



Kankakee Valley Youth Symphony Orchestra

Handbook for Musicians and Parents

2025-2026 SEASON

Musicians and Parents are asked to read this carefully!

Please note the following forms that must be filled out online! These three online forms must be signed and returned to KVYSO immediately, regardless of tuition payment method.

[Member Information Form](#) | [Tuition Payment / Musician-Parent Agreement](#)

Kankakee Valley Youth Symphony Orchestra

P.O. Box 572, Kankakee, IL 60901

Email: kvysinfo@gmail.com

Website: kvysso.com

What is the KVYSO?

A subsidiary of the Kankakee Valley Symphony Orchestra Association, the Kankakee Valley Youth Symphony Orchestra (KVYSO) is an ensemble consisting of advanced Junior and Senior High School musicians from the entire Kankakee Valley area.

The purpose of the KVYSO is to provide an atmosphere in which young musicians can develop musical skills in a full orchestra setting by working with professional musicians and publicly performing symphonic orchestral music (standard and contemporary).

Requirements for Participation

Members of the KVYSO are chosen by audition. Students wishing to audition for membership should be prepared to play the following:

1. Scales:
For Strings - Major C D E F G A B-Flat, as many octaves as possible. For consideration for 1st violin section, please prepare 3 octaves.
For Winds - All Major and chromatic scales or the IMEA Scale Sheet.
For Percussion - Snare rudiments: buzz roll, rudimental roll, paradiddle rudiments and flam rudiments.
Timpani tuning: perfect 4th, perfect 5th, minor 3rd.
2. Sight-reading taken from orchestral literature.
3. Prepared piece (solo or etude).

Membership in KVYSO is not meant to replace membership in school instrumental ensembles. Therefore, musicians chosen for KVYSO membership are encouraged to also be a member of their schools' instrumental ensemble where one exists.

Attendance

Attendance is expected at all rehearsals and performances. However, it is understood that there may be conflicts, required school performances and established holidays.


1. For an absence to be excused, **advance notice** must be given in writing using the absence form on our website. In case of an emergency, a phone call or text to 815.826.0037 with written notice afterward will be acceptable. Just telling members of the KVYSO staff in passing is not acceptable.
2. If an Orchestra Member accumulates more than two unexcused absences in preparation for a concert, he/she may not be eligible to play the concert.
3. After two unexcused absences, the musician may be asked to re-audition for membership in KVYSO.

Most KVYSO rehearsals are held Sunday afternoons in the Larsen Fine Arts Center of the Olivet Nazarene University in Bourbonnais. A campus map follows on page 5.

Tardiness

It is vital that every musician is seated, tuned and ready to begin 10 minutes before the rehearsal. Arriving late is disruptive to the Orchestra. Chronic tardiness affects the overall performance of the orchestra and is a cause for seat reassignment and/or dismissal. Musicians will be expected to sign in upon arrival.

Severe Weather Policy

It may be necessary for the Conductor to cancel a rehearsal due to severe weather conditions. You will be notified of rehearsal cancellations through one or more of the various ways: the KVYSO Facebook page , an email from the KVYSO, or a text from the Conductor from the REMIND messaging tool. In addition, please look for email announcements throughout the concert season for a possible rehearsal time or venue change.

Individual Responsibilities

1. Each member is expected to be a good representative of KVYSO whenever participating in an orchestra activity. This includes during breaks as well as before and after rehearsals and concerts. All rules of the host facilities must be observed.
2. Only water is allowed in the rehearsals or concerts. NO GUM.
3. No member is allowed to leave the building during breaks.
4. When requested, each member is to bring a music stand that has his/her name on each piece of the stand.
5. All members are responsible for learning their parts.
String players are responsible for copying bowings into their parts.
6. Each player will be issued a folder at the beginning of the season.
Players are expected to take their folders home.
7. It is the players' responsibility to bring their folders, music and a pencil to every rehearsal and concert.
8. All music contained in the folder is the personal responsibility of the player. It is each player's responsibility to keep his/her music in order, in good repair and to report missing music to the librarian immediately.
9. The player will be charged replacement for any music lost. Lost practice copies will be charged at a rate of 25 cents per sheet and rental music at the publisher's rate, usually \$10 to \$25 per part.
10. Music must be returned after each major concert.

Publicity

The Kankakee Valley Youth Symphony Orchestra, from time to time, will use images and/or names of musicians in publicity materials.

The Kankakee Valley Youth Symphony Orchestra publishes a roster of participants solely for the use of participants, parents and KVYSO's Committee.

Concert Dress

Young Men: Black pants (no jeans)
Black shoes (no tennis shoes)
Black socks
White long-sleeved shirt
Black jacket (suit or tuxedo)
Tie (long with suit jacket, bow with tuxedo jacket)

Young Ladies: Modest black skirt OR black dress pants (no jeans)
Black shoes (no tennis shoes)
Black socks or nylons of black or natural color
Modest white long-sleeved blouse

Behavior

Good attendance and behavior are necessary from each musician for the success of the Orchestra. The reward of participating in an orchestra comes from the pride and satisfaction of working together and achieving musical excellence.

Talking or engaging in other activities (e.g. homework or cell phones) while participating in the rehearsal is inappropriate. You are expected to listen quietly if you are not playing and try to be considerate of others who are rehearsing.

- If a musician is disruptive or unprepared, the Conductor or Coach will speak to the musician privately at break or after rehearsal.
- Misbehavior is grounds for seat reassignment at any time.
- If the Musician continues to misbehave, the Conductor will set up a meeting with the Musician, Parent and Conductor. If a behavior problem continues after this, the Musician will be dismissed. Tuition will not be refunded if a musician is dismissed.

We strongly encourage musicians to have insurance on valuable instruments. KVVYSO does not assume responsibility for damage to or loss of any instrument. **Do not touch** other players' instruments! Musicians should have their instruments either in their case or their hands at all times, rather than lying on a chair or floor.

The percussion instruments are to be played by percussion musicians only.

Conduct

The Kankakee Valley Youth Symphony Orchestra believes in respecting the dignity of every student, staff member and volunteer and expects each of those individuals to show respect for each other. Respectful, professional conduct furthers KVVYSO's mission, minimizes disputes and enhances our reputation as an organization. Accordingly, this policy forbids any unwelcome conduct. Unwelcome conduct is defined as conduct that results in someone feeling uncomfortable. KVVYSO is thus committed to providing an environment free of any actions or inactions which could be considered discriminatory or harassment. Any perceived incident should be reported to the Conductor and/or the President of the Kankakee Valley Youth Orchestra Committee.

Section Leader Responsibilities

Section leaders are responsible for marking bowings, articulations and other musical changes during rehearsal and making sure each member of the section has copied them correctly. Rehearsal is about making sure all musicians play the same music the same way and these rehearsal marks are key to the success of the KVYSO.

Section leaders are responsible for the tuning of their sections.

Section leaders are also responsible for making sure each player in the section has put away the chair and stand used during a rehearsal or performance.

Orchestra Member Responsibilities to Section Leaders

KVYSO members are responsible for checking with their section leaders for additions or corrections made to the music when a rehearsal is missed due to any unavoidable conflict.

KVYSO members are responsible for tuning to the best of their ability at every rehearsal or performance.

KVYSO members are responsible for putting away the chair and stand used during a rehearsal or performance. All percussionists are expected to put their equipment away at the end of every rehearsal/performance unless prior arrangements have been made with the director.

Fees

The Kankakee Valley Youth Symphony Orchestra Committee will set the season membership tuition before auditions at the beginning of each season. Tuition is due in accord with the KVYSO Tuition Payment Policy.

Financial aid is available for payment of tuition by contacting the KVYSO Board Administrative Coordinator immediately after the audition by email, phone or mail: KVYSO, P.O. Box 572, Kankakee, IL 60901.

Tuition is not refundable.

Appeals Process

The Music Director/Conductor will decide any conflict concerning music/musicality.

Any other complaint should be made in writing and will be heard by the Kankakee Valley Youth Symphony Orchestra.

OLIVET NAZARENE UNIVERSITY



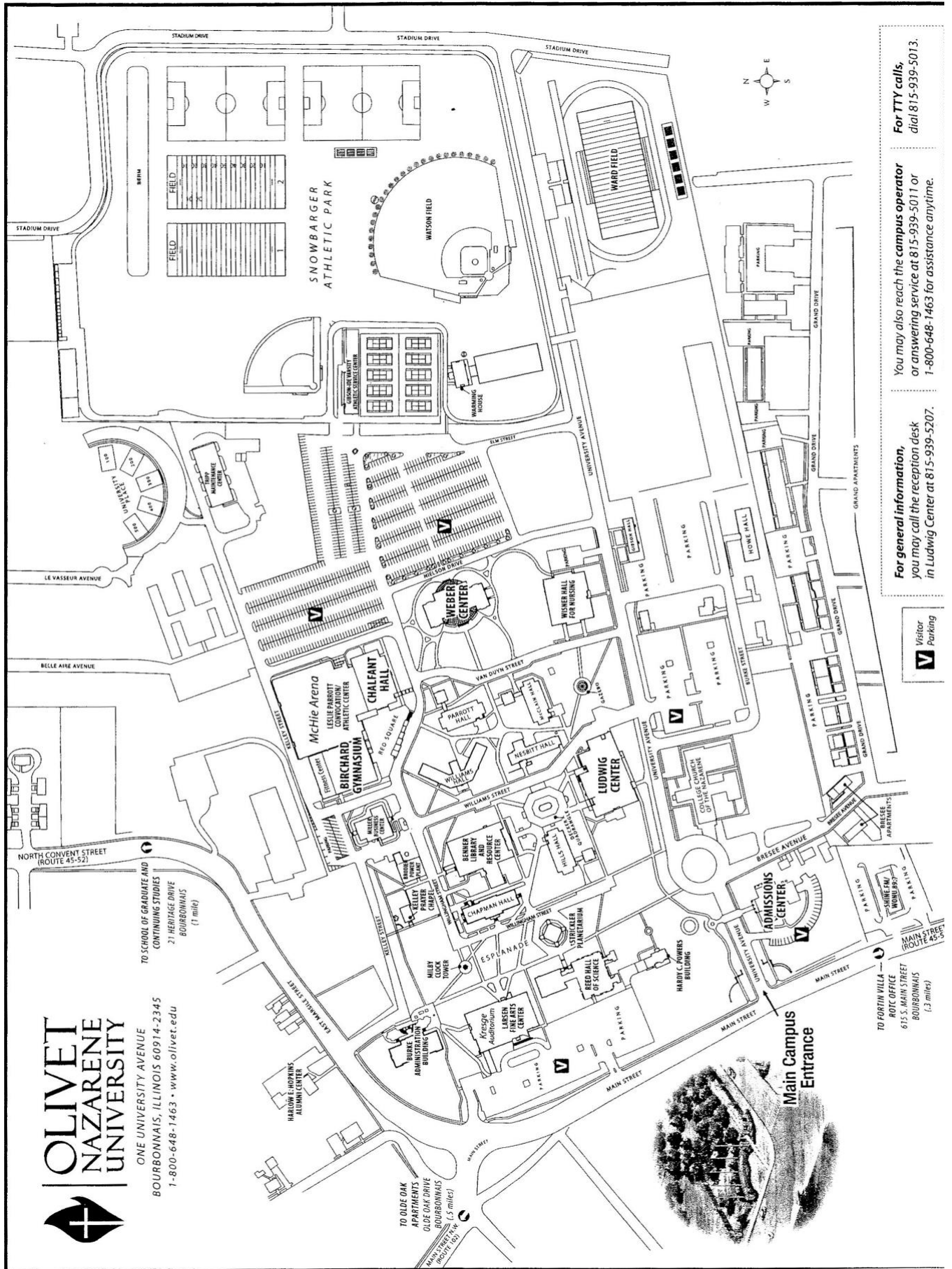
ONE UNIVERSITY AVENUE
BOURBONNAIS, ILLINOIS 60914-2345
1-800-648-1463 • www.olivet.edu

TO SCHOOL OF GRADUATE AND
CONTINUING STUDIES
21 HERITAGE DRIVE
BOURBONNAIS
(1 mile)

TO OLDE OAK
APARTMENTS
OLDE OAK DRIVE
BOURBONNAIS
(.5 miles)

TO FORTIN VILLA
HOTEL OFFICE
615 S. MAIN STREET
BOURBONNAIS
(.3 miles)

**Main Campus
Entrance**



For general information,
you may call the reception desk
in Ludwig Center at 815-939-5207.

You may also reach the campus operator
or answering service at 815-939-5011 or
1-800-648-1463 for assistance anytime.

For TTY calls,
dial 815-939-5013.

Visitor
Parking

TUITION PAYMENT POLICY

KVYSO Full Season and 2nd Semester

KVYSO's tuition policy will be strictly enforced, both for returning and new musicians!

If a musician has an inability to pay in full, tuition aid may be available where financial need has been shown. The family must make special arrangements prior to the 2nd rehearsal and commit to a timely schedule of tuition payments as agreed. If you would like to apply for aid, please complete the [Tuition Aid Application](#) and provide a copy of your family's 2022 Federal Income Tax Form 1040.

Any Musician who does not follow the tuition payment procedures will not be allowed to take his or her seat with the Orchestra until in compliance.

FEES FOR THE 2025-2026 SEASON:

Full Season Tuition Fee..... \$335

TUITION PAYMENT OPTIONS when joining for FULL 2025-2026 SEASON are:

Payment of \$335 for full season tuition, paid online or by check, no later than September 15, 2025 (save \$5)
or

Payment of \$170 made at the beginning of the Fall 2025 and Spring 2026 semesters:

- Fall semester payment of \$170, paid online or by check, no later than September 15, 2025
- Spring semester payment of \$170, paid online or by check, no later than January 19, 2026

TUITION PAYMENT OPTION when joining for SECOND SEMESTER of 2025-2026 SEASON:

Payment of \$170 made at the beginning of the Spring 2026 semester:

- Paid online or by check, no later than January 19, 2025

To complete the Tuition Payment/Musician-Parent Agreement forms and pay tuition, please [click here](#).

Special Tuition Refund Opportunity: The full Season tuition (\$335) will be refunded if the musician or family secures a Chair Sponsorship, which is a 4-year commitment of \$300 per year or a partial tuition refund (\$55) for a one-year \$300 Chair Sponsorship. See separate sheet for details.