

**CHAPTER PRESIDENTS CHECKLIST**  
**(Middle School, Junior High, High School)**

- Sign up to receive messages/notifications from United Sound - **scan the QR Code** seen here →→, text **@4h6cfhf to 81010** **OR** click **rmd.at/4h6cfhf**



- Read the information on this website for your roles and responsibilities: <http://www.unitedsound.org/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.)

If you are a returning school, your music director should have a box of cards that lists ideas for activities and games to do during rehearsals. If you are a new school, this will be mailed to your music director soon. The box will be kept in your music director's office, but please use that as a resource as you're doing the lesson plans each week - and remember to send us any new ideas you have!

- 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. Meetings last about 45 minutes and take place on Sunday evenings. There will be 2 sessions each month - choose the session that works best for you: **5:00 Pacific** (2:00 pm Hawaii; 6:00 pm Mountain; 7:00 pm Central; 8:00 pm Eastern) **OR 6:15 Pacific** (3:15 pm Hawaii; 7:15 pm Mountain; 8:15 pm Central; 9:15 pm Eastern). FYI - AZ does not observe daylight savings time, so for those in AZ, keep that in mind when deciding when to attend.

**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 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 and teachers
- 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](mailto:tiffany@unitedsound.org)**