

Suffolk/Nassau Chapters American Guild of Organists

MANUAL OF PROCEDURE FOR THE AGO ACHIEVEMENT AWARDS

For Chapter Boards, Coordinators, Mentors and Candidates

Chapter Board

The success of the achievement awards program will depend on the organization and supervision of the evaluation process. Initially, chapter boards will solicit volunteer mentors from among their membership and consult with the coordinator in the approval of the mentor applicants. After each award challenge, the board will receive the results of award challenges from the coordinator and be responsible for arranging presentation dates for the awards. The chapter deans should publicize all information regarding the awards applications and procedures.

Coordinator

The coordinator will read thoroughly the Requirements for each award, the Manual of Procedure, the Evaluation Guidelines, and the Guidelines for Completing the Requirements. In conjunction with the chapter boards, the coordinator will seek to find volunteer mentors among the chapters' membership and will coordinate with chapter boards to review applications and approve mentors.

When the coordinator receives an application for the achievement awards from a candidate, the coordinator will assign a qualified mentor to the candidate based on his or her area of strengths. After the award has been challenged, the coordinator will receive the results from the mentor, and will produce an award if appropriate. The coordinator will relay results of the award completions to the AGO Boards and request that a presentation date be scheduled. The coordinator will send the information about the award to AGO headquarters.

Mentor

The mentor will read and become very familiar with the Manual of Procedure, the Evaluation Guidelines, Guidelines for Completing the Requirements, and the Award Requirements. The mentor should be encouraging and motivating at all times and have a full understanding of the specific award skills that he or she is mentoring.

After being assigned as a mentor to a candidate, the mentor will arrange to meet with the candidate for an overview of the specific requirements for the award, to answer any questions and help them set up a schedule.

When the candidate feels fully and thoroughly prepared and asks for an evaluation meeting, the mentor will conduct an assessment for the award. If the candidate needs more work, the mentor may guide them, and may

schedule another evaluation meeting. The mentor will be fair and non-judgmental in his or her dealings with the candidate and make every effort to help the candidate to be successful.

If the candidate is successful, the mentor will contact the coordinator, who will produce the award certificates and ask the sponsoring chapter board to schedule a presentation.

Please note: If the candidate is a minor, a parent or guardian is required to be present at all times.

Candidate

The candidate will read thoroughly this manual of procedure, the test requirements for the various awards, and the guidelines for completing the awards.

The candidate will choose an award to challenge. He or she will then complete the application for the award (found on the website www.suffolkliago.org) and send it to the coordinator who will assign a mentor to the candidate.

The candidate will meet with the mentor to review the requirements, ask any questions, and determine a schedule that will be followed before the evaluation of the exam.

The candidate is responsible for working on his or her own or with a teacher to meet the expectations of the award requirements. Any costs associated with instruction are the responsibility of the candidate and the candidate is responsible for obtaining all scores, books and study materials needed. When the candidate feels ready, he or she will contact the mentor to conduct an evaluation.

If during the assessment the candidate meets all the requirements, the mentor will contact the coordinator about the award. The coordinator will notify the sponsoring chapter board so that they can arrange a date for the awarding of the certificate of achievement.

If the candidate requires more work to meet the requirements, the mentor and candidate can discuss what is needed and can schedule a mutually convenient time for another challenge to the exam.