - Tells how you will disseminate the results
 - Serves as basis for progress reports
- VII. Budget
- Realistic
 - Adds up right
 - Corresponds with the narrative
 - No surprises
 - Includes formulas used to calculate expenses
- VIII. Appendix
- Résumés/Job Descriptions
 - Letters of Support
 - Memorandum of Agreement
 - Organizational Charts
 - 501 (c) (3) Letter (from AGO National Headquarters)
 - Audited Financial Statements

Tips for Making Your Proposal Stand Out From the Rest

- Know the RFP (request for proposals) inside and out (follow all the instructions)
- Use language that is clear, concise and compelling, and grammatically correct
- Use charts, tables, bullets and subheadings
- Use active rather than passive voice

- Write on an 8th-11th grade reading level
- Number your pages
- Use 12 point font (Times New Roman)
- Fully justify margins (Watch out for orphans!)
- Double space between paragraphs (Don't indent!)
- Center, capitalize and bold major headings
- Left justify and bold subheadings
- Italicize the project title
- Don't overuse bolding or underlining
- Document your sources using a standard format consistently
- Avoid:
 - Jargon
 - Biased language
 - Spelling and grammatical errors
 - Redundancy
 - Sloppy appearance

2.9 Insurance

2.9.1 Liability insurance

The Guild has a group Chapter Liability Insurance Plan covering the AGO and all chapters in the United States. The plan is administered by ONI Risk Partners. The plan covers all chapter activities, including POEs. The policy provides the following comprehensive coverage:

- Claims for bodily injury or property damage
- Claims for personal injury, such as libel, slander, defamation of character, false arrest, etc.
- Claims involving use of automobiles not owned by the chapter, but used for official chapter business by an AGO employee or Chapter member (but not claims for damage to the automobile, which is covered by the insurance in effect on that automobile; see 2.9.2)

The Plan pays legal defense costs and settlement costs if a covered charge is brought against your chapter—whether it results in a lawsuit, court judgment, or even out-of-court settlement. Your chapter, its leaders, and any member acting on behalf of the chapter are covered under this comprehensive Chapter Liability Insurance Plan. The plan provides up to \$2,000,000 per occurrence and a \$2,000,000 annual aggregate to the Guild. There is no deductible. If your chapter is told by a church or facility that it must provide proof of insurance before scheduling an event there, copy and fill out the Chapter Request for Certificate of Insurance (see section 6.1.5) and send it to EPIC Insurance Midwest, which will send the chapter a certificate verifying the coverage. If there are questions about completing the form, contact:

Abby Grim
EPIC Insurance Midwest
1111 Chestnut Hills Parkway, PO Box 1705
Fort Wayne IN 46801-1705
Phone: 260-625-7216
Fax: 260-625-7525
abby.grim@epicbrokers.com

During all POE proceedings, provide responsible supervision and chaperoning, thereby reducing the risk of lawsuits based upon negligence.

2.9.2 Automobile insurance

In order to protect the AGO (both chapters and the national organization) in case of a lawsuit, the AGO has liability insurance. For personal vehicles used for AGO business, the following applies:

When using a personal vehicle for AGO activities, be aware that the vehicle owner's personal insurance will be the first to respond to any claim arising out of the use of that vehicle. In the event of a serious claim where the owner's personal liability limits are exhausted and the AGO is brought into a lawsuit, then the AGO and its chapters will be protected under its Hired and Non-Owned automobile liability coverage. Any member using their personal vehicle for AGO activities should carry minimum limits of \$300,000 or the requirement of the state in which the owner resides (\$500,000-\$1,000,000 if transporting multiple people) and provide the Chapter and/or AGO Headquarters proof of such coverage, along with a current driver's license. Volunteer drivers are required to submit to a state Department of Motor Vehicles background check during the screening process (see section 2.4.3).

Chapters and volunteers should be very cautious about using privately owned vehicles for POEs. Therefore, in an ideal situation, transportation is provided by a hired service with commercially licensed drivers.

When renting or leasing vehicles, be advised of the following:

- The driver's personal insurance and/or the liability insurance(s) purchased from the rental company is primary, and AGO's insurance is secondary, similar to the personal liability as described above in the case of personal vehicles. Therefore, all coverage offered for purchase from the rental company should be obtained.
- In order for AGO's secondary coverage to apply, the reservation for any rented or leased vehicles will need to be made in the name of the host chapter
- Renting or leasing vehicles usually initiates a credit check by the rental company on the person providing a credit card payment. Be sure that all liability coverage is purchased for the driver and that any person who provides a credit card for payment (with reimbursement by the POE) understands the financial responsibility of renting a car, including the credit check process.

2.10 Faculty and Staff Professionalism

Although most faculty and staff at POEs are volunteers, the AGO wants to ensure that faculty and staff are treated professionally and act professionally towards their participants. To that end, the AGO National Council has adopted a set of adult conduct guidelines and procedures that need to be implemented at POE, POEA, and POETech.

2.10.1 Guidelines for the Selection and Screening of Children and Youth-Serving Volunteers

The vast majority of children and youth-serving professionals and volunteers perform their services in an appropriate and caring manner. Regrettably, a small number of trusted individuals victimize children or youth they serve through physical and/or sexual abuse. To deal with this problem, many states now require background checks of individuals desiring to work in schools and at other organizations where close contact with children or youth is required.

Mandates for background searches vary from state to state and from organization to organization. Required searches normally achieve their aim with respect to major criminal offenses. However, statutory directives are typically incomplete because they do not require screening for admitted misconduct that does not result in a conviction, relevant misconduct plea bargained to lesser offenses, civil litigation, and also other misconduct that would indicate that the individual would present a risk. Although a sponsoring organization must be sensitive to claims of discrimination when seeking background information, courts are increasingly inclined to find civil liability for appointment of volunteers, thereby imposing an obligation on sponsoring organizations to make a reasonable effort to investigate an individual's background prior to appointment.

2.10.1.1 Policy Statement

Children and youth have been the victims of physical, psychological and/or sexual abuse by professionals or volunteers employed to assist, educate, serve, monitor or care for them. Those who victimize children or youth frequently do so on repeated occasions and seek employment or volunteer for activities that will place them in contact with potential victims. As an organization serving children and youth, it is the policy of this organization to use reasonable efforts to screen employees and volunteers in order to avoid circumstances where children or youth would be endangered.

2.10.1.2 Screening Guidelines

All prospective volunteers who would have contact with children or youth will be screened to determine from reasonably available background information whether they pose a material risk of harm to such children or youth because of past conduct that indicates a potential for physical, psychological and/or sexual abuse to children or youth. Teachers and staff, as a requirement for consideration, must cooperate fully with an investigation and provide information or consents as may be necessary to conduct the investigation.

2.10.1.3 Conduct of Background Search

Background searches are to be undertaken by the POE Director or other trustworthy individuals designated by the POE Director through a service contracted by AGO National. Based on preliminary results of the background investigation, volunteers may be offered temporary probationary status. Before a person is allowed to volunteer, the findings from the background search will be reviewed. Costs for background checks and youth protection training will be reimbursed to AGO National by POE host chapters when billing is completed. (See section 2.10.2 for the full procedure of background checks and training.)

If information from a background search is obtained that reflects or may reflect negatively on a person's fitness for service as a volunteer and the person is otherwise qualified for such service, the prospective volunteer will be advised of the information.

2.10.1.4 Subsequent Information

Should any information be obtained reflecting negatively on the fitness of a volunteer to serve after the selection or commencing service, such information will be considered by the AGO representative (see section 2.10.2). This information will be evaluated in a manner similar to its consideration in the selection process. Where appropriate, the services of the volunteer may be suspended or terminated, or other appropriate action may be taken. Providing false, misleading or incomplete information by a volunteer warrants termination.

2.10.1.5 Effect of Guidelines

The AGO does not assume by these guidelines any obligation or duty to screen applicants or undertake background searches beyond that which would be required by law without these guidelines. No person shall rely on the use of background searches or any particular level of searches by virtue of these guidelines.

2.10.1.6 Required Disqualification

No volunteer will be utilized who is disqualified from so serving by any applicable statute or regulation. AGO will bar individuals who appear on a federal, state or local sexual offender register or list, or the equivalent, from volunteer leader service as chaperones, faculty, drivers, or presenters in AGO Pipe Organ Encounter events.

2.10.1.7 Additional Considerations

Prospective teachers or staff may be disqualified from a position based on background information obtained from employee and volunteer screening although not barred by applicable statute or regulation. Other conduct, matters, or things may warrant disqualification in order to reasonably protect children and youth from physical, psychological and/or sexual abuse. A prospective teacher's failure to provide the information requested will result in automatic disqualification of this person.

Where information is considered relevant to a position, the circumstances of the conduct, matter, or thing will be evaluated to determine fitness. The circumstances considered may include, but are not necessarily limited to:

- The time, nature, and number of matters disclosed;
- The facts surrounding each such matter;
- The relationship of the matter to the service to be provided by the prospective teacher or staff;
- The length of time between the matters disclosed and the application to volunteer;
- The applicant's employment or volunteer history before and after the matter;
- The applicant's efforts and success at rehabilitation as well as the likelihood or unlikelihood that such matter may occur again; and
- The likelihood or unlikelihood that the matter would prevent the prospective teacher or staff person from performing the position in an acceptable, appropriate manner consistent with the safety and welfare of children and youth served by the agency.

2.10.1.8 No Entitlement

The failure of a background investigation to disclose information justifying disqualification of a prospective teacher does not entitle the prospective teacher or staff person to a volunteer position. Positions are filled on the basis of all qualifications and relevant requirements for serving.

2.10.2 Background Checks/Youth Protection and Forms

All faculty and volunteers at all POE events (including POE+) should undergo the same background check and screening process. AGO prohibits individuals who appear on a federal, state, or local sexual offender register or list, or the equivalent, from volunteer leader service as chaperones, faculty, drivers, or presenters in AGO Pipe Organ Encounter events.

In addition to the "Faculty/ Staff /Chaperone Information Application Form," a "Faculty/Chaperone/Staff Conduct at Pipe Organ Encounters" form, an "AGO POE Disclosure Affidavit," and a "Faculty/Staff/Chaperone Agreement" must be filled out by all prospective teachers, chaperones, and staff. Information received from these forms is to be used to conduct background checks.

The Director or other trustworthy representative of the POE Executive Committee should handle background checks. Remember that information used to obtain background checks (like social security numbers) and information obtained from background checks is extremely confidential and sensitive. Utmost caution and security should be used to keep this information private. We recommend that the information be kept in a safe place for six years following the POE and then carefully destroyed to ensure security of the individuals' information.

There are four main areas in a person's background that should be considered before engaging them. POE volunteers should not have a history of:

1. Danger to the person, such as criminal homicide, assault, reckless endangerment, threats, stalking, kidnapping, sexual assault, or robbery.
2. Endangering the welfare of a child.
3. Theft.
4. Possession, use, or being under the influence of controlled dangerous substances.

POE Committees must conduct background checks on faculty, chaperones, and anyone recruited by the POE Committee who will have contact with the POE participants. These include, but are not limited to, the following: all POE staff, chaperones, faculty, and any other adult volunteers including photographers or other persons on-site for the duration of the POE. All POE faculty, staff, and directors must complete the background check and youth protection training required for the POE (AGO won't accept any from another organization, just as AGO members should not presume to use a background check or proof of youth protection training obtained for the purpose of volunteering at a POE to satisfy the requirements of their non-AGO employers).

The Chapter must be cognizant of the fact that there are many interpretations and approaches to checking an individual's background. POE committees should first check with the state in which they reside to determine if there are state requirements concerning background checks, fingerprinting, etc., and should conform to the necessary requirements.

Starting in 2018, the AGO has contracted with third party vendors to be used by all POE events serving minors for background check screening (National Background) and training (Praesidium Academy) programs. Each POE director will receive instructions and access to the online systems from CoPOE and AGO National Headquarters. Each person involved with a POE as a faculty member, staff member or volunteer with any access to POE participants is required to consent to a background check and will be expected to complete the Praesidium Academy online training. The minimum cost per user in 2018 is \$33.00 for both background check and training. The POE budget should include, however, a potential average cost per person of \$40.00 for both background check and training, since the cost per person is higher for background checks on persons living in more than one county or state in the last 7 years. Each POE event will reimburse the AGO for the expense of its checks and training. The persons serving multiple POE events will only need to be checked and trained once for a single year's events. For the timing of the background check, be sure to ask any venue (especially housing facilities) requiring reports or proof of background checks how recently before your event the check must be made to avoid having to do a second order of background checks before your event. (See Section 2.4.3 regarding background checks for drivers.)

Everyone who has supervisory contact with youth at a POE must complete a background check and the Praesidium Academy training for AGO. This ensures that all faculty, staff, and POE directors are equivalently screened and trained for Pipe Organ Encounters. AGO is committed to due diligence regarding youth protection for Pipe Organ Encounters. Due to privacy laws regarding employee personnel records, the acceptance of an employer's word on what training has been taken by an AGO volunteer would not be possible across all POEs throughout the USA and foreign countries. We have no way to record Praesidium Academy or other training taken elsewhere into our own records. The AGO cannot be expected to verify equivalency with or validity of other training programs or certifications, as we would respect the privacy of our volunteers by not sharing screening results, nor would AGO expect its training to be transferable to satisfy the requirements of the employers of AGO's volunteers.

The timing of when the courses are taken is critical to the AGO's due diligence to ensure that all POE volunteers receive the same training equivalently. Most organizations require this annually. When this was last taken will differ among all the different volunteers, and AGO needs this to occur very close in time to the event at which its volunteers are serving.

This requirement is an industry standard observed by church organizations, public, private, and parochial schools, and most summer camps. The AGO has instituted this requirement to ensure that the knowledge on this is held in common by all volunteers. Our records need to reflect 100% participation in this and will not if the course was taken under other auspices.

Completion of the Praesidium Academy training by everyone ensures that the AGO's Pipe Organ Encounters are not only a wonderful experience but a safe one, with faculty, staff, and volunteers who have all had equivalent screening and training.

In conducting background checks, POE Committees must avoid violating anyone's constitutional rights. However, a background check of the public records available to everyone will not violate anyone's right to privacy. This would include research into court records, records of departments of motor vehicles, newspaper reports, etc. Of course, extreme discretion should be used, and any information gathered should not be disseminated in any way. This will help to avoid any problems with potential lawsuits. If a POE discloses certain information it has gathered on an individual, it could damage that individual's ability to get a job or enter into an agreement. Avoid any type of check that enters into a person's private finances or medical history. This is not public information. In conducting background checks, POE Committees should remember that the AGO is neither a governmental entity nor a state agency, and it cannot violate anyone's constitutional rights.

2.10.3 Faculty/Chaperone/Volunteer and Participant Contact

Apart from individual music lessons, faculty, chaperones, and volunteers (hereinafter referred to as Authorized Adults) should minimize the amount of one-on-one time spent with Minors and adhere whenever possible to the "rule of three," with at least two Authorized Adults or two Minors in a group at all times.

Individual Coaching/Instruction

Individual coaching and supervised practice must be conducted whenever possible in a room or other space that is open or with windows, in view from outside the room when the door is closed. Rooms must remain accessible at all times.

Human touch is a common component of music instrument instruction. Illustrating a point about keyboard touch, an organ teacher may, for example, touch or lightly press on a student's hand, wrist, or forearm.

The pedagogical intent of touch may be less familiar to inexperienced students, however.

Instructors working with Minors should remain mindful of the students' needs, expectations, and experience. If a Minor appears uncomfortable with any form of physical contact, the Authorized

Adult should immediately cease the contact and report the incident to the POE Director or, if the Authorized Adult is not an American Guild of Organists volunteer, the American Guild of Organists contact. The local American Guild of Organists POE leaders will report any such incidents to the Committee on Pipe Organ Encounters.

Some basic guidelines can help reduce the possibility of misunderstanding or discomfort:

- People experience touch in different ways depending on factors such as cultural background, age, gender and personal experience.
- Consider alternatives to touch, such as demonstration or verbal description. A description might explain the position or movement of the body part under consideration and of adjacent parts. Metaphor is another useful type of description.
- Explain at the beginning of instruction why, when and how you might touch a student participant.
- Limit touch to what is necessary and appropriate for the instructional point.
- Before using touch, consider giving a verbal cue about the touch and its purpose: “Let me adjust your wrist so your hand stays more horizontal.”
- Verbal cues can be especially important before touching sensitive areas, such as a student’s shoulders, neck, lower back, or hips.
- If a participant seems uncomfortable or expresses any concerns about touch, acknowledge the matter. Immediately cease the contact and report the situation to the POE Director or, if you are not an American Guild of Organists volunteer, your American Guild of Organists contact. The local American Guild of Organists POE leaders will report any such incidents to the Committee on Pipe Organ Encounters.

SECTION 3 – During Your POE

Now that all the preparation and planning have been completed, now is the time to enjoy the fruits of your labor! Spending a week with talented, inquisitive, and energetic teenagers (or, in the case of POE+ and older POE-Tech participants, with adults eager to learn more about the King of Instruments) can be an inspirational experience. The Director and POE staff will, of course, spend the week making sure everything is running smoothly and on time, and making adjustments as necessary. Careful planning and a willingness to be flexible towards unexpected problems will allow the week to be enjoyable and successful.

3.1 Registration

Registration and check-in should ideally happen at the dorm (or other location) where the participants will be living for the week of the POE. The Secretary/Registrar should be on hand to check participants in, give them name tags and other materials (see below), and collect any information that is missing from the participant's file. If the participants will be carrying cell phones during the week and their numbers are not already on file, this would be an opportune time to collect them. Ideally, the Director and/or Services Coordinator will also be there to greet the participants and their parents. Be sure any necessary dorm personnel are available during the check-in process, too.

3.2 Materials to Give Out

Participants will receive much important material at a POE. Most POEs have found it helpful to have a tote bag already filled with the most important materials, available to distribute at registration. These bags should include, at a minimum:

- Name tags – Aside from the participant's name prominently displayed on the front, other helpful information might be included on the back, especially emergency contact information for the POE Director or other POE Committee representative. Name tags will take a lot of abuse during the week; make sure you purchase heavy duty, durable ones.
- The following materials might be included in a 3-ring binder with other curricular information:
 - Schedule
 - Maps, as appropriate
 - POE Participant Code of Conduct
 - List of phone numbers of POE Committee members if needed (especially in emergency) during the week
- Other materials or informational items often distributed at registration are:
 - T-shirts
 - Sample magazines (e.g., *The American Organist*, *The Tracker*, or *Diapason*)
 - Other information about the AGO and other professional organizations
 - Handouts or other materials pertaining to classes and workshops during the week

- Recital programs (**each of which must include the grants paragraph as seen on the cover page of this Handbook**)
- A list of faculty with biographies
- A list of organs to be visited during the week, along with the addresses of the venues and organ specifications
- Pencil(s)

Make arrangements for a local music store to have a display area during the week, if possible. It is helpful if the display is targeted to the needs of the new and less-experienced organists (POE) or more advanced organists (POEA). The vendor may want to consult the POE Committee for their suggestions.

3.3 Orientation

3.3.1 Participants

The Services Coordinator and/or Director should hold an orientation session for the participants early on the first day. Topics to cover are:

- Introduction of POE staff and/or faculty
- Code of Conduct (section 6.5.4) and Ten Commandments of POEs (6.5.5)
- Any additional behavioral expectations
- Information about meals and food

3.3.2 Faculty

The Faculty Coordinator should hold an orientation session for the faculty early on the first day.

Possible topics for the orientation session are:

- Adult conduct during the week, reviewing the Faculty/Chaperone/Staff Conduct at Pipe Organ Encounters form.
- Inform faculty of the logistics of transportation and facility assignments.
- Remind faculty to be on time (or early) to all lessons and workshops they are teaching.
- Faculty should be encouraged to attend POE events and interact with the participants as much as possible.
- **Remind teachers the purpose of the POE is to attract participants to the organ, not to their own private studios.**
- Communicate and encourage appropriate behavior and conversation when around POE participants.

3.3.3 Staff and Chaperones

The Services Coordinator may want to have a special orientation for staff, including all chaperones, either just before the POE begins, or during the opening day of the POE. An orientation session for all staff is a good way to make sure everyone has all the information they need and is sure about what they are supposed to be doing during the week. All POE staff (anyone who will have contact

with the participants) should also be familiar with, in agreement with, and have signed the adult conduct forms, undergone background check and Praesidium Academy training, and sign an agreement.

3.4 Evaluation Forms

The POE Committee should work together to create an evaluation form tailored to your POE. Evaluation forms should be given to the participants to fill out, anonymously, as close to the end of the POE as feasible (a sample evaluation form is found in section 6.6.4). The information obtained in evaluation forms can be useful for other chapters who wish to host POEs and to your own chapter if you decide to host another one in the future.

3.5 Going Home

Remember that the week is not over until all participants have been sent on their way home. Be sure that someone is designated to look after final transportation plans for the participants and to help any who are delayed or have problems. The Director should be sure to thank parents for supporting their teenagers' participation; staff and committee for helping with planning; and faculty for their teaching efforts. This should be done verbally at the end of the week and in writing afterwards.

Congratulations! You've successfully concluded a POE!

SECTION 4 – After Your POE

Your work isn't quite done yet, though! Here is a list of important follow-up activities after the participants have all been sent on their way.

1. Prepare your final financial report.
2. Send thank you notes to all involved.
3. Write and send reports to local chapter and any funding sources if applicable.
4. Send a 750-word narrative report for publication, with photographs, to THE AMERICAN ORGANIST Magazine editor no later than August 31. This report should be sent in Microsoft Word format or in a document saved as RTF (Rich Text Format), not pdf. One photograph will be published with the report. Please attach one high-resolution photograph (at least 1,200 pixels wide and high; TIFF or JPG) to your email message or send two or three photo options via a large-file transfer service. (Do not insert photos into Word documents.)
5. Send electronic copies of the following items by August 31 to AGO National Headquarters (agohq@agohq.org), the CoPOE Director, and your Regional Councillor:
 - a. Final financial report
 - b. POE Director report
6. Remind the faculty member assigned to write a report on the POE for CoPOE to complete it and email it by August 31 to the director of CoPOE.
7. Send electronic copies of the following items by August 31 to AGO National Headquarters:
 - a. The Young Organist Membership forms with a list of the participants' names, addresses, the AGO Chapter each of them wishes to join, and whether they have chosen print or online TAO.
 - b. (POE+) A list of names and addresses of all POE+ registrants who are not currently AGO members.
 - c. POE brochure
 - d. Files (in PDF format) of any program books, worship service leaflets
8. Send to National Headquarters a check for the total cost of the Young Organist Memberships from the POE; each is \$50 (\$42 for digital-only access to TAO).
9. After all expenses and reimbursements (such as faculty travel expenses) are paid, close POE checking account. Deposit any profits in chapter treasury. Note guidelines for their suggested use (see section 2.8.3).
10. Any artist or employee of the POE/POE+ earning in excess of \$600 should be sent an IRS 1099 form for non-taxed earned income.

11. CoPOE continually revises this Handbook to improve its accuracy and helpfulness. If your experience has given you any ideas for making it better, please send them to the CoPOE Director.

SECTION 5 – Frequently Asked Questions (FAQs)

1. We need the AGO National grant money. How do we get it?

Apply online at the link provided on the POE Director’s page of the AGO National website. For questions, contact James Thomashower, AGO Executive Director. See section 2.8.1.4 for more information.

2. Where do I find information on the National POE Scholarships?

See section 2.6.6 for the procedure for accessing the online scholarship application forms for participant, parent/guardian, and music teacher.

3. Do we really need to have a background check on every POE teacher, driver, chaperone, etc. even if these people are nationally known?

Yes.

4. Is it absolutely necessary to have a chairperson for each of the committees listed in section 2.2.1 in the Handbook?

Yes.

5. It’s over! We did it! It was great! What do we do now?

Refer to Section 4 for Post-POE follow-up instructions. There are deadlines for submission of some reports, so it is best to complete the follow-up right away.

Congratulations!

SECTION 6 – POE Committee Resources and Forms

6.1 *POE Leader and Committee Resources*

The following section contains forms and sample documents that you will need for planning and operating your POE. Please note that many of the forms provided are samples only and will need to be specifically tailored to meet the needs of your POE. A Director's page on the AGO website, with link and password provided by CoPOE contains Word versions of all forms that need to be customized for your POE. Please contact the director of CoPOE for full details.

6.1.1 POE/POE+/POEA Site Proposal Application – FOR REFERENCE ONLY

[Note: All site proposal applications must be submitted online at:

<https://www.agohq.org/education/poe/poe-videos-downloads/>.

The questions below are provided for advance preparation for the information requested in the online form.]

POE POE+ POE Advanced

AGO Chapter Name:

Region:

Director name:

Address:

Home Phone:

Cell phone:

Fax:

E-mail:

Proposed POE dates:

Adjacent AGO chapters:

Geographic areas to be served:

CHAPTER INFORMATION:

Regular members:

Special members:

Subscribing members:

Young Organist members:

TOTAL members:

Please give the approximate, realistic number of members who could be considered actively involved in chapter events:

Please indicate how many chapter members are willing to serve in the positions on the POE Committee:

FINANCES

Please attach a complete financial statement for the most recently completed year in whatever format your chapter regularly submits this information to its auditors.

Does the chapter have any accumulated surplus or reserve funds? Yes No

If so, how are these invested?

Is the use restricted? Yes No

If so, what are the restrictions?

INSTRUMENTS

Please attach a list of instruments and sites that are suitable for teaching, practice and/or recital purposes.

Include for each the following information: organ builder, year built (and/or rebuilt), type of action, number of divisions and ranks. Please note, for the POE and POE+, the minimum requirement is one pipe organ for every two participants. However, for the POEA, every participant must have access to a practice organ.

Please be reminded as indicated in the POE Handbook that the majority of practice time for each participant shall be on an organ (rather than a piano [2.3.1]) and POE-A sites must provide one pipe organ per participant for the practice purposes of each participant [2.5.3].

FACULTY

Please list full name and gender of each proposed member of the faculty who will teach private lessons each day of your POE event. (Remember: these persons should not be contacted until approved by CoPOE.)

ACCOMMODATIONS

Please describe available, low-cost housing (dormitory or hotel/motel), and indicate location in relation to lectures and performance sites, dining facilities, other cultural and recreational facilities.

TRANSPORTATION

Is there a local airport serving major airlines?

If yes, how far is it from the housing facilities?

Train? Proximity:

Bus? Proximity:

Is there a local bus company to supply transportation between event sites?

Is parking available at the housing site?

Are the majority of proposed lecture and performance sites within walking distance of the housing site?

Do you have a sufficient number of reliable volunteer drivers available to transport participants to lesson and practice sites if not using other means of transportation?

What is the distance and driving time to the nearest organ-building workshop?

Are tours of the workshop possible?

GENERAL CONSIDERATIONS

List any particular features about your city and chapter that would lead to a successful POE.

Has your chapter ever hosted a national or regional convention, a large conference, or a musical event of several days' duration? [] Yes [] No If yes, please describe:

Is there sufficient piano enrollment among participants ages 13-18 in your geographic area to warrant hosting a POE? (Does not apply to POEA or POE+)

STATEMENT OF APPROVAL

The _____ (name of chapter) American Guild of Organists Executive Board has approved this application on _____ (date).

Chapter Dean signature: _____ Date: _____

Chapter Dean printed name: _____

Please scan a signed a copy of the lower half of this page of the application for upload as part of the online application process.

A copy of the online application will be sent by email to your Regional Councillor. Please retain a copy of your submission for your records.

6.1.2 POE-Technical Site Proposal Application - FOR REFERENCE ONLY

[Note: All site proposal applications must be submitted online at:

<https://www.agohq.org/education/poe/poe-videos-downloads/>

The questions below are provided for advance preparation for submitting the online form.]

To be completed by both the organ builder and AGO chapter

Builder:

AGO Chapter:

Director:

Address:

Home Phone:

Home Fax:

E-mail:

Proposed Dates:

Local/Adjacent AGO Chapters:

BUILDER/AREA INFORMATION:

Total Active Staff:

Are these staff members available for the purposes of the POETech?

Are any of these staff members organists? If Yes, how many?

Are members of your local AGO chapter able and willing to participate?

Has this chapter been involved with the POE program before?

Please attach the following:

- A brief history of your firm
- A brief description of the layout of your facility
- A listing of organs in your local area available for lessons, workshop purposes, or concerts

FINANCIAL INFORMATION:

In addition to the AGO Grant, describe your fundraising plans:

Does the builder and/or local AGO chapter have a financial surplus and could this be used as start-up funding for the POETech?

PROGRAMMING INFORMATION:

Please attach a tentative schedule of the activities for your POE Tech, being as specific as possible.

ACCOMMODATIONS:

Please describe available, low-cost housing (dormitory or hotel), and indicate the location in reference to all workshops and events, dining facilities, and other cultural/recreational facilities:

TRANSPORTATION:

Is there a local airport serving major airlines? If Yes, what is the proximity to the housing facility?

Train YES NO Proximity:

Bus YES NO Proximity:

Is there a local bus company to provide transportation to event sites?

Is parking available at the potential housing site?

Are the majority of proposed workshop/event sites within walking distance of the housing facility?

Will there be a sufficient amount of reliable volunteer drivers available to transport participants to workshop/event sites if other transportation is not available? YES NO

STATEMENT OF APPROVAL:

_____ (firm name/AGO chapter) has approved this

application to host a Pipe Organ Encounter—Technical on this day _____, 20__.

Firm President: _____ **Date:** _____

Signature

Printed Name

AGO Dean: _____ **Date:** _____

Signature

Printed Name

Please scan a signed a copy of this page of the application for upload as part of the online application process.

A copy of the online application will be sent by email to your Regional Councillor. Please retain a copy of your submission for your records.



American Guild of Organists

NATIONAL HEADQUARTERS AND THE AMERICAN ORGANIST MAGAZINE
475 RIVERSIDE DRIVE • SUITE 1260 • NEW YORK, NY 10115 • 212-870-2310
FAX 212-870-2163 • E-MAIL info@agohq.org • WEB SITE www.agohq.org

PLEASE NOTE:

This document is provided for reference only. The Director of CoPOE will send the letter of agreement to each POE Director.

6.1.3 Pipe Organ Encounter Letter of Agreement

This is an agreement between the American Guild of Organists, a New York state not-for-profit educational corporation (hereinafter the “Guild”), by its Executive Director, and the _____ Chapter (hereinafter the “Chapter”) by its dean on behalf of the Chapter Executive Board, with regard to the planning and presentation of the Chapter Pipe Organ Encounter (hereinafter the “POE”) on the dates of (*month/days:*) _____, (*year:*) _____.

The Guild agrees to furnish the following to the Chapter:

- Guidance through the POE Handbook and oversight by the Committee on Pipe Organ Encounters;
- Publicity assistance in promoting the Chapter’s POE to the general public;
- Access to all AGO member and officer mailing lists in the Chapter’s region for marketing the POE in its region;
- Up to \$3,500 in grant money to provide the Chapter with seed money to offset costs necessary to run a POE.

Additional funding will be provided directly by the Associated Pipe Organ Builders of America (APOBA) in the amount of \$2,000, and by the American Institute of Organbuilders (AIO) in the amount of \$500.

In consideration thereof, the Chapter has reviewed the rules and regulations governing POEs and agrees that the POE director, _____, will appoint a steering committee in compliance with the POE Handbook, and that the procedures, rules, regulations, and requirements presented in the Handbook will be followed by the Chapter, the steering committee and the POE director. Prospective faculty will not be contacted by the POE until proposed names are approved by the Committee on Pipe Organ Encounters.

I/we have read the entire POE Handbook and understand what is required of our chapter to run an exciting and safe POE. I/we understand that:

- All faculty and volunteers at all POE events (including POE+) should undergo the same background check and screening process. POE, POEA, and POE-Tech must complete Praesidium Academy training for AGO. This ensures that all faculty, staff, and POE directors are equivalently screened and trained for Pipe Organ Encounters.
- I/we will ensure that advance screening and training procedures are accomplished for all adult volunteers in direct contact with participants at the POE.
- This requirement is an industry standard observed by church organizations, public/private/parochial schools, and most summer camps.
- The AGO has instituted this requirement to ensure that the knowledge on this is held in common by all volunteers.

- Our records need to reflect 100% participation in this and will not if the course was taken under other auspices.
- Completion of the Praesidium Academy training by everyone ensures that the AGO's Pipe Organ Encounters are not only a wonderful experience but a safe one, with faculty, staff, and volunteers who have all had equivalent screening and training.

Specifically, the POE director agrees to meet the following deadlines for these documents:

1. Publicity information for THE AMERICAN ORGANIST Magazine, sent to the director of the Committee on Pipe Organ Encounters (CoPOE), by June 30 of the year preceding the POE event.
2. A proposed budget, sent to the director of the Committee on Pipe Organ Encounters, using the required template in the POE Handbook, by September 15 of the year preceding the POE event.
3. A proposed publicity brochure, sent to the director of the Committee on Pipe Organ Encounters, including the necessary information as outlined in the POE Handbook, by September 15 of the year preceding the POE event.
4. A progress report that provides updates on publicity, programming and staffing, sent to the director of the Committee on Pipe Organ Encounters by February 15 of the year of the POE event.
5. The final financial report, and all other required follow-up documents, sent to the Guild officials designated in the POE Handbook by August 31 of the year of the POE event.

Chapter Dean	date
POE Director	date
James Thomashower Executive Director	date

COPIES TO:

Regional Councillor _____
CoPOE Director _____

After this letter is signed by the Chapter Dean and POE Director, please return ALL PAGES as soon as possible to:

James Thomashower, Executive Director
American Guild of Organists
475 Riverside Drive
New York, NY 10115

Countersigned copies of the letter will be returned to all parties above once all signatures have been applied.

6.1.4 POE Venue Agreement/Information Form (sample)

AMERICAN GUILD OF ORGANISTS (AGO) PIPE ORGAN ENCOUNTER (POE)

LETTER OF AGREEMENT between the _____ Chapter AGO and _____
_____ (venue name), which both agree to the following details:

Full Street Address _____

Website Address _____

Contact Person _____

- title _____
- phone number(s) _____
- email address _____

Backup Contact & Title _____ (to be used if primary contact is unavailable)

- title _____
- phone number(s) _____
- email address _____

Location of Restrooms _____

Issues with the Organ _____
_____ (include how to turn it on, piston usage, etc.)

Dates and Times Reserved _____ (an AGO teacher/chaperone will be present
_____ with the student at all times)

Who Will Unlock Space? _____

- title _____
- phone number(s) _____
- email address _____

Describe in full any special circumstances related to use of the building and instrument(s):

Does the venue require any other form of contract besides this document?
_____ (attach a copy if applicable)

The AGO provides liability insurance up to \$1,000,000 per occurrence and a \$2,000,000 annual aggregate to each chapter. If a chapter is told by a church or facility that it must provide proof of insurance before scheduling an event there, contact Abby Grimm, 260-625-7216, <abby.grimm@onirisk.com> the AGO representative at ONI Risk Partners.

I agree to the terms outlined in the document above.

For the AGO:

_____ (name)

For the Venue:

_____ (name)

6.1.5 Chapter Request for Certificate of Insurance

CHAPTER LIABILITY INSURANCE

As liability insurance rates have increased dramatically in recent years, many organizations have cut their costs by not including the use of their facilities by outside groups in their liability insurance coverage. Such facilities, which your chapter may wish to use for program events (churches, school facilities, and concert halls) will require that your chapter carry its own liability policy for such events. Proof of such insurance will be required before use of space is approved.

The Guild has a group Chapter Liability Insurance Plan covering all AGO chapters. The plan is administered by **EPIC Insurance Midwest** (formerly ONI Risk Partners/Old National Insurance). The plan covers all chapter activities, including Pipe Organ Encounters. The policy provides the following comprehensive coverage:

- Claims for bodily injury or property damage
- Claims for personal injury, such as libel, slander, defamation of character, false arrest, etc.
- Claims alleging host liquor liability when alcohol is served
- Claims involving use of automobiles not owned by the chapter but used for official chapter business on an excess basis.
- Claims alleging failure to render professional health care services by nonprofessional individuals

The Plan pays complete legal defense costs and settlement costs if a coverage charge is brought against your chapter—whether it results in a lawsuit, court judgment, or even out-of-court settlement. Your chapter, its leaders, and any member acting on behalf of the chapter are covered under this comprehensive Chapter Liability Insurance Plan. The plan provides up to \$2,000,000 per occurrence and a \$2,000,000 annual aggregate to each chapter. There is no deductible.

If your chapter is told by a church or facility that it must provide proof of insurance before scheduling an event there, the “Chapter Request for Certificate” should be completed and sent to Abby Grim, the AGO representative at **EPIC Insurance Midwest**, by email to: abby.grim@epicbrokers.com, or by fax to 260-625-7525. If you need assistance completing the form, please call Abby Grim for assistance at 260-625-7216.

Ours has been described as a litigious age, in which everybody sues for everything. They don't always win, but it is good to know that your chapter is covered in case of accident or injury to anyone attending a chapter event. For additional information on this subject, call National Headquarters.

**CHAPTER REQUEST FOR CERTIFICATE OF INSURANCE
CHAPTER/CLUB LIABILITY PLAN**

Name of Chapter: _____

Name of Officer/Member requesting certificate: _____

Officer/Member's E-mail address: _____

Mailing Address (with City/State/Zip): _____

Telephone number(s): _____

Name of event or function you are hosting: _____

Is the event sponsored by your chapter? Yes No

What will your chapter's function actually be for the event? _____

Location of the event or function _____

Dates of the event or function _____

Facility that is requesting proof of chapter liability coverage _____

Full postal mailing address of facility requesting proof of coverage: _____

Email Addresses to where the certificate should be mailed: _____

Is the facility requesting to be named as an additional insured? Yes No

Is this facility the property owner where the event is being held? Yes No

If no, please explain _____

Signature _____ Date _____

Please e-mail completed form to Abby Grim at: Abby.Grim@epicbrokers.com

EPIC Insurance Midwest
1111 Chestnut Hills Parkway, PO Box 1705
Fort Wayne IN 46801-1705
Phone: 260-625-7216
Fax: 260-625-7525

6.1.6 POEA Application Evaluation Worksheet (sample)

Applicant's name: _____

RECORDING

1. Work by J.S. Bach

30

Title: _____

2. Romantic or 20th century work

30

Title/composer: _____

3. Hymn accompaniment

20

Title: _____

RECOMMENDATION LETTER

10

REPERTOIRE LIST

10

TOTAL POINTS (out of 100):

Reviewer signature

6.2.1 POE Schedule (sample)

Sunday, June 15

3:00-5:00	Participant check-in at residence hall Participants pick up their tote bags, three-ring notebooks, nametags, linens, room keys and meal cards.
4:00-5:30	Faculty orientation Director and faculty review the week's schedule, answer questions.
6:00	Participant and Faculty Welcome dinner in residence hall dining room. Introductions and welcome from the CoPOE representative.
7:30	Walk to Cathedral for opening concert.
8:00	Concert and Hymn Festival by Cathedral organist and choir
9:00	Open console time and group photo
9:45	Walk to residence hall.
10:00	Refreshments in the Common area
11:00	Lights out

Monday, June 16

7:30	Breakfast in the residence hall dining room.
8:30	Participants depart for lessons either with their chaperone or teacher.
9:00-10:30	Lessons
11:00 -11:45	1st Methodist: Workshop: "Help, I never really learned how to practice" *Group A participants
11:00-11:45	1st Presbyterian: Workshop "I can make up my own music?" Improvisation - *Group B participants Improvisation assignment given
12:00	Lunch in the residence hall dining room
1:00-1:45	1st Methodist: Workshop "Help, I never really learned how to practice" Group B participants
1:00-1:45	1st Presbyterian: Workshop "I can make up my own music?" Improvisation - Group A participants Improvisation assignment given
2:00-3:30	Practice at area churches
4:00-4:45	1st Baptist: Workshop "Dancing Feet" Basic pedal technique and getting rid of bad habits.
5:30	Dinner in the residence hall dining room.
6:30	Free time in the Common area.
7:00	Board buses for Trinity Episcopal.
7:30	Faculty Concert
9:00	Open console time
9:45	Board buses for residence hall
10:00	Snacks in the Common area
11:00	Lights out.

Tuesday, June 17

7:30	Breakfast in the residence hall dining room.
8:30	Participants depart for lessons with chaperone or teacher.
9:00-10:30	Lessons
11:00-11:45	1st Congregational: Workshop "Is it Principal or Principle?" Organ Registration – Group A participants

11:-11:45 Sacred Heart Catholic: Workshop
 “The People’s Song” Hymn playing – Group B participants

12:00 Lunch in the residence hall dining room

1:00-1:45 1st Congregational: Workshop
 “Is it Principal or Principle?” Organ Registration – Group B participants

1:00-1:45 Sacred Heart Catholic: Workshop
 “The People’s Song” Hymn playing – Group A participants

2:00-4:30 Practice at area churches

5:00 Board buses for dinner at Papa Giovanni’s Pizza House

5:30 Dinner at Papa Giovanni’s Pizza House

7:00 Board buses for City Auditorium

7:30 Silent Movie

8:30 Open console time on the theater organ

9:30 Board buses for residence hall

10:00 Snacks in the Common area

11:00 Lights out

Wednesday, June 18

7:30 Breakfast in residence hall dining room

8:30 Board buses for organ factory tour

9:00 Arrive at organ factory

11:00 Board buses for picnic lunch

11:30 Arrive at City Park for picnic lunch

1:00 Board buses for trip back to campus

1:30-3:00 Lessons

3:30-5:00 Practice at area churches

5:30 Dinner in the residence hall dining room

6:30 Walk to 1st Lutheran

7:00 Worship: sample service (led by faculty who perhaps did not play on Monday’s
 Faculty Concert and local area worship leaders/musicians).

8:00 Open console time

9:00 Shopping!! Organ music available for purchase (or free, donated music) in the
 church Fellowship Hall.

9:45 Walk back to residence hall

10:00 Snacks in the Common area

11:00 Lights out

Thursday, June 19

7:30 Breakfast in the residence hall dining room

8:30 Participants depart for lessons with chaperone or teacher

9:00-10:30 Lessons

10:30 Return to residence hall Common area

11:00-11:45 Fill out participant membership applications and select chapter, overview of Guild
 Service Playing Test

12:00 Lunch in the residence hall dining room

1:00-5:00 Practice time and rehearsal time for participant concert on Friday
 (This time frame includes transportation back and forth to the practice
 sites and performance site).

5:30 Dinner in the residence hall dining room.

6:30 Board buses for trip to Worlds of Fun Amusement Park and Swim Park
6:30 Faculty appreciation dinner
7:00 Arrive at Park
10:00 Board buses for residence hall
11:00 Lights out

Friday, June 21

7:30 Breakfast in the residence hall dining room
8:30 Warm-up time at 1st Presbyterian
10:00 Participant Concert and awarding of certificates
11:30 Lunch in the residence hall dining room
12:00 Check-out of residence hall and depart for home.

* It is also suggested to use designations such as the Trompettes and Bourdons when grouping participants.

6.2.2 POEA Schedule (sample)

Sunday, July 6				
2:00 pm	4:15 pm	Check-in at dorms	Faculty and Staff	Niehardt Dormitory
4:15 pm	4:45 pm	Participants Orientation	Chris Marks	Niehardt Dormitory
5:00 pm	5:30 pm	Music Theory Diagnostic Test	Kurt Knecht	St. Mark's on the Campus
5:00 pm	5:30 pm	Faculty Orientation	Chris Marks	St. Mark's on the Campus
5:30 pm	6:50 pm	Potluck Dinner, Welcome	Participants, Faculty Lincoln AGO Chapter Members	St. Mark's on the Campus
7:00 pm	8:00 pm	FACULTY RECITAL I	James David Christie, Dana Robinson, Pamela Ruitter-Feenstra, Paul Tegels	Cornerstone Chapel
8:00 pm	9:00 pm	Panel Discussion: Career Opportunities	Faculty	Cornerstone Chapel
9:00 pm	9:30 pm	Open console	Participants	Cornerstone Chapel
9:30 pm	10:30 pm	Free time at dorms	Participants	Niehardt Dormitory
10:30 pm		Lights out	Participants	Niehardt Dormitory

Monday, July 7				
7:00 am	7:45 am	Breakfast	Participants	Niehardt Dormitory
8:00 am	10:15 am	Lessons and practice	Faculty	Churches
10:30 am	11:15 am	Group A: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
10:30 am	11:15 am	Group B: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
11:30 am	12:00 n	Lunch	Everyone	St. Mark's on the Campus
12:15 pm	1:00 pm	Group A: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
12:15 pm	1:00 pm	Group B: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
1:15 pm	2:45 pm	MASTER CLASS: 20TH CENTURY REPERTOIRE	Christopher Young	First Presbyterian Church
3:00 pm	3:30 pm	Bedient shop tour	Gene Bedient	Bedient Organ Factory
3:40 pm	4:30 pm	Group A: Temperament Class		Bedient Organ Factory
3:40 pm	4:30 pm	Group B: Pipe Making and Voicing		Bedient Organ Factory
4:40 pm	5:30 pm	Group A: Pipe Making and Voicing		Bedient Organ Factory
4:40 pm	5:30 pm	Group B: Temperament Class		Bedient Organ Factory
6:00 pm	6:50 pm	Dinner	Everyone	First-Plymouth Church
7:00 pm	8:30 pm	FACULTY RECITAL II	Thomas Bara, Wilma Jensen, Kurt Knecht, Christopher Marks, Timothy Olsen	First-Plymouth Church
8:30 pm	9:00 pm	Open console	Participants	First-Plymouth Church
9:00 pm	10:30 pm	Free time at dorms	Participants	Niehardt Dormitory
10:30 pm		Lights out	Participants	Niehardt Dormitory

Tuesday, July 8

7:00 am	7:45 am	Breakfast	Participants	Niehardt Dormitory
8:00 am	10:15 am	Lessons and practice	Faculty	Churches
10:30 am	11:15 am	Group A: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
10:30 am	11:15 am	Group B: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
11:30 am	12:00 n	Lunch	Everyone	St. Mark's on the Campus
12:15 pm	1:00 pm	Group A: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
12:15 pm	1:00 pm	Group B: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
1:15 pm	2:30 pm	Travel to Omaha	Participants and Faculty	
2:30 pm	3:15 pm	PASI ORGAN DEMONSTRATION	Marie Rubis-Bauer	St. Cecilia Cathedral
3:30 pm	5:15 pm	MASTER CLASS: BAROQUE REPERTOIRE	George Ritchie	St. Cecilia Cathedral
5:15 pm	5:45 pm	Open Console	Participants	St. Cecilia Cathedral
6:00 pm	6:45 pm	Dinner	Everyone	St. Cecilia Cathedral
7:00 pm	8:45 pm	THEATRE ORGAN DEMONSTRATION, performance, open console	Jerry Pawlak	Markworth Residence
8:45 pm	10:00 pm	Travel to Lincoln	Participants and Faculty	
10:00 pm	10:30 pm	Free time at dorms	Participants	Niehardt Dormitory
10:30 pm		Lights out	Participants	Niehardt Dormitory

Wednesday, July 9

7:00 am	7:45 am	Breakfast	Participants	Niehardt Dormitory
8:00 am	11:15 am	Lessons and practice	Faculty	Churches
11:30 am	12:15 pm	Lunch	Everyone	St. Mark's on the Campus
12:30 pm	1:15 pm	Group A: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
12:30 pm	1:15 pm	Group B: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
1:30 pm	2:15 pm	Group A: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
1:30 pm	2:15 pm	Group B: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
3:00 pm	4:30 pm	MASTER CLASS: COMPOSITION	Joel Martinson	Southwood Lutheran
4:45 pm	5:45 pm	Discussion with Joel Martinson	Joel Martinson	Southwood Lutheran
6:00 pm	9:00 pm	Pizza Party	Participants	Penner Home
6:30 pm	9:00 pm	Faculty Banquet	Faculty	Lazlo's, Haymarket
9:00 pm	10:30 pm	Free time at dorms	Participants	Niehardt Dormitory
10:30 pm		Lights out	Participants	Niehardt Dormitory

Thursday, July 10

7:00 am	7:45 am	Breakfast	Participants	Niehardt Dormitory
8:00 am	8:45 am	Group A: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
8:00 am	8:45 am	Group B: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
9:00 am	9:45 am	Group A: Improvisation	Pamela Ruitter-Feenstra	St. Mark's on the Campus
9:00 am	9:45 am	Group B: Music Theory	Kurt Knecht	Westbrook Music Bldg 104
10:00 am	11:15 am	Improvisation Society Performance	Participants	Cornerstone Chapel
11:30 am	12:15 pm	Lunch	Everyone	St. Mark's on the Campus
12:30 pm	3:45 pm	Lessons and practice	Faculty	Churches
4:00 pm	4:50 pm	WORSHIP: HYMN FESTIVAL	Jeremy Bankson	First-Plymouth Church
5:00 pm	5:50 pm	Conducting from the Console	Jeremy Bankson	First-Plymouth Church
6:00 pm	6:50 pm	Dinner	Everyone	First-Plymouth Church
7:00 pm	8:30 pm	MASTER CLASS: ROMANTIC REPERTOIRE	Todd Wilson	Saint Paul Methodist
8:30 pm	9:00 pm	Open Console	Participants	Saint Paul Methodist
9:00 pm	10:30 pm	Free time at dorms	Participants	Niehardt Dormitory
10:30 pm		Lights out	Participants	Niehardt Dormitory

Friday, July 11

7:00 am	7:45 am	Breakfast	Participants	Niehardt Dormitory
8:00 am	9:45 am	Practice time for recitals	Participants	First Presbyterian Church Saint Paul Methodist
10:00 am	11:15 am	PARTICIPANTS RECITAL I	Participants	First Presbyterian Church
11:30 am	12:15 pm	Lunch for Participants and families	Participants, Faculty, Families	First Presbyterian Church
12:30 pm	1:45 pm	PARTICIPANTS RECITAL II	Participants	Saint Paul Methodist
2:00 pm	3:00 pm	Check out, departure	Participants	Niehardt Dormitory

6.2.3 POE+ Schedule (sample)

Sunday, June 20

3:00-5:00	Check in at the Residence Hall
5:30-6:15	Dinner in Residence Hall Dining Room
6:30-7:30	Orientation Introduction of faculty, steering committee and Participants CoPOE representative gives greetings
7:30	Walk to Evans Chapel
8:00-9:00	Worship: Hymn Festival
9:30	Reception in Evans Chapel Lounge

Monday, June 21

7:30-8:30	Breakfast
9:00-11:00	Lessons and practice
11:30-12:30	Lunch
1:00-2:00	Workshop "What are all those knobs for?" Console orientation and registration
2:30-3:30	Workshop "Quick, play something!" Improvisation in the church service
4:00-5:00	Practice time
5:30-6:30	Dinner
6:30	Walk to St. Andrew's
7:00-8:00	Faculty Concert
8:00-9:00	Hands on time at the console

Tuesday, June 22

7:30-8:30	Breakfast
9:00-11:00	Lessons and practice time
11:30-12:30	Lunch
1:00-2:00	Workshop Hymn Playing – split sessions Beginning and experienced
2:30-3:30	Workshop Accompanying the choir
4:00-5:00	Practice
5:30-6:30	Dinner
6:45	Board buses
7:30-8:30	Concert at First Presbyterian Organ and other instruments
8:30-9:00	Hands on time at the console
9:30	Board buses for return to Residence Hall

Wednesday, June 23

7:30-8:30	Breakfast
8:45	Board buses
9:30	Tour of organ shop
11:30	Return to campus

12:00-1:00	Lunch
1:30-3:30	Lessons and practice
4:00-5:00	Workshop "Yes, I can play something quick!" Improvisation
5:30-6:30	Dinner
7:00	Board buses
7:30-8:30	Night at the Movies Silent film accompanied by theater organ
8:30-9:30	Hands-on time at the console
9:30	Return to campus

Thursday, June 24

7:30-8:30	Breakfast
8:30-11:30	Time at the instrument for tomorrow's concert Lessons and practice
11:45-12:45	Box lunch in the park
1:15-2:30	Workshops Organ repertoire and browsing time at music display
2:45-3:30	Information on Guild Certification "Yes, you can take the Service playing Test"
4:00-5:00	Practice
5:30	Board buses
6:00-8:00	River Dinner Cruise
8:30	Board buses for campus

Friday, June 25

7:30-8:30	Breakfast
9:00-11:00	Get ready for the participant concert
11:00-12:00	Participant Concert, presentation of certificates
12:30	Lunch
1:30	Depart for home ¹²³

6.2.4 POETech Schedule (sample)

Sunday:

2:00-5:00	Arrive & Check-in
5:30-6:00	Dinner
7:00-9:30	Welcome, orientation, ice-breaker activity

Monday:

7:00-8:30	Breakfast
8:30-8:45	Travel to factory
9:00-9:15	Address Safety Concerns
9:15-11:45	Factory Tour/Overview
12:00-12:45	Lunch
1:00-2:30	Seminar #1*
2:30-3:00	Q & A, regarding seminar #1
3:00-3:15	Break
3:15-4:45	Seminar #2
4:45-5:15	Q & A, regarding seminar #2
5:30-6:30	Dinner
7:00-9:30	Evening event (sample worship service/hymn festival)

Tuesday:

7:00-8:30	Breakfast
8:30-8:45	Travel to factory
9:00-10:30	Seminar #3
10:30-11:00	Q & A, regarding seminar #3
11:00-11:15	Break
11:15-12:00	Short seminar
12:00-12:45	Lunch
1:00-2:30	Seminar #4
2:30-3:00	Q & A, regarding seminars #3/4
3:00-3:15	Break
3:15-4:45	Seminar #5
4:45-5:15	Q & A, regarding seminar #5
5:30-6:30	Dinner
7:00-9:30	Evening event (recital or fun activity)

Wednesday:

7:00-8:30	Breakfast
8:30-11:45	Organ crawl #1 (3 small instruments or 1 large)
12:00-12:45	Lunch
1:00-1:30	Q & A, regarding organ crawl #1
1:30-1:45	Break
1:45-5:00	Pipe-building workshop or other hands-on factory activity
5:30-6:30	Dinner
7:00-9:30	Evening event (recital or fun activity)

Thursday:

7:00-8:30	Breakfast
8:30-11:45	Organ crawl #2 (3 small instruments or 1 large)
12:00-12:45	Lunch
1:00-1:30	Q & A, regarding organ crawl #2
1:30-1:45	Break
1:45-5:00	Participants take individual tour of factory, one on one with technicians; final questions.
5:30-6:30	Dinner
7:00-9:30	Evening event

Friday:

7:00-8:30	Breakfast
9:00-11:30	Final organ crawl or seminar
11:30-12:00	Final Q & A
12:00-1:00	Lunch
1:00	Check-out, depart

* These seminars may include any organ building topic: scaling, voicing, temperaments, console design, pipe design, flue pipes, reed pipes, wind pressure, case construction & design, actions (mechanical vs. electric), etc.

6.3 Forms REQUIRED for all POE Faculty, Chaperones Staff, Volunteers

All forms in this section must be completed and/or signed by each of the adults who will have any direct contact with participants, without exception. These forms were approved by AGO National Council in 2010 for use at all POE events that involve participants who are minors, requiring all adults on staff at a POE, POEA or POETech to complete and/or sign them, whether serving as faculty, staff, or volunteer (such as chaperones, drivers, etc.). To prevent any unauthorized changes to these forms, the Directors' page on the AGO website contains only PDF versions of some of these forms. POE Directors are expected to print out the required forms, enter by hand with ink pen the information necessary to customize the form for the local event, and provide them either in paper or scanned form to each person who must complete and/or sign the forms. Because these forms contain sensitive personal identity information, care should be taken to ensure that they are stored in a secure place with access only to POE Executive Committee members. Completed, signed forms should be kept (printed) on file by the POE Director for six (6) years following the event.

6.3.1 Faculty/Chaperone/Staff/Volunteer Information & Application Form

_____ PIPE ORGAN ENCOUNTER (-Advanced/-Plus/-Tech) 20____

CONTACT INFORMATION

Last name: _____ First name: _____

Mailing address: _____

Preferred phone: (____) _____ [] cell [] home [] office

Cell phone (if you will have it at the POE): (____) _____

Preferred e-mail: _____

TRAVEL INFORMATION (if local, please skip)

I will be arriving by: [] plane [] car [] other

Arrival date: _____ Arrival time: _____

Flight information (airport, airline, flight number): _____

[] I need a ride from the airport upon arrival

Departure date: _____ Departure time: _____

Flight information (airport, airline, flight number): _____

[] I need a ride to the airport when departing

HOUSING

[] I do not need housing

[] I would be willing to stay in the dorm at the POE's expense

[] I would be willing to stay with a local AGO chapter member host

[] I would prefer to stay in a hotel room at my own expense

FACULTY RECITAL

I would like to participate in the faculty recital

Repertoire:

OTHER

T-shirt size: _____

Dietary requirements:

Faculty, please attach a biography of 250 words or less and a current press photo.

I declare that all of the information given by me in this application is true and complete to the best of my knowledge and I understand that any misrepresentation or omission may be cause for dismissal as a Pipe Organ Encounter instructor/volunteer. If accepted as a POE instructor/volunteer, I hereby agree to abide by the _____ Chapter of the American Guild of Organists' POE rules, regulations and policies, and directions of the POE Director, and I understand that as a POE instructor/volunteer I serve at will and I may be removed as a POE instructor/volunteer by the _____ Chapter at any time with or without cause. I acknowledge that I have received and reviewed a copy of the _____ Chapter's rules, regulations and policies.

In consideration of my acceptance as a POE instructor/chaperone, I hereby release, discharge and agree to hold harmless the American Guild of Organists, the _____ Chapter, and their officers, volunteers, officials, sponsors and other representatives, and any and all owners or other persons or entities allowing, permitting or authorizing the use of facilities by the _____ Chapter and the agents, employees, officers and directors of such owners, persons or entities (the "Indemnitees"), from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to any injury or other damage that may result to me caused by the negligence of the Indemnitees arising out of my service as a POE instructor/chaperone.

I have read the above application form, fully understand its terms, understand that I have given up substantial rights by my signing this form and agreeing to its terms, and I sign this form and agree to these terms freely and voluntarily and without inducement of any kind. I agree to inform the _____ POE Committee in a timely manner if any of the information I have provided on this form changes.

Signature: _____ Date: _____

Please return this form by _____ (date) to:

6.3.2 FACULTY/CHAPERONE/STAFF/VOLUNTEER Conduct at Pipe Organ Encounters

IN CONSIDERATION OF _____,

[Recite the quid pro quo here – stipend]

I agree to the following when serving as a Faculty, Chaperone, or Volunteer Staff member at AGO Pipe Organ Encounters:

- I will at all times adhere to the schedule presented to me by the Director, and will support ALL requests and ALL directions from the Director.
- I will not show favoritism to any participant or any groups of participants.
- My contact with the participants will be as outlined in the schedule in order to fulfill my role as teacher. Before hours (before breakfast) and after hours (after evening program) contact with any participant or groups of participants is not allowed unless it is sanctioned by the Director.
- Unless serving as overnight chaperone in the residence hall, I will not enter a participant's residence hall room AND AS A RESIDENCE HALL CHAPERONE, ONLY IF NECESSARY AND WITH THE PRESENCE OF ANOTHER ADULT.
- Conversations at meals: I will refrain from comments regarding my personal life, past or immediate, that is of adult content. In other words, would you want your grandmother to hear this conversation?
- Although I may have strong, professional, well-grounded opinions regarding organ and choral music, pipe versus digital instruments, I will show respect for all personal preferences of others when in the presence of participants. I will view this as an opportunity to generate thoughtful discussion among participants.
- If a participant has a personal or emotional problem, I will immediately and discreetly seek out the Director. My role is as teacher or volunteer, not therapist.
- It is understood, without question, that I will not have any contact with any participant that is of or could be perceived of as sexual IN NATURE (overture) with either words or actions.

The appearance of impropriety: I understand that certain verbal and nonverbal conduct may be totally innocent and above board; however, the same conduct may be interpreted, viewed and/or taken in good faith to be a sign of bias or prejudice. I furthermore understand that such conduct places the POE and the AGO in a bad light and that this conduct must be avoided.

A failure to abide by these rules of conduct may cause my participation in the AGO POE to be terminated immediately, without notice or recourse, at the discretion of the Director.

I hereby indemnify and hold harmless the AGO and its employees, members, officers and agents from any and all liability resulting from my conduct in connection with the foregoing. I understand and agree to abide with these requests.

Signature of Faculty/Chaperone/Volunteer Staff member

Date

6.3.3 Disclosure Affidavit



American Guild of Organists

475 Riverside Drive, Suite 1260
New York, NY 10115

APPLICANT DISCLOSURE AFFIDAVIT

(Please read carefully)

The American Guild of Organists provides information to agencies for the purpose of screening prospective employees and volunteers to evaluate whether an applicant poses a risk of harm to the children and youth it serves. Information obtained is not an automatic bar to employment or volunteer work, but is considered in view of all relevant circumstances. This disclosure is required to be completed by applicants for positions in order to be considered. Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination.

APPLICANT:

Please print complete name.

The undersigned applicant affirms that I HAVE NOT at ANY TIME (whether as an adult or juvenile):

Yes **No** *(Initial answer under "yes" or "no" and provide brief explanation for a "yes" answer below.)*

- | | | |
|-----|-----|---|
| ___ | ___ | Been convicted of; |
| ___ | ___ | Pleaded guilty to (whether or not resulting in a conviction); |
| ___ | ___ | Pleaded nolo contendere or no contest to; |
| ___ | ___ | Admitted; |
| ___ | ___ | Had any judgment or order rendered against me (whether by default or otherwise); |
| ___ | ___ | Entered into any settlement of an action or claim of; |
| ___ | ___ | Had any license, certificate, or employment suspended, revoked, terminated, or adversely affected because of; |
| ___ | ___ | Been diagnosed as having or been treated for any mental or emotional condition arising from; or |
| ___ | ___ | Resigned under threat of termination of employment or volunteer work for; |

Any allegation, any conduct, matter, or thing (irrespective of the formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

Yes	No	<i>(Initial answer under "yes" or "no" and provide brief explanation for a "yes" answer below.)</i>
___	___	Any felony.
___	___	Rape or other sexual assault.
___	___	Drug- or alcohol-related offenses.
___	___	Abuse of a minor or child, whether physical or sexual.
___	___	Incest.
___	___	Kidnaping, false imprisonment, or abduction.
___	___	Sexual harassment.
___	___	Sexual exploitation of a minor.
___	___	Sexual conduct with a minor.
___	___	Annoying/molesting a child.
___	___	Lewdness and/or indecent exposure.
___	___	Lewd and lascivious behavior.
___	___	Obscene literature.
___	___	Assault, battery, or other offense involving a minor.
___	___	Endangerment of a child.
___	___	Any misdemeanor or other offense classification involving a minor or to which a minor was a witness.
___	___	Unfitness as a parent or custodian.
___	___	Removing children from a State or concealing children in violation of a law or court order.
___	___	Restrictions or limitations on contact or visitation with children or minors.
___	___	Similar or related conduct, matters, or things.
___	___	Accusation of any of the above.

Explanations:

(If you answered "yes" to any of the above, please explain. If none, write "none.")

Description

Dates

The above statements are true and complete to the best of my knowledge.

Date: _____
_____ *Applicant's signature*

[Place Notary Block Here]

<p>--Sample Notary Block (different among states)--</p> <p>State/Commonwealth of _____</p> <p>County/Parish of _____</p> <p>Before me, a Notary Public, duly authorized to take acknowledgements personally appeared the above-named _____, who acknowledged that he/she did sign the foregoing and that the matters contained therein are true.</p> <p>Acknowledged this _____ day of _____, 20__.</p> <p style="text-align: right;">_____ Notary Public</p>
--

6.3.4 Volunteer (Faculty/Staff/Chaperone) Letter of Agreement

AMERICAN GUILD OF ORGANISTS PIPE ORGAN ENCOUNTER
VOLUNTEER FACULTY, CHAPERONES, AND STAFF
LETTER OF AGREEMENT FOR VOLUNTEERING

THIS AGREEMENT FOR VOLUNTEERING is made and entered into this (DATE:) _____ day of (MONTH:) _____, (YEAR:) _____, by and between the American Guild of Organists hereinafter referred to as “AGO”, and (NAME:) _____, hereinafter referred to as “Volunteer.” “Volunteer” refers to any teacher, chaperone (dormitory or lodging supervisor, driver, or practice monitor), or any Pipe Organ Encounter staff member with responsibility to supervise participants.

WHEREAS, the AGO seeks to accept the volunteer services of _____ (Volunteer) for its Pipe Organ Encounter (“POE”); and, WHEREAS Volunteer is desirous of volunteering his/her services to the AGO;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

I. SCOPE AND TERM OF VOLUNTEERING: AGO hereby accepts the volunteer services of Volunteer for the POE to be held on the following dates: _____ (the “Term”) and this Agreement shall be effective and binding during the Term.

Volunteer acknowledges that notwithstanding any language contained herein to the contrary, the Term and/or his/her relationship as a volunteer with the AGO can be terminated by the AGO “at-will,” meaning with or without cause, reason, or notice.

II. OBLIGATIONS: Volunteer hereby agrees to be responsible for and perform all the acts and duties pertaining to his/her role as a volunteer during the aforesaid POE including, but not limited to, the following:

A. _____

B. Volunteer shall conform to all rules and regulations of the AGO, specifically its POE Handbook, which Volunteer has received and has read. In consideration of the foregoing, Volunteer specifically agrees to the following when serving as a volunteer at AGO Pipe Organ Encounters:

1. I will at all times adhere to the schedule presented to me by the Director, and will support ALL requests and ALL directions from the Director.
2. I will not show favoritism to any participant or any groups of participants.

3. My contact with the participants will be as outlined in the schedule in order to fulfill my role as volunteer. Before hours (before breakfast) and after hours (after evening program) contact with any participant or groups of participants is not allowed unless it is sanctioned by the Director.

4. Unless serving as overnight chaperone in the residence hall, I will not enter a participant's residence hall room AND AS A RESIDENCE HALL CHAPERONE, ONLY IF NECESSARY AND WITH THE PRESENCE OF ANOTHER ADULT.

5. Conversations at meals: I will refrain from comments regarding my personal life, past or immediate, that is of adult content.

6. Although I may have strong, professional, well-grounded opinions regarding organ and choral music, and pipe versus digital instruments, I will show respect for all personal preferences of others when in the presence of participants. I will view this as an opportunity to generate thoughtful discussion among participants.

7. If a participant has a personal or emotional problem, I will immediately seek out the Director and report the situation. My role is as a volunteer (teacher/chaperone/participant supervisor), not therapist.

8. It is understood, without question, that I will not have any contact with any participant that is of or could be perceived of as sexual in nature with either words or actions.

9. Avoiding the appearance of impropriety: I understand that certain verbal and nonverbal conduct may be totally innocent and above board; however, the same conduct may be interpreted, viewed and/or taken in good faith by other persons to be a sign of bias or prejudice or improper conduct. I furthermore understand that such conduct places the POE and the AGO in a bad light and that this conduct must be avoided.

10. A failure to abide by these rules of conduct may cause my participation in the AGO POE to be terminated immediately, without notice or recourse, at the discretion of the Director.

11. I hereby indemnify and hold harmless the AGO and its employees, members, officers and agents from any and all liability resulting from my conduct in connection with the foregoing.

C. Volunteer shall perform such other and further duties as required by the AGO and POE as may be assigned from time to time consistent herewith.

III. STIPEND: In recognition that Volunteer may incur certain expenses, costs, and other financial burdens the sum of \$_____ (the "Stipend"), shall be payable to the Volunteer in full upon the conclusion of the POE. Notwithstanding anything herein to the contrary, Volunteer will not receive payment of the Stipend until all volunteer services to be performed hereunder have been completed for said POE. Further, notwithstanding anything herein to the contrary, in the event said Volunteer

shall be dismissed for any reason at all, as determined in the AGO's sole discretion, Volunteer shall not be entitled to any stipend. Volunteer recognizes that this stipend is NOT a payment for services rendered.

IV. OTHER BENEFITS: Except as specifically stated herein, no benefits are payable or furnished to Volunteer in connection with this matter and all transportation, meals and lodging are the responsibility of the Volunteer.

V. ADDITIONAL SERVICES AND COMPENSATION: In addition to providing the volunteer services set forth herein at Section II above, Volunteer agrees to provide the following services and/or materials:

VI. RESIGNATION: The Volunteer may cease providing services at the end of the Term. If Volunteer abandons or leaves his/her volunteer position prior to the end of the Term and without the agreement of the AGO, Volunteer shall forfeit the right to the Stipend.

VII. Volunteer Status:

The Volunteer hereby agrees that:

- He/she is volunteering for a nonprofit organization.
- The Volunteer's activity contemplated herein is not connected to, or part of, his/her full-time position with any other organization.
- The volunteer services offered herein are offered freely and without pressure or coercion.
- Volunteer and AGO have agreed that none of AGO's regular employees have been displaced to accommodate the volunteer's services hereunder.
- Volunteer does not expect any compensation for the services rendered hereunder, and that the Stipend is intended solely to provide some modest indemnification for costs and expenses incurred by the Volunteer in the course of providing the volunteer services.

VIII. CANCELLATION: In the event the POE is cancelled for any reason, no Stipend shall be payable in connection with this Agreement.

IX. OTHER LAWS AND RULES: This Agreement incorporates and is made subject to the POE Handbook which is incorporated herein by reference.

X. SEVERABILITY: The clauses, sentences and parts of this Agreement are severable to the extent they are found to be unlawful or ineffective, by a court of competent jurisdiction, but the illegality or ineffectiveness of any such clause, sentence or part shall not affect any other clause, sentence or part of this Agreement. Rather, the remaining provisions hereof shall remain in full force and effect.

XI. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between the Parties hereto relating to the subject matter hereof. All prior or contemporaneous agreements or understandings between the Parties relating to the subject matter hereof, whether oral or written, are superseded by and merged into this Agreement. Volunteer acknowledges that no other promises

were made to you other than those that are or may be contained in this Agreement, and that no other inducement caused you to sign this letter.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement for Volunteering the day and year first above written.

THE AMERICAN GUILD OF ORGANISTS PIPE ORGAN ENCOUNTER

BY: _____ (Printed Name)

POE Director (Signature)

Dated: _____

VOLUNTEER:

_____ (Printed Name)

_____ (Signature of Volunteer)

Dated: _____

6.4.1 Faculty Welcome Letter (sample)

(Chapter Letterhead)

February 15, 20__

Dear Ms. Smith,

On behalf of the steering committee of the Lakeview Pipe Organ Encounter 2015, I welcome you to the faculty of what we believe will be an outstanding POE event.

Enclosed please find

- the preliminary schedule for the POE week
- housing/parking information
- instructor application form
- POE brochure
- your duties for the week
- course description for the course you are teaching (if applicable)
- Code of Conduct Agreement

The faculty orientation dinner for local faculty will be on Thursday evening, May 26, 2018 at the home of Trevor Jones, 211 West Mountain Parkway, Lakeview. At that time you will receive your participant assignments and we will discuss teaching materials you may wish to use. (Visit the CoPOE website at www.agohq.org and click on "Education>New Organist Pages>Chapter Outreach to New Organists" for suggested materials).

For those of you from out of town who will be arriving just prior to the beginning of the POE week, all of the faculty will meet together at noon on Sunday, June 21, 2018 in the common area of Smith Residence Hall. At that time you will receive final materials and updates.

An appreciation lunch for all of the faculty, performers, and steering committee will be held on Friday, June 26 at 11:30 AM at a site to be determined.

Once again, please accept our sincere appreciation for your willingness to share your professional expertise with our POE/POE+ participants.

Gratefully,

Gwen Johnson
Lakeview POE 2018 Faculty Coordinator

6.4.2 Faculty Duties (Sample)

[This document to be adapted by POE Director to send with counter-signed agreement to each member of the POE faculty.]

After background checks and youth protection training are complete:

- 1. Confirm attendance at orientation session.**
- 2. Inform POE Director of travel arrangements; turn in any housing, meal, and teaching plan forms provided by director by the deadline.**
- 3. Show up at required times on the POE Schedule.**
[List here.]
- 4. Teach 2 Participants daily.**
- 5. Give __ master classes.**
- 6. Perform on faculty concert(s)**
- 7. Participate in group activities as requested by POE Director.**
[List here.]
- 8. Attend Faculty dinner and Final Recital by Participants.**

6.4.3 Faculty Reimbursement Form (Sample)



AMERICAN GUILD OF ORGANISTS

[name] Chapter AGO

Full Chapter mailing address

(Tel.) • Con-tact Name • E-mail Address • www.chapterwebsiteaddress

PIPE ORGAN ENCOUNTER [year] EXPENSE REIMBURSEMENT REQUEST

Payee Information

Name: _____ Title: _____ Faculty _____

Primary Expense: _____

Check to be made payable to: _____

Address: _____

EXPENSES

	Amount Reimbursed
Postage	\$ _____
Secretarial Expenses (envelopes)	\$ _____
Telephone	\$ _____
Automobile Mileage: _____ miles @ 14¢ per mile	\$ _____
Tolls	\$ _____
Parking	\$ _____
Other travel	\$ _____
Overnight Accommodations	\$ _____
Other Expenses (please itemize)	\$ _____
Paper	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

Signature _____

Treasurer

Date Submitted: _____ Signature: _____

RECEIPTS MUST BE PROVIDED FOR ALL EXPENSES OVER \$10. SIGN & RETURN THIS FORM TO POE CONTACT PERSON AT ADDRESS ABOVE

FOR OFFICE USE ONLY

Approved: _____ Account Number: * _____

Date: _____ Check No. and Date: _____

Please note: The mileage reimbursement is only 14 cents per mile because the IRS has stipulated that any higher reimbursement for volunteer leaders of a nonprofit organization will be subject to income tax, and the AGO doesn't want to expose our members to unnecessary taxation. For specific information on this, please search online at irs.gov.

6.5.1 Brochure Sample

The image below displays a trifold brochure on letter size paper (8 ½ by 11 inches) in landscape orientation to be printed back-to-back in full color. The top half of the image below is the front side and the lower half is the back side. A Word template is on the POE Director's page on the AGO website.



Pipe Organ Encounters is an educational outreach program of the American Guild of Organists. Major funding for Pipe Organ Encounters is provided by the Associated Pipe Organ Builders of America. Additional support is provided by the American Institute of Organbuilders, the Jordan Organ Endowment, and the National Endowment for the Arts. Permanently endowed AGO scholarships are provided in memory of Charlene Brice Alexander, Robert S. Baker, Seth Bingham, Michael Cohen, Margaret R. Gurn, Clarence Dickinson, Richard and Clara Mae Enright, Virgil Fox, Philip Hahn, Charles N. Henderson, Alfred E. Lunsford, Ruth Milliken, Bruce Prince-Joseph, Douglas Rafter, Ned Siebert, Mary K. Smith, and Martin M. Wick; and in honor of Anthony Baglivi, Philip E. Baker, Gordon and Naomi Rowley, Frederick Swann, Morgan and Mary Simmons, and the Leopold Foundation.

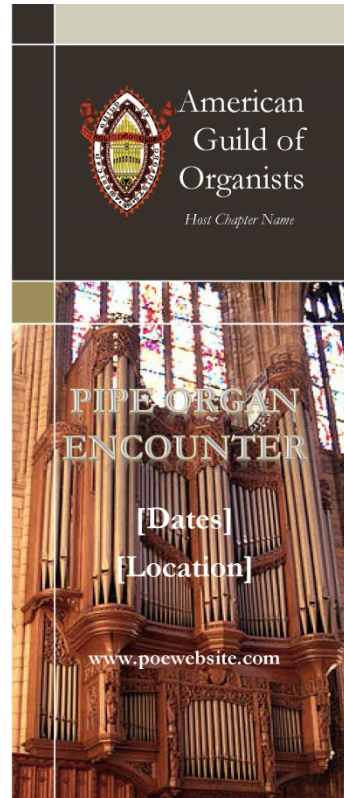
Scholarship Information

Scholarship assistance is available through the American Guild of Organists. Please contact [name / email of POE Director] for information on initiating the online scholarship application process. In addition, students may also contact AGO chapters or religious institutions if financial aid is needed.

Non Profit Org.
Use Envelope
PAID
PERMIT NO. 6800
New York, NY

Return Service Requested

American Guild of Organists, your chapter
your chapter's central address for the POE



"We had Masterclasses/lectures on how the Organ is made and even went to Bedient Organ Shop! It was an AMAZING experience and I recommend it to EVERYONE!"

An Overview

Short, but descriptive paragraph about the POE program. Include the following:

POE is designed for teenagers, ages 13-18, who have achieved an intermediate level of keyboard proficiency. Previous organ study is not required. Special consideration with regards to age and training may be allowed by the POE Committee on an individual basis.

POE Highlights

Include special concerts, masterclasses, workshops, trips, guest artists. Be brief and avoid over-descriptive adjectives. Do not attempt to include the entire schedule in the brochure!

Featured Instruments

Be sure to highlight organs in non-sacred spaces in addition to church organs. Use the following format:
- E.M. Skinner, IV manuals, 115 ranks
St. Bridget Catholic Church
- Wurlitzer, III manuals, 14 ranks
Paramount Theater

Faculty Members

POEs must list faculty/positions, plus a footnote that reads:

* This faculty is subject to change without notice.

All other POEs may list faculty, or the following paragraph:

Faculty will include distinguished concert organists and church musicians from across the country, as well as other university professors and local area organists.

Accommodations/Travel

Outline the housing and meals arrangement for the students in detailed specificity. Include that all travel styles will be accommodated.

Application Instructions

Explain the application process. Identify a deadline for application and a refund policy. Every brochure MUST include the names, address, phone number, and email of the POE DIRECTOR. Include the postal mailing address (or online payment procedure) to which registration payment must be sent IN ADDITION to the director's.

Student Registration

STEP ONE:

Registration for all POE events is exclusively available online. Please visit: <https://www.ago.org/education/poe/>

STEP TWO:

--PAYMENT FORM--

Student Name: _____

Address: _____

Parent Name: _____

POE Registration Fee: \$xxx

Early Bird Registration Fee: \$xxx, if registered by _____

The final registration deadline is _____. Full payment is due at the time of registration.*

Please make checks payable to: _____

Please send this form and check to the POE Registrar:

[POE Registrar info/address]

POE Director/Registrar

Your Chapter's mailing address for POE

*Applicants who plan to apply for a scholarship should contact the POE director if advance payment of registration is not possible.

6.5.2.1 Consent/Medical/Insurance Form

Pipe Organ Encounter Consent Form

This document should be in the possession of the POE Director, the overnight Residence Hall chaperone, practice chaperone, volunteer driver, and the participant's organ teacher. It will be kept on file with the local POE host chapter in a secure location for six (6) years following the POE event.

PARTICIPANT _____

PARENT/GUARDIAN _____

ADDRESS _____

HOME PHONE (____) _____ WORK PHONE (____) _____

PARENT/GUARDIAN CELL PHONE (____) _____

PARENT/GUARDIAN'S EMPLOYER _____

AGE OF PARTICIPANT _____

MEDICAL INSURANCE COMPANY _____

POLICY GROUP NUMBER _____

FAMILY PHYSICIAN (name and phone) _____

Please list any allergies (including those of medicines and food) or physical limitations that should be considered. List dosages of medications currently being taken:

Allergies/Limitations

Medications/Dosages

In the event of serious accident or illness, if you cannot be contacted, do you grant permission to take your son/daughter to a physician or hospital, and do you consent to any emergency treatment? Please **initial** yes or no.

YES _____ NO _____

Does the participant have any dietary requirements? If so, please explain briefly.

- The undersigned participant and parent/guardian hereby consent to participation by the participant in the _____ Chapter Pipe Organ Encounter at _____ [city] _____, _____ [state] _____, from _____ [date] _____ to _____ [date] _____.
- We understand that the chaperones are volunteering their time to assist coordinators and participants in getting to and from events and monitoring their behavior in the residence hall at _____. The chaperones cannot assume responsibility for the behavior of individual participants. AGO prohibits the use of corporal punishment in accordance with state laws.
- We hereby waive any claims against, and release, and forever discharge any liabilities of any and all Pipe Organ Encounter coordinators, faculty, and chaperones, for any damage or injury to the participant or his or her property that may occur during the event.
- We certify that the participant has no known medical problems or allergies, is not taking any medications and has not recently been exposed to any communicable diseases, except as described above. We hereby grant permission to any doctor, dentist, nurse, paramedic, or other licensed health professional to treat the participant should the need arise. Any chaperone may give any additional medical consent that may be requested.
- We understand that if a medical problem or condition arises, every reasonable attempt will be made by any chaperone to contact the parent/guardian.
- We agree that if the participant should have to be sent home due to any medical condition, that this should be determined by one or more chaperones and at least one medical doctor.
- We understand that AGO Pipe Organ Encounters does not require any proof of immunizations and understand that participants may be in contact with other youth or adults who have not been immunized for communicable diseases for which immunizations are often required by schools or camps.
- We, the parent/guardian, acknowledge our responsibility for any problem created by the participant during the Pipe Organ Encounter, including any disciplinary or other non-medical problem. If the participant must be sent home for medical or disciplinary reasons, we the parent/guardians agree to pay for the travel expenses or to reimburse for any such costs paid by others.

- If any emergency or any problem of any kind arises concerning the participant, every attempt will be made to reach the parent/guardian named above at the phone numbers set forth. If it is impossible to reach these responsible individuals, we hereby consent and give authority to one or more chaperones to take such action as is reasonably necessary under the circumstances, and we do hereby release and forever discharge any and all chaperones, coordinators, and faculty of the pipe organ encounter from any claims, liability, or causes of action whatsoever regarding any damages, costs, injury, or demands whatsoever in law or in equity to the participant or his or her property resulting from their acts or actions.
- The undersigned parents/guardians of the enrolled POE participant assume full responsibility for all physician/medical/surgical/rehabilitation expenses and liabilities in connection with the participant's attendance at the POE.
- We, parents/guardians and participants, pledge that during the entire pipe organ encounter there will be no purchase, transportation, or use of any intoxicating beverages, drugs, or other hazardous or abusive substances. If such occurs, the participant will be sent home immediately. The participant will respect the facilities at the _____ and will abide by the regulations set forth by _____ and chaperones.
- We, parents/guardians and participants, give our permission for photographs or videotapes to be taken during the POE events. These may be used for promotional purposes.
- We, parents/guardians and participants, give our permission for contact by a member of the National Board of AGO Young Organists (AGOYO) with the enrolled POE participant following the POE event to follow up regarding AGO Young Organists membership in the American Guild of Organists.

Participant Signature _____

Parent/Guardian Signature _____

Date _____

Please return by _____ to _____, POE Director

[address]

Please remember to include the travel form when you return this consent form.

T-shirt size (circle one) S M L XL

6.5.2.2 POE+ Assumption of Risk and Release of All Claims

As an individual wishing to participate in music activities and/or other activities taking place on the _____ day of _____, 20____, in connection with the POE+ sponsored by the (host chapter name here) Chapter of the American Guild of Organists, I recognize and acknowledge that all such activities carry a certain risk of personal injury. I agree to assume all such risks including any damages resulting from physical injuries, including complications from existing or preexisting personal medical conditions, known or unknown, death, loss of services or consortium, loss or damage to property, or any other loss which I may sustain as a result of participating in any such activities. In consideration of allowing my participation in the activity or activities indicated below, I hereby, for myself and for all heirs, executors, administrators, and assigns, do hereby forever release, waive, and relinquish all claims I have or may have as a result of participating in this and any other programs sponsored by the POE+. Furthermore, I promise on behalf of myself not to sue the sponsor/host entities, including but not limited to the (host chapter name here) Chapter of the American Guild of Organists, its parent organization or any of their officers, employees, or agents for actions or omissions arising from or connected with such activities, and to indemnify and hold harmless from any loss or damages incurred by (host chapter name here) and the sponsor/host entities as a consequence of my participation in such activities.

ACTIVITY: American Guild of Organists POE+

NAME OF PARTICIPANT (Printed): _____

SIGNATURE OF PARTICIPANT: _____

DATE: _____

EMERGENCY CONTACT NAME: _____

EMERGENCY PHONE: _____

WITNESSES' SIGNATURES (2):

PRINT NAME: _____ SIGNATURE: _____

PRINT NAME: _____ SIGNATURE: _____

6.5.3 Participant Travel Information Form (sample)

Participant's Name _____

Participant's Address _____

Home Telephone Number _____

Participant's cell phone Number _____

I will be arriving at _____ Airport:

date

time

Airline and Flight # _____

I will be arriving by car bus train (circle one)

date

time

I will be departing from _____ Airport:

date

time

Airline and Flight # _____

I will be departing by car bus train (circle one)

date

time

I understand that if I am arriving at or departing from the airport, bus or train station, and require shuttle transportation that I will be transported to and from the POE venue by private car.

Participant signature _____ / ____ / ____

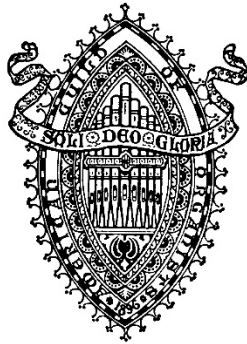
date

Parent/Guardian signature _____ / ____ / ____

date

Please enclose a **recent** school photo if you are being met at the airport or a train or bus station.

6.5.4 Participant Code of Conduct (POE, POEA, POE-Tech only)



AMERICAN GUILD OF ORGANISTS

[Local Chapter, State]

POE PARTICIPANT CODE OF CONDUCT

- I will respect the growth and work goals of the POE and participate in all scheduled activities, which are designed to make the most of my educational experience.
- I will respect the privacy of others during the entire POE.
- I will respect those around me by not using abusive language or engaging in reckless behavior that could cause harm to others or me, or damage equipment.
- For my safety, I will not leave the POE without the consent of the Director.
- I will not change room assignments without the consent of the Director.
- I will not have in my possession or use: fireworks, firearms, illegal drugs, or alcohol. I will obey all the laws of the community and state in which I am staying. I know that illegal activity will not be tolerated and that local police will be called if necessary. (Example: malicious fire alarm activation, which includes a \$500 fine).
- I will respect and follow the directives of the POE Team, POE Teachers, and other adult staff during the POE. If I am having a problem with the behavior or attitude of another POE participant or adult, I will contact the POE Director or a chaperone immediately.
- I will wear proper attire during the POE (no short shorts, no midriff-baring shirts, no tube tops, nor any other clothing that is considered to be inappropriate attire for church). I also understand that if I wear shorts they should be able to cover the entire bench so that I easily can pivot and turn while playing the pedals.
- I will remember to wear shoes appropriate for playing organ pedals (no bare feet or sandals).

PLEASE NOTE:

Pipe Organ Encounters bring together people of varying ages, backgrounds and social experiences who interact intensely for a brief period of time. For this reason, it is important that all involved—faculty, staff, and participants—maintain the highest level of personal and professional decorum.

SIGNATURE SHEET FOR CODE OF CONDUCT

I, _____ (name of participant), have read and understand the Code of Conduct for the _____ Pipe Organ Encounter held at _____ . I acknowledge that if I violate these rules, I may be denied the privilege of participating in the remainder of the POE, and I also may be asked to leave the Pipe Organ Encounter, without reimbursement of expenses, travel and registration, at the request of the POE Staff and / or _____ POE site. Please keep in mind that any behavioral infraction on your part may adversely affect the consideration of your enrollment in a future POE.

participant

parent or guardian

parent or guardian

date

6.5.5 Ten Commandments of POEs

1. I will be on time.
2. I will arrive at my lessons with my music.
3. I will always let my chaperones know where I am going.
4. I will always know “what’s next,” so that I may be on time.
5. I will always have my meal card with me, and I will eat sensibly.
6. I will always have my pencil (or pen) with me.
7. I will enter all churches and concert halls quietly.
8. I will make at least three new friends during POE week.
9. I WILL BE ON TIME!
10. I will follow the POE Participant Code of Conduct at all times.

6.6.1 POE Welcome Letter (sample)

_____ Chapter Pipe Organ Encounter 20_____

[date]

Dear _____,

Welcome to the _____ Chapter Pipe Organ Encounter 20__! We are very glad that you will be a part of an exciting week of music. Together we will have the opportunity to learn, share, listen, and grow...and have a great time as well. Enclosed is the schedule of events and other important information you will need for your week at Pipe Organ Encounter.

In order to attend the POE, you and your parents or guardians **must** read the enclosed Consent/Medical/Insurance Form carefully and complete all requested information.

Kindly return this form to:

[Director address]

This form will be kept on file during the week of POE. It will assist us in the event of an emergency should medical attention be necessary, or any other special need arise.

If you will be arriving by airplane, bus or train, please fill out the enclosed travel form. A POE coordinator will meet you at your arrival destination; that person will wear a name tag to identify himself/herself. We ask that you wear your name tag, which is enclosed. Please send this completed travel form **along with your Consent Form** to the POE Director at the above address.

If you are arriving by private car, please return the travel form that so that we will have that information also. Instructions for drop-off by private car are enclosed.

In order that arrangements can be made and all needs met, we request that you return these forms NO LATER THAN [date].

All travel during POE week will be by chartered coach or vetted volunteer drivers in their own insured vehicles. Also, participants arriving and departing by airplane, train or bus will be transported to and from the POE site by private car. Participants are not permitted to have cars on campus or for any travel to or from events during POE week.

Housing will be in _____. All rooms are double occupancy. There will be male and female adult chaperones in the residence hall. Girls will be assigned near the room of the female chaperone; boys will be near the room of the male chaperone.

Your organ lessons each day will be with another participant who is at the same musical level as you are. Your teacher will contact you shortly to discuss what music to bring, and to answer any other questions you have about your study. On Friday morning, June 24, there will be a recital by the participants. Your teacher will discuss this possibility with you. Parents and friends are cordially invited to this event; otherwise we request that parents, friends and peers do not visit the campus during the week, as this is a time of cultural growth and fellowship for POE participants.

Please report to _____ on _____, 20__ between the hours of 3:00 and 4:30 PM. The dining hall will be open for dinner. When you arrive, you will receive your room assignment, room key, and other information for the week.

We will have a welcome/orientation time together Sunday evening at 5:00 PM. Please try to be settled into your room by 5:00 so that you can be present at this event. Many of your questions will be answered at this time. Parents – if you need to get in touch with your son or daughter, the telephone number of _____ is _____. The Residence Hall desk is staffed twenty-four hours a day.

Open concerts that your family and friends may attend are _____.

We are excited about the week and look forward to seeing you on _____.

Sincerely yours,

WHAT TO BRING TO POE

Wash cloth and soap (bed linens, blanket, towel, pillow are provided)

Hangers

Alarm clock

Casual cool clothes, but sweaters and light jackets will be necessary at times

One or two dressier outfits

Notebook of music staff paper and pencils

Organ shoes (discuss this with your teacher)

Umbrella

Any music you wish to play

Swim suit and beach towel, sunscreen

Spending money (no more than \$50)

Camera

Cell phones are permitted, but parents must understand that there are times when the participants will be asked to turn them off

PLEASE NOTE: AGO Pipe Organ Encounters and the venues they partner with are not responsible for lost or stolen items. Participants should avoid bringing anything that is irreplaceable.

6.6.2 POE+ Welcome Letter (sample)

Dear POE+ Participant,

Welcome to the (chapter name) Pipe Organ Encounter Plus (year)! We are very glad that you will be part of an exciting week of music here in (city). Together we will have the opportunity to learn, share, listen and grow....and have a wonderful time as well. Enclosed is the schedule of events and other important information you will need for your week at POE+.

In order to attend POE+ (year), please complete the Assumption of Risk and Release of All Claims form. Return the form as soon as possible to:

(Name)

POE+ Services Coordinator

(Street)

(City, State, Zip Code)

Remember to make a copy of this form for your records.

This form will be kept on file during the POE+ week and for six years following the POE+.

Please let us know if you need information about reaching the campus from the airport, train station or bus terminal. Upon your arrival on campus, proceed to (name) residence hall on the (Name) University Campus between the hours of (times) for check-in. You will receive your room assignment and key. All rooms are double occupancy.

The dining hall will be open for dinner if you arrive around the dinner hour. It will close at (time).

We will have a welcome/orientation time together in the (location) on Sunday evening at (time). Please try to be moved into your room by this time and plan to attend this event so that we can get to know each other, and understand what will happen during the week. You will be given specific information regarding your organ lessons, teacher, classes and concerts.

Again, we are delighted that you will be studying with us this week at POE+ (year).

Sincerely yours,

(Name)

Services Coordinator, POE+ (year)

WHAT TO BRING TO POE+

- Bath and hand towels, wash cloth, soap, linens (*if necessary)
- Casual cool clothes, sweater or jacket
- Concert attire
- Manuscript paper and pencils
- Organ shoes
- Umbrella
- Piano and/or organ music, hymnal
- Camera
- Optional: swimsuit

6.6.3 So You Want to Go to a POE?

Strategies for Personal Fundraising for P.O.E. Participants



1. Family -- Perhaps you're a returning POE participant, or you've already heard about the POE program. A POE tuition fee makes a great gift for any occasion.
2. Religious Institutions -- Talk* with the clergy of your own place of worship. Present the POE brochure and explain that this program is to help you learn to play the organ or become a better organist, and that it introduces others to the pipe organ for the first time.
3. School -- Talk with the arts coordinator (or principal if there are no arts personnel). Explain the purpose of the POE, and inquire if the school might sponsor a small scholarship for you (keeping in mind that POE tuition is a fraction of the cost of most major music camps).
4. Local piano/organ dealership -- Talk with the owner of a nearby piano/organ dealership; knowing that you might be a potential customer down the road might make them inclined to provide a portion of the tuition fee.
5. Local AGO Chapter -- Many chapters have a certain amount of funding set aside for sponsoring POE participants. Talk with the chapter dean about funding assistance for yourself.
6. Do not limit yourself to the AGO only. Other national or local music/arts organizations may be willing to assist you, including local chapters of the Music Teachers National Association [MTNA], or local music teacher associations.

*In lieu of speaking with these people, you can also send a letter. Be sure to be polite, specific, and grammatically correct in your correspondence to make a positive impression on the reader. Also, be sure to include a copy of the POE brochure in your mailing.

**RULE #1 of FUNDRAISING:
"You must ask if you wish to receive."**

6.6.4 Pipe Organ Encounter Evaluation (sample)

_____ PIPE ORGAN ENCOUNTER 20__

Age_____

Gender (circle)

F

M

Years of Piano Study_____

Years of Organ Study_____

Please mark with a check (☑) your evaluation of the Pipe Organ Encounter (POE) for the categories given. On the reverse side of this evaluation form is space for additional comments you may have regarding the POE.

POE Evaluation

Excellent Good Fair Poor

Programming

A. Recitals (consider all recitals together)

1. Performance
2. Content
3. Length
4. Organ

B. Classes and Workshops

1. Hymn Playing
2. Improvisation
3. AGO Certification

C. Private Instruction

1. Presentation of Material
2. Thoroughness / Clarity of Explanation
3. Instruction Manual
4. Enthusiasm of Instructor
5. Organ (where you studied)

D. Hymn Festival

1. Content
2. Length

E. Field Trips – Instructional

- 1.
- 2.
- 3.

Practice Facilities

Housing

Meals

Transportation

Field Trip (recreational)

Chaperones

What did you like most about the Pipe Organ Encounter?

What did you like least about the Pipe Organ Encounter?

In the space below, please add any comment you believe will help the AGO design a better Pipe Organ Encounter.

How did you (or parents) hear about the Pipe Organ Encounter? (Please check all that apply)

___ Organ teacher

___ AGO brochure or advertisement

___ Piano teacher

___ Other (please specify)

Follow Up: Please circle the appropriate response.

A. Do you plan to continue your pipe organ study? Yes No

B. Do you have access to a pipe organ? Yes No

C. Would you wish to attend another Pipe Organ Encounter? Yes No

D. Would you recommend a POE to a friend? Yes No

Name (Optional) _____

Date _____

6.6.5 Career Options in the Field of Music

(or in Combination with Performance Career or Career in Sacred Music)

- Acoustician, music consultant to architects.
- Administrator of musical organization.
- Administrator or evaluator of music grant program.
- Annotator of concert programs or recordings.
- Announcer or commentator for music broadcasts.
- A and R (artist and repertoire) director for recording company.
- Composer.
- Consultant or director of music for religious institution.
- Coordinator for musical tours and festivals.
- Critic for broadcast, print, or social media.
- Curator of music-related museum collection.
- Dealer in rare instruments and memorabilia.
- Dealer in rare music books, scores, prints, etc.
- Director or supervisor of municipal music program.
- Editor of music books or scores.
- Educator connected with performing organization.
- Librarian or archivist of musical materials.
- Music industry product developer or sales representative.
- Music therapist.
- Musicologist in residence for performing organization.
- Performer.
- Producer of recordings.
- Producer of broadcast music programs.
- Professor of music at a college or university.
- Programmer of broadcast music.
- Promoter or manager of concerts or musicians.
- Publicist for performing organization.
- Publisher of music books or scores.
- Recording engineer in field or studio.
- Research collaborator with instrument builder.
- Restorer or technician of musical instruments.
- Teacher or supervisor of primary or secondary school music.
- Teacher or tutor, private.
- Writer (freelance) on musical topics.

Many musicians have combined a part-time music career with a career in another field, such as accounting, graphic design, information technology, law, or real estate.

6.6.6 Certificate (Sample)



AMERICAN GUILD OF ORGANISTS

[INSERT NAME] CHAPTER

PRESENTS THIS CERTIFICATE OF ACHIEVEMENT TO

[INSERT NAME]

IN RECOGNITION OF OUTSTANDING PARTICIPATION

IN THE [YEAR]

PIPE ORGAN ENCOUNTER

HELD IN [PLACE]

[DATE]

DIRECTOR, PIPE ORGAN ENCOUNTER

CHAPTER DEAN

6.7.1 Sample Press Release



American Guild of Organists

NATIONAL HEADQUARTERS AND THE AMERICAN ORGANIST MAGAZINE
475 RIVERSIDE DRIVE • SUITE 1260 • NEW YORK, NY 10115 • 212-870-2310
FAX 212-870-2163 • E-MAIL info@agohq.org • WEB SITE www.agohq.org

FOR IMMEDIATE RELEASE
February 9, 2018

Contact: F.Anthony.Thurman@agohq.org
212-870-2311, ext. 4308

AGO PIPE ORGAN ENCOUNTERS PROVIDE YOUTH AND ADULTS WITH OPPORTUNITIES FOR INTENSIVE STUDY OF THE KING OF INSTRUMENTS

**Six Summer Programs for Teenagers and Adults
Celebrate the Thirtieth Anniversary of the POE Program
Supported by Organ Builders and the National Endowment for the Arts**

NEW YORK CITY—The **American Guild of Organists** (AGO) is proud to announce five **PIPE ORGAN ENCOUNTERS** (POEs) for students aged 13–18, and one POE+ for adults in 2018. Complete contact information for each weeklong Pipe Organ Encounter can be found in *THE AMERICAN ORGANIST* Magazine and online at www.agohq.org/education/poe. The summer schedule follows:

POE (for ages 13–18)

June 17–22	Phoenix, Ariz.
June 24–29	Minneapolis/St. Paul, Minn.
July 8–13	Philadelphia, Penn.
July 16–21	Los Angeles, Calif.
July 22–27	Deland, Fla.

POE+ (for adults)

June 17–22	Rockford, Ill.
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The **PIPE ORGAN ENCOUNTER** (POE) is an introduction to the pipe organ through instruction in organ playing, repertoire, history, design, and construction. These regional summer music camps for teenage students provide private and group instruction in service playing and solo repertoire, opportunities to learn about the musical heritage of various religious denominations, and a chance for young musicians to meet others with similar interests. Piano or organ proficiency ranging from intermediate to advanced is required. Scholarship assistance is available.

— More —

The **POE+** is a summer program filled with practical information and instruction for adult keyboard musicians interested in improving their service-playing skills. Participants will be introduced to basic organ skills through private instruction and classes. The weeklong experience will lead to greater confidence and competence at the organ.

Generous funding from the **Associated Pipe Organ Builders of America** (APOBA), the **American Institute of Organbuilders** (AIO), the **Jordan Organ Endowment**, and the **National Endowment for the Arts** will support these summer educational programs from coast to coast. “The AGO and APOBA have enjoyed a mutually beneficial relationship since 1975,” declared AGO Executive Director James Thomashower. “Likewise, the AIO has been active in supporting the Guild’s educational programs, beginning with their partnership in *Pulling Out All the Stops*, a video produced jointly in 1996 by the AGO, AIO, APOBA, the Organ Historical Society, and the American Theater Organ Society and aired on PBS. In addition, we are delighted to have received support from the Jordan Organ Endowment at Columbus State University for our POE program, as well as a grant from the National Endowment for the Arts supporting our educational activities this year.”

In addition to the **POE** and **POE+** programs, but not offered in 2018, is a **POE (Advanced)** that provides intermediate to advanced classes in areas such as organ literature, history, pipe organ construction and design, music theory, improvisation, conducting, and service playing for students who have achieved a high level of success in organ study. Also, there is a **POE (Technical)** designed for students who are interested in learning the art and craft of organ building. The event is hosted in the workshop of an organ builder working in cooperation with a local AGO chapter. ■

POE site locations are selected by the AGO Committee on Pipe Organ Encounters and approved by the AGO National Council. Applications for 2019 are available from AGO National Headquarters and online at Agohq.org.

The **AMERICAN GUILD OF ORGANISTS** is the national professional association serving the organ and choral music fields. Founded in 1896 as both an educational and service organization, it sets and maintains high musical standards and promotes the understanding and appreciation of all aspects of organ and choral music. The mission of the American Guild of Organists is to foster a thriving community of musicians who share their knowledge and inspire passion for the organ. The Guild currently serves approximately 15,000 members in 300 local chapters throughout the United States and abroad. *THE AMERICAN ORGANIST* Magazine, the official journal of the AGO and the Associated Pipe Organ Builders of America, reaches an audience of more than 20,000 each month. Visit the AGO online at www.agohq.org.

6.7.2 Conducting a Successful POE Media Interview

Persons being interviewed must remember to use language that will result in a positive, informative and encouraging article. Below are examples of poor and excellent lead-ins to an interview.

Poor: We are extremely worried about the decline in the number of organists around the country, and we are desperate to do something about this alarming situation. Therefore, we started having POE's to see if we can save the pipe organ.

Excellent: We are encouraged by the number of young people who want to study the pipe organ. We even had to refer participants to other POE sites this summer, as we were at capacity. The result of the POE project, begun in 1988, is that not only are the numbers of participants stable and even growing in some universities, but we are seeing a developing base of support for the pipe organ in the community.

In addition, it would be most helpful to have a fact sheet prepared in advance of the interview to hand to the interviewer. It may contain some of the following information:

- Over 3000 teenagers and adults have attended POE, POE+, POEA, and POE-Tech events since 1988, hosted by 100 local chapters of the American Guild of Organists
- Many of these participants return for a second, third or fourth POE event.
- Many pipe organ builders are years behind in filling orders
- Names of the local churches where participants are having their lessons
- Names of local and visiting faculty
- Schedule of your POE concerts open to the public
- Specific demographics of your POE
- Quotes from your POE participants

The goal is to provide an accurate and positive slant to the interview.