

LIONS OF VIRGINIA



BLAND MUSIC SCHOLARSHIP FOUNDATION, INC.



BLAND CHAIRMAN'S HANDBOOK

2011-2012

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Official Website
www.blandfoundation.org

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FORWARD

This handbook is designed primarily to provide the rules, regulations and other information for Bland Chairmen at the Club, Zone/Region, District, and State levels, and for club presidents. All information contained herein supersedes all previous rules and regulations and goes into effect on July 1, 2011. Any questions or requests for additional information should be addressed to the LOV Foundation Chairman as listed on the front page of this handbook.

GOAL AND PURPOSE

Lions Clubs International is the largest service organization in the world. Since 1917, Lions have been meeting the needs of local communities and the world. Currently, 1.3 million men and women in 200 countries and geographic areas conduct vision and health screenings, build parks, support eye hospitals, award scholarships, assist youth, provide help in time of disaster, and much more.

The goal of the Lions of Virginia Bland Music Scholarship Foundation, Inc. (Bland Foundation) is to promote cultural and educational opportunities for musically talented young people in Virginia (primarily of high school age). This goal is achieved through progressive music competitions beginning in February at the local Lions club level, and culminating in a state competition in which twelve (12) finalists from the six (6) Lions Districts in Virginia compete during the State Convention in May. The Bland Foundation oversees these competitions, and also provides music scholarships to the top twelve finalists. The scholarships must be used for college tuition, music lessons, summer music programs or other music education endeavors. This program has been providing scholarships to gifted music students, both vocal and instrumental, since 1948. As tuition and lessons are extremely expensive, the Bland Foundation provides needed assistance to these talented, hard-working music students and their families.

Many of the scholarship winners in the program, upon graduation from high school, have been accepted into the top music schools, conservatories and colleges in the United States. Finalists from the 2005-2011 state contests have enrolled in the Peabody Conservatory of Music of the John Hopkins University, the Juilliard School of Music, Oberlin School of Music, Jacobs School of Music at Indiana University, Columbia University, Manhattan School of Music, Carnegie Mellon Musical Theater Program, Yale University and the Earl V. Moore School of Music at the University of Michigan.

The **purpose** of the Lions of Virginia Music Scholarship Foundation, Inc. is to provide a living memorial to James A. Bland, an African-American who was a popular composer in the late 1800's. In 1940, the Lions of Virginia were instrumental in having Bland's composition, *Carry Me Back To Old Virginia*, adopted as the official state song. In 1948 they established the Bland contests to honor this prolific writer of Americana. *Carry Me Back To Old Virginia* is now the state song emeritus, but the Lions of Virginia still honor James Allen Bland and his place in American musical history through this successful, well-established program for encouraging and supporting musically gifted youth in Virginia.

MEMBERSHIP

The membership of the corporation consists of those individuals who are members in good standing in their respective Lions Clubs. Honorary, non-voting members may be appointed from within or outside the Lions organization. There are no dues required by any member.

DIRECTORS

The Directors of the Foundation consist of: (a) the six (6) District LOV Bland Music Scholarship Foundation Chairmen that are appointed by their respective District Governors and (b) Lions, not to exceed five (5), appointed for a term of one (1) year, by the Chairman of the Foundation. No

one District shall have more than three (3) representatives on the Board. The Foundation shall have no fewer than eight (8) Directors and no more than eleven (11).

The duties of the Board of Directors are to:

- transact such business of the Foundation as shall be necessary
- approve all expenditures and contributions consistent with the purposes of the Foundation
- report to the Foundation on the activities and financial status
- prepare and submit to the Foundation a budget for the fiscal year
- appoint any committee

Regular meetings of the Directors are held quarterly at such time and place as the Directors shall determine.

Special meetings of the Directors are held when called by the Chairman, or when requested by a majority of the Directors, at such time and place as the Chairman shall determine.

A majority of the members shall constitute a quorum at any meeting of the Directors, except as otherwise specifically provided in the Bylaws.

OFFICERS

The Officers of the Foundation are a Chairman, a Vice Chairman, a Secretary, and a Treasurer. In the absence of the Chairman, the Vice Chairman assumes the duties of Chairman of the Foundation.

DONATIONS

Scholarship sponsorships by an individual or a club should be sent directly to the LOV Bland Music Scholarship Foundation, Inc. at 402 Scott Street, Baltimore, MD 21230. The Foundation Treasurer will notify the contributor's district treasurer of the amount that the club (or club's member) contributed so that proper credit will be given for their President's 100% Award.

Clubs sending donations other than scholarships to their districts should send these checks directly to their district treasurers. The district treasurer, after deducting the expenses of the District Bland Contest only, will forward the balance to the Foundation Treasurer at the end of the year. Club/Zone and Region contests should be financed solely by the participating clubs themselves.

Each district treasurer should send his District's Bland Chairman a list of all contributions received by the district that year for the Bland Scholarships. This will enable the District Bland Chairman to compliment those clubs contributing, and to encourage the other clubs to participate in this unique LOV project.

The Bland Foundation is a non-profit, charitable organization. Federal ID # is 11-3789354.

BUDGET CONSIDERATIONS

It is recommended that when a club is budgeting for the Bland Foundation that the budget be divided into two (2) categories: Bland Foundation Contribution Budget, and Bland Contest Budget.

The **Bland Foundation Contribution Budget** is the \$3-per-member contribution (we really would appreciate \$5) from every club whether they sponsor a contest or not. It is this contribution that helps finance the scholarship program and should be sent directly to your District's Treasurer. Money left over after the District's Bland Contest expenses have been paid should be forwarded to the Bland Foundation's Treasurer.

The **Bland Contest Budget** is for clubs that are holding a Bland Contest and should include the following:

- The amount of rent for the location in which the club's contest will be held
- The amount needed for the judges' compensation; investigate the going rate in your area
- The amount to have the piano tuned, if necessary
- The amount to have programs and certificates printed
- **The club's share of the expenses of the Zone/Region contest.** Funds left over after this contest must be returned in a pro-rated share to the clubs that contributed to the Zone/Region competition unless they have all agreed to use the funds in another manner, such as forwarding it to the next level of competition.
- The amount to give your winner as expense money for participating on the state level. Examples of expense money include hotel cost, at a minimum, and further expenses (food, gas) at the discretion of the club.
- 1st and 2nd place winners should be awarded official Bland certificates (www.blandfoundation.org). The club may use their discretion in awarding additional honorariums (cash, bonds, gift certificates, etc.). **Moderation at the club level is strongly encouraged, as Zone, Region, District, and State contests need to be funded, as well.**

All questions concerning budgeting should be addressed to the Bland Foundation's Chairman or Treasurer.

Lions of Virginia Bland Music Scholarship Foundation, Inc.

REGISTRATION AND RULES OF THE CONTEST
FOR VOCALIST OR INSTRUMENTALIST

The Annual Bland Music Scholarship Program was established in 1948 to assist and promote cultural and educational opportunities for the musically talented youth of Virginia. The program consists of elimination contests starting at club level and continuing through "State Final Contest" and is administered by the following rules.

1. Any student, vocalist or instrumentalist, of elementary, middle or senior high school age, or home schooled, must be properly sponsored by a Virginia Lions Club. Any student who resides in or attends school in Virginia (or within a club's jurisdiction) is eligible to participate.

2. **Contestants**

a. Are allowed to enter only one club contest annually and may participate in either the vocal or instrumental division but not both. Students who enter more than one contest may be banned from future participation.

b. **Shall render only one composition and is allowed only eight (8) minutes to present it.** In order to keep within the 8-minute time limit, contestant may eliminate part of his or her composition. The part cut out shall be marked on the score for the information of the judges. A one-point penalty (per judge) for every five seconds exceeding the eight-minute limit, with a grace period for the first five seconds, will be assessed at the state level. The point penalty may be enforced at the district, zone/region, or club level at the discretion of the Contest Bland Chairman. In case of a tie, the judges shall determine a winner.

c. Must memorize his or her composition.

d. Shall furnish the required number of parts of his or her composition as defined by the club, zone/region, district and state chairmen.

e. Lions of Virginia shall provide no instrument for contestant other than a piano. Instruments other than piano must have an accompanist, if dictated by the composition. **Accompaniment must be provided with musical instruments played by live performers, other than the contestants themselves. No pre-recorded accompaniment is allowed.**

f. All contestants must compete on the date and at the place and time of the scheduled club, zone/region, district or state contest.

3. **Judges**

a. Judges for the contest shall be competent teachers or performers of music not connected with the contestant or the sponsoring club.

b. When appropriate, there should be 2 judges for each division of music (vocal and instrumental). **Two judges for each division are required at the District and State levels.**

c. Shall score the contestant on his or her musical ability.

d. Score sheets shall be given to the contestant after the contest.

4. **Awards shall be furnished by the State Bland Foundation Committee as follows:**

a. Official certificates (1st and 2nd places, and participation) at the club, zone/region, district and state levels.

b. State Scholarships for BOTH Vocal and Instrumental WINNERS are:

▪ First Place SCHOLARSHIPS	\$2,500 each
▪ Second Place SCHOLARSHIPS	\$2,000 each
▪ Third Place SCHOLARSHIPS	\$1,500 each
▪ Fourth, Fifth and Sixth Place SCHOLARSHIPS	\$1,000 each

c. Scholarships are not transferable, and those not claimed within five (5) years after date of State Contest will be forfeited.

d. State first place winners are NOT eligible to compete again.

e. Scholarships are not transferable and are payable only to a college or school of music, summer music program or to a private or public music teacher. Requests for payment to a college or school must be accompanied by the winner's course curriculum, which must include a music course, and a statement from the school indicating an outstanding balance of at least the payment amount being requested. Requests for payment to private and public teachers must include a signed statement for lessons previously given the student, showing the dates, the number of lesson hours, and fee per hour. **In order for payments from scholarships to be disbursed, the aforementioned information must be submitted to the Bland Foundation, 402 Scott Street, Baltimore, MD 21230.**

All participants are required to SIGN a copy of the "Registration Form" certifying their familiarity therewith and their COMPLETE acceptance thereof.

The contest will be held on _____ at _____
(Date & Time) _____
(Location & Address)

Complete Registration Form and mail to:

(Contact Email Address / Phone Number)

Please return Registration Form on or before _____
(Date)

PLEASE PRINT

Lions of Virginia Bland Music Scholarship Foundation, Inc.
REGISTRATION FORM FOR VOCALIST OR INSTRUMENTALIST

Please enter me in the contest to be held on _____,
(Date & Time)

at _____
(Location & Address)

Contestant's Name _____
(First, Middle, Last)

Parent or Guardian _____

Address _____

(City) (State) (Zip)

Phone _____ Age _____ Grade _____

School _____ Email _____

Type of Instrument _____ Type of Voice _____

Composition _____

Composer _____

Accompanist _____ Phone _____ Email _____

Music Teacher _____ Phone _____ Email _____

I give permission to be photographed at the contest for publicity purposes: YES NO (circle one)
I have read and I accept the rules and regulations of the contest:

(Signature of Contestant, or if under 18, Parent's Signature)

(Date signed)

CHECKLIST FOR CLUB BLAND CHAIRS

- **District Governors** shall appoint a District Bland Chair to serve for a period of one year. Each **Club President**, at the beginning of his/her term of office, shall appoint a Bland Chairman, (should they choose to hold a contest), and immediately furnish the appointee's name, address, phone number, and Email address to the Zone/Region Chairman, and to the District Bland Chairman. Zone/Region Chairs and District Bland Chairmen will oversee the organization and running of their own contests.
- Start your planning early (possibly in September). Refer to "Budget Considerations" on page 4.
- Set a contest date in February. (Zone and Region contests are held in March, District in April, and State at the convention in May).
- The supply of official Bland forms, including certificates, judges score sheets, Registration and Rules of the Contest forms, winner reports, etc., are available on the Bland Foundation website (www.blandfoundation.org). Review these documents and perhaps hold a meeting to familiarize your committee with these items.
- Obtain a place to hold your contest. Suggested places: high school band or choral room or auditorium; area churches. Most important is to make sure a good piano that is in tune is available--preferable, a grand or baby grand piano. Ask if the cost of the venue could be donated to the Lions.
- Obtain judges. Four judges (2 vocal and 2 instrumental) are required at the district and state levels. At all other levels, chairmen should simply use their best judgment for determining the number and type of judges. For example, if there are 3 vocal and 8 instrumental contestants, 1 vocal and 2 instrumental judges would suffice. If there are 8 vocal and 8 instrumental contestants, you may wish to secure 4 judges- 2 for each category. Suggestions for judges: music teachers/directors from schools, churches, colleges, members of military bands (individuals with degrees in music education or performance). Secure your judges at least three (3) weeks preceding your contest date, or when you get a feel for how many vocalists and instrumentalists will be participating. Judges may not be Lions, nor have students participating in the contest. Conflicts of interest are to be avoided.
- Promotion of the contests should begin early (possibly in October). Contact private music teachers as well as band, orchestra, choral directors and church choir directors and furnish them with "Registration and Rules of the Contest" forms. NOTE: So that students can get a head start in preparing themselves, make calls to teachers/directors as soon as possible to announce the contest--at least by October or November. Check also to determine dates for state music contests and local school musicals to avoid conflicting with them. Distribute contest information to all area teachers/directors whether they have responded in the past or not. **Also, contact past contestants if they have not yet graduated from high school.** Your contest will be more successful if you work closely with the local music teachers.
- Set a deadline for having the applications in your hands. (Suggest 2 weeks before contest. Refer exceptions to the District Chairman). If contest is not filled to capacity, accept late registrations at your discretion. Make contact with each contestant as soon as registration is received.
- Advertise your contests in local newspapers, on radio and TV stations. Be sure to include your name, phone number, and Email address in the ads.
- Prepare a program for your audience. It is a good idea to include the program as part of a club bulletin, if available. Suggest you have your contest in conjunction with a Club meeting with the Bland contest as your program as you automatically have an audience. If you wish to provide a program, have them printed in advance. It is suggested that you may list your contestants according to age, starting with the youngest. You may also have a random drawing, or vary the type of instruments and voices. Alternate your contestants, for example, vocal then instrumental, vocal, etc.
- Fill in the contestant data on the "Judges Score Sheet" prior to the contest. Fill in timing sheets, tally sheets, and certificates.
- Make multiple calls or emails to the contestants to remind them of the contest date and to make sure you have a commitment from them. Check to make sure the spelling of their names and pieces of music are correct for the program. Inform them of the warm up times, when they are expected to be there, what to wear, what to bring, etc.
- Keep legible records for future reference. Keep applications for next year's contest.
- District Bland Chairs are responsible for reserving 4 rooms in March for their contestants at the state convention hotel.

DAY OF THE CONTEST:

- Have contestants and judges come 15-30 minutes before the stated time for the contest to begin.
- Brief judges once more on the rules (contestants may skip certain parts to stay within the time limits, judges may erase and change scores, etc.). Instruct judges to total score sheets after each contestant has performed, prior to giving them to the Tally Committee. They are encouraged to adjust scores as needed to arrive at the best results. Judges must hold the score sheets until the contest is completed.
- Most important, judges should try to be consistent. Judges may confer to have a better outcome, but may not collude. The goal is to give constructive criticism and praise.
- At the conclusion of the contest, have the judges complete their score sheets. The tally committee will determine that the score sheets have been completed and added correctly.
- It is extremely important that the total points scored for each contestant correspond to his or her placement. Advise the Tally Committee to determine that the "Judges Score Sheet" totals are correct and complete, subtract time penalty points where applicable (when a contestant has an accompanist, the time is measured from the contestant's first note to the final note of the piece) and to summarize the scores before the winners are declared. The tally committee must confirm the placement results with the judges.
- TIES: In the event of a tie, the category "Complexity of Composition" is the tiebreaker. It stands to reason that if two students perform equally well, the one playing the more difficult piece should win. Judges should be given an opportunity to deliberate and make a decision. Every effort should be made to choose the winner based on the musical performances. As a last resort, only if the judges are deadlocked, the older competitor may be declared the winner.
- Present certificates and publicize winners in the local paper. Emphasize that the 2nd place winner is the alternate in the event that the winner is not able to participate at the next level.
- Fill out the "Bland Music Winner Report Form" indicating the first place and second place winners of the club contests to the Zone/Region Chairman and to the District Bland Chairman ASAP (no later than February 28); (Club chairmen clearly indicate that this is a club contest when sending the report to your District Bland Chairman.) Winner Report Forms from the Zone/Region contests should be sent to the District Bland Chairman ASAP (no later than March 31); and Winner Report Forms from the District Bland Chairman should be sent to the District Governor and to the Foundation Bland Chairman ASAP (no later than April 30). **Please note: These dates are intended to assure orderly progression of contests and not to serve to disqualify any contestant whose sponsoring Club, Zone/Region or District finds it necessary to make reasonable exceptions.**
- For more information, refer to the audiotape posted on the Bland Foundation website.
- NOTE: It is the duty of the sponsoring club to see that its winners have the information necessary to appear at the next level to which they have advanced. **This also includes expenses and hosting at the State Convention, if your candidate wins at the District level.** We do not wish to deny anyone the opportunity to participate because of financial circumstances in the home.

Example of workforce needed at the contest (volunteers can certainly perform more than 1 job)

Greeter/Handing out programs

Checking in contestants and taking their music

Overseeing the warm ups

Judges helper

Emcee (practice pronunciation of names of students and composers)

Stagehand to adjust piano lid, put out chairs

3 timekeepers (if needed)

2-4 talliers (as needed for number of contestants)

Photographer (if desired)

Refreshment committee (optional)

Cost of contests can vary greatly. Judges may volunteer their time and venues may be found that are free. Refreshments and printing costs may be donated. Refer to "Budget Considerations" on page 4. It is vital for a club/zone to have funds available to share the cost of the next level of contest (zone or region).

Tally Sheet: Instrumental Contestants

Name	Judge 1	Judge 2	Total	Place
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Instrumental Winners

1st Place _____

2nd Place _____

3rd Place (optional) _____

Tally Sheet: Vocal Contestants

Name	Judge 1	Judge 2	Total	Place
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Vocal Winners

1st Place _____

2nd Place _____

3rd Place (optional) _____

Lions of Virginia Bland Music Scholarship Foundation

WINNER REPORT FORM

District _____ Region _____ Zone _____ Club _____

VOCAL DIVISION

Contestant's Name _____ Parents or Guardian _____
(First, middle, & last)

Address _____ City _____ State _____ Zip _____

Phone _____ Email Address _____ Age _____

Grade _____ School _____ Club Sponsor _____ Type of Voice _____

Composition Rendered in Contest _____

Composer _____ Accompanist _____

Composition to be Rendered in Next Contest _____

Composer _____ Accompanist _____

INSTRUMENTAL DIVISION

Contestant's Name _____ Parents or Guardian _____
(First, middle, & last)

Address _____ City _____ State _____ Zip _____

Phone _____ Email Address _____ Age _____

Grade _____ School _____ Club Sponsor _____ Instrument _____

Composition Rendered in Contest _____

Composer _____ Accompanist _____

Composition to be Rendered in Next Contest _____

Composer _____ Accompanist _____

Date of Contest _____ No. of Clubs Participating _____ Number of Vocalists _____ Number of Instrumentalists _____ Total Audience _____

2nd Place Vocal _____ Phone _____ Email _____

2nd Place Instrumental _____ Phone _____ Email _____

COPY TO:

- *Zone or Region Bland Chairperson
- District Bland Chairperson
- State Bland Chairperson (District results only)

CERTIFIED BY:

Name _____
Title _____
Phone _____
Date _____

*Regional contests are held in some areas in lieu of Zone contests.

The Lions of Virginia Multiple District 24
Bland Foundation Music Scholarship Competition

Certificate to recognize musical excellence

Awarded to:

For

Level

Date:

Title:

Title: