

Engagement in Collegiate Music Education  
*A guide for chapter creation, leadership, and management:  
Establishing a collegiate music education culture on your campus*



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## Foreword

The following information has been compiled as you begin your work in starting a collegiate chapter of the National Association for Music Education (NAfME). It can also serve as a helpful overview regarding all aspects of chapter involvement for previously established chapters.

This handbook comes to you from over twenty years of advising and working with collegiate chapters of NAfME. Dr. Keith Koster has served as chapter advisor as well as state collegiate advisor and overseen their successes in several states such as: Missouri, Pennsylvania, Oregon, Virginia, and New York.

However, none of this information would be available without the many members, who before you, have participated in the state- and national-level professional collegiate music associations. Many of these members chose to get involved through the formation of a collegiate chapter on campus and some have even been recognized nationally by NAfME. They have planned events, coordinated and led meetings, completed membership drives and fundraisers, attended conferences and in-services as well as hosted social gatherings.

One of the members who has assisted in writing this handbook is Morgan Beaton. She is a choral music education major graduating in 2021, and has made significant positive contributions to Chapter #328 at Nazareth College in Rochester, NY. After serving as President for two years, their chapter was awarded *Chapter of Excellence* from NAfME for their efforts in recruitment and retention of members.

Further, this information is not permanent but static. Feel free to pass along your own experiences so that this handbook becomes more relevant as time progresses. Also, feel free to stay in touch. We look forward to assisting you either in the creation of a chapter on your campus or in strengthening your established chapter.

We hope that you find the information helpful, inspiring, and worthwhile.

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## Introduction

The purpose of this handbook is for anyone who has an interest in music education and would like to (a) create a Collegiate Chapter that is affiliated with NAFME or (b) is a current Collegiate NAFME member looking to gain new insights into their chapter membership. Note that the handbook may be an additional resource for faculty chapter advisors as well.

Creating and maintaining a successful chapter takes time and effort, yet, your work as a chapter member or leader will provide benefits to all involved. These benefits include but are not limited to:

- becoming a part of the music education community
- gaining more knowledge about music teaching and learning
- professional development opportunities
- improving leadership and communication

The skills gleaned by chapter involvement transfer easily into one's work in the music classroom, especially when one takes on leadership responsibilities. Having a chapter unifies us further through our inherent passion for music and interest in music teaching and learning. Most importantly though, chapter involvement helps us to share that passion and knowledge with the next generation of future musicians and educators.

## Overview: What's inside

What you'll find in this handbook:

- What a chapter is, how to create one, and how to manage one
- Developing a Collegiate-NYSSMA culture
- Leadership structure, description of possible leadership roles
- Planning strategies for meetings and other types of activities associated with collegiate chapters, such as: events, workshops, and conferences
- Tips for scheduling, promotional materials, collaboration
- Ideas for recruitment and engagement
- Connecting with the state- and national-level collegiate music education organizations
- Financial information and strategies to support chapter engagement

## What is a Collegiate Chapter?

A collegiate chapter is an organization that is [A] formally recognized by the state-level music education organization—the New York State School Music Association (NYSSMA) and [B] the National Association for Music Education (NAfME). It consists of a faculty member on campus who agrees to serve as the leader of the chapter and at least one student who has joined both the state-level music education organization and the national association.

On a larger scale though, a chapter is pivotal in the sense that it provides future music educators with opportunities to engage with students and faculty on their campuses, engage with members of the music education community beyond one's campus, engage with students of all ages, and connect with other professional organizations associated with music teaching and learning.

Engaging and connecting with others helps to foster collaboration and with collaboration, innovation and new understandings. In a sense, engaging with others can also provide strategies for contemplating the future of music education.

Ultimately, what unites members of the collegiate chapter is our connections to music and music education.

Chapter leadership provides multiple opportunities to gain skills in the professional aspects of our work: Communicating with others, setting and achieving goals, planning and providing opportunities for others, enriching our own understandings of issues pertinent to music teaching and learning in the 21st-century, as well as seeking to resolve current issues related to access, representation, diversity, and inclusion.

## Establishing a New Chapter: Preparation

Before you establish a chapter on your campus, you'll need to make sure the following details are in place:

- A faculty member in music or music education who is (a) a current member of NAFME and the state-level organization and (b) willing to assist you with the creating a chapter
- Communicated your interest in establishing a chapter with the leadership in your music department.
- The following information should be provided:
  - The expectations of the institution
  - Financial obligations, if any
  - Who to contact for more information
  - The process for establishment of such a chapter on the campus pertaining to student government or institution-based expectations
  - The application process for campus, state and national organization recognition
  - Specific deadlines
  - Rationale for chapter formation

The following information is provided by the National Association for Music Education (NAfME)<sup>1</sup>:

Start a chapter in three easy steps:

1. Secure permission to start a chapter from the department/college of music Chairperson/Dean
2. The Chapter Advisor, who must be a member of NAFME, should then email [collegiate@nafme.org](mailto:collegiate@nafme.org) and request to start a chapter

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<sup>1</sup> For more information, visit [www.nafme.org/membership/collegiate](http://www.nafme.org/membership/collegiate)



3. Register no fewer than one student as a Collegiate Member of NAFME at that school/university

When the first student at a college or university joins or renews their NAFME membership, specifying the school name and the state where the school is located (not the student state of residence), that university chapter is activated for the year!

For more information:

<https://nafme.org/membership/collegiate/get-your-collegiate-chapter-started/>

## Establishing a New Chapter: Seeking Campus Approval

Once you have the support of the music faculty from your institution, you will need to seek campus approval for your chapter to be recognized as an organization. The best way to manage this aspect of the process is to check with your student activities or student affairs office to learn about the process for campus recognition.

Note that in many cases, a campus recognized organization will require a Constitution that reflects the tenets of the organization. Your institution may provide you with specific guidelines regarding this aspect and/or a sample of a Constitution. If not, reach out to your faculty advisor as well as review other chapter constitutions to get a sense of what is expected in the creation of such a document. Otherwise, here are some suggestions about what could be included in a Constitution:

- Name and chapter number
- Affiliation and purpose of the chapter
- Roles, responsibilities, and expectations of the officers and members
- Election/Voting process for new officers
- Chapter proceedings (meetings, events, funding, etc.)

The Constitution should be reviewed and updated regularly to reflect how the chapter is governed. For more information about a Constitution, review the C-NYSSMA Constitution by visiting:

<https://www.nyssma.org/nafme-collegiate-nyssma/important-documents/>

## Getting Started: Establishing Leadership

As you either begin your chapter or continue with an already established one, this section provides insight about potential officers as well as their suggested responsibilities and characteristics. NOTE: The following is a list of leadership possibilities for your chapter.

### President

The President oversees all aspects of the chapter and works closely with the faculty advisor in the planning of meetings and other activities within the chapter. They also:

- Coordinate with the other officers in managing agendas, meetings, and activities
- Keep members informed of membership dues and deadlines, conferences, state collegiate initiatives, and any other pertinent information

### President-Elect

Some chapters choose to call the “second in command” a President-Elect. Typically, a President-Elect will serve for a term where they shadow the President and then eventually step up to serve the next term as President. This commitment as President-Elect can be a year, a semester, or some other predetermined length of time before they assume the role of President. Advantages of having a President-Elect include:

- Having someone who works closely with the current President to learn their responsibilities and provide a seamless transfer of leadership.
- Someone who might be better prepared for the role of President since they will have worked closely with the current President in this capacity.

- Having one less officer position with which to coordinate during an election cycle

Aside from training, their responsibilities would include filling in at a meeting or event if the President is unavailable and working closely with the other officers to complete necessary tasks.

### Vice-President

Other chapters choose to forgo a President-Elect position in favor of a Vice-President as their “second-in-command.” The responsibilities of Vice-President can include:

- Working closely with the President and faculty advisor
- Assume full-responsibility in leading a meeting or event when the President is unavailable
- Assist the other officers as needed
- Other possible responsibilities:
  - Reserve spaces for meetings and events
  - Coordinate fundraisers with the Treasurer
  - Be a liaison for community outreach events

### Secretary

The role of the Secretary is critical in the sense that this officer keeps track of various chapter updates. This can include membership, contact information, and chapter proceedings. Note that some chapters may elect to combine this leadership position with the role of Treasurer. Some suggestions for the responsibilities of a Secretary includes:

- Having them maintain a roster of members including but not limited to:
  - Undergraduate music education majors
  - Graduate-level music education majors (if applicable)
  - All who have joined the chapter
- Maintaining an active list of the following contacts:

- Faculty advisor(s)
- Chapter members and music education majors
- Music Department or School of Music leadership
- Campus Leadership that oversees the chapter
- State-level Leadership associated with Collegiate Chapters (State Collegiate Advisor)
- Assist the President and other officers in the creation and circulation of a meeting agenda
- Recording meeting minutes during chapter and leadership meetings
- Reporting/Sharing these minutes with the members, faculty advisor, and campus leadership
  - This helps others to be aware of what your chapter members are doing and learn more about the chapter itself

### Treasurer

The Treasurer would handle the financial proceedings of the chapter. Note that some chapters may elect to combine this role with Secretary. A Treasurer's responsibilities may include:

- Becoming fully aware of how on-campus funding works:
  - What funding is available to campus-recognized organizations?
  - How does one secure funding for the chapter through the student activities association?
  - What kinds of formal documentation is needed for a chapter to be recognized by the student activities association?
  - What kinds of regular reporting are needed? Are there additional meetings where chapter members are required to attend?
- Following all campus procedures regarding the receiving and transferring of funds into proper accounts (i.e. fundraising, donations, on-campus membership fees, etc.)

- Working closely with the Secretary to monitor chapter membership
- Checking the NAFME website to determine the cost of dues for state and national membership ([www.nafme.org](http://www.nafme.org))

### **Historian(s), Web Editor(s), Social Media Chair(s), Marketing Representative(s), Etc.**

This officer (or officers) would help to maintain any chronicling of chapter activities, campus announcements, online posts, etc. Here are some suggested activities:

- Creating promotional items or other kinds of materials needed for membership drives, meetings, and events
  - For example, during a “Campus Club Fair” having visuals (posters, pamphlets, etc.)
- Maintaining and promoting chapter information through the use of
  - Bulletin boards
  - Scrapbooks
  - Webpage
  - Instagram
  - Twitter
  - FaceBook
  - Snapchat
  - Tik-Tok
  - And more

### **Campus Government Representative(s)**

Your campus may require your chapter to have a representative (or two) who would be expected to attend campus government meetings and other related events. Check with your faculty advisor or Student Activities Office for more information.

## Faculty Advisor

A faculty member may be appointed to your chapter or you may be able to recommend an advisor to your department chair. This person plays an invaluable role by assisting both chapter officers and members with what is planned. Your faculty advisor can serve as a mentor as you and others begin your work leading the chapter. Make sure to maintain regular communication with your faculty advisor and seek counsel when there are uncertainties.

In addition, your advisor is usually “well-connected” with the local and state music education community and should be able to assist you in securing guests for meetings or other kinds of chapter events. In addition your faculty advisor should do the following:

- Be accessible and interested in helping the chapter grow and increase visibility both on-campus and off
- Pass along any collegiate information from both the state- and national-levels
- Help chapter officers and members reconcile any challenges
- Lead without “getting in the way” of the chapter leadership and members
- Stay in contact with the State Collegiate Advisor as well as other collegiate chapters

## Thoughts about Leadership

For members who aspire to lead the chapter, it is essential that they are familiar with the expectations and are willing to honor them. In addition, successful leaders have made a commitment to the chapter that is *above and beyond* the expectations of membership. They are willing to spend extra time thinking about the organization, managing obligations, as well as working with the leadership, members, campus personnel, music education community, and state-level collegiate leadership.

What are the qualities and characteristics of effective student leaders? When members come together, how can one ensure that those experiences will be a positive experience for all involved? Current and past student leaders mention the following characteristics:

- Can be expected to use good judgement while making decisions; works positively and proactively with all others
- Seeks consensus among all members when called upon
- Maintains prompt communication with others and is well-organized
- Knows when to seek help from other officers and the faculty advisor
- Uses social media responsibly and understands all expectations associated with professionalism

In addition, your state collegiate officers and state collegiate advisor are also ready, willing, and able to assist you and your peers. Feel free to reach out to those members as well.

<https://www.nyssma.org/nafme-collegiate-nyssma/officers/>



## Ideas for Building Chapter Membership

Once leadership has been established, it will be important to invite other music education majors, minors, or any other interested members to the organization. Here are some ideas for recruiting future members:

- Send a letter/email out to welcome incoming members.
- Reach out all incoming and returning music education majors.
  - Ask if an email can be sent to all of the members in the music department or School of Music.
- Check with your faculty advisor about institution/program-based policies about joining the organization.
  - Should membership be required? If so, how?
  - Should membership be encouraged? If so, how?
  - Should membership be associated with a course? If so, which one?
- Consider a Membership Drive
  - Set up a table with information about becoming a member of the organization, promote on social media, and/or visit music education classes.
- Membership Dues
  - Are membership dues covered in an institutional fee OR will members have to manage this expense separately?
    - NOTE: A one-time annual payment of dues covers membership fees for (a) state music education association and (b) NAFME.
- Promote the benefits of membership: <https://nafme.org/membership/>
- Promote membership at a campus organization “club-type” fair and through other social gatherings
- Consider a Mentor Program
  - Have second-, third-, fourth-year members pair up with new members and bring them to meetings and events.
- Provide events.
  - Offering events is a way to increase visibility no matter how many people show up.

- Swag?
  - Officers can wear gear such as a t-shirt that says “Ask me about C-NAfME.”
  - Raffle off apparel to members who have recently joined.
  - Examples of swag:
    - Giftcards
    - Stickers
    - Pencils
    - Water bottles
    - Lanyards
    - Apparel
    - Coupons

## Communication

All members of the chapter will need to be informed about activities and events. Be sure to send out reminders and information in advance of the meeting or event! Active chapters do this in a variety of ways:

- Bulletin boards, posters, flyers
- Formal letters, usually written on campus letterhead
- Email
- Social Media
- Chapter website
- Texting, Remind 101
- FaceTime, Zoom, Google Meet, GoToMeeting, etc.

Remember to confirm the ways that you will communicate with your members to your faculty advisor. Also, officers who have access to certain kinds of communication devices will also need passwords or user codes in order to reach out to others, post information, etc.

As a collegiate chapter of the state and national professional organizations for music education, communication will be professional and inclusive in all aspects. Check your campus guidelines for organizations for more information. It is expected that chapters will respect and follow all guidelines associated with communication and policies and procedures established at your institution.

## Meetings: What about them?

At some point, a meeting or series of meetings will need to occur so that members will learn more about the organization and what will take place while they are members of it. In this case, it will be time to call a membership meeting or *chapter* meeting. What takes place at these meetings?

Some things to reconcile before chapter meetings:

- Is there an agenda? If not, what should be discussed at meetings?
- Who will be presenting the information?
- What is the meeting protocol? (See below for suggestions)
- When and where will the meeting occur?
- Should the faculty advisor or any other institution leadership be in attendance?
- Should the meeting be virtual or face-to-face?

Topics for discussion can include:

- Making sure everyone knows about upcoming events (such as Music in our Schools Month in March), activities, deadlines, information about membership, etc.
- Events associated with your Music Department, School of Music, etc.
- Inviting guest speakers, alums, music teachers, music specialists, music merchants, etc.
- Information about off-campus workshops, conferences, in-services
  - Or, coordinating those kinds of events on your campus
  - What about costs to attend? Lodging? Travel? Incidental fees, etc.?
- What kinds of activities would be of value, benefit to the chapter?
  - Service projects, community outreach, instrument drives, fundraisers, etc.
- Pursuing Tri-M partnership(s)?
- Coordinating officer elections (See Elections)

### What about Meeting Protocol?

- Usually chapter meetings have a certain organizational structure. For some chapters, they elect to use *Robert's Rules of Order*.
  - If you choose to incorporate RRO for the management of your meetings, you'll need to make sure that all members are well-versed in the protocol of this approach. For more information: <https://robertsrules.com> or visit the collegiate link at [www.nyssma.org](http://www.nyssma.org)

### Other Considerations:

- Where are the officers and where are the members?
  - Officers are visible and usually placed in front of members OR part of a circle of members. NOTE: Consider having a series of name cards that identify each officer, especially if some of those who might be attending a meeting may not know who everyone is.
- How will the meeting begin and how will it end?
- Should there be a formal ritual associated with meetings?
  - NOTE: This is not a requirement but if there is one, it should respect the tenets of C-NAfME.
  - Examples: Begin a meeting with a student performance, have a chapter song, wear certain colors on days of meetings, etc.

## Strategies for Successful Meetings

Time is such a precious commodity and there's nothing worse than sitting in a meeting that is not inspiring or engaging. Effective music educators certainly know how to engage all of their learners, so in a way, learning how to lead successful meetings is like designing effective instruction for your members. Here are some strategies to consider.

### 1. Have a Plan

- Make sure to run through the plan prior to the meeting, that way, you'll have a sense of what to say and how to manage it.
- An agenda is critical, otherwise, a meeting will seem disorganized and a waste of time.

### 2. Know when to move onto the next agenda item

- Some chapters include time allotments for the portions of their meeting agenda.

### 3. Engage your members

- Make sure that they feel valued and are an important part of the chapter. In other words, members matter.

### 4. Be aware that not everything necessitates a meeting

- For example, some agenda items might be more efficiently resolved through an email or other social media outlet. They could also be resolved with a quick survey or scheduling software such as *Doodle* or *Google Forms*, etc.

### 5. Solicit feedback as well as agenda items for the next meeting

- Consider an Exit Slip at the end of a meeting where members can share their thoughts and suggestions.
- Some chapters keep a Suggestion Box available for members to provide feedback or ideas.
- One week before a meeting, solicit meeting agenda topics by reaching out to your membership and asking them if there are any specific topics that should be discussed

## Planning an Event from Start to Finish: Handy Checklist

### *Before the event*

- Will the meeting site need to be reserved?
- What materials will need to be in place for the event?
- What other campus-based expectations will need to be met? (i.e. set-up, clean-up, security, etc.)
- Have you promoted the event?
- Have you reached out to the people who will be involved with the event?
  - Agreements
  - Expectations
  - Payment
  - Will there need to be a formal contract executed?
  - Schedule, travel, lodging, arrival, departure information
- Is there a clear plan/schedule? Has the schedule been communicated to the music department, faculty advisor, members and any other campus personnel who need to be aware
- Campus policy awareness
  - Parking
  - Signage for the event
  - Protocol, procedures
- Determine whether or not subcommittees should be formed to address specific needs associated with the event
- Anticipate potential changes and develop an alternative plan just in case any or all of the following occurs:
  - Clinician who cancels at the last minute
    - *Solution: Have a back-up presenter or panel of students who could present*
  - Weather-related concerns that could impact travel to and from the event
    - *Solution: Be aware of weather forecasts and conditions; Follow campus guidelines pertaining to weather conditions and campus events*

- Last minute room or space relocations
  - *Solution: Confirm room locations for the event with your office administrators and other campus personnel to ensure that there won't be any last-minute changes.*
- Attendees who arrive and didn't pre-register for the event; increased or decreased estimates about the number of participants who attend
  - *Solution: It's usually a good idea to estimate 15-20 more participants OR also 15-20 less participants. Remember, that the number of participants to any event usually changes due to unforeseen circumstances, illness, etc.*
- Disruptions in technology, technology support, or equipment
  - *Solution: Make sure that you check all of the technology needed for the event personally a day before and the morning of the event. Also, make sure that you have the telephone number of the place on campus who may have to resolve any issues, usually at the last minute.*
- Delays in catering or food-related expectations
  - *Solution: Check regularly with catering staff, especially the day before the event as well as the morning of the event. Keep their phone number handy for texting or calling.*
- Will the event need room monitors, presiders?
  - Visit [www.nyssma.org](http://www.nyssma.org) and under the **Collegiate** tab, review documents that outline roles and responsibilities as well as how to cite this experience on your resume. See "NYSSMA Presider & Room Chair Information" for more details.
- Get some rest! You'll need it for the event.

### ***On the day of the event***

- Coordinate set-up time, Anticipate some late arrivals to assist
- Anticipate last minute changes; See "Before the Event"



- Do your best to stay on schedule out of respect for attendees and presenters, others associated with the event
- Make sure committees are ready to go
  - Make sure information is available for arrivals
  - Greet the presenter(s), if applicable, assist them

### *During the event*

- Do your best to enjoy the event
- Anticipate keeping everything on a firm schedule so that additional events, sessions do not run behind
- Clean up as you go, so that you won't have to do all of it at once after the event is over

### *After the event*

- Are there any handouts/materials for people to take on their way out?
- Make sure that there are plenty of students to assist with putting everything away, taking down signs, cleaning up afterwards
- Is there an exit slip or survey for feedback? If so, circulate that link through social media, etc.
- Make sure to **sincerely thank** all of the people who helped make the event possible such as:
  - Campus staff, administrators, faculty
  - Student leadership, Committee leadership
  - Guests, Presenters, Clinicians
  - Vendors (if applicable)
  - NOTE: If you're not sure what to write in an email or card, reach out to your chapter advisor

## Ideas for Chapter Events

- Educational:
  - Guest Speaker (Area music teachers, music vendors, area administrators, etc.)
  - Student Teaching Panel
  - Advocacy Awareness
- Social:
  - Music Education Alumni Recital and Reception
  - Secondary Instrument Recital
  - Chapter Outing (apple picking, coffee, etc.)
  - Chapter Night In (movie night, game night, etc.)
- Workshops/Masterclasses:
  - Instrument Repair Workshop
  - Elementary Music Education Workshop
  - Conducting Masterclass
  - Secondary Instrument Masterclass
- Mini-Conference:
  - Host a Mini-Afternoon Province Conference: Invite state officers, area NYSSMA members, and members from your Province. NOTE: Coordinating this kind of event is always good practice should your chapter want to host a state collegiate conference in the future!!
- Other:
  - Establish a Harry Chapin Practice-A-Thon event on your campus. This would be a wonderful activity for Music In Our Schools Month (MIOSM). For more information: <https://harrychapinmusic.com>
  - Road Trip! Consider a trip to Washington DC with a visit to NAFME headquarters in Reston, VA.

## Additional Ideas for Chapter Engagement

- Once you join or renew your Collegiate Membership, add the following to your email signature: Member, Collegiate NYSSMA/NAfME and post a picture on social media.
- Invite Tri-M members to your meetings, attend theirs and consider joint-sponsored events (guest speakers, service activities, Music In Our Schools Month (MIOSM) events, etc.
- Need a meeting agenda item? Lead your chapter members in a walk-through of the NAFME website, noting special events and opportunities for collegiate members. OR watch a NAFME Academy Webinar/online podcast.
- Invite a state collegiate officer or Dr. Koster to attend your next collegiate chapter meeting. State officers and Dr. Koster can assist you with just about any aspect of your chapter.
- Promote events mentioned in the Fall and Spring Newsletters that your Chapter Advisor receives. (NOTE: Make sure that your Chapter Advisor circulates each newsletter with you.)
- Don't see the conference sessions that you would like to see at a conference? Reach out to presenters, teachers, etc., and encourage them to submit conference session proposals for future conferences. The process is easy! Information about conference session proposal process can be found at [www.nyssma.org](http://www.nyssma.org).

## Collaborations

Over time, as chapter participation and membership stabilizes, you may consider that working with other organizations on campus or in the community might be a great way to expand the scope of experiences related to music education. Sometimes, working with other groups can help all involved achieve something greater than what might be possible alone. These events that involve more than one organization may be easier to coordinate in that members of other organizations can manage different aspects of it.

Another option for collaboration would be to reach out to Tri-M chapters from area schools and see if they would be willing to form a partnership. For more information, visit:

<https://www.musicshonors.com>

As important will be for your chapter to connect with other Collegiate Chapters from your Province. For a complete list of Province areas, visit the collegiate link at [www.nyssma.org](http://www.nyssma.org). Your Province Representative will be instrumental in helping your chapter connect with other chapters. Some possible activities for collaboration could include a pen pal program, taking over another chapter's social media and vice versa, and coordinating joint activities, events, workshops, mini-conferences. Consider adopting a chapter from another state by devoting a week/month to reaching out to that chapter and coordinating a virtual gathering, mini conference, etc.

In closing, don't forget to share your collaborative efforts with others. Other chapters may consider doing the same.

## Fundraising Ideas and Other Financial Tips

Some events and activities that might be a part of a collegiate chapter may require financial support. Here are some strategies to consider:

- Department Support
  - Discuss the event, proposed budget, and financial needs with your faculty advisor who can then confer with department personnel to see what funding is available or possible.
- Campus Support
  - If your chapter is recognized by your campus student government agency, follow their guidelines for submitting requests for funding.
  - NOTE: You may need the assistance of your faculty advisor for these types of requests.
  - WARNING: Campus budgets are usually depleted by the end of the academic year (May-June), so get requests in as early as possible.
- External Support
  - Check with NAFME and explore funding or grant opportunities.
  - Study the list of corporations and music-related vendors who support NAFME. Perhaps any of these organizations might be able to off-set an expense.
    - NOTE: You'll need to make sure that your communication with these organizations is written on a professional letterhead and reviewed by your faculty advisor before sending.
- State Organization
  - While the New York State School Music Association (NYSSMA) provides significant funding for collegiate members to attend the annual Winter Conference, reach out to the state collegiate advisor, Dr. Koster ([kkoster8@naz.edu](mailto:kkoster8@naz.edu)) to discuss your activities and funding estimates. He will communicate your needs to the NYSSMA Executive Council to see what resources are available.
- Fundraising ideas
  - Raking leaves, Yard work

- Bake sales
- Practice-a-thons
- Clothing sales
- Candy sales
- Provided receptions for recitals
- Car washes
- Dance-a-thons
- Sought goodwill donations at various events
- Raffle tickets
- Auctions
- Created a music education alumni event (dinner, recital) and sold tickets
- Collected beverage cans/recyclables for reimbursement
- Social Media Platforms (*GoFundMe*, *Venmo*, etc.)
  - Your faculty advisor, department and institution will have guidelines about enlisting external fundraising resources such as *GoFundMe*, etc. It's recommended that you inquire about policies related to securing external fundraising through social media platforms before enlisting such services.

## Attending Conferences

Making a commitment to attend a conference involves several levels of preparation. For example, sometimes conferences occur during your regularly scheduled courses on your campus. Attending a conference also includes completing the registration process and this, in turn, requires payment in order to attend the event.

Should a conference be located close by your location, planning to attend is relatively easy once members have confirmed the dates of the event, their own personal calendars as well as gathering the financial resources needed to attend it.

However, not all conferences are close by. For example, the regional meeting of the National Association for Music Education (NAfME) may be in a different state. While planning to attend a music conference in another state, members will need to ascertain the following:

- Location of the event and distance to the event
- Transportation to the event (car, rail, airplane, bus, other kinds of public transportation, Uber, Lyft, campus-based transportation)
- Timetable for traveling, arriving, and returning to your location
- Registration fee(s): Early-bird registration, On-site registration, Late registration [NOTE: fees usually increase if you miss the early registration deadline or have to register on-site to attend the event.]
- Will an overnight stay be necessary? If so, determining the location for an overnight stay that is reasonably close to the venue and cost-effective.
- Meals and other needs associated with travel related to the event
- Attire for the event: Professional? Business casual? Casual? Formal?

## Staying Connected

For new and active chapters, it's very important to stay connected to the state-level organization for music educators. For example, in New York, that organization is the New York State School Music Association (NYSSMA).

What does it mean to “stay connected”? Here's a list of suggestions:

- Review the state-level organization website; If you are unsure about any information located on this site, please reach out to the state collegiate officers or state collegiate advisor. Their contact information appears on the state collegiate website.
- If there is a Collegiate link, become familiar with the information that is there. For example in New York, check [www.nyssma.org/collegiate](http://www.nyssma.org/collegiate)
- Email the State Collegiate Advisor to introduce yourself and make sure that the Advisor has the following information:
  - Name and email address of your Faculty Advisor of your collegiate chapter
  - Name(s) and email addresses of officers for your chapter
  - Make sure you're on the collegiate mailing list for any information about chapter activities during the academic year



## Chapter Elections

At some point in the growth and development of your chapter, you'll need to elect new officers. You'll want to make sure that the procedures for doing so are written in your Constitution and that members follow the procedures. Prior to any election, members who are interested in running for office should be allowed an opportunity to speak about their candidacy.

### Frequently Asked Questions

- 1. What happens if two members want the same position?**  
*Depending on the number of members interested in leadership posts, consider having two Presidents, for example. NOTE: This usually works best if the two members interested in the same position work really well with one another and don't mind serving in the position together. Now, if the opposite is true, it's usually best to work this out with your faculty advisor. Sometimes, an election is the best option.*
- 2. What happens if no one is interested in serving?**  
*Consider combining positions. For example, have a Treasurer & Web Editor.*
- 3. Can I be an officer while completing the student teaching semester?**  
*Absolutely. Again, this also depends on the qualifications and expectations per your constitution. NOTE: Some chapters have a President and President-Elect for this very purpose. The President could serve in the final school year but when student teaching-related commitments disrupt their leadership of the chapter, the President-Elect could step in and manage it.*
- 4. What happens if everyone gets busy?**  
*Open communication with your faculty advisor is helpful. Usually the faculty advisor is there to assist in leading the chapter when things get really busy. NOTE: If your faculty advisor too, is very busy, then reach out to the State Collegiate Executive Board which also includes your Province Representative and State Collegiate Advisor. There is always a resource to help with any aspect of your work with your local chapter. Not to worry!*

## Resources

Here is a link to our national association for music education (NAfME)

- [www.nafme.org](http://www.nafme.org)

Here is a list of state music education organizations:

- Alabama: <https://www.myamea.org>
- Alaska: <https://www.alaskamea.org>
- Arizona: <https://azmea.org>
- Arkansas: <https://www.arkmea.org>
- California: <https://calmusiced.com>
- Colorado: <https://cmeaonline.org>
- Connecticut: <https://cmea.org>
- Delaware: <http://www.delawaremea.org>
- Florida: <https://fmea.org>
- Georgia: <https://www.gmea.org>
- Hawaii: <https://www.hawaiiamea.org>
- Idaho: <https://www.idahomusiced.org>
- Illinois: <https://ilmea.org>
- Indiana: <https://www.imeamusic.org>
- Iowa: <https://www.iamea.org>
- Kansas: <https://ksmea.org>
- Kentucky: <https://kmea.org>
- Louisiana: <https://lmeamusic.org>
- Maine: <https://mainemmea.org>
- Maryland: <https://www.mmea-maryland.org>
- Massachusetts: <http://www.massmea.org>
- Michigan: <https://mmeamichigan.org>
- Minnesota: <https://mmea.org>
- Mississippi: <https://msmea.org>
- Missouri: <https://mmea.net>

- Montana: <https://mtmusiced.com>
- Nebraska: <https://nmeanebraska.site-ym.com>
- Nevada: <https://nmeamusic.org>
- New Hampshire: <https://nhmea.org>
- New Jersey: <https://njmea.org>
- New Mexico: <https://www.nmmea.com>
- **New York: <https://www.nyssma.org>**
- North Carolina: <https://www.ncmea.net>
- North Dakota: <https://www.ndmea.org>
- Ohio: <https://www.omea-ohio.org>
- Oklahoma: <https://okmea.org>
- Oregon: <https://www.oregonmusic.org>
- Pennsylvania: <https://www.pmea.net>
- Rhode Island: <https://www.rimea.org>
- South Carolina: <https://www.scmea.net>
- South Dakota: <https://www.sdmea.net>
- Tennessee: <https://www.tnmea.org>
- Texas: <https://www.tmea.org>
- Utah: <https://www.umea.us>
- Vermont: <https://vmea.org>
- Virginia: <https://www.vmea.com>
- Washington: <https://www.wmea.org>
- West Virginia: <https://wvmea.org>
- Wisconsin: <https://wmeamusic.org>
- Wyoming: <https://wyomea.org>

## What Does All of This Mean?

### *Building a community of collegiate music educators*

Ultimately, the establishment of a collegiate chapter on campus in a way, helps to both identify as well as promote a collegiate music education identity on your campus, as well as within the state and national music education organizations. In that sense, a collegiate culture, unique to the campus, but also connected to the state and national collegiate networks has too, been established.

Through the interactions with other collegiate members, music educators, scholars, and music education leaders, locally, statewide, and nationally, these kinds of experiences help to further develop a collegiate identity within the structure of NYSSMA and NAFME.

It provides an opportunity for collegiate members to engage in professional experiences with others. It invites members to learn and demonstrate professional behaviors associated with being a music educator. In addition, collegiate achievements can be shared and recognized.

All collegiate voices are relevant, valued, and important, just as all people are encouraged to engage with music. A collegiate chapter provides a venue for those voices to be heard. Contemporary, pertinent issues at the forefront of music education can be identified at the chapter level as well as the creation of successful ways to reconcile those issues. A collegiate chapter is where members can share their voice and ideas towards positively reconciling those issues.

Collegiate members gain a broader understanding not only of the profession but also the critical, important role that they will play in shaping the future of it.