

# Applying to Become an Adjudicator for MSBOA Marching Band Festivals

## Information

The Michigan School Band and Orchestra Association seeks highly qualified music educators to serve as adjudicators for our festivals. Evaluation of our students and ensembles holds a very high position of importance in the mission of the MSBOA. We therefore consider the qualifications of each candidate very carefully. Candidates must have a minimum of five (5) successful years (ten (10) years preferred) teaching instrumental music and must have demonstrated a high level of achievement in his/her programs.

## The Process

The Marching Band Adjudicator Workshop will take place in October, before the first MSBOA Executive Board Meeting. Thus, candidates must take the workshop without MSBOA Executive Board approval – with the understanding that their application may not be approved by the Board and they would not be placed on the Adjudicator List.

Persons interested in becoming an adjudicator for any of MSBOA's festivals must first apply to the Association using the Application found at the end of this document. This application is reviewed by the District Executive Board that has jurisdiction over the applicant's home. Each District renders a decision, either approving or not approving the candidate. Those recommendations are submitted to the full MSBOA Executive Board for a final decision. The full Executive Board will decide on each candidate individually and may or may not agree with the District's decision. This meeting takes place at the MSBOA Fall Executive Board Meeting held the first full weekend in November.

Candidates that are approved must then attend the Adjudicator Workshop held on the second Saturday in December. After successfully completing the full one day workshop, the adjudicator is placed on the MSBOA Probationary Adjudicator list. Each candidate must then successfully adjudicate at least four (4) festivals in two (2) different MSBOA Districts to be placed on the Permanent Adjudicator list. The candidate will be given forms to record each festival at which he/she adjudicated. It is the responsibility of the candidate to keep the forms until the required number is attained and then submit all of them at one time with the annual Adjudicator Update form.

## Timeline

- **October 1, 2015** – Deadline for the submission of applications to the State Office. Be sure to have two (2) signatures of support and include the required paragraph with your submission.
- **October** – Applications submitted to each District for evaluation
- **Saturday October 10, 2015** – Marching Band Adjudicator Workshop. Grandville HS. \$35 registration fee paid at registration. Exact schedule and information will be available at a later date.
- **November 19, 2015** – The Full Executive Board will hear the recommendations of the Districts on each candidate.
- **The week of November 23, 2015** – Candidates notified of their status (accepted/not accepted).

**For additional information, please contact:**

**Greg Normandin Vice President for Adjudication**  
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(248) 596-3822

**Paul Lichau Executive Director**  
plichau@msboa.org  
(517) 347-7321

**Michigan School Band and Orchestra Association**  
**Application to attend the Marching Band Festival Adjudication Workshop**  
**Saturday October 10, 2015 Location: Grandville HS**

\*\*\*\*\* **APPLICATION DEADLINE: OCTOBER 1, 2015** \*\*\*\*\*

▶ **NOTE: For this workshop, the candidate will be allowed to attend the workshop PRIOR to being approved by the State Executive Board. IT IS POSSIBLE THAT A CANDIDATE MAY ATTEND THE MARCHING BAND ADJUDICATOR WORKSHOP AND NOT BE APPROVED AT THE NOVEMBER MEETING.**

**The Process:** Each applicant must complete this application including the listing of two references and a brief statement about their beliefs concerning the aims and goals of the festival. This application will be reviewed by the District Executive Board and a recommendation will be made to the full MSBOA State Executive Board for a final decision in November. The results of the status of the application will be sent to each applicant following the meeting. Approved candidates must attend the workshop in its entirety to be placed on the Probationary List.

➔ **NOTE:** Each applicant must include a brief paragraph on their beliefs about the aims and goals of festivals and have this application signed by two colleagues.

**Print name:** \_\_\_\_\_ **MSBOA District in which you reside?** \_\_\_\_\_  
**Home address** \_\_\_\_\_ **email** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **Home phone (\_\_\_\_)** \_\_\_\_\_  
**Present position** \_\_\_\_\_  
**School address** \_\_\_\_\_ **Work phone (\_\_\_\_)** \_\_\_\_\_ **ext.** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **FAX (\_\_\_\_)** \_\_\_\_\_

List the college(s)/universities that you have attended and degree(s):

INSTITUTION(S)	DATES ATTENDED	DEGREE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list your teaching experience (all types.) A minimum of 5 years total after a college degree is required, 10 years preferred.

Institution	Dates	Music area(s) and grades taught
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any previous marching band adjudicating experience that you have had (where, what & when):  
 \_\_\_\_\_

What experience have you had in preparing students for marching band festival?  
 \_\_\_\_\_

List up to five specific instruments (**not instrument families** ie: woodwinds or strings.)  
 List only those instruments that you feel qualified to critique and are prepared to adjudicate.  
 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

**REFERENCES:** Please have two colleagues/peers sign below in support of this application.

Print name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Signature \_\_\_\_\_  
 Print name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Signature \_\_\_\_\_

I understand that I must attend a full-day workshop and that I may not be approved at the November MSBOA Board Meeting.  
**SIGNATURE OF APPLICANT** \_\_\_\_\_ **Date** \_\_\_\_\_