



**Barbershop Harmony Society – Youth Harmony Workshop
Reimbursement Checklist**

In conjunction with the Harmony Foundation, the Barbershop Harmony Society will be offering financial assistance to those chapters sponsoring a 1-day Youth Harmony Workshop. For 2008, chapters that sponsor a Youth Harmony Workshop are eligible to receive \$10 for each student and educator in attendance up to 100 attendees. (i.e. for a workshop with 50 students and 2 educators, this amounts to a reimbursement of \$520).

In order to receive this assistance/reimbursement, please make sure the following items are sent to **James Estes** after the workshop has concluded:

- Letter to James Estes summarizing workshop details (can be completed on Event Summary Form)
- Event Summary Form
- Music Educator Evaluation Forms (1 for each educator in attendance)
- Student Evaluation Forms (1 for each student in attendance)
- Student “Thank-You” notes (1 for each student in attendance, can be written on back of Student Evaluation Form)

Reimbursement will be made based on the number of student/educator forms returned (up to 100). If your camp had 200 students/educators, and only 87 turned in forms, you will only be reimbursed for 87. Stay organized and make sure the forms are completed by the students/educators and returned to you!! This is the only way we can justify future funding of these amazing experiences!

Please send all letters/forms/notes within 14 days of the conclusion of the workshop to:

James Estes
Barbershop Harmony Society
110 7th Avenue North
Nashville, TN 37203

If you have any questions, feel free to contact **James Estes** at 800-876-7464 x4124