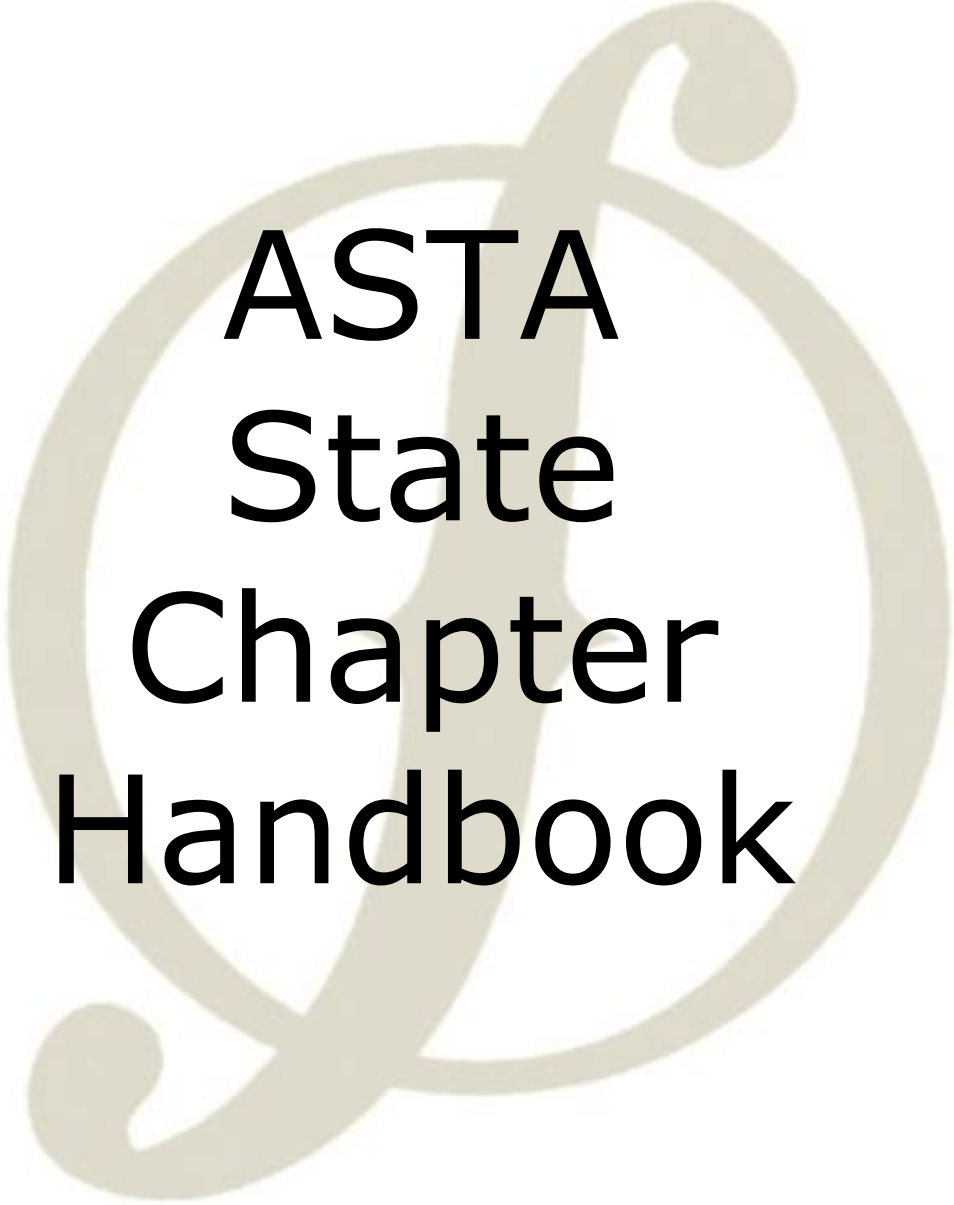


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ASTA State Chapter Handbook

Revised May 2010

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May 15, 2010 – May 14, 2012

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Data Entry

2010 - 2011 ASTA CALENDAR

MAY 2010

May 10 – Chapter News Submissions for the AST August issue due

JUNE 2010

June 1 – Special Project Grants Applications Due

JULY 2010

Fourth Quarter Rebates Mailed (April – June)

AUGUST 2010

Aug 10 – Chapter News Submissions for the AST November issue due

Aug 15 – Treasurer's Report for 6 months ended June 30 due

OCTOBER 2010

First Quarter Rebates Mailed (July – September)

Oct 3 – 2011 National Conference Poster Session Applications due

NOVEMBER 2010

Nov 10 – Chapter News Submissions for the AST February issue due

Nov 2 – Student Chapter Award applications due

DECEMBER 2010

State Chapters Awards Due

JANUARY 2011

Second Quarter Rebates Mailed (October – December)

Jan 15 – Merle J. Isaac Composition Contest Applications due

FEBRUARY 2011

Feb 10 – Chapter News Submissions for the AST May issue due

Feb 15 – Treasurer's Report for 6 months ended December 31

MARCH 2011

March 17-19 – ASTA National Conference, Kansas City, MO

APRIL 2011

Third Quarter Rebates Mailed (January – March)

2012 National Conference Call for Session and Performance Applications due

Apr 1 – CodaBow Applications Due

April 15 – NOF Applications Due

ASTA State Chapter Handbook

I. ASTA Mission Statement

The American String Teachers Association promotes excellence in string and orchestra teaching and playing. ASTA pursues its mission through an open sharing of ideas; benefits, services, and activities responsive to the needs of all members; development of strong state leadership and chapters; enhancing the image and visibility of string teaching and study; advocacy for string education; and an inclusive community of string teachers and players.

Members include public school teachers, private studio teachers, orchestra directors, students, performers, administrators and members of the music industry. ASTA encourages members to work together for the common interests and goals of everyone associated with string and orchestra teaching and playing. ASTA has more than 9,600 members. As the united voice for string and orchestra performers and educators, ASTA serves as a magnet to bring people together.

This visibility and status of our profession has been enhanced through the efforts of dedicated individuals who have always been willing to contribute limitless time and energy to ASTA. The size and present power of the association will demand the continued development of sophisticated ways to facilitate the mission.

The strength of ASTA depends on you, the state chapter officers. ASTA is, at heart, a grassroots organization. Your colleagues have given you an important mandate. We welcome you and look forward to working with you!

II. Membership Classifications

Members in all categories receive communications and printed matter regularly sent to the constituency, including the *American String Teacher*. For current membership rates, please visit www.astaweb.com.

1. **Professional** membership is open to all string teachers, orchestra directors, performers, professionals, or general "friends of string teaching" in the music world.
2. **Dual** membership is available for couples residing at the same address. Dual members only receive one copy of the *American String Teacher*.
3. **Student** membership is open to any full-time student studying a string or orchestra instrument attending a public, private college or university or enrolled in a K-12 program.
4. **Senior** membership is available to members at age 62 or above.
5. **Transitional** membership is open to any newly graduated member and still looking for a place of employment. This membership is only good for 1 year and the member must have been a full-time student prior to becoming a transitional member.
6. **School/Library Subscriptions** are available to libraries that display the Journal.
7. **String Industry Council** memberships are available to commercial firms and supporters who desire to encourage the growth of string and orchestral instrument performance.

8. **Institutional** membership is available to schools, colleges, universities and other educational organizations committed to string education.
9. **Collegiate Student Chapters:** Students may create a chapter attending a public, private or parochial school, college or university. Collegiate Student Chapters receive recognition through our journal, website and awards program. The Student Chapter advisor and students must individually hold an ASTA member.
10. **High School Student Chapters:** Students may wish to create a chapter within their high school and join as an organized group. Groups will receive one copy of the journal. The chapter sponsor must hold an ASTA membership.

III. Dues and Membership Processing

ASTA maintains a continuous membership plan so new members can join any time during the year. Membership applications are available at www.astaweb.com and can be processed online for new or renewing members. Current members can also submit payment of dues through renewal notices that arrive starting two months prior to the expiration month. When a member's nonpayment status becomes in arrears, the National Office sends a final notice and the member becomes a lapsed or an expired member. Members who are in arrears lose their member status and become lapsed or expired members. The National Office sends membership list updates and dues rebates to state chapters (addressed to the president) on a quarterly basis or upon request. State officers are urged to contact members listed as lapsed or expired, to encourage them to renew their membership.

Members may only join or renew their memberships through the National Office. States may not collect dues.

IV. National Organization

The National Executive Board governs the national association. The Board is composed of eight elected officers: President, President-elect, Past President, Council President, Secretary, three Members-at-large, and two appointed (voting) members -- Publications Chair and a Member-at-large. The Executive Director is appointed to the Board as an *ex officio* member. The Executive Board meets at least twice each year.

ASTA's Articles of Incorporation (revised 1986), dated August 12, 1955, and the By-laws contain articles dealing with the business of the association. ASTA is organized as a nonprofit corporation under Section 501(c)3 of the Internal Revenue Code. Gifts to the association are tax-deductible to the limits allowed by law.

Although ASTA has nonprofit status with the IRS in Section 501(c)3, a state chapter may not use the Federal Identification Number (EIN) of the national organization for matters in their own state. Each state chapter has its own Federal Identification Number that has been provided to the chapter president. In addition, many states provide relief from sales tax for 501(c)3 organizations. The chapter should contact their state Department of Revenue to learn how to request a sales-tax exemption.

V. The National Office

The National Office sends dues rebates for new and renewing or reinstating memberships to each chapter president in January, April, July and October for the previous three months activity. Since the National Office is on accrual accounting, state chapter rebates are issued on an accrual basis also. (Rebate money will be issued as it is earned by fulfilling each month of a 12- month membership.) State chapters receive 20% of the total membership dues for professionals, senior,

student and dual memberships. Rebate checks will not be sent if the state has not submitted financial reports, Fall or Spring reports, proof of incorporation (including a signed Affiliation Agreement) or election results as required by the National Executive Board. The check will be invalid if not cashed within the required 90 days. Quarterly update reports are mailed along with rebate checks. State chapters are also required to submit quarterly financial reports twice a year, based on a format provided by the Director of Finance.

Quarterly financial report deadlines submission:

August 15 (January - June)
February 15 (July - December)

The National Office can send current membership rosters to state chapter presidents at anytime upon request. Files or labels can also be sent to Editors or other state officers upon request for official chapter business (newsletters, conference or workshop mailings, etc). The lists can be sent via e-mail in Excel format or printed at the office and sent as labels. **Please remember: These membership lists are for state chapter activities only.** Some members do not wish to receive any correspondence from anyone other than ASTA. Therefore state lists must not be rented or distributed to any company, or organization, person or entity for any reason. Any requests to obtain membership lists should be forwarded to the National Office. Please plan ahead so there is adequate time to prepare member labels or files. Label and membership report requests typically take 7-10 business days to process.

VI. State Chapter By-laws

Each state has a chapter which functions within the same operating guidelines as the national association. Each state uses the national by-laws as a model.

State chapters are expected to:

- Have at least 10 members.
- Have completed the incorporation process and filed copies of all appropriate documentation with the National Office.
- Hold periodic membership drives.
- Have current by-laws (which are reviewed every 2 years) on file at the National Office.
- Hold elections in even-numbered years. States may elect additional offices in accordance with their state by-laws.
- Hold at least one annual general membership meeting.
- Sponsor statewide activities that include student members.
- Manage state funds responsibly. This includes turning in financial reports to the National Office in January and July. Chapters not complying will not receive rebate checks.
- Submit biannual State reports to the President-Elect and participate in the spring and fall phone campaign with an assigned member of the National Executive Board.
- Encourage communication within the state through newsletters, a website, meetings and other activities.
- Publish or electronically distribute at least two newsletters per year.

VII. Sections

The normal subdivision within ASTA shall be the state chapter. ASTA encourages the healthy functioning of the state chapter in order to meet the needs of and to facilitate communication among all its members. Local or regional sections may be formed under the jurisdiction of the state chapter board for the convenience of that state's membership. The purpose of this division is to ease the problems of long distance travel, to foster common concerns and causes, and to

broaden the activities of a state chapter. **SECTIONALIZATION IS NOT A SUBSTITUTE FOR PARTICIPATION IN THE ACTIVITIES OF A STATE CHAPTER AS A WHOLE.**

The sections of a state chapter shall consist of members who have banded together voluntarily to further their interest in string and orchestra instruments, performance and teaching. Particular geographic description of a section or sections is the purview of the state chapter executive board.

To be recognized as a section, the group must:

- Meet at least twice a year
- Submit an annual report to the state board
- Cooperate with the state board
- Include in its membership any ASTA member who wishes to participate and either lives or works within the particular geographic area and
- Meet the activities and membership requirements of its state board.

All members of local or regional units are automatically members of their corresponding state chapter and must be members of national ASTA.

ASTA state chapters are led by a board of elected officers, appointed officers and section representatives (in those states having sections). Elected officers must include a President-elect and Secretary. Treasurers and Editors may be appointed positions. A committee of officers elected by the local membership will lead sections. Elections for all offices of state chapters and their sections shall be held concurrently with the two-year terms of the national ASTA Board (the spring of even-numbered years).

National ASTA issues rebates directly to State Chapter Presidents – never to section officers. The members of the state chapter board will agree upon the sharing of rebates from national dues and other income. Local sections may not levy dues in addition to national dues as a condition for membership in the section, but they may -- in communication with their state chapter board – raise extra money through special events, donations, etc. States and sections may not collect dues.

Activities of a section should be communicated and made available to the entire state membership. Application for Special Projects Grants by any local section, organization or individual must go through the state chapter to be considered, and forwarded to the national organization under the State Chapter President's signature. (See Guidelines for Special Projects Grants.)

VIII. Student Chapters

Student membership is open to any full-time student at any level attending a public, private or parochial school, college or university. Student membership in ASTA can be a very meaningful and rewarding experience. Two types of student chapters are available:

- **Collegiate:** There are no required dues to form a student chapter. The student chapter must renew annually by November 27. Each student member and assigned advisor must be in good standing with their individual membership with ASTA.
- **K-12:** The cost to become and renew a K-12 student chapter is \$64.00. The student chapter will receive one issue of the quarterly AST journal.

Depending on the type of student membership (\$35.00 includes only online access to the AST journal or \$50.00 includes the printed AST journal) student members receive the *American String Teacher* and are eligible to attend conferences and workshops sponsored by ASTA at a reduced student fee.

Through student membership, one can show concern for the improvement of string and orchestra education and performance. There is much one can do as an individual, but much more can be accomplished as a member of an organized group. Student members can make things happen.

State chapters are expected and encouraged to provide activities at state meetings for their student members.

The National Board appoints two individuals to assist the National Office associates and guide student chapters: the Board Liaison and the Student Chapters Committee Chair. Their contact information can be found in the *AST* and on the website.

IX. Starting an ASTA Student Chapter

Contact the Student Chapter Committee Chair or the National Office for complete information on starting a student ASTA chapter. Starting a student chapter is a simple process that begins with the following steps:

- Appoint or request a faculty sponsor (must be an ASTA member) to become the student chapter advisor.
- Plan an organizational meeting.
- Distribute membership forms and collect the completed forms and member dues. Forms can be found on www.astaweb.com under membership "Student Chapters".
- Nominate and elect student chapter officers. Send the list to the National Office.
- Name the chapter.
- Fax or mail the Application form and Roster to the National Office. Ensure that memberships are in good standing for all student members and Advisor of the student chapter.

X. State Elections

The requirements for state elections vary from state to state. State Presidents should consult their by-laws for specific requirements. Below are the recommended election guidelines.

- Even numbered years are election years.
- Autumn before election year: State President and Board appoint a nominating committee. (Committee should represent mixed geography and professional bent - Chair is not a state board member.) A Past Chapter President may serve as a Chair of the nominating committee.
- November before election year: Nominating committee meets to propose two candidates for each office: President-elect and Secretary. (Current President-elect will automatically move to presidency, current President becomes Past President). Treasurers and Editors are appointed and may be combined with other officers, i.e., Secretary/Treasurer. There must be two candidates for each office in order for the election to be valid. Other officers may be elected or appointed according to state constitution and bylaws.
- January of election year: State chapters request mailing labels of voting members from the National Office. Please note that student members, institutional members and subscriptions (schools/libraries) are not eligible to vote in either national or state elections.
- Late January or early February: Ballots are mailed with return envelope (addressed to Chair of nominating committee).
- Ballots are counted at deadline.
- Nominating committee Chair reports results to State President.
- State President informs candidates of results (by phone) and announces new officers in a newsletter or on the state website.

- The current state president reports names/contact information of the new officers on the Spring State report and via email to the National Office.
- New officers' terms begin on May 15th.
- July rebate checks will be withheld from states not completing their elections and/or the Spring Report.

XI. Leadership

Some thoughts:

- Always open and read your mail and email!
- Attend national events. State treasury funds may be a good source to pay part of the expenses to send the state president to national events (must be approved by State Chapter Board).
- Delegate but only delegate things that are clear, fair and manageable.
- Get good secretarial help whenever possible.
- Make a calendar of deadlines and distribute it to all Board members.
- Keep information flowing. Be available, consult, listen, and stay in touch with the National Office.
- Call your state MEA president and offer to work with him/her on the state convention.
- Remember: the buck stops here, decisions cannot please all, inaction is a decision.
- Respond to email ASAP.
- Treat employees at the National Office with respect. With more than 11,000 members to serve, they need a fair amount of time to prepare your requests.
- ENJOY! That's most important.

XII. Building Membership

- Make present members proud. Do not lose what you have!
- Emphasize ASTA's benefits to ALL teachers.
- Put members in the "spotlight" in newsletters and at conventions.
- Develop a poster with tear-off membership blanks
- Use "member-to-member" recruiting techniques. Each member finds a new member.
- Enlist aid from related organizations--state MEAs for example.
- Talk to people about ASTA wherever you go. Personal contact is an effective recruiting tool.
- Give away old ASTA journals and informational brochures at state conventions (available from the National Office).
- Plan activities that further professional development and build enthusiasm for string teaching.
- Membership brochures are available at the National Office -- take them to state conferences and ASTA activities.
- Make a "welcome" folder for new string teachers in the state.
- Provide mentors for new string teachers in the state.
- Tell potential members to check out the website.
- Leave membership brochures in local music stores.

XIII. Why Join ASTA?

- To meet great players, teachers, and conductors.
- To get great ideas from an award-winning journal.
- To renew visions, dreams and skills at cutting edge conferences.
- To renew drive and make old programs come alive.
- To rub shoulders with people you have wanted to meet.
- To get reduced rates on instrument insurance.

- So your students can compete in ASTA's Solo Competition, the Eclectic Strings Competition and audition for the National High School Honors Orchestra.
- So you can apply for grant funds for your special string and orchestra projects.
- So you get first hand access to publications on strings and orchestras.
- So you can add your "two cents worth" to the insight and energy leading your profession.
- To get new music reading folders for state conventions.
- To promote new compositions for school orchestras and strings.
- To learn about summer professional development opportunities.
- To bring your orchestra to the National Orchestra Festival.

XIV. Newsletters

State newsletters are vital links between the state's leadership and members. The newsletters do not need to be lengthy, but they should contain important information about state and national events. State presidents should appoint an editor and decide when to publish. Newsletters should be published at least twice a year --four times is better.

- Basics should include a President's Message, State and National Calendar of Events, introduction of Officers and new members, and information on State events, Solo Competition, National High School Honors Orchestra, Reading Folders of School Orchestra Music, Merle Isaac School Orchestra Composition Contest, Student Chapter Activities and State Awards.
- There is no need to model this after the *American String Teacher* journal by including articles about string and orchestra teaching. Your purpose is to communicate news about your state chapter. If your state is large, fine; but remember, it should be a newsletter, not a state journal.
- Design a simple shell with logo, officer names and contact address.
- Put an up to date ASTA membership application form in every issue – available from the National Office.
- Design a page layout.
- Give ads good positioning on the page-cultivate your advertisers. These ads should cut your costs considerably.
- Put a lead story on page one... the eye starts at the upper right corner... try not to continue to other pages... do not make it too long.
- PROOF READ! GET IT OUT! Don't sweat the small details of appearance. A newsletter on white photocopy paper is better than no newsletter at all!
- Check out bulk mailing rates in your state.
- Place a copy of your newsletter on your state website. You should also send a PDF version to the National Office to place on the national website.

XV. Communications

The *American String Teacher* is the official national journal sent to members quarterly. State chapter officers are encouraged to submit news of state chapter events for publication in the Association News section of AST. These news items should be written in a newspaper style -- who, what, when, and where (objective fact reporting rather than subjective reviews). Photos are encouraged. News items should be no longer than 500 words. These reports provide ideas for activities for other state chapters and demonstrate the strength of ASTA activities on the state and local levels.

Send material to the National Office by:

- ✓ **February issue --November 10**
- ✓ **May issue --February 10**

- ✓ **August issue --May 10**
- ✓ **November issue --August 10**

- The **State Officers' Newsletter** is a means for state officers to learn of important news in a timely way through e-mail. This newsletter is sent from the National Office to keep state officers up-to-date on important decisions, activities and programs. Make sure the National Office always has your current email address.
- Website: All events, forms, and grant applications are available on the web site at www.astaweb.com.
- ASTA publications are intended to provide information and professional resources unavailable to members anywhere else. ASTA publications are intended for use by the membership. They are available from the National Office.
- Publications are advertised in *AST*, official brochures and on our web site.
 - State chapters may wish to review publications in state newsletters.
 - ASTA publications make great gifts!
- Brochures (membership, publications, career opportunities, instrument insurance, conferences, advocacy materials) are available from the National Office.
- **ASTA eNews** is a free service and an official monthly publication of the American String Teachers Association. This e-newsletter is designed to give members quick updates on what's happening at ASTA and in string and orchestra music today. Chapters are encouraged to send news and announcements of events and accomplishments. Please send material by the end of the month for consideration in the following quarter's issue.

XVI. Awards

- State chapters are encouraged to give awards to their outstanding members, students, teachers, school administrators, orchestra directors, members of the music industry or to new programs.
- Publicize your awards! Recognition is a good thing!
- ASTA offers a variety of national awards to recognize outstanding contributions to the profession. Past winners are listed on the website and periodically in the journal.
- State chapter awards are given out annually at the National Conference. Complete information on requirements and deadlines can be found on the website.

XVII. National Meetings and Conferences

- In order to meet the professional development needs of the members, ASTA holds national conferences every year.
- The State Leadership Workshop is held every year. President-elects should make a special effort to attend to help with their transition to State President. The State Leadership Workshop is designed to help new officers and provide an opportunity for a sharing of ideas. It will be a pre-conference session at the national conference.
- State presidents should encourage qualified members in their states to submit proposals for sessions and performances at upcoming conferences. Check the website for deadlines and details.

XVIII. National Solo Competition

- The biennial competition is held in odd years.
- Administration is by the appointed national competition chair, a site chair, a steering committee, the Executive Director, and the National Executive Board.
- Each state chapter needs to have a Competition Chair appointed. His or her up-to-date contact information must be on file with the National Office. The State Chapter President becomes the default chair if no one is appointed.
- Guidelines are published when each competition is announced in the (even number year) winter issue of *AST*. ASTA members and their students are eligible to participate.

- All state chapters hold preliminary state level competitions. Names of successful competitors are then forwarded on to a semifinalist screening committee. States without competitions should forward applicants directly to the national competition chair.
- For more information on the guidelines, please visit www.astaweb.com.

XIX. National High School Honors Orchestra

The National High School Honors Orchestra is held during even numbered years. Administration is by the appointed NHSHO chair, a steering committee, the Executive Director, and the National Executive Board. In order for a student to be nominated to this honors group, the student's school orchestra director **must** be a member of ASTA. A student must participate in a school or youth orchestra to be eligible for the Orchestra. All applications go through state chapter NHSHO State Coordinator. Each state may submit a maximum of 30 applications for review at the national level. Regulations and audition requirements will be announced in the year prior to the event on the ASTA website.

Each state needs to appoint an NHSHO State Coordinator and file their contact information with the National Office

State presidents should make every attempt to make sure the state MEA orchestra representative passes the information on to interested band directors to recruit qualified wind and percussion students for the orchestra.

XX. ASTA's Eclectic Strings Festival

Eclectic: Choosing what is preferred from a variety of styles. This is a developing program so watch the ASTA website, e-news and American String Teacher journals for more details.

XXI. Reading Folders of School Orchestra Music

The ASTA New Music Reading Folders Service makes available String Orchestra folders for use at conferences, clinics, and any meeting of state chapter members who would like to hold a reading session. The folders contain music published within the previous year by members of the String Industry Council and are intended to provide an opportunity for orchestra directors to learn about newly published music in a hands-on reading session. (The folders are NOT for use by school orchestras.) The String Orchestra set consists of: 5 first violin folders, 5 second violin folders, 3 viola, 3 cello and 3 bass folders, a conductor's folder, and piano/harp or additional percussion parts. The service is free, although the state chapter using the folders must agree to pay the postage for sending the boxes to the next site (ranges from \$50 to \$150 depending on where they are being sent and how quickly they need to arrive). For more information, please visit the website or contact your regional coordinator.

XXII. The National Orchestra Festival

The National Orchestra Festival (NOF) is an annual festival held in conjunction with the ASTA National Conference. The NOF brings together orchestras from around the country to a single location. These orchestras are selected to participate in the festival based on their applications and supporting materials. The festival encompasses Youth Orchestras, Middle School Orchestras and High School Orchestras in their choice of Competition, Rating and/or Comments categories. All festival groups receive feedback from adjudicators and each group receives an educational clinic directly after its performance from one of two clinicians. Each student will also take part in an elective master class of his/her choice. Past elective classes have included violin, viola, cello, bass, jazz, fiddle and orchestral wind. Competitive groups perform for placement within their own division: Youth Orchestra, Middle School or High School. One orchestra will be selected from all

competitive groups to be the Grand Champion and will perform a winner's concert on the last day of the National Conference for conference attendees. Materials are available for 2011.

XXIII. Merle J. Isaac Composition Contest

The purpose of ASTA's Merle J. Isaac Composition contest is to encourage the composition, publication, and performance of music of quality for the benefit of school orchestra programs.

- This year, ASTA accepted compositions in junior and senior divisions. The winners are as follows:
- **Junior Division:** Zac Lavendar of Alpharetta, Georgia, for *Monadnoc*
- **Senior Division:** Roger Zare of Sarasota, Florida, for *A Midsummer's Daydream*
- The **junior division** is open to student composers through the age of 18. Students are invited to submit an original, unpublished composition that is suitable for **string orchestra** at the elementary or middle/ junior high school level.
- The **senior division** is open to composers aged 19 and above. Composers are invited to submit an original, unpublished composition that is suitable for a **string or full orchestra** at the elementary, middle/junior high school or high school level. The selection process: in the Preliminary Round, all entries are screened (score analysis) by a panel of three judges. Compositions selected for the Final Round are rehearsed and performed by a school orchestra for a panel of five judges.
- For complete guidelines and application go to www.astaweb.com under competitions.

XXIV. The ASTACAP Program

The program that has been so successful in several ASTA state chapters has recently been adopted as a national program. The ASTACAP program seeks to establish definite goals and awards for students of all levels through noncompetitive examinations. Students are judged on technical and musical preparedness at specific levels (Foundation - Level 10) by an examiner of musical and pedagogical stature. A certificate of achievement is awarded for each level successfully completed.

Benefits to teachers and students include, but are not limited to:

- Uniformity of expectations between states
- Continual feedback through an examiner's comments on student progress
- Documentation of achievements that can be used when applying to youth orchestras, summer music camps and college admission
- Professionally designed and printed certificates for students
- Access to a marketing brochure about the program to use for recruitment
- Use of a specially designed logo

XXV. Summer Workshop Assistance

- Summer Workshops (with national appeal) are separate from Special Projects (with more local/regional appeal). Accepted Summer Conferences receive assistance and promotion from the National Office.
- Accepted proposals receive (for a registration fee) the right to use the ASTA name, membership mailing labels, pro-rated advertising and a listing in the general calendar of summer conferences in the February and May issues of the AST.
- Application is through the National Office and the deadline is December 2 for the February issue and February 4 for the May issue of each year for inclusion in the February and May issues.
- Detailed guidelines and application forms are available from the National Office and on www.astaweb.com.
- This represents ASTA's support of these workshops and does not constitute an endorsement.

XXVI. ASTA Website www.astaweb.com

The national ASTA website has recently been redesigned and offers a great deal of information. Keep informed by accessing the website, which includes news (such as the Solo Competition results and updates on conferences), information and connections with web sites of related interest (state chapter sites, school music advocacy sites, etc.). All forms and grant applications are available online. State Presidents should make sure their information is current on their state chapter page. Current and potential members are often directed to these state pages to get contact information.

A sample of what's available on the website:

- Current job listings
- Searchable directories of private studio teachers
- State chapter information and links
- Resources for State Officers such as the ASTA Logo and rental of mailing labels
- Conference and workshop information
- Programs and competitions guidelines
- The ASTA Bookstore with a wide range of string publications
- Membership benefits
- Listing of National Board and National Office staff with contact information
- Information on the *National Foundation to Promote String Teaching and Playing*
- Renew your membership and update your information online
- Recent news in the string and orchestra world

Please see Appendix A for a Quick Reference Guide to www.astaweb.com.

XXVII. Grants

ASTA offers a number of grant opportunities for state chapters and members.

A. Special Projects Grants

The grants are intended for innovative projects or as seed money for new programs, not as funds for continuing programs. However, a state may apply for partial funding for the continuation of the project in the second year.

Activities planned must fall between July 1 of the year the grant is awarded and June 30 of the following year.

- Grants of up to \$850 are available from this fund. The total amount available is determined annually by National Executive Board budget decisions. The President appoints the Special Projects Grants review committee, which is comprised of current national board members and past state presidents.
- Get a concept...read guidelines...fill out application...send in by June 1 for the next fiscal year's project.
- Examples and past project descriptions are available on the ASTA website and are often written about in *AST*.
- All applications must go through the state chapter president who must sign the application.
- Each state chapter may submit multiple grant requests but only one project per year per state can be funded.
- Notification of award winners comes from the ASTA national office in July.
- Winners must complete a report for the National Office (once the project is completed) to be eligible for future grant consideration.
- State chapters are required to contribute financially to the project and must submit a standardized state treasurer's report as part of the application process.

B. String Industry Council Programs

Several industry members offer a number of instrument outreach opportunities from their companies to give away bows or instruments to students with economic need. These opportunities are listed on the website with deadlines and requirements.

Examples of Council programs include:

- **CodaBows for America Community Outreach Program**
CodaBow International, Ltd., donates approximately \$5,000 worth of full size CodaBows annually to deserving schools and studios. Violin, viola, and cello bows can be awarded. Applications will be accepted from ASTA members in good standing on behalf of schools or studios that outline the particular worthiness, promise, and need of their program. Applications are due March 31.
- **Potter's Violin Instrument Awards**
Dalton Potter, owner of Potter's Violins in Bethesda, Maryland, donates six Rudolf Doetsch instruments annually to students in need. Three instruments—violins, violas, or cellos of any size—are awarded each round. Application deadlines are April 1 and October 1 each year. Applications are accepted on behalf of students (elementary up to high school), from ASTA members who outline the particular worthiness and promise of a student.

XXVIII. Insurance

It is important to ensure that appropriate liability insurance is taken out for all state events. The National Office has taken out a \$1 million general liability policy for the state chapters that choose to opt-in. For questions regarding this general liability policy and to request a certificate of liability insurance, please contact:

Maureen Martin, AAI, Account Manager
Merz-Huber Co.
630 Fairview Road
Swarthmore, PA 19081
(610) 544-2323
(610) 544-8286 fax
commercial@merzhuber.com

Since insurance policies and issues vary greatly among states and events, please understand that the National Office is unable to advise state chapters on specific insurance issues. State chapters **MUST** contact Maureen Martin at the above contact information. **Please allow 7-10 business days when requesting a certificate of liability insurance.** When requesting a certificate of liability insurance, be prepared to provide the following information: name of event, date(s) of event, venue name and address, contact name, address and email address, and a summary of activities.

Appendix A: ASTA Website Quick Reference
www.astaweb.com

Membership

Membership Benefits	Student Chapter Award Form
Membership Categories and Rates	Searchable Directories
String Industry Council Information	Studio Teacher Search
Institutional Member Information	String Industry Council Search
Institutional Directory	AST Journal Current Issue
Summer Camp Listings	Publications
State Chapter Information	ASTA Bookstore
Student Chapter Information	National Awards
Student Chapter Directories	Discussion Groups
Student Chapter Handbook	Pay ASTA Dues
Newsletters	Join ASTA Online
Application and Renewal Forms	

Conferences

National Conference	Exhibitor and Exhibit Hall
Register Online	Information and Floor plan
Travel Accommodations	Silent Auction Information
Deadlines	Professional Development
Schedule and Information on	College Credit, STEP Program
Sessions, Master Classes and	Future Events
Speakers	Summer Camps and Workshops
Performances	

Competitions

National Orchestra Festival	Potters Violin Outreach Program
National High School Honors Orchestra	CodaBows for America Community
Alternative Styles Awards	Outreach Program
National Solo Competition	Merle J. Isaac Composition Contest

Member Resources

Insurance Programs	Treasurer's Report
Instrument Insurance	Resources for Newsletter Editors
Group Insurance Discounts	Resources for Webmasters
State Services	Training
Awards	Alternative Styles DVD
New Music Reading Folders	Certificate Program for Strings
Label Orders	Board of Directors Meeting Minutes
Membership Application Form	

Advocacy

Advocacy Resource Center
Advocacy Plans
Why Strings Brochure
Press Room
Press Releases

Board of Directors Bios
Awards and Citations
National Summit Document
Advocating for Strings DVD

Careers

Job Openings

Post an Available Job

Community Initiatives

Discovering Strings and Orchestra
Children's Coloring Activity Book
Increasing Access to Strings Program

Instrument Outreach
Recruitment Posters

Appendix B: Membership Recruitment Letters from State Presidents

SAMPLE DIRECT MAIL LETTER TO RECRUIT NEW MEMBERS

Dear<name or> String Enthusiast:

It is a pleasure to write to you as a fellow teacher, player and music lover. As a member of the American String Teachers Association, I wanted to let you know of the wonderful events happening in our state chapter and to invite you to join us as a member of ASTA.

Why ASTA? String and orchestra teachers and players have found ASTA an essential resource for developing and refining their skills. We offer conferences, master classes, clinics, competitions and numerous other opportunities in which you and your students can participate, learn and network with your colleagues in the string and orchestra community.

One resource you will find indispensable is our state chapter newsletter, <name>. It will keep you current on local events. (**Info here on symposia, clinics, master classes, competitions, chapter meetings, state web-site, etc.**)

As you can see, your ASTA dues really work for you! Moreover, 20% of your membership dues are applied directly to our chapter in order to help programs develop and thrive in our state. Not only is our chapter packed with activities and benefits, ASTA's national programs will provide you with resources and opportunities to learn and grow. Some of the great benefits are:

- **American String Teacher** –ASTA's quarterly journal is the key professional resource for orchestra and string teachers, and players. Each issue brings you up-to-date, valuable information you can put to immediate use in teaching and playing. News-filled columns and timely reviews keep you abreast of the latest educational materials and events.
- **Instrument insurance** at discounted rates through Merz-Huber.
- **National conferences** - Network with colleagues, learn and recharge at national events. Past conferences have explored innovations in string teaching, improvisation and creativity in strings, as well as master classes and clinics.
- **Publications** -Discounts on resources such as the newly reprinted *Basic Principles of Violin Playing w/ String Syllabus* by Paul Rolland.
- **Performance opportunities for your students** -In order to help prepare the best and brightest young string and orchestra players, ASTA sponsors the biennial National High School Honors Orchestra, the National Orchestra Festival, the Alternative Styles Competition and the National Solo Competition.
- **ASTA on-line** - www.astaweb.com, will provide you with timely information about our member benefits, competitions, chapter events, teaching jobs, and resources.
- **Advocacy and outreach resources** -The brochure "Why Strings?" is available for members' use in student recruitment and community outreach.

ASTA provides these and many more services to its members. The enclosed brochure has all the details. Please take a moment to read it, fill out the membership application, and return it in the enclosed envelope. If you have any questions, please give me a call at (###) ###-####. I look forward to having you as a member of the <state> chapter of ASTA!

Sincerely,
<State Chapter President>
President, <State> Chapter of ASTA

SAMPLE LETTER FOR LAPSED MEMBERS

<DATE>

Membership Number: <Member ID>

(OR ATTACH LAPSED MEMBER MAILING LABEL FROM NATIONAL OFFICE)

<NAME>

<ADDRESS>

<CITY>, <STATE> <ZIP>

Dear <NAME>:

Our records indicate that your ASTA membership has expired. If you believe this is in error, please let us know by contacting the ASTA National Office at the telephone number listed below. If you haven't yet renewed, please take this opportunity to reactivate your membership.

By renewing your membership today, you will once again receive ASTA's great member benefits and services. One resource you will find indispensable is our state chapter newsletter, <name>. It will keep you current on local events such as (Info here on symposia, clinics, master classes, competitions, chapter meetings, state web-site, etc). Moreover, 20% of your membership dues are applied directly to our chapter in order to help programs develop and thrive in our state.

Here are just a few of the great benefits and services you are currently missing:

- Our quarterly journal, **American String Teacher** providing you with up-to-date, valuable information you can put to immediate use in teaching and playing.
- **Instrument insurance**, through Merz-Huber. Your ASTA membership must be active to retain your lower rates.
- The opportunity to honor your students through the **National High School Honors Orchestra, the National Orchestra Festival** and **National Solo Competition**.
- **Discounts on publications** such as the newly reprinted *Basic Principles of Violin Playing w/ String Syllabus* by Paul Rolland.
- Create a string camp or project in your community with the assistance of **an ASTA grant**. There are a variety of grants to support all types of programs. Check www.astaweb.com for details.

As you can see, your ASTA dues really work for you! But, you need to be a member to take advantage of these wonderful opportunities. To renew - call (703) 279-2113 extension 14 to charge your dues by MasterCard/VISA/American Express. Or return this letter with your dues payment to the National Office at 4155 Chain Bridge Road, Fairfax, VA 22030 or renew online at www.astaweb.com. Membership rates are \$99 Professional, \$70 Senior (62 or over) and \$35 (online access of the AST journal)/\$50 (receive printed AST journal) Student (full-time student with proof of student status). Please be sure to include your ASTA membership number on all correspondence. I have listed it for you at the top of this letter.

Thank you for your time, I look forward to your continued membership in ASTA!

Sincerely

<President Name>

President, <State> Chapter ASTA