

NYSSMA<sup>®</sup>  
PRESIDENTIAL CITATION AWARD  
And  
AWARD OF EXCELLENCE

## **INSTRUCTIONS**

The NYSSMA<sup>®</sup> Presidential Citation Award and the NYSSMA<sup>®</sup> Award of Excellence are presented to NYSSMA<sup>®</sup> member districts that act as models for music education programs in New York State. The district must provide a well-rounded music program at all levels. Strong consideration will be given to participation outside the school and to programs that actively participate in NYSSMA<sup>®</sup>.

This application should provide a profile of the district's music program and offer an opportunity to comment on factors especially important to your program. The quality of the written document will have considerable influence on how the Awards and Recognition Committee evaluates your application. Complete descriptions of district policies, programs and practices are essential ingredients of a successful application. Failure to directly and correctly address each question may result in an unfavorable review even though the district's music program is, in reality, quite excellent. Applications will be considered initially for the NYSSMA<sup>®</sup> Presidential Citation Award and then for the NYSSMA<sup>®</sup> Award of Excellence. Any district receiving the Presidential Citation Award may not re-apply for a period of seven years; however, a district receiving the Award of Excellence may re-apply for the Presidential Citation Award in any subsequent year.

Please complete all items for a successful application.

1. All responses must be typed.
2. Any additional material submitted must be no larger than 8.5 x 11.
3. All questions on the application form must be answered. Please do not answer, "See Supporting Materials."
4. All applications must be signed.
5. No more than two (2) Presidential Citations and two (2) Awards of Excellence will be given each year.

## **Presentation:**

The Awards and Recognition Committee will recommend the recipient to the NYSSMA<sup>®</sup> President who will notify said recipient of the award. The award may be presented at the NYSSMA Winter Conference.

**This form with all additional material should be mailed to:**

**Susan L. Weber**

**Awards and Recognition Committee Chairperson**

**588 Haddon Lane, East Meadow, NY 11554**

or e-mailed to [awards@NYSSMA.org](mailto:awards@NYSSMA.org)

**Applications must be received by June 15.**

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APPLICATION FORM

School District Name: \_\_\_\_\_

Address: \_\_\_\_\_

Music Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

(in the absence of a music administrator, teacher applicant)

Signature of Applicant: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant's School Telephone No.: ( ) \_\_\_\_\_

Applicant's Home Telephone No.: ( ) \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Signature of Immediate Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Superintendent of Schools: \_\_\_\_\_

Signature of Superintendent of Schools: \_\_\_\_\_

Address: \_\_\_\_\_

Superintendent's Telephone No.: ( ) \_\_\_\_\_

NYSSMA<sup>®</sup> Zone No.: \_\_\_\_\_ Zone Representative: \_\_\_\_\_

Has this district received the Award of Excellence in the past? If so, year: \_\_\_\_\_

**DEADLINE – June 15**

*All entries must be postmarked by the deadline date.*

**Susan L. Weber**

**Awards and Recognition Committee Chairperson**

**588 Haddon Lane, East Meadow, NY 11554**

or e-mailed to [awards@NYSSMA.org](mailto:awards@NYSSMA.org)



4. If there is no music administrator, who represents the music staff?

\_\_\_\_\_

5. Total district music teaching staff: \_\_\_\_\_

#Full time \_\_\_\_\_ #Part time \_\_\_\_\_ # NYSSMA® members \_\_\_\_\_

6. Are all teachers of music in your district New York State certified music teachers?

Yes

No

If no, explain and note which courses/classes are taught by other than New York State Certified music teachers.

7. Please clarify and/or add any additional information that will help the committee understand why your district should receive this award.

8. Is your district considered?

Urban

Suburban

Rural

Combination

9. Total school district budget provided by the Board of Education: \_\_\_\_\_

10. Total school district music budget, excluding salaries, provided by the Board of Education: \_\_\_\_\_

11. Explain #10 by identifying the amounts allocated in each budget area below:

a. Equipment \_\_\_\_\_

b. Supplies \_\_\_\_\_

c. Festivals/contests \_\_\_\_\_

d. Music/textbooks \_\_\_\_\_

e. Instrument repairs \_\_\_\_\_

f. Guests/artists in residence \_\_\_\_\_

g. other

**SECTION II**

**SCHOOL DISTRICT MUSIC PROGRAM**

1. Does your district have and follow a district-wide curriculum for all curricular areas of music?

Yes      No

2. Dates of the most recent revisions in your music curricula: \_\_\_\_\_

3. Is music a part of any master schedule for curriculum work?      Yes      No

4. How do you incorporate current technology in your curricular offerings?

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5. Does the music faculty participate in the planning and teaching of interdisciplinary courses?      Yes      No

Give Examples:

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6. Define how your district supports music staff development:

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7. Does your district encourage music staff participation in professional conferences?

Yes      No

Conference Title	Average # attendees per year	Registration fee covered	Housing covered	Transportation covered













17. NYSSMA® /All County involvement

	K	1	2	3	4	5	6	7	8	9	10	11	12
Solo and Ensemble Evaluation Festival (in house/NYSSMA®)													
PEAK Festival													
All-County Festival													
Area All-State Festival													
All-State													

18. In what ways is your building actively involved in NYSSMA® /All-County activities

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19. District hosting of NYSSMA® /all County Activities in the past 5 years

	Year	Year	Year	Year
NYSSMA® Solo & Ensemble Festival				
NYSSMA® Major Ensemble Festival				
PEAK Festival				
All-County Festival				
Area All State Festival				

20. Does your district provide time for small group/lesson instruction?

	Elementary		Middle		High	
	Yes	No	Yes	No	Yes	No
Band						
Chorus						
Orchestra						
Jazz						
Other						

21. Please include an overview of the elementary and middle/junior high classroom music programs. Examples of content, special projects, basis of evaluation of students and goals should be included. This question may be answered by using no more than two additional pages, identified as question #21 and numbered 21A and 21B. A supplemental addendum may be attached for reference but must be limited to, and identified as pertaining to, question #20 only.

You may submit a curriculum outline in lieu of the overview. Please include a high school course guide with course descriptions and current enrollment per class by school.

22. You are encouraged to submit your department handbook. Identify this attachment as # 22.

23. NYSSMA<sup>®</sup> MAJORS ADJUDICATION FESTIVAL REPORT

Attach copies of front page of rating sheet for all participating NYSSMA Majors groups. Identify this attachment as # 23.

24. Please submit programs and recordings representative of pieces and/or excerpts of each type of performing ensemble at all levels district-wide, labeled to include level and building.

## SECTION III

### **MUSIC PROGRAM GOVERNANCE AND SUPPORT**

1. Does your District have a music policy handbook?                      Yes                      No  
Date of last revision: \_\_\_\_\_ Please attach or include.

2. Does your District Music Program have the support of:  
(Please explain, e.g. informal classroom visits, concert attendance, etc.)

a. Central Administration                      Yes                      No

Explain:

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b. Board of Education                      Yes                      No

Explain:

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c. Building Administration                      Yes                      No

Explain:

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d. Community                      Yes                      No

Explain:

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**REMINDER – PLEASE BE CERTAIN THAT ALL QUESTIONS ARE ANSWERED.**

**Only complete applications will be considered**

