



CHAPTER PRESIDENTS CHECKLIST
(College)

- ALL** Mentors and New Musicians must register: <http://www.unitedsound.org/student-registration>
- Sign up to received messages/notifications from United Sound - **scan the QR code** shown here →→→, text **@6bcebaf to 81010**, **OR** click rmd.at/6bcebaf 
- Read the information on this website for your roles and responsibilities: <http://www.unitedsound.org/college-president>
- Check your email regularly!
- Meet weekly, in addition to your chapter meeting, with your co-president to create lesson plans. (Use our plans for the first three weeks, then as a guide for creating your own - sample plans can be found on the website above.)
- At your first chapter meeting with New Musicians, find out when their birthdays are. *Happy Birthday* is in all method books - make a big deal out of playing and celebrating each New Musician's birthday! Some chapters do this for mentors too!
- (Optional) Have everyone that wants to sign up for our United Sound Participant Remind group. Each month, there will be a chance to win some cool United Sound swag for completing a survey/task/etc. If there are those that aren't able to sign up, others can help them complete the survey/task each month. To join text **@fk76b3 to 81010** or click rmd.at/fk76b3, **OR scan the QR code** seen here →→ 
- Attend monthly Chapter President Meetings with other college presidents. Meetings last about 45 minutes and take place on **Sunday evenings at 7:00 pm Eastern**.

Meetings will take place on 9/10/23, 10/8/23, 11/5/23, 12/3/23, 2/4/24, 3/10/24, 4/14/24, 5/5/24 (optional)

Attendance at these meetings is really critical because we give out new information and it also gives you a chance to hear what other chapters around the country are doing.

The online meeting link will be sent to you a few days prior to the meeting. Meetings will be recorded and will be available to view about 1 week after the meeting for those that aren't able to attend. Both presidents should attend the meeting. Attendance will be taken, please let us know if there is an unavoidable conflict.

- Communicate Presidents Meeting information with chapter members
- Complete Rehearsal Feedback Form monthly (<http://www.unitedsound.org/rehearsal-feedback>)
- Complete Performance Feedback Form after each performance (<http://www.unitedsound.org/performance-assessment>)
- ANY QUESTIONS? Email tiffany@unitedsound.org**