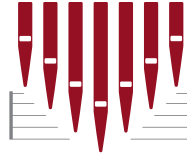


American Guild of Organists
PIPE ORGAN ENCOUNTERS



AGO Pipe Organ Encounter Handbook

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American Guild of Organists
PIPE ORGAN ENCOUNTERS

Prepared by the Committee on Pipe Organ Encounters, March 25, 2025
Approved by AGO National Council, April 23, 2025

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Pipe Organ Encounters is an educational outreach program of the American Guild of Organists. Major funding for Pipe Organ Encounters is provided by the Associated Pipe Organ Builders of America. Additional support is provided by the American Institute of Organbuilders, the Jordan Organ Endowment, and the National Endowment for the Arts. Permanently endowed AGO scholarships are provided by the New Organist Fund.

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Introduction

1.1 Welcome

Welcome to the world of Pipe Organ Encounters, the most successful outreach program sponsored by the American Guild of Organists! Your POE will offer teenagers or adults a rewarding chance to learn more about organ playing and building, to visit the outstanding instruments in your area, and to meet and interact with peers who share an interest in the King of Instruments.

The AGO National Council formed the Task Force on the New Organist in the 1980s to address how the Guild could best serve youth and spark a greater interest in the organ and its music. One outcome of this task force was the institution of the Pipe Organ Encounter (POE). The POE program was launched in 1988; since then, more than one hundred AGO chapters throughout the country have held successful POEs. The program has evolved and grown continuously since its inception to include POEs accommodating adults, advanced young organists, and budding organ builders. The original task force still exists today in the form of the Committee on Pipe Organ Encounters* (CoPOE), which oversees and coordinates all matters related to the Pipe Organ Encounter program. These programs have benefited well over three thousand participants and continue to thrive among youth and adults.

This POE Handbook is a guide for local AGO chapters, explaining:

- how to apply for, plan, and host a POE.
- the guidelines and policies of the AGO, in accordance with national and state laws.

If you take the time to read the handbook thoroughly and observe the regulations and suggestions presented within, your POE is sure to be a great success. If there is any matter that is not addressed in this Handbook or if you or any member of your POE Committee has a question, please do not hesitate to contact any member of CoPOE. For more information, including the application to host a POE, please visit the [Document Center](#) and [POE](#) sections of the AGO's website. Thank you for bringing the organ to yet another generation of new organists!

** The official charge of the committee reads: "The purpose of the Committee on Pipe Organ Encounters is to introduce non-organists to the organ and to further motivate and develop new organists. The committee is charged with the development and administration of all forms of Pipe Organ Encounters: POE, POE-Advanced, POE-Technical, and POE-Plus. It coordinates with the Committee on the New Organist (CONO), the Committee on Continuing Professional Education (CCPE), and other AGO entities as needed in the successful planning and execution of these events."*

1.2 Descriptions of Pipe Organ Encounter Programs

1.2.1 Pipe Organ Encounter (POE)

The Pipe Organ Encounter:

- A 4- to 5-day event organized by a local AGO chapter under the sponsorship of the national organization. It introduces participants to the world of the pipe organ.
- For participants ages 13-18 who are interested in the pipe organ and have piano or organ proficiency ranging from intermediate to advanced levels.
- Participants are accepted on a first-come, first-served basis, regardless of attendance at prior POEs, and regardless of state or country of residence, as long as they meet the eligibility guidelines above.
- Provides an opportunity for participants to have individual and group instruction in the basic rudiments of organ technique and service playing.
- Provides a general overview of organ literature, history, pipe organ construction and design, improvisation, and other related topics.
- Most of all, this program provides a unique opportunity for participants to meet and interact with peers who have similar interests.

1.2.2 Pipe Organ Encounter Advanced (POEA)

The Pipe Organ Encounter Advanced:

- A 4- to 5-day event organized by a local AGO chapter under the sponsorship of the national organization. It provides a more advanced level of pipe organ instruction and a more intensive course of study than the traditional POE.
- For participants ages 13-18 who play the organ at an advanced level. They must submit an audition recording and other supporting materials in order to apply to the POEA. See [Slideroom](#) (the software used for POE participant applications) to confirm eligibility, evaluate applications, and determine acceptance.
- Provides an opportunity for participants to have individual instruction in organ technique and performance with an artist faculty.
- Provides intermediate to advanced classes in areas such as:
 - ▶ Organ Literature
 - ▶ History
 - ▶ Pipe Organ Construction and Design
 - ▶ Music Theory
 - ▶ Improvisation
 - ▶ Conducting
 - ▶ Service Playing
- Most of all, this program provides a unique opportunity for participants to meet and interact with peers who have similar interests.



1.2.3 Pipe Organ Encounter Technical (POETech)

The Pipe Organ Encounter Technical:

- A 4- to 5-day event hosted by a local AGO chapter and a local organ builder, under the sponsorship of the AGO national organization
- For participants ages 18+ (high school graduate or older). No prior experience is needed.
- A program designed for participants who are interested in learning the art and craft of pipe organ building, including expertise in:
 - ▶ Woodworking
 - ▶ Electrical skills
 - ▶ Construction
- Explores the history, design, construction, and maintenance of the pipe organ.
- Workshops will include:
 - ▶ Studying the work of various builders
 - ▶ Pipe Building
 - ▶ Voicing
 - ▶ Tonal Design
 - ▶ Visits to builders' shops
 - ▶ Opportunities to play and explore a variety of instruments
- Pipe Organ Concerts
- Most of all, this program provides a unique opportunity for participants to meet and interact with peers who have similar interests.



1.2.4 Pipe Organ Encounter Plus (POE+)

The Pipe Organ Encounter Plus:

- A 4- to 5-day event organized by a local AGO chapter under the sponsorship of the national organization.
- For participants ages 18+ (high school graduate or older) who want to play the organ (or currently play the organ) in a church or synagogue and are interested in improving their organ skills.
- Open to organists ranging from beginner to more experienced. POE+ encourages the participation of pianists who work in churches and want to learn the basics of organ playing.
- Participants are accepted to POE+s on a first-come, first-served basis, regardless of attendance at prior POEs, and regardless of state or country of residence, as long as they meet the eligibility guidelines above.
- Offers instruction for beginners in:
 - ▶ Basic Technique
 - ▶ Pedaling
 - ▶ Improvisation
 - ▶ Registration
- Offers instruction for more experienced participants in:
 - ▶ Hymn Playing
 - ▶ Sight-reading
 - ▶ Transposition
- Other Workshops will include:
 - ▶ Organ Literature
 - ▶ Organ History
 - ▶ Pipe Organ Construction and Design
- Provides an opportunity for participants to explore how the organ is used in worship.
- Most of all, this program provides a unique opportunity for participants to meet and interact with peers who have similar interests.



1.3 Applying to Host a POE Program

Remember that both large and small chapters have successfully hosted POEs in the past. Your resources will determine the maximum enrollment and your curricular offerings, but chapter size should not necessarily be a deterrent. Once you decide you are interested in hosting a POE, you will need to do the following:

- ❑ Determine which type of POE program you would like to host (see Section 1.2).
 - ❑ Carefully read the remainder of this Handbook, especially Personnel Section 2, which will give you information on what sorts of facilities, personnel, curricular activities, and financial resources are necessary for running your POE program.
 - ❑ Determine the length of the POE and set dates that permit the availability of key people and do not conflict with major AGO conferences and conventions. Consider dates of local school closings. Traditionally, the POE runs from Sunday afternoon to Friday afternoon.
- ❑ Once you have determined that your chapter has the resources to host a POE program, your chapter Dean and/or potential POE Director should complete the appropriate POE Host Chapter Application online following the approval of your Chapter Executive Committee. Complete the online application found in the Document Center of the AGO Website. The application submission will go to the Committee on Pipe Organ Encounters at National Headquarters
 - ❑ **Submit your POE Host Chapter Application by February 28th of the year preceding your POE.**
 - ❑ Notification will be given to your chapter by **May 1st** of the year the application was submitted. If your Site Proposal is approved, you will be given access to your POE's assigned Google folder at this time.
 - ❑ Chapters wishing to do consecutive POEs may apply to host the second POE by August 30th of the preceding year.



1.4 Suggested Timeline for Planning and Running a POE Event

**If the deadlines on this timeline aren't met, your application may be rescinded.*

JANUARY–FEBRUARY

(1+ years in advance of POE/POEA/POETech/POE+)

- February 28th:** Submit the online Site Proposal Application found in the [Document Center](#) of the AGO website. To complete the application, you will need to do the following:
 - Make contact with potential faculty members and get preliminary agreements.
 - With your chapter leadership, determine the amount your chapter will contribute to your POE.
 - Submit the names of your POE Committee to the CoPOE Director. The positions on this committee are outlined in [The POE Committee Section 2.1](#).
- Other Tasks for January/February:** Select dates. Consider school calendar dates for potential participants, especially for POEA and POETech events (suggested date range: late June to early August, avoiding national and regional AGO convention dates).

MARCH–APRIL

- April 1:** The CoPOE Committee will notify you about the status of your host application. If your application is approved, it means that the faculty and venues listed on your application have also been approved. You will receive a [POE Letter of Agreement to sign](#), and you will be given access to your POE's assigned Google folder.
- Other Tasks for March/April**
 - Reconfirm dates. Follow up with all venues, CoPOE, and AGO National to confirm the date of your POE.
 - Obtain contacts from AGO, MTNA, NPM, piano teacher associations, churches, denominational organizations, other associations, and organizations in your region that you wish to use to promote your event ("turnaround time" for organizations' mailing lists often takes longer than one would think it does).
 - Subscribe to an email marketing platform, such as ConstantContact or MailChimp. AGO

member email addresses can be provided by AGO Headquarters by region to POE host chapters. Strict procedures to avoid invasion of privacy must be followed, but this is a very cost-effective way to reach all the organists in your region to promote your POE event.

MAY–JUNE

- May 1**
 - Upload your signed [POE Letter of Agreement](#) to your POE's assigned Google folder.
 - Obtain a website address for your POE (either as a separate website or a page of your AGO Chapter's website).
- June 1:** Confirm the below information with the Director of CoPOE for posting on the AGO's National website:
 - Contact information for local POE Director and Committee Members.
 - Location (institution if that's the housing host)
 - Chapter name
 - Dates of POE
 - Main contact person (if someone other than the POE Director)
 - Postal address
 - Phone number(s)—max of two phone numbers
 - Email address
 - Website address of the POE
 - Registration Fee and Deadline
 - Names and email addresses of people who should have access to [Slideroom](#) (the software used for POE participant applications)

JULY–AUGUST

□ **Tasks for July/August**

- Make arrangements with housing site, meals, etc. Get everything signed and in writing (as fees may escalate).
- The Publicity Coordinator plans the postcard which will be due **September 15**. See the POE Postcard Template, which is available as a template in the [Document Center](#) on the AGO website.
- The POE Director and Treasurer should draw up a preliminary budget using the official [POE Budget Template](#) created by CoPOE and located in the [Document Center](#) on the AGO website. This budget is due **September 15**. Please read all the notes on the budget template.

SEPTEMBER

□ **September 15**

- Submit the preliminary budget to the director of CoPOE through your POE's assigned Google folder.
- Submit a draft of your POE's postcard to the CoPOE Director through your POE's assigned Google folder. It must be approved by the CoPOE committee before your POE starts to use it. Included in the postcard should be:
 - Dates
 - Type of POE and age range
 - Location Address
 - POE Director
 - POE Website
 - Registration Fee and Date

- **Other Tasks for September:** Continue your work on creating a website for your POE. This should be ready to "go live" on **October 15**.

OCTOBER–NOVEMBER

- **October 1:** CoPOE will contact you about the status of your draft postcard. They will either approve it or make suggestions for improvements.
- **October 15:** The AGO National Grant Application, which can be found in the [Document Center](#), opens. The funds will be available starting **November 1**.
- **November 1:** Send approved postcards, make your POE website "live," and start to promote your POE online using your website, email, social media, etc. ([See Recruiting Section 8.1](#)).

□ **Other Tasks for October/November**

- Request from AGO National Headquarters the regional membership email list(s) and the proper procedures for use, in order to promote your POE to potential attendees, other chapters, and financial supporters.
- Contact funding sources and submit applications where necessary.
- Prepare general funding letters for churches, other organizations, and individual donors who are not AGO members.
- Plan basic curriculum and schedule.
- As soon as faculty are approved by CoPOE, check in with all CoPOE-approved faculty/staff/volunteer about their housing preferences.

JANUARY–FEBRUARY

□ **January 15:** Send the [POE Venue Letter of Agreement](#)

(document found in your POE Google folder) to all approved churches or institutions for the use of instruments for lessons, recitals, classes, etc., with a due date of **February 1** for signatures.

- **February 1:** Due date for Venue Agreements. Follow-up as needed.

□ **February 15**

- Firm up all Venue Agreements made with site facilities, including ALL housing, meals, buildings, and rooms to be used. If athletic facilities are to be used, find out the rules, regulations, and procedures. Send copies of all the signed Venue Agreements to your local POE Director and all coordinators involved. The POE Director should upload these agreements to their POE's assigned Google folder.
- After receiving the signed Venue Agreements, apply for certificates of liability insurance for all venues and share them with all venues. (See Insurance section of the [Document Center](#))
- Submit a [POE Progress Report](#) on Publicity, Programming, and Staffing to CoPOE Director via your POE's assigned Google folder.

□ **Other Tasks for January/February**

- Make arrangements with the Transportation/Bus Company if applicable.
- Contact faculty to plan the POE's full curriculum.
- Secure dormitory and/or hotel chaperones (except POE+) early and obtain full commitments.
- Begin to review applications in [Slideroom](#) (the

software used for POE participant applications) as they are submitted and mark whether or not the application is approved. Send an email to the applicant to acknowledge acceptance (the welcome and information packet will be sent later).

MARCH–APRIL

- March 1:** Send all faculty/volunteer/chaperones the following forms to be completed, signed, and returned by the date indicated.
 - POE Faculty/Staff/Volunteer Letter of Agreement—Due March 15
 - POE Faculty/Staff/Volunteer Travel Information and Conduct Google Form—Due May 1
- March 15**
 - Due date for faculty/volunteer/chaperones to return completed and signed letter of agreement forms.
 - Follow-up as needed.
 - Be sure to return countersigned agreements to all individuals.
 - Submit a List of POE Faculty/Staff/Volunteers, including names and email addresses of all adults who will be involved with your POE in your assigned Google folder. Every adult involved, including drivers, will be sent information to complete a signed Disclosure Affidavit, National Background Check, and Virtus Training. Drivers will need an additional DMV report.
- April 1:** AGO HQ will send all faculty/volunteers/chaperones a form to collect information for processing the signed Disclosure Affidavit, National Background Check, and Virtus Training. Drivers will be sent information for the additional DMV report.
- April 30:** Have your schedule complete and upload it to your assigned Google folder. Make sure your chapter members are aware of the events open to the public and encourage attendance.
- Other Tasks for March/April**
 - Prepare the participant packet. The packet should include a Participant Welcome Letter, POE Participant Travel Information and Conduct Google Form, and POE Participant Medical Information and Release Form (POE/POEA) or POE Participant Assumption of Risk and Release Form (POETech/POE+). This packet should be sent five weeks before your POE starts.
 - Seek various music distributors who would be

willing to donate “freebies” complimentary items for participant packets.

- Contact local media the editor of religion and/or the community page in the newspaper for coverage in advance and during the POE to promote attendance at public events/recitals.
- Continue email and social media publicity and promotion.

MAY–JUNE

(OR 4–6 Weeks before your POE)

- May 1:** All POE Faculty/Staff/Volunteer Travel Information and Conduct Google Form are due. Follow up as needed.
- Six Weeks Before**
 - Assign participants to teachers.
 - Prepare a faculty packet that includes a Faculty Welcome Letter, information on teaching assignments, and participant contact information.
 - HQ will put the results of the signed Disclosure Affidavit, National Background Check, Virtus Training, and DMV reports in your assigned Google folder.
 - The POE Director should review the results to make sure that all pertinent people have completed their requirements. Confirm with the AGO’s Director of Education that everyone is accounted for. If someone is missing from the results, notify the Director of Education immediately.
- Five Weeks Before**
 - Send a faculty packet to each faculty member. Double-check your assigned Google folder and confirm the results of each faculty member’s background check and training before sending any information regarding the participants.
 - Send the participant packet to each participant with a due date of three weeks before the POE.
 - Finalize class assignments, group assignments, transportation assignments, chaperone assignments, and dorm assignments (or give clear instructions to dorm personnel who make assignments).
- Four Weeks Before**
 - Reconfirm all the information on the signed POE Venue Letter of Agreement with each venue being used.

2–3 WEEKS BEFORE

- Three Weeks Before**
 - Have all arrangements rechecked and verified by responsible personnel.
 - Confirm that all participant forms have been completed and returned. Follow up as needed.
 - Upload a final **List of POE Participants** to your assigned Google folder.
 - The POE Director should converse with the parents and/or participants about any medical conditions revealed on the completed **POE Participant Medical Information and Release Form (POE/POEA)** or **POE Participant Assumption of Risk and Release Form (POETech/POE+)**.
 - Make name tags for faculty, participants, and staff, including the 24-hour phone number for their emergency contact. Everyone involved with the POE should wear their name tag lanyards at all times.
- Two Weeks Before**
 - Send participants and faculty the final schedule, map, and directions.
 - Create and print programs, rosters, biographies, etc.
 - Make copies of all **POE Participant Medical Information and Release Form (POE/POEA)** or **POE Participant Assumption of Risk and Release Form (POETech/POE+)** and prepare binders.
 - A paper copy of the **POE Participant Medical Information and Release Form (POE/POEA)** or **POE Participant Assumption of Risk and Release Form (POETech/POE+)** must be distributed in a binder to each Faculty/Staff/Volunteer for the participants so that they are available to hand to emergency personnel in case of a medical emergency. Be sure to highlight any life-threatening medical conditions and be sure all adults working at the POE are aware of them. For example, if a participant with a serious allergy carries an Epi-pen, POE staff should know where the Epi-pen is kept, and how to use it. They also must be aware that when using an Epi-pen they must call 9-1-1 immediately after use.
 - Be sure that first aid kits are available at (or taken with the group to) all POE venues.
 - If using a bus or transportation company, check for possible road construction, alternate routes, etc.

1 WEEK BEFORE

- One Week Before**
 - Confirm that all action items above have been completed.
 - Confirm that all documents have been completed, signed, and returned by participants, staff, and venues. Follow-up as needed.
 - Prepare for participant and faculty orientation.
 - Complete the participant and faculty orientation packet which should include:
 - Name tag
 - Final schedule
 - Roster of participants and faculty
 - Teacher and group assignments
 - Chaperone assignments
 - Dorm chaperone names with room numbers (if possible) and cellphone numbers
 - Faculty biographies
 - Specifications for all organs that will be used
 - Map of the main campus area
 - Anything else you think is necessary
- Day Before Participant Arrival**
 - Walk through dorms and classrooms being used; check that all equipment is present and in working order, which includes locks, lights, and air-conditioning.

DAY ONE

- **Day One**
 - The POE Director, Secretary/Registrar, Services Coordinator, Medical Coordinator, and Dorm Chaperones should prepare to be at registration at least one hour early.
 - Check-in should ideally happen at the dorm (or other location) where the participants will be living for the week of the POE.
 - The Secretary/Registrar should be on hand to check participants in, give them name tags and other materials, and collect any information that is missing from the participant's file.

WEEK OF POE

- **Week of POE**
 - Reminder: All **POE Participant Medical Information and Release Form (POE/POEA)** or **POE Participant Assumption of Risk and Release Form (POETech/POE+)** are on-site and available at all times in paper form in binders given to faculty/staff/volunteers. In addition, a complete set of forms from all participants should be with the group at all times.
 - Set aside 15-20 minutes during the week and provide materials to do the following:
 - Participants should write thank-you notes.
 - Have participants write thank you notes to faculty, chaperones, etc.
 - Have each participant who received a POE scholarship write a letter to the appropriate fund/donor as indicated in the scholarship letter. Address the notes "Dear Mr. Thomashower" and mail them to AGO National Headquarters in c/o the Education Program Manager. **See Participant Scholarship Section 5.3.**
 - Each participant should complete the **POE Survey and AGO Membership Form** provided by National HQ.
 - In conjunction with the POE director, the Publicity Coordinator should identify a capable person who might be willing to capture images and video for each event throughout the week, including at least one good group photo. An iPhone or Android is perfectly suitable for use.
 - Photos for print publication (like TAO) need to be in their original full-size resolution (at least 300 dpi). **Examples of photos taken at the 2023 Wichita POE.**
 - In the case of video, short 30/60/90-second clips

are ideal, rather than "archival" or broadcast-style videos. Videos should start with the young organist in view and shouldn't require any fancy editing. Examples of video: **Video 1, Video 2, Video 3, Video 4.**

Post-POE/POEA/POETech/POE+

- **September 1**
 - Submit an article to The American Organist (TAO) about your POE with photos to **copoe@agohq.org.**
 - Submit the Final Financial Report and Final Summary Report to **copoe@agohq.org**
- **Other Tasks for July/August/September**
 - Send thank you notes to everyone involved.
 - Send donor thank you notes to AGO HQ in c/o Education Program Manager
 - Prepare and send checks to AGO HQ for AGO memberships for participants (POE, POEA, POETech only), etc. Invoices will be provided by AGO HQ.
 - The POE Director and Treasurer should complete the final financial report using your **POE Budget Template** located in your POE's assigned Google folder. This budget is due **September 1**. Please read all the notes on the budget template.

Examples of Documents in Assigned Google Folder

The below list has examples of the editable Word documents, Excel sheets, and Google forms that will be in your POE's assigned Google folder.

- [POE Letter of Agreement](#)
- [POE Venue Letter of Agreement](#)
- [POE Progress Report](#)
- [POE Faculty/Staff/Volunteer Letter of Agreement](#)
- [POE Faculty/Staff/Volunteer Travel Information and Conduct Google Form](#)
- [List of POE Faculty/Staff/Volunteers](#)
- [POE Participant Travel Information and Conduct Google Form](#)
- [POE Participant Medical Information and Release Form \(POE/POEA\)](#)
- [POE Participant Assumption of Risk and Release Form \(POETech/POE+\)](#)
- [List of POE Participants](#)
- [POE Survey and AGO Membership Google Form](#)
- [POE Grant Writing Resource](#)
- [POE Final Summary Report](#)





Personnel

2.1 The POE Committee

The amount of administrative effort required to plan and realize a successful POE will vary greatly depending on the range of activities planned (number of participants, hours of instruction, etc.). The Director should enlist assisting personnel as suggested in the list below. Responsibilities may be assigned somewhat flexibly; sometimes positions are combined and/or assigned to multiple people. Brief job descriptions follow this list. It is strongly recommended that each member of your POE Committee read the entire Handbook so that they understand the big picture. Each job description, however, points to later sections of the Handbook that are of most importance to each committee member.

List of POE Committee Positions:

- Director
- Facilities Coordinator
- Faculty Coordinator
- Funding Coordinator
- Publicity Coordinator
- Secretary/Registrar
- Services Coordinator
- Treasurer
- Medical Coordinator

2.1.1 Director

The Director oversees all aspects of the planning and execution of the POE. The POE Director, or a representative from their chapter, should attend a POE the summer prior to sponsorship. This is especially important for chapters having no members who previously have had experience with a POE. The Director should stay in close contact with the CoPOE Director and be careful to assign and delegate tasks appropriately to the committee and volunteers, allowing time for important considerations. Much overlap occurs between the responsibilities of coordinators. Communication skills and organization are a must.

Duties of the Director include:

- Schedule and oversee planning meetings.
- Make sure each committee member has and reviews the current POE Handbook.
- Act as liaison between the POE Committee and the Chapter Executive Committee.
- Recruit chapter members to assist as coordinators, develop a schedule of primary tasks for each coordinator, and monitor the completion of tasks during the planning and execution of the POE.

- Acquaint yourself with the procedure for participants to apply for scholarship assistance. [See Participant Scholarship Section 5.3.](#)
- Make contacts and presentations with local and national music organizations, individual churches, and other professional organizations about the POE ([see also Recruiting Section 8.1.](#))
- Review signed Disclosure Affidavit, National Background Check, Virtus Training, and DMV reports (for drivers only) for all personnel.
- DO NOT SHARE the information in the reports with anyone. These checks are for the POE Director's and CoPOE's eyes only.
- Work with the Treasurer, using the official [POE Budget Template](#) created by CoPOE and located in the [Document Center](#) on the AGO website. With this template, you will need to prepare an initial expense/income plan based on preliminary research and an operating budget for approval by the Chapter Executive Committee.
- Assist and supervise the POE Committee members as they work to fulfill their duties.
- For security purposes, the POE Director should upload copies of all agreements and relevant files to your POE's assigned Google folder. This should be done on a routine basis. These forms include:
 - ▶ [POE Venue Letter of Agreements](#)
 - ▶ [POE Progress Report](#)
 - ▶ [POE Faculty/Staff/Volunteer Letter of Agreements](#)
 - ▶ [List of POE Faculty/Staff/Volunteers](#)
 - ▶ [POE Participant Medical Information and Release Form \(POE/POEA\)](#)
 - ▶ [POE Participant Assumption of Risk and Release Form \(POETech/POE+\)](#)
 - ▶ [List of POE Participants](#)
- After the POE concludes, make sure all digital copies of all forms have been uploaded to your POE's assigned Google folder.
- All paper copies of forms with sensitive personal data should be shredded and all digital copies should be deleted from your personal devices.

2.1.2 Facilities Coordinator

The Facilities Coordinator is responsible for reserving the appropriate facilities for all activities and will act as liaison with personnel at the various facilities. The Facilities Coordinator should be familiar with [Curriculum Section 6](#) and in close communication with the Director about the curriculum. Further details about facilities can be found in the [Services Section 3.](#)

Useful Sections: [Curriculum Section 6](#) and [Services Section 3](#)

2.1.3 Faculty Coordinator

The Faculty Coordinator is responsible for securing a teaching faculty for the individual lessons and class teachers for the group sessions. The Faculty Coordinator will serve as a liaison with the faculty during the POE week. The Faculty Coordinator will need to be familiar with the following sections of the Handbook concerning [Curriculum Section 6](#) and [Faculty Section 2.2.1.](#) The Faculty Coordinator will need to work closely with the Facilities Coordinator.

Duties include:

- After considering the requirements for POE faculty members, compile a list of potential faculty. Once you compile this list, please submit it to CoPOE for review before contacting any of the proposed faculty. Do not contact any faculty until your application has been approved. Your CoPOE representative will then contact you with approval of the list or suggestions for revisions or changes.
- Keep a file with faculty contact information and correspondence for your information.
- Collect biographies for each faculty member for the POE packet.
- Obtain handouts for faculty presentations in advance to include in the POE participant packet.
- Encourage faculty to keep presentations and classes as interactive and "hands-on" as possible.
- Require teachers to contact their participants before the POE to show their interest and to discern the participant's level of ability.
- Communicate with faculty regarding class topics, teaching materials, and schedules.
- Acquire materials for faculty as required and obtain copyright permission as required.
- Communicate with the Services Coordinator about all faculty travel arrangements.

Useful Sections: [Curriculum Section 6](#) and [Faculty Section 2.2.1](#)

2.1.4 Funding Coordinator

The Funding Coordinator's responsibility is to raise money for the POE, through soliciting donations, obtaining funds from local and regional AGO chapters, and applying for grant money. Please review [Finance Section 4](#). An ideal Funding Coordinator will have experience writing grants and connections with potential donors in the local and regional community.

Useful Sections: [Finance Section 4](#)

2.1.5 Publicity Coordinator

The Publicity Coordinator is responsible for publicity before and after the POE. The ideal Publicity Coordinator will have experience in writing press releases and have established contacts with local media outlets as well as familiarity with potential Internet outlets.

- Develop the postcard which will be due **September 15**. See the POE Postcard Template, which is available as a template in the [Document Center](#) on the AGO website.
- Advertise through email and social media to local piano teachers, churches, schools, etc. Emails should also be sent to all AGO members in your region. Contact AGO National Headquarters for regional email lists.
- Raise community awareness by publicizing events that are open to the public (e.g., concerts and workshops).
- Appoint and oversee a webmaster.
- Appoint and oversee a photographer who will take photographs and video during the POE.
- In coordination with the POE Director, submit an article with photos to TAO after the conclusion of your POE.

Useful Sections: [Participants Section 5](#) and [Publicity Section 8](#)

2.1.6 Secretary/Registrar

The Secretary/Registrar will need to be especially familiar with the application and enrollment process, described in [Participants Section 5](#). Other duties of the Secretary/Registrar include:

- Take and distribute minutes of all meetings of the POE Committee.
- Coordinate application, payment, and scholarships with National HQ. Supervise the registration procedure on the first day of POE (see [Participant Orientation Section 5.4](#)).
- Maintain a Participant Information File. This file will include a record for each participant with all the information on the registration form. It will be useful to add the following data or forms:
- Review applications in [Slideroom](#) (the software used for POE participant applications) to confirm eligibility and acceptance.
- Notation of special requests
- Copies of letters to participant and parent(s)/guardian(s), if applicable
- Checklist for registration follow-up, e.g., acceptance of notification, etc.
- POE/POEA (minors): [POE Participant Medical Information and Release Form](#) signed and returned must be printed and kept on-site at all times. This form is available in your assigned Google folder for editing. Upload completed forms to your assigned Google folder.
- POE+/POETech (adults): [POE Participant Assumption of Risk and Release Form](#) signed and returned must be printed and kept on-site at all times. This form is available in your assigned Google folder for editing. Upload completed forms to your assigned Google folder.

Useful Sections: [Participants Section 5](#) and [Participant Orientation Section 5.4](#)



2.1.7 Services Coordinator

The Services Coordinator is in charge of arranging for housing, meals, transportation, and recreational activities for participants and any out-of-town faculty or staff. The Services Coordinator will also coordinate a staff of chaperones, drivers, and other volunteers. The Services Coordinator should form a committee of 2 or 3 volunteers to assist, and delegate some of the specific responsibilities. Services are crucial to almost every aspect of the POE, and the Services Coordinator will need to be familiar with most sections of this Handbook regarding planning the POE, but especially [Services Section 3](#), which specifically addresses Services. An ideal Services Coordinator will have organizational skills and experience coordinating activities for large groups. Duties of the Services Coordinator include:

- Prepare recommendations for housing, food services, and transportation for POE Director and POE Committee approval.
- Procure service agreements and/or contracts in consultation with the POE Director.
- Arrange transportation for all POE activities (see [Workshops Section 6.3](#), [Recitals Section 6.4](#), and [Recreational Activities Section 6.5](#)).
- Recruit responsible volunteer personnel to serve as overnight chaperones (ideally persons with no day duties), registration assistants, recreation assistants, bus captains, and special drivers (see [Venue Chaperones Section 2.2.2](#), [Dorm Chaperones Section 2.2.3](#), [Drivers Section 2.2.4](#), and [Volunteers Section 2.2.5](#)).
- Arrange transportation for participants and faculty arrival and departure (see [Transportation Section 3.3](#)). Distribute the [POE Faculty/Staff/Volunteer Travel Information and Conduct Google Form](#) and the [POE Participant Travel Information and Conduct Google Form](#). The forms will be available for distribution in your assigned Google folder.
- Approve final bills from service providers and give them to the POE Director and Treasurer.
- Maintain a file that includes the names and contact information for all sites pertaining to housing, meals, facilities, chaperones, and transportation.

Useful Sections: [Workshops Section 6.3](#), [Recitals Section 6.4](#), [Recreational Activities Section 6.5](#), [Venue Chaperones Section 2.2.2](#), [Dorm Chaperones Section 2.2.3](#), [Drivers Section 2.2.4](#), [Volunteers Section 2.2.5](#), and [Transportation Section 3.3](#).

2.1.8 Treasurer

The Treasurer will be responsible for preparing a preliminary budget using the official [POE Budget Template](#) created by CoPOE and located in the [Document Center](#) on the AGO website. The Treasurer will also be responsible for receiving and disbursing funds throughout the POE and preparing a final financial report following the POE. Refer to [Finance Section 4](#). An ideal Treasurer will have experience with budgets, a history of proven fiscal responsibility, and attention to detail, organization, and punctuality in responding to financial matters. Duties of the Treasurer include:

- Open a separate POE bank account, independent of the chapter's regular account.
- Maintain a file that will include the accounting record with supporting receipts, vouchers, bank statements, etc.
- Prepare a preliminary budget in conjugation with the POE Director.
- Maintain open communication with the POE Director and other members of the POE Committee, providing routine financial progress reports that compare the actual expenses/income with the budgeted expenses/income.
- Receive income, make all deposits, and write all checks related to the POE. Record these in a detailed chart of accounts.
- Prepare the final financial report after the POE concludes.

Useful Sections: [Finance Section 4](#)



2.1.9 Medical Coordinator

The Medical Coordinator will be responsible for overseeing the medical plan for the POE, ensuring the health and safety of all participants. This includes managing participant medical information, providing on-site medical support, and coordinating with emergency services. The coordinator will also create copies of all **POE Participant Medical Information and Release Form (POE/POEA)** or **POE Participant Assumption of Risk and Release Form (POETech/POE+)** which must be distributed in a binder to each Faculty/Staff/Volunteer for the participants so that they are available to hand to emergency personnel in case of a medical emergency. An ideal Medical Coordinator will have experience in basic first aid and emergency response, a history of responsible medical care, and attention to detail, organization, and punctuality in responding to medical matters. Duties of the Medical Coordinator include:

- Develop a medical plan, adhering to AGO guidelines and local safety regulations, in conjunction with the POE Director.
- Create and maintain a confidential and secure system for collecting and managing participant medical information (allergies, medications, pre-existing conditions, etc.).
- Prepare a detailed first-aid kit, ensuring all necessary medical supplies are available and organized.
- Establish and maintain contact with local emergency services and medical facilities, developing clear emergency protocols.
- Be present on-site during all POE activities, providing immediate first aid and basic medical care as needed.
- Manage and dispense participant medications according to collected instructions and prescriptions, maintaining accurate records.
- Assess and respond to medical emergencies, contacting emergency services promptly when necessary.
- Maintain a detailed record of all medical incidents and treatments, including participant information, administered care, and outcomes.
- Prepare a final medical report after the POE concludes, documenting all medical incidents, treatments, and recommendations for future events.



2.2 Faculty/Staff/Volunteers

Aside from the POE Committee, many other persons contribute to the implementation and success of a POE. These can be roughly divided into three groups, with much potential overlap:

- Faculty, who teach and/or perform
- Staff, who keep things running day to day
- Volunteers, who offer their services for select events

The Faculty Coordinator is generally in charge of recruiting and communicating with POE Faculty. The Services Coordinator is generally in charge of recruiting and communicating with POE Staff and Volunteers.

Before they can participate in the POE, all Faculty/Staff/Volunteers must complete a Disclosure Affidavit, National Background Check, Virtus Training, and DMV reports (for drivers only). They will also need to complete the following documents:

- **POE Faculty/Staff/Volunteer Letter of Agreement**
- **POE Faculty/Staff/Volunteer Travel Information and Conduct Google Form**

While Faculty/Staff/Volunteers are expected to donate their time and services, POEs may pay a stipend toward non-reimbursed expenses related to their work, such as photocopying, music score purchase, parking, etc. This applies to ALL who have supervisory contact with participants.

2.2.1 Faculty

Faculty should be selected and assigned, based on their strengths and interests, to fill the needs of the POE. The most crucial area is private instruction. Faculty must possess the experience and credentials necessary to offer a valuable learning experience for participants. These teachers may also teach in other curricular areas as well but use caution so that faculty members do not become overloaded. Guest recitalists may also be considered faculty, especially if they offer master classes or other presentations; other faculty may also be performers, either in worship services, solo recitals, or group faculty recitals.

It is expected that faculty and performers serve without compensation, but be included in a special appreciation where applicable. When engaging faculty under management, POE committees should be cautious of large expenditures, and solicit independent funding to cover any artist fees that may be incurred. Compensation for travel expenses, food, and housing for all out-of-town faculty should be provided by the host POE site.



Here are some guidelines for the Faculty Coordinator in choosing faculty:

- There must be one lesson teacher for every two participants, without exception.
- There must be a gender balance among faculty members. The AGO as a national organization prioritizes this for convention presentations; POEs should, as much as is practical, also work towards this. Each POE will have as its goal a gender balance in each category of person selected as participants in the program:
 - ▶ Performers (including conductors)
 - ▶ Composers whose works are presented in concert, worship, and workshops
 - ▶ Workshop presenters/panelists
- Engage former POE participants who are now attending college as workshop presenters or recitalists.
- POEs should, for the most part, feature artists, presenters, and composers from the host city or region.
- Furthermore, to provide role models for young people, the composers and musical styles presented in workshops, worship, and performances should reflect regional demographics of ethnicity, race, and denomination.
- Faculty should be assigned to teach lessons with the participants' backgrounds in mind.

Faculty duties include:

- Inform POE of travel arrangements.
- Show up at the required time on the POE schedule.
- Teach two participants daily.
- Give masterclasses, performances, and/or participate in group activities as requested.
- Attend all faculty related events and the final recital by participants.



2.2.2 Venue Chaperones (POE and POEA)

The Services Coordinator should engage local chapter members to be chaperones at venues where participants may be otherwise alone. Participants should never be left alone at any location. At some churches, the church office has a staff member nearby who is willing to be available in case the participant needs something, but they should be asked first before assuming that they will fulfill this duty. In large church complexes, the church staff person(s) may be so far away as to be an ineffective chaperone, so another chaperone should be engaged.

2.2.3 Dorm Chaperones (POE and POEA)

Live-in chaperones are vital to dorm arrangements. A ratio of 1 adult to every 8-10 participants is recommended. Secure their services early and be sure they are qualified, responsible, and understand the responsibilities of supervising minors, particularly teenagers. It is very helpful if at least some of the chaperones have experience working with groups of youth.

Faculty can be given the optional opportunity to chaperone. Consider college students over the age of 21 as possible chaperones. It is helpful to have 1-2 chaperones who are capable of “all-night” duty and don’t have “day” responsibilities.

Security is the primary responsibility of POE personnel regardless of whether college security is present or not. (College security is concerned with those coming into the dorm, not leaving.)

2.2.4 Drivers

When participants are not being transported by professional transportation services (e.g., chartered bus), a safe, prompt, reliable volunteer driver should be engaged. Many POEs rely on church and/or rental vans to transport multiple participants and faculty to event locations. Be sure that the driver is licensed to drive the vehicle being used and that appropriate insurance is in effect (see [Insurance Section 7.1](#)). Drivers will usually be needed to transport participants and faculty to workshops and lessons, as well as to pick up out-of-town participants and faculty at the airport and drop off at the end of the week. All volunteer drivers must provide a copy of their:

- A copy of their current driver’s license
- A copy of their automobile insurance
- A copy of their Department of Motor Vehicles Report

To obtain a DMV record across different states, you typically need to contact the motor vehicle department (DMV) of the state where the driver’s license was issued (which may not be your current state you are living in), whether online, by mail, or in person, and request a copy of your driver’s record.

2.2.5 Volunteers

The Services Coordinator should engage the volunteer services of any other personnel needed. Often these can be people helping with meals, coordinating potluck suppers, helping with program proofing and printing, helping to deliver materials to event locations, or other tasks. Many chapter members are willing to help with a specific task if they are not available to chaperone or drive for long periods of time. The volunteer support of your chapter members is essential to the success of your POE.



Services

3.1 Facilities

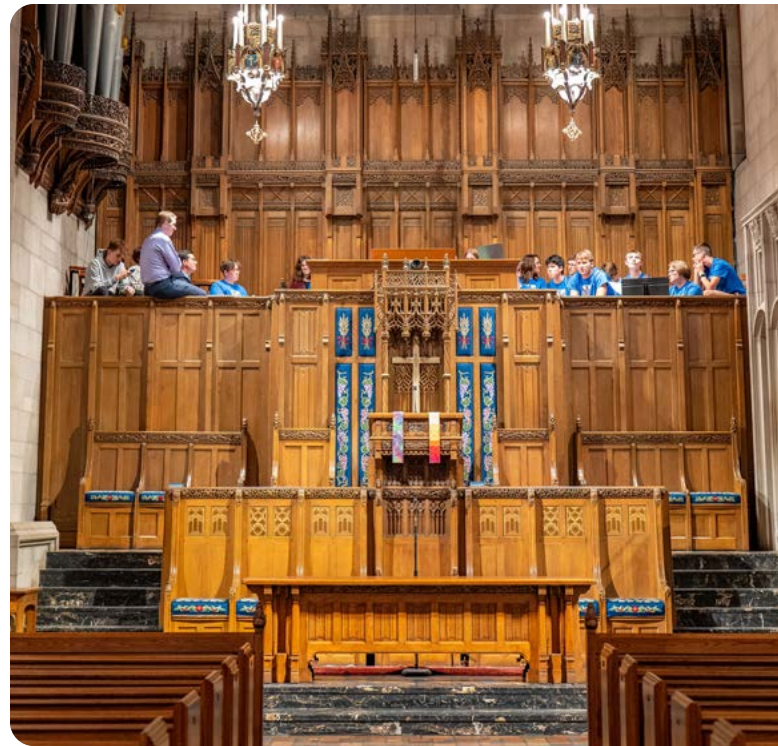
At any given time, each group of two participants should have access to at least one pipe organ and one teacher. For instance, a POE for 20 participants should have a minimum of 10 organs and 10 faculty members available. One or more electronic organs may be substituted if needed, but every participant should have some lessons and practice experience on a pipe organ. The majority of participants' practice time should be on organs. POEA sites must provide one pipe organ per participant for the practice purposes of each participant.

The following list of tasks is suggested for locating and securing facilities for teaching. The Facilities Coordinator, in consultation with the POE Director, and with full awareness of curricular requirements, should be largely responsible for the completion of these tasks.

- Prepare a preliminary list of pipe organs, their location, and local contact names. The choice of organs used at POEs should be appropriate for creative programming. Submit the list to the POE Director and POE Committee for approval.
- Work with the Services Coordinator to select organs in "clusters" – locations in close proximity – to facilitate the management of transportation. The teacher will have an easier time managing two participants at once if they can be assigned to two very nearby locations. A chaperone must always be present when a participant is practicing.
- Reservations for space at facilities housing instruments should be made as early as possible, perhaps nine to twelve months in advance. Many calendars are set a year in advance.
- Apply for certificates of liability insurance for all venues and share them with all venues. (See Insurance section of the [Document Center](#) and [Insurance Section 7.1](#))
- Send the [POE Venue Letter of Agreement](#) (document found in your POE Google folder) to all approved churches or institutions for the use of instruments for lessons, recitals, classes, etc., with a due date of **February 1** for signatures.
- Verify all reservations 1-3 weeks before the POE.
- Be sure that the church or institution is prepared to provide access to the building when needed (and for rehearsals where applicable). Organist, clergy, secretary, board members, and/or security personnel should be aware of church use during the week.
- Be sure that the Treasurer is aware of any facility usage charges.
- Request that the instrument(s) be in tune.
- Ensure that special instructions regarding entry and use of the organ are forwarded to the appropriate teacher.
- Be prepared for alternative facilities in case of a last-minute cancellation or problem during the week.
- Prepare thank-you letters to the institutions and churches (pastors) after the POE is completed.

- Compile an Organ Facilities Directory. This will include a record for each organ to be used during the POE. It should include:
 - ▶ The name of the church or institution
 - ▶ Contact's name
 - ▶ Address
 - ▶ Resident organist
 - ▶ Brief description of the organ
 - ▶ Written directions and a map from a central location (dorm/hotel)
- Compile specifications for all instruments for distribution to POE participants and faculty.

The Faculty Coordinator and the Facilities Coordinator should work together to assign teachers to locations for lessons and workshops during the week. In some POEs, the faculty members rotate through teaching locations throughout the week, so that participants get to experience lessons on different types of instruments. This is not required, and keeping the lessons at the same location each day has the merit of stability and predictability. It is the choice of the POE Committee.



3.2 Housing

Facilities should be carefully inspected beforehand to ensure acceptability with attention given to building security and safety. Reservations for housing or dormitory space at colleges should be obtained in writing 12-15 months in advance, if possible. The Services Coordinator should obtain information on cancellation penalties.

The use of central housing allows a number of advantages, including time savings related to participant transportation, fewer adults required to chaperone, availability of teaching facilities, proximity to recreational facilities, and the benefit of social interaction with one's peers.

Some housing alternatives:

- Many colleges have opened their facilities to summer conference groups.
- Hostels, hotels, and church retreat centers also may be considered.

Some other important considerations:

- Since POE+ and POE-Tech is working with adults, some POE+s have offered a choice between dorm and motel housing.
- For POE and POEA, participants 18 and over must be housed separately (not with minor participants).
- No POE, POE-A, POE+, or POE-Tech participant of any age, regardless of whether the participant is a minor or an adult, should be housed in someone's private home.

Find out whether dorm personnel or POE personnel are responsible for dorm assignments, dorm check-in, and other logistical decisions. If dorm personnel are responsible, give clear instructions to them, and check to make sure they follow through. Have a responsible POE representative at the dorm for check-in. Be sure dorm personnel are aware that POE (not POE+) participants are minors.

Chaperones may not be housed in the same room as participants. At least one chaperone should be housed on each floor where participants are housed but with their own room and their own bathroom, which are both separate from the participants.

Housing for all out-of-town faculty should be provided by the host POE site. Be sure that your faculty guest is comfortable with where they are staying, and that you are clear about all details regarding where they will be staying before they agree to come to teach.

Faculty who travel from out of town are often willing to stay in single dorm rooms (with a private bath if possible). Do not assume that a faculty member staying in a dorm will serve as a de facto chaperone. It is a lot to ask of a faculty member to teach all day and be available as a chaperone all night. Some people may be perfectly willing to do this, but you should be very clear about your expectations before the faculty person agrees to participate. They can also stay in a hotel or make their own arrangements. This can be at their own expense or they can receive reimbursement by the POE for an amount agreed upon in advance.

3.3 Transportation

Use public transportation, charter bus, or van services whenever possible. For longer trips, be sure that comfort is appropriately factored into the choice of vehicle. Since most POEs happen in summer, be extra sure that air conditioning is functional in the vehicles to be used during the week. It is recommended that private autos not be used, but if they must be used, ensure that reliable drivers are selected and that all vehicles are sufficiently equipped with airbags. All vehicles must have a seat belt available for every passenger. Seatbelts must be worn by everyone in the vehicle. Proof of insurance should be on file with the Services Coordinator.

Many participants and faculty will be traveling from out of town and will need to be picked up at airports, train stations, and bus stations. This information should be collected using the [POE Faculty/Staff/Volunteer Travel Information and Conduct Google Form](#) and the [POE Participant Travel Information and Conduct Google Form](#). Based on this information, a careful schedule should be created for pickup at the beginning of the week and drop-off at the end, with volunteer drivers arranged to help out.

To ensure participant safety, each POE should require written authorization or a phone call from the custodial parent/guardian before releasing a participant to a non-parent/guardian pick-up person, who must also be verified and have identification available.

3.4 Meals

A successful POE relies on providing participants with consistent and nutritious meals and snacks. It is imperative that the POE planning committee dedicates sufficient attention to meal planning and execution. Whether utilizing professional catering services or relying on volunteer meal preparation, ensure that the quantity and quality of food are sufficient to satisfy the expected demand. Consider offering a variety of options to accommodate diverse tastes and preferences. Some other considerations:

- Establish a consistent schedule for meals and snacks, ensuring that participants have regular opportunities to refuel.
- Provide access to water and other hydrating beverages throughout the day.
- Collect detailed information about participants' dietary restrictions, allergies, and special needs during the registration process.
 - ▶ Communicate clearly with food service providers or volunteer cooks about these requirements.
 - ▶ Label food items clearly to identify potential allergens.
 - ▶ Ensure that there is no cross-contamination during food preparation.
 - ▶ Have emergency medical plans in place in case of an allergic reaction.

A banquet held for faculty/staff/volunteers at the conclusion of the POE is often an enjoyable event that provides an opportunity to express gratitude for their dedication and hard work. Ensure that all dietary restrictions of faculty and staff are also taken into account. Remember to include the cost of the banquet in the preliminary budget.





Finance

4.1 Income Sources

Four important income sources will help you to finance your POE:

- Participant tuition fees
- Local/Regional Chapter Funds
- Fundraising and External Grants
- AGO National Headquarters Grants

Each of these categories will be discussed in more detail below.

Depending on your chapter's resources and the projected curricular activities, faculty, and facility usage of your POE, each of these categories may differ quite drastically from other POEs. In fact, with frugal planning, it is possible to run a POE on little more than participant tuition money. Total budgets for recent POEs have been between \$15,000 and \$35,000. Creativity and frugality in a chapter's planning and preparation are essential in the budgeting process.

4.1.1 Participant Tuition

Participant tuition* (aka "registration fees") should first be applied to participant room and board expenses. These fees shall be between \$500-\$800 for all POE, POEA, and POE-Tech participants. **However, a POE+ program can set its own fee with the approval of CoPOE.** If the maximum amount is not sufficient to cover room and board

(as in some urban settings), the chapter will need to pursue fundraising to make up the balance. There can be no fees for housing and meals in addition to the tuition fee. Registration fees must be at least \$500 in order for a chapter to qualify for the AGO National Grant of up to \$5,000 (see Section 4.1.4). Registration fees should be set as low as possible within this range to encourage greater participation.

*All POE, POEA, and POE-Tech participants receive a one-year complimentary AGO Young Organist Membership in the chapter of the participant's choice. (This does not apply to POE+ participants.) The cost of this is a required item in the POE budget but is not part of the registration cost.

4.1.2 Local/Regional Chapter Funds

POEs are sometimes partially funded by the host chapter and/or other chapters in the region. Asking regional Chapter Deans for donations may provide some funding, especially if those chapters have teenage participants who may want to attend the POE. Special chapter events, such as benefit recitals, might be held far in advance as fundraisers for the "POE Fund."

4.1.3 Fundraising and External Grants

The Funding Coordinator's main focus is raising money from diverse sources within four different geographic levels: local, state, regional, and national. (To avoid duplicating other POEs' efforts, contact the Executive Director of the AGO before approaching any funding source other than local or state sources.)

Raising the amount of money required to support your POE can seem like an overwhelming task. It would indeed be daunting without a written plan that outlines activity at each geographic level. This section will offer many ideas to create such a plan and to identify potential sources of funding. Please bear in mind, though, that within the scope of this Handbook we cannot possibly address adequately all of the information you may need for highly successful fundraising. Instead, we will point you towards resources that will give you more detail.

One of the principles of fundraising is to begin with your "family." These are the prospects most in tune with your cause. They should be asked first and commitments garnered prior to reaching out to regional and national resources. It is important to seek funding from individual members of the host chapter, as well as members from other chapters. Strive for 100% participation of your members. If every member of the POE Committee makes a donation, chapter members will be motivated to do the same.

One outstanding online resource is The Grantsmanship Center (<http://www.tgci.com>). Many of the resources you will need for furthering your fundraising knowledge, including researching prospects, can be found here. Examine the contents of the drop-down menus on their home page. You will quickly see that they offer substantial online amplification of the information in this Handbook. Note the reasonably-priced articles and books available for purchase on writing grant proposals and searching for funders, found under the "Resources" drop-down menu on The Grantsmanship Center's homepage. Some consultants say that [tgci.com](http://www.tgci.com) provides up to 75% of the information you need for organizing a successful fundraising campaign – the other 25% is sweat equity.

Here are three main areas of the fundraising process to focus on:

1. The Development Plan – identifies potential funding resources and their idiosyncrasies (grant requirements, deadlines)
2. The Grant Proposal – defines what you are going to ask your funders to "buy"
3. The Committee – asks the funders to "buy"

This development plan is not a proposal, but a way to commit your fundraising strategy to paper. Once written, you can circulate it among the POE Committee members for their suggestions and eventual buy-in. The core of the written development plan need not be lengthy. It can be a couple of pages that include:

- List of POE Committee members
- Timeline for creation
- Assignments with "report back" dates
- Brief program description
- Dollar goals for each program or project within a program
- Budget
- List of each prospective resource at each geographic level (local, state, regional, and national).
 - ▶ This could be 5 or 6 pages long.
 - ▶ Next to the prospect include who will be responsible for the solicitation or contact, type of contact (letter, proposal, face-to-face), and scheduled contact date.

In writing a development plan, you might follow these strategies:

- Identify potential funding resources
- Research your prospects. Based on your research, include the following information in your plan:
 - ▶ Government and local requirements
 - ▶ Deadlines
 - ▶ Funders that will only fund pilot programs
 - ▶ Nonprofit requirements – Are you registered with the state to raise funds?
 - ▶ Special impact areas such as government funding
 - ▶ Local match requirements
 - ▶ Religious or political affiliations
- Develop a solicitation approach for each resource; this should be done by a number of people on your committee or in your chapter
- Reach an agreement that everyone supports the various approaches
- Delegate activities and set deadlines
- When contacting funders, good relationships can be established and maintained if you:
 - ▶ Make sure it's a good match
 - ▶ Submit a concept paper
 - ▶ Welcome site visits
 - ▶ Acknowledge the grant award in writing
 - ▶ Submit timely and accurate reports

Please see the [POE Grant Writing Resource](#) for more information.

4.1.4 AGO National Headquarters Grants

AGO National Grant

If your chapter is selected as a POE site, AGO National Headquarters offers a grant of up to \$5,000 as seed money to begin your work. The purpose of the grant is to help ensure that no chapter loses money on its program. This grant money should be used to offset costs (especially advance costs like deposits) necessary to run a POE; for example, housing, meals, fees associated with venues, printing, mailing, website costs, etc. Optional expenses, especially professional artist fees, are covered by the chapter or by creative fundraising.

James Thomashower, AGO Executive Director, oversees the administration of the \$5,000.00 grant. If you would like to ask for a grant amount up to the \$5,000.00 limit, please fill out an AGO National Grant Application located in the **Document Center** on the AGO website starting October 15 in the year preceding the POE. If you have any questions about the process, please contact Mr. Thomashower directly at james.thomashower@agohq.org.

A portion of the grant in increments of \$1,000, \$2,000, or \$3,000, is available by November 1 in the year preceding the POE. Thereafter, grant funds are provided in increments of \$1,000, \$2,000, or \$3,000 upon request to reach a total of no more than \$5,000.

All grant requests must identify an institutional payee (e.g., “Key West Pipe Organ Encounter”) and a contact person with name and address to whom the check should be sent. Chapters requesting portions of the grant should also be able to show evidence of active fundraising from other sources and will be required to upload a current budget report that uses the POE budget spreadsheet provided by CoPOE as part of the online application.

There is no return of any seed money required from chapters that receive AGO National Grants. POE host chapters experiencing a profit at the conclusion of their POE event are encouraged to consider a voluntary donation to the AGO Annual Fund. All chapter contributions from POE profits donated to the AGO Annual Fund will be used to support education programs of the Guild.

APOBA Grant

The Associated Pipe Organ Builders of America is a direct supporter of the AGO’s Pipe Organ Encounters program. AGO National Headquarters will announce the POE locations and provide APOBA with the names of POE contact persons/treasurers.

Shortly after the first of the year, APOBA will send a check for the full amount that it has voted to send directly to each POE with a complete explanation. This is \$2000 to each POE/POEA/POE+ and \$3000 to POE-Techs.

There will be no restrictions, except that APOBA must be prominently recognized as a major donor, and APOBA will send the money out with confidence that it will be properly applied locally. APOBA will also send its usual favors, tote bags, Prospectus Books, etc., for use during the event.

With the exception that APOBA wants the money returned if the event is canceled, APOBA will not expect an accounting of the use of its funds, either to APOBA or to AGO. APOBA’s contribution is separate from AGO’s start-up money and is to be considered a gift to each POE host chapter.

At the end of the event, if there is money left over that can be attributed to the APOBA contribution, that money may be used however the host chapter desires as APOBA’s money does not need to be returned.

AIO Grant

The American Institute of Organbuilders is a direct supporter of the AGO’s Pipe Organ Encounters program. After AGO National Headquarters announces the POE locations, similar to the procedure described above regarding the APOBA grants, AIO will provide \$500 of support for each POE event. Shortly after the first of the year, AIO will send a check for the full amount that it has voted to send directly to each POE with a complete explanation.

4.2 Budget and Financial Reports

A careful and accurate budget will be an important key to the success of your POE. The Director and the Treasurer should work very closely in developing a preliminary budget; monitoring financial activity before, during, and after the POE to be sure that the POE is staying on budget; and preparing a final financial report when all transactions have been completed. During all this time, the POE Director should also report to the host chapter's Executive Committee about the POE's finances.

The POE Director must submit a preliminary budget to CoPOE by **September 15** of the year prior to the POE and a final financial report by **September 1** after the POE, when there are no more outstanding financial obligations.

The official **POE Budget Template** was created by CoPOE and located in the **Document Center** on the AGO website. This template must be used for all budgets and reports. Include your chapter name and the year of your POE in the budget filename. Please read all the notes on the budget template.

The preliminary budget should be developed at the earliest stage of planning. Start by creating a preliminary estimate of expenses and income. This forecast is usually required for foundation requests and will also provide support with requests for assistance from special AGO funds. Here are some important considerations in developing a more detailed budget:

- **Number of participants:** Early in the planning process, determine the maximum number of participants who may attend your POE. This number, multiplied by the participant tuition (see **Section 4.1.1**), will give you a basic level of income. Use this single element of information as the key indicator of cost levels. The number of participants also affects almost every other cost you will incur: housing, meals, transportation, etc. The participant tuition should be applied to housing and meals first, then to other expenses.
- **AGO Young Organist Memberships:** Be sure to budget \$60 per participant to cover AGO Young Organist Memberships. All POE and POEA participants receive a one-year complimentary AGO Young Organist Membership in the chapter of the participant's choice. (This does not apply to POE+ or POETech participants.) The cost of this is a required item in the POE budget but is not part of the registration fees.

- ▶ POE and POEA participants with current memberships will have them extended by one year.
- ▶ Participants who are not yet members will be started with a year of membership at the Young Organist membership level.
- **Housing:** For most POEs, registration fees should be sufficient to offset housing and meals for the participant. However, CoPOE recognizes that in some urban locations, costs can be quite a bit higher and that the local POE will need to raise further funds to offset these costs. Under no circumstances should any POE require an additional fee (above registration) of their participants for housing and meals.



- **Income:** Once you have a good idea of what your basic expenses will be, plan early to find ways to recover expenses from income sources. Be prepared to work with this problem during the planning stages rather than after the project is concluded. All POEs are expected to work hard to find their own sources of income (see **Section 4.1**).
- **Committee:** Include your POE Committee and staff in the planning process. Ask for expense forecasts to put in the budget and continue to work with any problems encountered with actual costs.
- **Line items:** Line-item identification of expense and income categories should be established and maintained throughout the POE. The **POE Budget Template** from CoPOE establishes the important line items common to most POEs.

It will likely be necessary for the Treasurer to develop an additional plan of cash flow to ensure that advance cash requirements are covered by income. Usually, advance outlays for publicity, printing, and other deposits are required.

For the final financial report:

- Use only the **POE Budget Template** provided by CoPOE.
- Itemize and provide a detailed explanation of any payment to an individual of \$500 or more.
- Provide a detailed explanation of the number and types of participant AGO memberships and their respective costs.
- Provide a detailed explanation of the number of registration payments.
- The final financial report should give an account of donations and sponsors.
- A fully updated budget spreadsheet showing actual revenue and expense information as of the end of the event is expected.

POEs are expected to operate essentially as a break-even venture. However, in cases where POEs realize a profit, it is the recommendation of AGO National and CoPOE that profits remaining from the POE be directed towards specific educational ventures. These may include:

- Returning a portion to AGO Headquarters for future POE seed money, as a gift to the AGO Annual Fund.
- Sending a donation to the National AGO and New Organist Fund to support future POEs and the education of young and new organists nationwide.
- Creating a local reserve of seed money for a future POE.
- Funding chapter-sponsored POE scholarships.
- Funding chapter-sponsored organ scholarships.
- Investing profits to ensure the growth of the funds until they can be used for educational ventures.





Participants

5.1 Participant Application Process

5.1.1 POE

The basic application process is:

1. A participant completes an online application through **Slideroom** (the software used for POE participant applications). A link to it will be provided in the POE section of the AGO website. The POE Director and Registrar will be given access to all completed applications.
2. National Headquarters through the Slideroom software will collect registration payments, and AGO National Headquarters will distribute the payments to the POE.
3. The POE Secretary/Registrar sends a letter or e-mail to participants and parents acknowledging receipt of the application. If the participant does not meet eligibility requirements (see **Section 5.2**), or if maximum enrollment has been reached, they should be notified that they have not been accepted.
4. When welcome packets are ready, these should be sent to all accepted applicants five weeks before the POE.
5. Three weeks before your POE, upload a final list of expected participants to your assigned Google folder.



5.1.2 POEA

Because acceptance of POEA participants, unlike traditional POE, is based on the strength of their audition and application materials, the application process is somewhat more complicated.

1. A participant completes an online application through **Slideroom** (the software used for POE participant applications). A link to it will be provided in the POE section of the AGO website. The POE Director and Registrar will be given access to all completed applications. The application deadline should be early March. The application will include:
 - a. A recorded audition, including a piece by J. S. Bach, a contrasting piece by another composer, and a hymn accompaniment.
 - b. A letter of recommendation from a teacher.
 - c. A list of the applicant's previous and current organ repertoire.
2. The POE Committee or a subcommittee thereof meets to evaluate applications. Criteria for acceptance and relative weight of application materials are up to the POE Committee.
3. The POE Committee selects those applicants who will be admitted to the POEA. The committee does not have to fill the maximum enrollment number if they feel there are not enough qualified applicants.
4. The POE Director or Secretary/Registrar sends a letter or e-mail to applicants and parents telling them either that they have been admitted or that they have not. This should be done as early as possible so that those applicants not selected for the POEA can have time to apply to other POEs if they wish. Those applicants who were not selected should be refunded their application fee. Those who were admitted should have their application fee credited towards their tuition.
5. When welcome packets are ready, these should be sent to all accepted applicants five weeks before the POEA.

5.1.3 POETech

The basic application process is:

1. A participant completes an online application through **Slideroom** (the software used for POE participant applications). A link to it will be provided in the POE section of the AGO website. The POE Director and Registrar will be given access to all completed applications.
2. The POE Secretary/Registrar sends a letter or e-mail to participants and parents (if the applicant is a minor) acknowledging receipt of the application. If the participant does not meet eligibility requirements (see **Section 5.2**), or if maximum enrollment has been reached, they should be notified that they have not been accepted.
3. When welcome packets are ready, these should be sent to all accepted applicants five weeks before the POE.

5.1.4 POE+

The basic application process is:

1. A participant completes an online application through **Slideroom** (the software used for POE participant applications). A link to it will be provided in the POE section of the AGO website. The POE Director and Registrar will be given access to all completed applications.
2. The POE Secretary/Registrar sends a letter or e-mail to participants acknowledging receipt of the application. If the participant does not meet eligibility requirements (see **Section 5.2**), or if maximum enrollment has been reached, they should be notified that they have not been accepted.
3. When welcome packets are ready, these should be sent to all accepted applicants five weeks before the POE.

5.2 Accepting Participants

The POE will range dramatically in size, though the Committee on Pipe Organ Encounters recommends that a chapter plan for 25-30 participants when possible. POEA sites will determine participant enrollment based on the number of qualified applicants.

5.2.1 POE

Before accepting participants to your POE, they should meet the following eligibility guidelines:

1. **Age:** Participants should be ages 13-18.
2. **Proficiency:** Participants should have piano or organ proficiency ranging from intermediate to advanced. All participants should be able to read treble and bass clefs together. All applicants should be able to play intermediate-level piano literature and be familiar with major and minor scales.
3. **Permission:** The POE Participant Medical Information and Release Form must be signed by both parent/guardian and participant.
4. **Exceptions:** The POE Committee and the CoPOE will review individual requests for exceptions related to age, training, and accommodations on a case-by-case basis.

5.2.2 POEA

Before accepting participants to your POEA, they should meet the following suggested eligibility guidelines:

- **Age:** Participants should be entering 9th through 12th school grades and achieved a high level of proficiency in organ study.
- **Audition:** Your POE Committee, or a smaller representative group, should meet to review the audition materials sent by the participant (see Section 5.1.2, step 2). After establishing your criteria for evaluating application materials, your committee should decide which applicants meet the criteria for your POEA.
- **Permission:** The POE Participant Medical Information and Release Form must be signed by both parent/guardian and participant.
- **Exceptions:** The POE Committee and the CoPOE will review individual requests for exceptions related to age and accommodations on a case-by-case basis.

5.2.3 POETech

Before accepting participants into your POETech, they should meet the following eligibility guidelines:

- **Age:** Participants should be ages 18+ (high school graduate or older).
- **Proficiency:** No prior experience is needed.
- **Permission:** The POE Participant Assumption of Risk and Release Form must be signed by the participant.
- **Exceptions:** The POE Committee and the CoPOE will review individual requests for exceptions related to age, training, and accommodations on a case-by-case basis.

5.2.4 POE+

Before accepting participants to your POE+, they should meet the following eligibility guidelines:

- **Age:** Participants should be ages 18+ (high school graduate or older).
- **Proficiency:** Applicants who want to play the organ (or currently play the organ) in a church or synagogue and are interested in improving their organ skills.
- **Permission:** The POE Participant Assumption of Risk and Release Form must be signed by the participant.
- **Exceptions:** The POE Committee and the CoPOE will review individual requests for exceptions related to age, training, and accommodations on a case-by-case basis.



5.3 Participant Scholarships

The AGO has funding for scholarships for registration/ tuition fees for POE, POEA, and POETech (not POE+). Scholarship aid can only be given up to the amount of the registration fee; it does not cover travel. Several thousand dollars in scholarships are awarded each year, but the amount of available funding is not known until spring. POE Directors are urged to encourage only those applicants who truly require financial assistance to apply for it.

For information on initiating the online scholarship application process, the participant should contact the AGO's Education Program Manager. Scholarship applications are reviewed by a scholarship committee designated by CoPOE. After a thorough review of the scholarship applications at the end of the application period (January 15 to April 15), a check is sent to each POE Treasurer for the total amount of the awards given to participants participating in a given POE. A personalized letter is provided to the Treasurer and the POE Director indicating who received the awards for their POE and the amounts granted.

Participants needing scholarship aid may apply to attend a POE without sending the registration fee, and POE Directors may accept participants provisionally, subject to receipt of scholarship aid from AGO National Headquarters.

Scholarships from other sources may be solicited by local chapters, to pay the registration fee for specific participants. Donors should be recognized in the POE program. Some donors prefer the personal approach rather than making a general contribution. If the chapter establishes an ongoing scholarship fund to serve future POEs, separate fund accountability should be maintained and post- event reporting provided to the donors.

It is the responsibility of POE Directors to prompt all AGO National POE Scholarship recipients to acknowledge the donors with a note of thanks. During the POE, scholarship recipients should be provided with materials and time to write to Headquarters with a letter of thanks for the funding. These letters are then forwarded to the donors. Donors are then gratified by the value of their donation and will continue to donate when we ask them for their support for the following year. The letter detailing the scholarship recipients and amounts also will indicate the source of the scholarship funds, i.e., whether the funds are derived from a named scholarship or the AGO's general operating account.

The director should select in advance a time in the POE week schedule to accomplish this as a group activity among all scholarship recipients*. The following to-do list is recommended to be sure that this duty is accomplished:

1. Purchase "Thank You" stationery with POE funds to use for scholarship acknowledgment.
2. Plan a time in your POE activities when all scholarship recipients will write thank you notes for their funding.
3. Address the notes for AGO National Scholarship to "Dear Mr. Thomashower" and mail to AGO National Headquarters in c/o the Education Program Manager.
4. Ask each recipient to mention the name of the fund from which their scholarship was provided in the body of the note. Many of the funds' named honorees are no longer living, so to avoid writing a thank you to someone who is not a living person be sure to explain that the acknowledgment is addressed to James Thomashower and that the fund's donor should be mentioned in the note.
5. Read the notes before passing them on to AGO HQ to be sure they are complete, signed with full names, and meet an acceptable standard for possible sharing with donors (or donors' heirs) or publication in national POE promotional materials.
6. Mail them separately or together in one large envelope to AGO Headquarters to the attention of James Thomashower at American Guild of Organists National Headquarters, 475 Riverside Drive, Suite 1260, New York NY 10115.

**The same procedure above could be adapted to acknowledge scholarship assistance received by participants from other sources, such as the host or other chapters, and it is recommended that directors encourage recipients to thank the source of their scholarships.*

5.4 Participant Orientation

The Services Coordinator and/or Director should hold an orientation session for the participants early on the first day. Topics to cover are:

- Introduction of POE Faculty/Staff/Volunteers
- Information about logistics (meals, venues, practice times, etc)

Participants will receive much important material at a POE. Most POEs have found it helpful to have a tote bag already filled with the most important materials, available to distribute at registration.

These bags should include, at a minimum:

- Name tags
Aside from the participant's name prominently displayed on the front, other helpful information might be included on the back, especially emergency contact information for the POE Director or other POE Committee representative. Name tags will take a lot of abuse during the week; make sure you purchase heavy-duty, durable ones.
- Final schedule
- Roster of participants and faculty
- Teacher and group assignments
- Chaperone assignments
- Dorm chaperone names with room numbers (if possible) and cellphone numbers

- Faculty biographies
- Specifications for all organs that will be used
- Map of the main campus area
- Other materials or informational items often distributed at registration are:
 - ▶ T-shirts
 - ▶ Sample magazines (e.g., *The American Organist*, *The Tracker*, or *Diapason*) 46
 - ▶ Other information about the AGO and other professional organizations
 - ▶ Handouts or other materials pertaining to classes and workshops during the week
- Recital programs (each of which must include the grants paragraph as seen on the cover page of this Handbook)
- Pencil(s)

You may also make arrangements for a local music store to have a display area during the week, if possible. It is helpful if the display is targeted to the needs of the new and less-experienced organists (POE) or more advanced organists (POEA). The vendor may want to consult the POE Committee for their suggestions.





Curriculum

There is a great deal of flexibility to a POE curriculum, which can be tailored to suit the needs of the participants and the strengths of the faculty. The following guidelines are designed to help provide ideas for curricular activities, but the scope and specific focus of the curriculum is up to the host chapter.

POE, POEA, and POE+ should at least include daily lessons, workshops on a variety of topics, and opportunities to listen to and perform in recitals. Teachers are reminded to keep the background level of their participants in mind at all times. Careful planning and a realization of the saturation point for participants are necessary.

POE and POE+ should consider offering at least two tracks of workshops (beginning and experienced) to engage all levels of participants. Some participants may be sensitive about being labeled “beginner”, so consider alternate names for groups (like “Spitzflöte Group” and “Bombarde Group”) instead of “Beginning” and “Experienced”.

The POETech curriculum is currently evolving. The host chapter/organ builder is free to develop their own specific curriculum based on the builder’s area of expertise and suggestions from the POETech Committee. Final decisions about the content of the curriculum should be made by the Director, in consultation with the Faculty Coordinator and Facilities Coordinator, with other members of the POE Committee contributing as necessary.

6.1 Lessons and Practice (POE, POEA, POE+)

Private lessons are the backbone of the POE experience. Each teacher will teach two participants of approximately the same level. The Faculty Coordinator should make teacher assignments based on the participants’ experience. Each participant should receive a daily lesson of 45-60 minutes and will practice one hour in each of the private lesson segments of the schedule. (Longer lesson times are recommended for POEA.) One participant may observe all or part of the lesson of the other participant on a teacher’s schedule. A group lesson under certain circumstances may be an option.

While one participant is taking a lesson, the other can be practicing. The idea is that each participant should have their own instrument for practice and lessons. The majority of practice time for each participant shall be on an organ (rather than a piano). Many participants leave the POE wishing they had had more time to practice. If the schedule and facilities allow, participants should be given more optional practice time.

The teacher or a chaperone must be with the participants or nearby in an adjacent room at all times during lessons and practice.



6.2 Improvisation (POE, POEA, POE+)

Classes in improvisation are a required part of the POEA curriculum. Classes should be presented daily, and to small groups if possible. An informal performance opportunity to showcase the participants' progress is encouraged. Some study in improvisation – in lessons, classes, master classes, or workshops – is strongly encouraged for POE and POE+ as well. Many materials on improvisation are available from a variety of publishers. Determine well in advance of your POE which materials your faculty members wish to use. Perhaps provide lists of available publications. Improvisation exercises can be cleverly integrated into daily lessons even at the beginner level.



6.3 Workshops (All POEs)

Workshops, lectures, demonstrations, and other presentations are wonderful opportunities to introduce participants to a variety of organ topics outside of lesson times. Topics should be chosen carefully to match the needs and experience level of the participants involved – this may be quite different between POE, POEA, and POE+. Try to limit the time to 45-50 minutes and engage the active participation of the participants as much as possible. Avoid lectures! Handouts, to be placed in notebooks, are strongly encouraged, since they allow participants to follow along better and give them something to take home with them and keep. Lesson faculty should be encouraged to attend the workshops in order to apply the information in lessons.

A list of possible workshop topics follows. It is not intended to be exhaustive or in-depth. If you find you are having trouble developing a list of topics or need more information about some of these topics, please contact your assigned CoPOE member for assistance.

Organ Console Tour:

This topic might include an overview of the basic components of the organ console and their function. This class should be scheduled early in the week at a location where the organ console, including the pedals, is visible to the audience. In addition, provide participants with a list of basic terms and their definitions, both familiar and unfamiliar. Discuss a variety of console designs and layouts as they compare to the organ you have chosen for the presentation. Resources such as Sandra Soderlund's book, *A Young Person's Guide to the Pipe Organ*, can be helpful in illustrating the topics.

Organ Technique:

A beginning class might address the differences and similarities between piano and organ, as well as the various techniques for playing expressively and musically on the organ. An advanced class might also address issues of performance practice in early music, dealing with larger consoles, or other specific advanced technical issues.

Pedal Technique:

This class should be held in a location where the pedals are visible to the audience. A beginning class might include topics such as organ shoes, proper adjustment of the bench, the organist's position on the bench, foot position, and use of heel and toe. An advanced class might include a discussion of early technique, 19th-century innovations, pedal chords, resources or exercises for advanced pedal study, or a survey of music for pedals alone.

Organ History and Design:

This topic could be coordinated with a visit to an organ builder's shop or an organ building course option. A beginning class might include a broad historical overview of the development of the organ from the hydraulis through the present day, a discussion of regional variations in organ designs, and a brief discussion of current organ building trends. An advanced class might focus more deeply on a specific organ building style, perhaps one represented by a local instrument or builder.

Organ Registration:

This is a very large topic that might be divided into multiple sessions, including a wide range of sub-topics. A beginning class should illustrate and explain the different divisions, families of sound, and pitch levels of the organ. It may also include a discussion of how composers indicate registrations and how they may be realized. More advanced classes might focus on particular national or historical styles and the registrations associated with them, or approaches to registering symphonic organs, hymn accompaniments, baroque music, or many other possible topics.

Hymn Playing:

Using the organ to lead congregational singing is another large topic that could be broken into multiple sessions. A beginning class might emphasize the basics: tempo, registration, touch, phrasing, text, and transitions between



stanzas. More advanced classes could explore improvised introductions, reharmonizations, advanced consideration of phrasing and touch, understanding hymnals, hymn selection, or topics relating to hymnology.

Organ Repertoire:

Many POE participants will never have played the organ before and will have heard very little organ music. A beginning class might introduce participants to different national styles and historical periods, to major masterworks of the organ repertoire, and/or to small, easy pieces that are practical for service playing (especially POE+ participants). It could be beneficial to have repertoire from this session available for sale at the POE, perhaps by a local music seller. An advanced class might explore more deeply works in a particular historical style, or by a specific composer.

Practice Techniques:

Participants at all levels can benefit from creative ideas on efficient and focused practicing. A workshop on this topic at the beginning of the week can be of great value during the remainder of the week. Topics might include: setting goals for practice, solving specific technical problems during practice, using a metronome, memorization, or any number of related topics.

Organ Crawl:

Take the participants as a group to see, hear, and play significant organs in the area. Be sure that each participant is given an opportunity to play – some will be shy, and others will play as long as they can. This will require supervision. Provide opportunities to go into the chambers and see all parts of the organ. This session can be correlated with console tours and registration courses.

Visit to an Organ Builder's Shop:

A visit to an organ builder's shop is strongly recommended during the POE. The goal is to introduce participants to the basic concepts of organ building. Where possible, consider hands-on activities for participants that include exposure to building, voicing, and tuning pipes.

Masterclasses:

POEs offer a fine time for participants to become acquainted with the master class format – listening to the ideas of several persons – as a model for in-depth learning, leading to artistic playing. A guest artist or one of the faculty can conduct the master class, with a small group of participants performing. You might designate specific repertoire as the subject of the class. It is most rewarding if all participants have copies of the music presented. Notify participants to bring copies of music for the master class or let them know that it will be available for purchase at their POE. Be sure that the teacher knows to actively engage all of the participants who are watching and listening. Masterclasses (perhaps more than one) are especially appropriate for POEA.



Stage Etiquette for Participant Recital:

Many participants will not be experienced in stage demeanor. Demonstrate bowing, smiling, walking on and off stage, and the correct (and incorrect) ways to get on and off the bench.

Careers for Organists:

Employment by the church, colleges and universities, independent employment, and concert careers have long been the traditional avenues pursued by organists. Present the educational requirements needed for these jobs, and perhaps introduce participants to persons who have successfully combined more than one career.

The Organ and Its Current Technology:

This topic could include a discussion about digital instruments, using a MIDI interface, multi-level combination systems, piston sequencers, and understanding the advantages and disadvantages of buying a digital instrument instead of a pipe organ.

Remember to make all workshops as interactive as possible and avoid lectures.



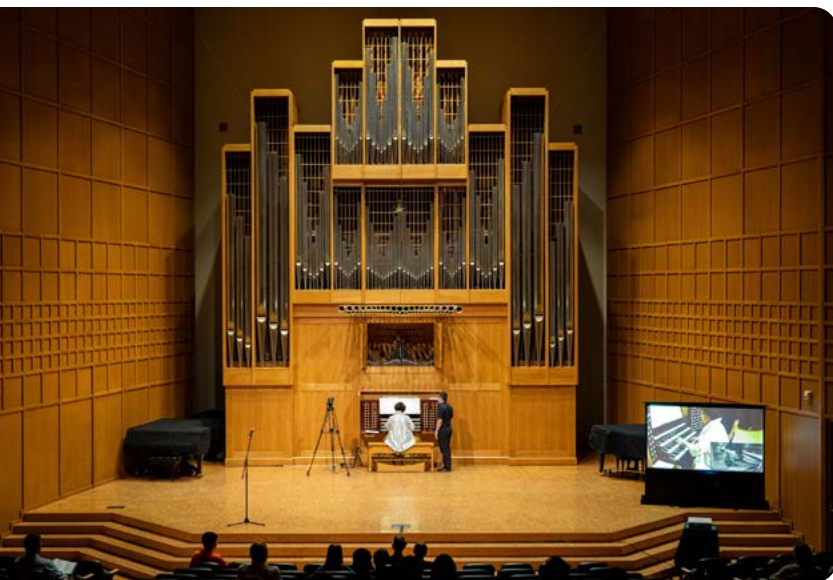
6.4 Recitals (All POEs)

Recitals during the POE week are a terrific way to expose participants to organ repertoire and styles of organ building. Recitals may fall into several categories: participant recitals, guest artist recitals, and faculty recitals.

1. Participant recitals usually happen at the end of the week and are an opportunity for the participants to perform for each other, their families, and host chapter members. Participant recitals should be held at a location with an instrument capable of playing a variety of repertoire, and with ample combination action to accommodate all the players. Participants should be encouraged (but not necessarily required) to perform on the recital. Some POEs have successfully presented separate participant recitals at different locations, as a way to ease constrictions on practice time at one location.
2. Guest artist recitals frequently appear at POEs. This gives participants a chance to hear a full-length recital by a professional performer, who might also present a separate workshop or master class. The guest recitalist might also be a member of the faculty. Recent competition winners can be good choices for guests since they are often closer in age to the POE participants, and can be good role models. POEs are encouraged to ask recitalists to donate their talents or at least to lower their normal professional fees. Many artists will be happy to do so for these educational events. Professional recital fees are not covered by the AGO Grant and must be offset by donations, chapter monies, or fundraising.

3. Faculty recitals are also a common occurrence at POEs. Since the faculty themselves are often professionals, faculty recitals can be of very high quality. This also gives the participants an opportunity to hear a variety of approaches to registration on one instrument, and to interact with some of the faculty besides their own teacher.

Recitals may be open to chapter members and the general public. Ticket sales and program and revenue can be a source of income for the POE. Thoughtful publicity (by the Publicity Coordinator) can bring a good crowd. Careful attention to reasonable program length and repertoire choice is strongly suggested – often an hour is enough, given all the other activities that the participants are expected to take part in. Try to have recitals in locations where the organ console is visible or have a camera and projector to make the performer(s) visible. Consider planning organ concert events that feature organ solo literature, organ duets, organ plus other instruments, hymn singing, improvisation, or silent film accompaniment.



6.5 Recreational Activities (All POEs)

Participants will need a break from all the engaging organ-related activities, so be sure to plan some fun! Even something as simple as a picnic in the park can be a valuable time for participants to relax and socialize in a non-musical context. Include time for physical activity and movement each day. Possibilities for recreational activities will depend a great deal on the resources in your area. Some successful activities in the past have included:

- Visits to theme parks.
- Visits to local museums or monuments.
- Attendance at concerts by local orchestras or other performing groups.
- Attendance at theatrical presentations.
- Participant talent show.



6.6 Schedules (All POEs)

There is a great deal of flexibility in putting together a schedule for a POE. Please view the [Schedule Sample](#) for reference. The schedule will need to be developed jointly by the Faculty Coordinator, the Facilities Coordinator, and the Services Coordinator, under the supervision of the POE Director. A basic template for a given day in a POE might be:

Breakfast
Morning Session: Lessons/Practice
Lunch
Afternoon Session: Workshops
Dinner
Evening Session: Recital

Of course, your schedule will depend on the availability of facilities and personnel. You may choose to have classes in the morning or have two lesson sessions during the day. In any case, here are some important considerations:

- Allow enough time in a lesson/practice slot for each of the two participants to have a complete lesson.
- Allow plenty of extra time for transportation between events.
- Be sure to plan small amounts of “free” time throughout the day for the participants.
- Allow plenty of time for meals and/or snacks at regular times during the day.
- A detailed schedule, including locations and transportation instructions, should be provided to all POE participants, faculty, and staff, at the beginning of the week.





Legal Information

7.1 Insurance

7.1.1 Liability Insurance

The Guild has a group Chapter Liability Insurance Plan covering the AGO and all chapters in the United States. The plan covers all chapter activities, including POEs, providing up to \$2,000,000 per occurrence and a \$2,000,000 annual aggregate to the Guild. The policy provides the following comprehensive coverage:

- Claims for bodily injury or property damage.
- Claims for personal injury, such as libel, slander, defamation of character, false arrest, etc.
- Claims involving the use of automobiles not owned by the chapter, but used for official chapter business by an AGO employee or Chapter member (but not claims for damage to the automobile, which is covered by the insurance in effect on that automobile).

For more information on [Chapter Liability Insurance](#) and the procedure for obtaining a Certificate of Insurance, visit the [Document Center](#) of the AGO Website.

During all POE proceedings, provide responsible supervision and chaperoning, thereby reducing the risk of lawsuits based upon negligence.

7.1.2 Automobile Insurance

When renting or leasing vehicles, be advised of the following:

- **Preferred:** Renting or leasing vehicles usually initiates a credit check by the rental company on the person providing a credit card payment. Be sure that all liability coverage is purchased for the driver and that any person who provides a credit card for payment (with reimbursement by the POE) understands the financial responsibility of renting a car, including the credit check process.
- The driver's personal insurance and/or the liability insurance(s) purchased from the rental company is primary, and AGO's insurance is secondary, similar to the personal liability as described above in the case of personal vehicles. Therefore, all coverage offered for purchase from the rental company should be obtained.
- In order for AGO's secondary coverage to apply, the reservation for any rented or leased vehicles will need to be made in the name of the host chapter

In order to protect the AGO (both chapters and the national organization) in case of a lawsuit, the AGO has liability insurance. For personal vehicles used for AGO business, the following applies:

- When using a personal vehicle for AGO activities, be aware that the vehicle owner's personal insurance will be the first to respond to any claim arising out of the use of that vehicle. In the event of a serious claim where the owner's personal liability limits are exhausted and the AGO is brought into a lawsuit, then the AGO and its chapters will be protected under its Hired and Non-Owned automobile liability coverage.
- Any member using their personal vehicle for AGO activities should carry minimum limits of \$300,000 or the requirement of the state in which the owner resides (\$500,000-\$1,000,000 if transporting multiple people) and provide the Chapter and/or AGO Headquarters proof of such coverage, along with a current driver's license. Volunteer drivers are required to submit to a state Department of Motor Vehicles background check during the screening process.

Chapters and volunteers should be very cautious about using privately owned vehicles for POEs. Therefore, in an ideal situation, transportation is provided by a hired service with commercially licensed drivers.

7.2 Faculty/Staff/Volunteer Screening and Training

Although most faculty and staff at POEs are volunteers, the AGO wants to ensure that faculty and staff are treated professionally and act professionally towards their participants. To that end, the AGO National Council has adopted a set of adult conduct guidelines and procedures that need to be implemented at all POEs.

7.2.1 Guidelines for the Screening of Children/Youth-Serving Volunteers

Children and youth have been the victims of physical, psychological, and/or sexual abuse by professionals or volunteers employed to assist, educate, serve, monitor, or care for them. Those who victimize children or youth frequently do so on repeated occasions and seek employment or volunteer for activities that will place them in contact with potential victims. As an organization serving children and youth, it is the policy of this organization to use reasonable efforts to screen employees and volunteers to avoid circumstances where children or youth would be endangered.

The AGO does not assume by these guidelines any obligation or duty to screen applicants or undertake background searches beyond that which would be required by law without these guidelines. No person shall rely on the use of background searches or any particular level of searches by virtue of these guidelines.

Mandates for background searches vary from state to state and from organization to organization. Required searches normally achieve their aim concerning major criminal offenses. However, statutory directives are typically incomplete because they do not require screening for admitted misconduct that does not result in a conviction, relevant misconduct plea-bargained to lesser offenses, civil litigation, or other misconduct that would indicate that the individual would present a risk. Although a sponsoring organization must be sensitive to claims of discrimination when seeking background information, courts are increasingly inclined to find civil liability for the appointment of volunteers, thereby imposing an obligation on sponsoring organizations to make a reasonable effort to investigate an individual's background prior to appointment.

All prospective volunteers who would have contact with children or youth will be screened to determine from reasonably available background information whether they pose a material risk of harm to such children or youth because of past conduct that indicates a potential for physical, psychological, and/or sexual abuse to children or youth. Faculty and staff, as a requirement for consideration, must cooperate fully with an investigation and provide information or consent as may be necessary to conduct the investigation. Based on the preliminary results of the background investigation, volunteers may be offered temporary probationary status. Before a person is allowed to volunteer, the findings from the background search will be reviewed.

Should any information be obtained reflecting negatively on the fitness of a volunteer to serve after the selection or commencing service, such information will be considered by the AGO representative. This information will be evaluated in a manner similar to its consideration in the selection process. Where appropriate, the services of the volunteer may be suspended or terminated, or other appropriate action may be taken. Providing false, misleading, or incomplete information by a volunteer warrants termination.

No volunteer will be utilized who is disqualified from so serving by any applicable statute or regulation. AGO will bar individuals who appear on a federal, state, or local sexual offender register or list, or the equivalent, from volunteer leader service as chaperones, faculty, drivers, or presenters in AGO Pipe Organ Encounter events.

Prospective faculty/staff/volunteers may be disqualified from a position based on background information obtained from employee and volunteer screening although not barred by applicable statute or regulation. Other conduct, matters, or things may warrant disqualification in order to reasonably protect children and youth from physical, psychological, and/or sexual abuse. A prospective faculty/staff/volunteer's failure to provide the information requested will result in automatic disqualification of this person.

The background checks ordered by the AGO are for its purposes only and are not transferable records for another employer or organization. While the AGO cannot control what a person does with a copy of their results if they obtain one during the initial process, the organization will not provide copies after the fact from the National Background Investigations account for any reason other than to provide a personal record of that specific check.

Where information is considered relevant to a position, the circumstances of the conduct, matter, or item are to be evaluated to determine fitness. The circumstances considered may include, but are not necessarily limited to:

- The time, nature, and number of matters disclosed;
- The facts surrounding each such matter;
- The relationship of the matter to the service to be provided by the prospective faculty/staff/volunteer;
- The length of time between the matters disclosed and the application to volunteer;
- The applicant's employment or volunteer history before and after the matter;
- The applicant's efforts and success at rehabilitation as well as the likelihood or unlikelihood that such a matter may occur again; and
- The likelihood or unlikelihood that the matter would prevent the prospective faculty/staff/volunteer from performing the position in an acceptable, appropriate manner consistent with the safety and welfare of children and youth served by the agency.

7.2.2 Faculty/Staff/Volunteer Screening and Training Process

All faculty and volunteers at all POE events (including POE+) should undergo the same background check and screening process. AGO prohibits individuals who appear on a federal, state, or local sexual offender register or list, or the equivalent, from volunteer leader service as chaperones, faculty, drivers, or presenters in AGO Pipe Organ Encounter events.

Every faculty/staff/volunteer, including drivers, will be sent information to complete a signed Disclosure Affidavit, National Background Check, and Virtus Training. Drivers will need an additional DMV report. Everyone who has supervisory contact with participants at a POE must complete a National Background Check and the Virtus Online Training for AGO. This ensures that all faculty/staff/volunteers are equivalently screened and trained for Pipe Organ Encounters. After receiving the list of volunteers from the POE Director, the Director of Education will reach out to each individual with information to complete these items.

The AGO has contracted with third-party vendors to be used by all POE events serving minors for background check screening (National Background) and training (Virtus Online Training). Each POE director will receive a final report once all volunteers have completed their respective screening and training.

This requirement is an industry-standard observed by church organizations, public, private, and parochial schools, and most summer camps. The AGO has instituted this requirement to ensure that the knowledge of this is held in common by all volunteers. Due to privacy laws regarding employee personnel records, the acceptance of an employer's word on what training has been taken by an AGO volunteer will not be possible. This applies across all POEs throughout the USA and foreign countries. The AGO will not verify equivalency with or validity of other training programs or certifications, as we would respect the privacy of our volunteers by not sharing screening results, nor would AGO expect its training to be transferable to satisfy the requirements of the employers of AGO's volunteers.

7.3 Guidelines for Touch and Consent

Teaching and learning to play the organ is a very physical activity. Respecting personal space during all interactions is crucial to ensuring all members of our community feel safe and comfortable. Personal space should be respected in all teaching, learning, and performance spaces including classrooms, during masterclass and repertoire classes, on stage, and during one-on-one teaching sessions.

Appropriate touch may be an effective tool in organ teaching where positioning, posture, and somatic awareness. These are crucial elements of technique and performance development and often do not have precise verbal descriptions. Some faculty and participants experience this kind of touching as a natural part of instruction. But there are other participants, for any number of reasons (including but not limited to culture, gender, disability, faith, and past experience), who find this kind of instruction uncomfortable.

To ensure a safe one-on-one learning environment, participants must be asked for consent before any and every instance of touching, even if consent has been obtained in the past. Participants may decline without any further discussion or clarification and may decline at any point during the process of touching. Faculty are encouraged to remind participants of their right to decline touch at any time.

If a required change in position or posture can be communicated without touch, this pathway should be followed. When touch is consented to and employed, it must always be the minimum amount of pressure and time required to make the necessary physical adjustment and must never extend to sensitive areas of the body (including but not limited to the face, chest, pelvis, thigh).

Should touch be considered a possible effective tool for teaching and learning, a daily check-in with participants about situationally specific touch is strongly recommended. It should be framed in a way that makes clear the purpose of the suggested touch; i.e., identifying the skill it may assist with developing. Remember the following:

- All touch requires consent so faculty should always ask for consent before any physical interaction occurs.
- A participant can always say no as there is no physical interaction that is absolutely necessary. A creative teacher will always find new ways to demonstrate, teach, and instruct.



Publicity

8.1 Recruiting

One of the measurements of a successful POE is the strength of its enrollment. A broad-based, multi-faceted publicity campaign will contribute significantly to the realization of this goal: it should extend well beyond the locality of the POE itself and include provisions for coverage throughout the local area and the entire AGO region. National publicity is handled directly by AGO National Headquarters in New York through *The American Organist* magazine and the website.

One of the most important tools for advertising your POE is the postcard, which will be developed early, in consultation with CoPOE. See the POE Postcard Template, which is available as a template in the [Document Center](#) on the AGO website. The postcard should include a list of POEs

- Dates
- Type of POE and age range
- Location Address
- POE Director
- POE Website
- Registration Fee and Date

It is advantageous to develop a comprehensive approach to advertising during the initial stages of planning and to begin its implementation many months prior-- as soon as the postcard has been approved by CoPOE. POE

faculty members and AGO chapter members should be encouraged to recruit participants to apply to the POE. Other avenues for recruiting are outlined below.

- **Piano teachers/studios:** Because an intermediate piano background will greatly enhance a participant's progress and ability to learn quickly at the POE, and because evidence of such training is a prerequisite for admission, a major target for initial communication and recruiting efforts will be the area's independent piano studios. Contacting these teachers can be valuable for recruitment. Conversations or e-mails can include the following:
 - ▶ Describe some of the benefits to pianists of adding organ playing skills.
 - ▶ Explain briefly the qualifications necessary for acceptance and the curriculum of the POEs. 59
 - ▶ Inquire if any participants in the studio would meet the requirements and be interested in participating in the event.
 - ▶ Provide postcards to those studios that have expressed interest.
- **Local and area organ instructors**
- **Public, private, and parochial school music departments**

- **Local, state, and regional home-school associations:** Check with the parents of homeschooled children in your area.
- **Community music schools:** These organizations are often affiliated with the National Guild of Community Schools of the Arts. More information may be obtained from the national directory, available through www.nationalguild.org.
- **College, university, and conservatory of music preparatory divisions**



- **College and university music departments:** It should be remembered that the age limit for the POE is 18. Rising college freshmen could attend if the local chapter agrees on an individual basis. College participants might also know high school participants who will want to attend.
- **Regional AGO Chapters:** It is essential to mail or email postcards to AGO members in the area and region of the POE, as well as the Regional Ambassador. ([See the AGO website for contact information.](#)) It is helpful to mail one or a few postcards to chapter deans, especially

nearby chapters for distribution at their programs. Free mailing labels and regional email address lists for the AGO membership of the region where the POE is held are available from National AGO Headquarters.

- **Churches and Synagogues:** Communication with religious denominations, diocesan/synod offices, councils, etc., is very important. Recruitment through local and area churches and synagogues should be done in several ways:
 - ▶ **Newsletters:** Check to see if there is an Ecumenical Council or Coalition that publishes a newsletter that can announce the POE. Members of AGO chapters should be asked to put a notice into their regular church newsletter, bulletin, or other publications. These newsletters will likely reach participants with an interest in sacred music and the organ – some of them may be involved in piano and/or organ study that is offered in connection with the church itself.
 - ▶ **Mail and e-mail:** Obtain addresses and send postcards in printed and electronic versions to church musicians, clergy, and office personnel.
 - ▶ **Telephone:** It can be very effective to approach the music personnel of churches personally with a call, providing a brief explanation of the POE. Follow up with a postcard.
 - ▶ **Local ministerial associations, denominational and diocesan offices:** Personal contact is best, with a postcard explaining the upcoming POE and the importance of recruiting participants from local churches.
- **Other Organizations:** Further information concerning the workings of piano, general, and choral music teacher's organizations may be obtained by consulting the internet and publications of the MTNA, The American Music Teacher, NAFME (National Association for Music Education, formerly Music Educators National Conference), Music Educators Journal, and the ACDA, Choral Journal.
- **Social Media/Website:** Ask your chapter webmaster to post information on the chapter website. Or, better yet, create a website specifically devoted to the POE. Recent POEs have done this very creatively, in ways that established an online community for participants going to that POE. Find someone in your chapter or on your POE Committee who knows how to use social media platforms such as Facebook, Instagram, or Twitter and disseminate information this way.

8.2 Press Release Sample

For distribution to community newsletters/church bulletins.



Dear [redacted],

The [Your City/Region] Chapter of the American Guild of Organists (AGO) is excited to announce the upcoming Pipe Organ Encounter (POE), a unique educational program designed to introduce young musicians to the magnificent world of the pipe organ. From [Start Date] to [End Date], participants will have the opportunity to explore the instrument's rich history, learn basic playing techniques, and discover the fascinating mechanics behind its construction.

The POE, a national program of the AGO, offers an immersive experience for aspiring organists, providing hands-on instruction, interactive workshops, and visits to some of the region's most impressive pipe organs. These regional summer music camps are open to [Age Range], offering a chance for young musicians to meet others with similar interests. Piano or organ proficiency ranges from beginner to advanced. Scholarship assistance is available.

Participants will benefit from expert instruction by experienced organists and educators, exploring various aspects of organ performance, registration, and improvisation. The POE will also include behind-the-scenes tours of local organs, providing insights into the intricate workings of these musical marvels.

The POE will take place at [Venue/Location(s)] and will feature [Highlights of the Program, e.g., masterclasses, concerts, building tours]. Please see the attached postcard for further details.

The [Your City/Region] AGO Chapter encourages all interested young musicians to apply for this exceptional program. Spaces are limited, and early registration is recommended.


Sincerely,

Name
Title
Chapter Name
Email
Phone

475 Riverside Drive, Suite 1260, New York, NY 10115
212.870.2310 | info@agohq.org | www.agohq.org

8.3 Email Sample — Faculty Welcome Letter

New message
— ↶ ✕



To faculty@email.com

Subject Welcome to the [Year] POE Faculty Team

Dear [redacted],

On behalf of the POE Committee of the [Name/Type of POE/Year], I welcome you to the faculty of what we believe will be an outstanding POE event.

Attached please find:

- Schedule for the POE week
- Teaching assignments
- Participant contact information
- Housing/parking information
- POE Postcard

The faculty orientation will be on [Day/Month/Year] at [Time] at [Location]. At that time you will receive your orientation packet which will be reviewed along with a time to ask questions.

Once again, please accept our sincere appreciation for your willingness to share your professional expertise with our [Type of POE] participants.

Sincerely,


Name
Title
Chapter Name
Email
Phone

A
📎
😊
✉️

Send
Save
Cancel

8.4 Email Sample — Participant Welcome Letter

New message _ ↶ ✕

 To participant@email.com

Subject Welcome to the [Year] [Type of POE]!

Dear [Name],

Welcome to the [Your City/Region] Chapter of the American Guild of Organists' [Type of POE]. We are thrilled to have you join us from [Start Date] to [End Date] for an exciting week of exploring the magnificent world of the pipe organ.

We have prepared a fantastic program filled with opportunities to learn and perform. You will be working with experienced organists and educators who are passionate about sharing their knowledge and love for the organ. Get ready for hands-on instruction, fascinating tours of local organs, and the chance to meet fellow musicians who share your interest.

Here's a quick overview of what you can expect:

- **Instruction:** You'll receive focused lessons on organ playing techniques, registration, and improvisation.
- **Organ Tours:** We'll be visiting some of the most impressive pipe organs in our area, providing unique insights into their construction and history.
- **Workshops:** Interactive sessions will cover various aspects of organ music and performance.
- **Concerts/Performances:** You'll have the opportunity to hear and perform on these incredible instruments.
- **Friendship and Fun:** Most importantly, you will be making new friends and having a great time!

Please take note of the following important information:

- **Location:** All activities will take place at [Venue/Location(s)].
- **Schedule:** A detailed schedule will be provided upon your arrival and is also [Location of Schedule, if applicable, e.g., attached to this email, available on our website].
- **Housing:** Participants will be staying at [Location]. All rooms are double occupancy. There will be adult chaperones in the [Location].
- **What to Bring:** Please see the included list for items to bring.

All travel during [POE] week will be by chartered coach or vetted volunteer drivers in their own insured vehicles. Also, participants arriving and departing by airplane, train or bus will be transported to and from the [POE] site by private car. A [POE] coordinator will meet you at your arrival destination; that person will wear a name tag to identify themselves. If you are arriving by private car, please complete the forms that so that we will have that information also.

You will need to complete two forms which are linked/attached to this email:

- [POE Participant Travel Information and Conduct Google Form](#)
- [POE Participant Medical Information and Release Form \(POE/POEA\)* or POE Participant Assumption of Risk and Release Form \(POETech/POE+\).](#)

**This form will be kept on file during the week of POE. It will assist us in the event of an emergency should medical attention be necessary, or any other special need arise.*

In order that arrangements can be made and all needs met, we request that you return these forms **NO LATER THAN [date]**.

Your organ lessons each day will be with another participant who is at the same musical level as you are. Your teacher will contact you shortly to discuss what music to bring, and to answer any other questions you have about your study. On [Day/Month/Year] at [Time] at [Location] there will be a recital by the participants. Your teacher will discuss this possibility with you. Family and friends are cordially invited to this event; otherwise we request that family and friends do not visit during the week, as this is a time of cultural growth and fellowship for participants.





Please report on [Day/Month/Year] at [Location] between [Time] and [Time]. When you arrive, you will receive your room assignment, room key, and other information for the week.

We understand that you may have questions, and we are here to help. Please don't hesitate to contact us at [Contact Information] if you need any further information or assistance.

We are looking forward to a memorable and enriching week with you. Get ready to embark on a musical adventure!

Sincerely,

[Name]
[Title / Chapter Name / Email / Phone]

    Send Save Cancel

8.5 What To Bring To A POE

Music-Related Essentials:

- Sheet music, music books, and any assigned materials.
- Pencils/Erasers
- Organ shoes

General Essentials:

- Clothing:
 - Comfortable clothing for daily activities
 - Layers for varying temperatures
 - Performance attire
 - Comfortable shoes (especially for walking)
 - Pajamas
- Toiletries:
 - Toothbrush, toothpaste, soap, shampoo, etc.
 - Towel and washcloth
 - Sunscreen
 - Any necessary medications
- Personal Items:
 - Water bottle
 - Snacks (if allowed)
 - Backpack
 - Phone and charger
 - Umbrella
 - Any personal comfort items

Other Specifics:

- Bedding (sheets, blanket, pillow)
- Swimsuit (optional)

8.6 Schedule Sample

Sunday, July 6

2:00PM–4:15PM	Check-in at dorms	Participants, Faculty, Staff	Niehardt Dormitory
4:15PM–4:45PM	Participants Orientation	Staff	Niehardt Dormitory
5:00PM–5:30PM	Music Theory Diagnostic Test	Faculty Name	St. Mark's on the Campus
	Faculty Orientation	Faculty Name	St. Mark's on the Campus
5:30PM–6:50PM	Potluck Dinner, Welcome	Participants, Faculty, Staff	St. Mark's on the Campus
7:00PM–8:00PM	FACULTY RECITAL I	List of Performers	Cornerstone Chapel
8:00PM–9:00PM	Panel Discussion: Career Opportunities	Faculty	Cornerstone Chapel
9:00PM–9:30PM	Open console	Participants	Cornerstone Chapel
9:30PM–10:30PM	Free time at dorms	Participants	Niehardt Dormitory
10:30PM	Lights out	Participants	Niehardt Dormitory

Monday, July 7

7:00AM–7:45AM	Breakfast	Participants	Niehardt Dormitory
8:00AM–10:15AM	Lessons and practice	Faculty	Churches
10:30AM–11:15AM	Group A: Music Theory	Faculty Name	Westbrook Music Bldg 104
	Group B: Improvisation	Faculty Name	St. Mark's on the Campus
11:30AM–12:00PM	Lunch	Everyone	St. Mark's on the Campus
12:15PM–1:00PM	Group A: Improvisation	Faculty Name	St. Mark's on the Campus
	Group B: Music Theory	Faculty Name	Westbrook Music Bldg 104
1:15PM–2:45PM	MASTER CLASS: 20TH CENTURY REPERTOIRE	Faculty Name	First Presbyterian Church
3:00PM–3:30PM	Bedient shop tour	Faculty Name	Bedient Organ Factory
3:40PM–4:30PM	Group A: Temperament Class		Bedient Organ Factory
	Group B: Pipe Making and Voicing		Bedient Organ Factory
4:40PM–5:30PM	Group A: Pipe Making and Voicing		Bedient Organ Factory
	Group B: Temperament Class		Bedient Organ Factory
6:00PM–6:50PM	Dinner	Everyone	First-Plymouth Church
7:00PM–8:30PM	FACULTY RECITAL II	List of Performers	First-Plymouth Church
8:30PM–9:00PM	Open console	Participants	First-Plymouth Church
9:00PM–10:30PM	Free time at dorms	Participants	Niehardt Dormitory
10:30PM	Lights out	Participants	Niehardt Dormitory

Tuesday, July 8

7:00AM–7:45AM	Breakfast	Participants	Niehardt Dormitory
8:00AM–10:15AM	Lessons and practice	Faculty	Churches
10:30AM–11:15AM	Group A: Improvisation	Faculty Name	St. Mark's on the Campus
	Group B: Music Theory	Faculty Name	Westbrook Music Bldg 104
11:30AM–12:00PM	Lunch	Everyone	St. Mark's on the Campus
12:15PM–1:00PM	Group A: Music Theory	Faculty Name	Westbrook Music Bldg 104
	Group B: Improvisation	Faculty Name	St. Mark's on the Campus
1:15PM–2:30PM	Travel to Omaha	Participants and Faculty	
2:30PM–3:15PM	PASI ORGAN DEMONSTRATION	Faculty Name	St. Cecilia Cathedral
3:30PM–5:15PM	MASTER CLASS: BAROQUE REPERTOIRE	Faculty Name	St. Cecilia Cathedral
5:15PM–5:45PM	Open Console	Participants	St. Cecilia Cathedral
6:00PM–6:45PM	Dinner	Everyone	St. Cecilia Cathedral
7:00PM–8:45PM	THEATRE ORGAN DEMONSTRATION, performance, open console	Faculty Name	Markworth Residence
8:45PM–10:00PM	Travel to Lincoln	Participants and Faculty	
10:00PM–10:30PM	Free time at dorms	Participants	Niehardt Dormitory
10:30PM	Lights out	Participants	Niehardt Dormitory

Wednesday, July 9

7:00AM–7:45AM	Breakfast	Participants	Niehardt Dormitory
8:00AM–11:15AM	Lessons and practice	Faculty	Churches
11:30AM–12:15PM	Lunch	Everyone	St. Mark's on the Campus
12:30PM–1:15PM	Group A: Music Theory	Faculty Name	Westbrook Music Bldg 104
	Group B: Improvisation	Faculty Name	St. Mark's on the Campus
1:30PM–2:15PM	Group A: Improvisation	Faculty Name	St. Mark's on the Campus
	Group B: Music Theory	Faculty Name	Westbrook Music Bldg 104
3:00PM–4:30PM	MASTER CLASS: COMPOSITION	Faculty Name	Southwood Lutheran
4:45PM–5:45PM	Discussion with Joel Martinson	Faculty Name	Southwood Lutheran
6:00PM–9:00PM	Pizza Party	Participants	Penner Home
6:30PM–9:00PM	Faculty Banquet	Faculty	Lazlo's, Haymarket
9:00PM–10:30PM	Free time at dorms	Participants	Niehardt Dormitory
10:30PM	Lights out	Participants	Niehardt Dormitory

Thursday, July 10

7:00AM–7:45AM	Breakfast	Participants	Niehardt Dormitory
8:00AM–8:45AM	Group A: Music Theory	Faculty Name	Westbrook Music Bldg 104
	Group B: Improvisation	Faculty Name	St. Mark's on the Campus
9:00AM–9:45AM	Group A: Improvisation	Faculty Name	St. Mark's on the Campus
	Group B: Music Theory	Faculty Name	Westbrook Music Bldg 104
10:00AM–11:15AM	Improvisation Society Performance	Participants	Cornerstone Chapel
11:30AM–12:15PM	Lunch	Everyone	St. Mark's on the Campus
12:30PM–3:45PM	Lessons and practice	Faculty	Churches
4:00PM–4:50PM	WORSHIP: HYMN FESTIVAL	Faculty Name	First-Plymouth Church
5:00PM–5:50PM	Conducting from the Console	Faculty Name	First-Plymouth Church
6:00PM–6:50PM	Dinner	Everyone	First-Plymouth Church
7:00PM–8:30PM	MASTER CLASS: ROMANTIC REPERTOIRE	Faculty Name	Saint Paul Methodist
8:30PM–9:00PM	Open Console	Participants	Saint Paul Methodist
9:00PM–10:30PM	Free time at dorms	Participants	Niehardt Dormitory
10:30PM	Lights out	Participants	Niehardt Dormitory

Friday, July 11

7:00AM–7:45AM	Breakfast	Participants	Niehardt Dormitory
8:00AM–9:45AM	Practice time for recitals	Participants	First Presbyterian Church Saint Paul Methodist
10:00AM–11:15AM	PARTICIPANTS RECITAL I	Participants	First Presbyterian Church
11:30AM–12:15PM	Lunch for Participants and Families	Participants, Faculty, Families	First Presbyterian Church
12:30PM–1:45PM	PARTICIPANTS RECITAL II	Participants	Saint Paul Methodist
2:00PM–3:00PM	Check out, departure	Participants	Niehardt Dormitory
6:30PM–9:00PM	Faculty Banquet	Faculty	Lazlo's, Haymarket
9:00PM–10:30PM	Free time at dorms	Participants	Niehardt Dormitory
10:30PM	Lights out	Participants	Niehardt Dormitory

8.7 Certificate Sample

CERTIFICATE OF PARTICIPATION

THE AMERICAN GUILD OF ORGANISTS [INSERT NAME] CHAPTER
PROUDLY PRESENTS THIS CERTIFICATE TO

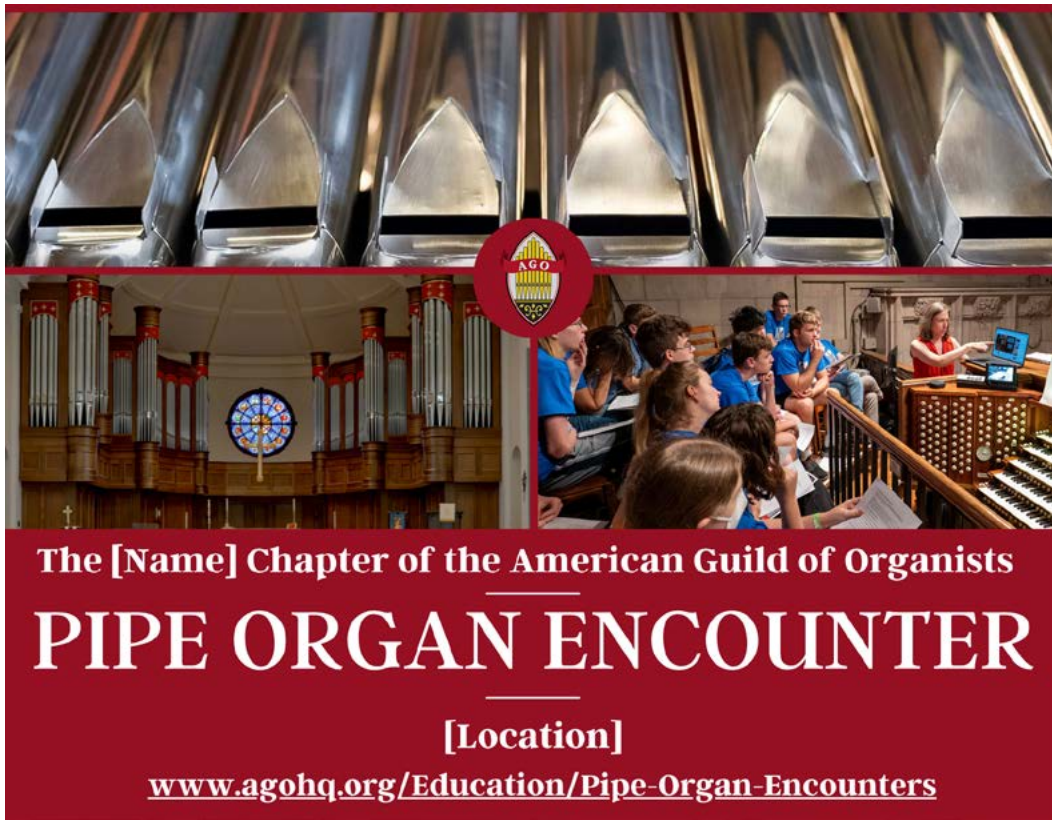
IN RECOGNITION OF OUTSTANDING PARTICIPATION IN
THE [YEAR] [PIPE ORGAN ENCOUNTER]
HELD IN [PLACE] ON [DATES]



DATE

SIGNATURE

8.8 Postcard Sample



[Pipe Organ Encounters (POE)] are a 4-5 day experience organized by a local AGO chapter. During the [POE], participants receive group and individual instruction, take field trips to hear and play notable instruments, and enjoy recitals by accomplished performers. Most importantly, participants get a chance to meet and interact with other people who share an interest in the organ.

[Dates]
 [Age Range]
 [Location Address]
 [POE Director]
 [POE Website]

Registration Fee: [\$000]
 Please register by [Date]

Scholarship assistance is available through the American Guild of Organists.

A Pipe Organ Encounter is an educational outreach program of the American Guild of Organists. Major funding for Pipe Organ Encounters is provided by the Associated Pipe Organ Builders of America. Additional support is provided by the American Institute of Organbuilders and by the Jordan Organ Endowment. POE scholarships are provided by the AGO New Organist Fund.





American Guild of Organists
PIPE ORGAN ENCOUNTERS



AMERICAN GUILD OF ORGANISTS
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