

La Canada High School Choral Music Department SCHOLARSHIP POLICIES & PROCEDURES

POLICY

It is the policy of the LCHS Choral Music Department and the Choral Parents Association (CPA) that no student should be prevented from touring for financial reasons.

TOUR CONSIDERATIONS

- Generally, Concert Choir and Chamber Singers will tour each spring. In some years, they will tour together, and in other years they will tour separately. Currently, the other ensembles will not be taking overnight trips.
- The Director plans on international travel every odd year (2023, 2025, etc), and national tours on even years.

STUDENT TOUR FUNDING OPTIONS

- SCHOLARSHIP FUND:
 - The primary vehicle for funding tours for students who have financial constraints is the scholarship process.
 - Monies for the general Scholarship Fund come primarily from the Song-a-Grams fundraiser, the Fall Pops Scholarship Concert, as well as direct donations to the scholarship fund from individual donors.
- STUDENT CREDITS:
 - CPA endeavors to provide opportunities for students to individually raise money for their tours, through the sale of concert program ads, Boosters raffle tickets and Song-a-Grams. With these activities, students can accrue “credits” that can be applied toward the costs of choral trips.
 - Unused credits roll over from year to year, as long as the student stays in choir for consecutive years, and they may be used until the student graduates or leaves the choral program. Unused credits may transfer to younger siblings in the choral program.
 - No refunds will be made for unused credits, which will then roll into the CPA general fund.
 - All students, regardless of financial need, are encouraged to take advantage of fundraising opportunities.

SCHOLARSHIP GUIDELINES

- Any student who requires financial assistance to tour must have a parent fill out a Scholarship Request Form, which requests general information about the family's financial situation.
- Information on the Scholarship Request form – and any scholarship awarded – is kept confidential. Only the Scholarship Committee (Director, CPA President, and Treasurers) is privy to the information, and it is used only for the purpose of making scholarship awards. Awards are then communicated to the CPA Tours Chairperson only for the purpose of tracking payments.
- Scholarship funds are not available to tour chaperones but are available to their children.
- The Scholarship Committee awards scholarships by considering the student's need and the available scholarship funds, and using the following guidelines:
 - All students are expected to pay the tour deposit.
 - Scholarships should not exceed 50% of the tour cost unless there are exceptional circumstances.
 - Students who are awarded scholarships should be willing to make themselves available to assist the Director and/or the Department, if needed.
- If the scholarship monies awarded in a given year are less than the amount in the Scholarship Fund, the remaining funds can be carried over to the following year but must remain in the Scholarship Fund category. The amount of carryover is to be calculated and included in the CPA meeting minutes.
- If the need for scholarships in a given year is greater than the amount in the Scholarship Fund, the Scholarship Committee can also award scholarships from CPA's general funds, so long as the members of the Scholarship Committee unanimously agree. In making this determination, the Scholarship Committee should consider the amount of general funds needed and the impact that using these funds will have on other CPA needs.

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