



FFMC Child Protection Form

The National Federation of Music Clubs (NFM) and Florida Federation of Music Clubs (FFMC) provides young musicians and adults opportunities and encouragement for continued musical growth. Members of FFMC including all Senior Club, Junior Clubs, and Area Festival Chair have been given copies of the guide *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*, which is published by the Division of Violence Prevention of the CDC. In the NFM publication JR 3-18, *NFM Junior Division Federation Festivals Procedure Manual*, it is stated on page 8 that there must be a minimum of two (2) adults, who may be judges, present at all times in the audition rooms. These two adults may not include the teacher or parent of the entrant. We take this policy very seriously and expect for it to be enforced in all Florida Festivals events.

All workers (including judges) and volunteers at an Area Festival event and the FFMC State Junior Convention shall complete the Child Protection Certification form prior to the event. This is an annual requirement.

The Standing Rules are printed on the reverse of this form.

I, _____, acknowledge that I have been provided access to the **Bylaws of the Florida Federation of Music Clubs** on the web site (ffmc-music.org) including the **Standing Rules**.

I further certify that I have read the Standing Rules and that I am in compliance with all Standing Rules of the Florida Federation of Music Clubs.

Signature

Date

Submit the completed form to the Area Festival Chair or State Junior Convention Chair

STANDING RULES

1. Any individual that is a registered sexual offender or sexual predator or required to register as a sexual offender pursuant to section 943.0435, Florida Statutes, or as a sexual predator pursuant to section 775.21, Florida Statutes or under any similar laws of any other jurisdiction may not participate (chair, administrator, organizer, worker, volunteer, judge or any one individual who is requested to assist with the FFMC Event) in any way at any FFMC events.
2. Any person that knows or has reasonable cause to suspect that a child is being abused, neglected, or abandoned MUST immediately report that knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. After reporting the suspected abuse, neglect or abandonment to the Department of Children and Families, the individual must notify the FFMC State Liability Chair. The FFMC Liability Chair shall notify the NFMC Liability Chair.
3. All payments for Senior Club dues for members of a Senior Club must be made by check from the Senior Club Bank Account or a sponsoring organization.
4. Members of FFMC as defined in Article III may sponsor or conduct events, performances, meetings, etc. and indicate they are a member of FFMC; however, they shall not indicate, advertise or otherwise state that the event is affiliated with or sponsored by FFMC without the advance written permission of FFMC.
5. Use of the FFMC insignia is only permissible when a release has been sent to the person/group requesting use. With permission it may be used for stationary, note cards and printed programs.
6. The official mailing list shall include state officers and chairs; club and district presidents and treasurers; honorary, life, senior members, senior individual members; and junior counselors of Junior Clubs in good standing.
7. FFMC Dues and Fees are shown in the attached chart.
8. The FFMC Liability Chair shall send the Liability Insurance forms to each District and Club President/Treasurer. Each District and Club shall submit the forms and pay the fees for each event or program. If the form is not submitted and fee is not paid for any event or program, the district or club (via the notarized form) agrees to indemnify the District and FFMC for that event. Each Festival Area must purchase the NFMC Liability Insurance. If not paid, the area will not receive any support from FFMC for the Festival or recording of Federation Cup Points.
9. All District Treasurers will submit an annual financial report by July 15th to the State Treasurer.
10. Procedures and instructions for various Junior events are listed in the Junior Procedures Manual. All members, teachers, and junior counselors shall comply with the Junior Procedures Manual. The FFMC Festival Chair shall send to all Area Festival Chairs the NFMC Festival Directives each year. The Area Chair shall immediately send these Directives to every teacher in that area.
11. Area Festival Chairs shall send two copies of Junior Festivals Summary Report and Area Report of Festival Ratings forms to the state festival chair, and one copy to the Federation Chair postmarked by March 30.
12. Each Area Festival Chair in each District shall send all money and a copy of Junior Festivals Summary Report to the elected District Treasurer who in turn will pay all bills, handle all necessary expenses and keep separate records for each area. All Area Festival Chairs shall submit a financial report, on the form supplied by the FFMC Festival Chair, listing all revenues and expenses. The Financial Statement must show the preceding year's surplus or deficit. The District Treasurer shall sign the report and send to the FFMC Festival Chair, postmarked by March 30th. If not submitted, the area will not receive any support from FFMC for the Festival or recording of Festival Cup Points the following year.
13. A copy of the Junior Festivals Summary Report shall be filed by the Festival Chair with the Executive Committee at the convention.
14. All Festival revenues collected by Area Festival Chair must be used specifically for Festival expenses.
15. A written report on the Junior Convention including number of events, entrants with listing of awards presented shall be filed by the Junior Division Chair with the Executive Committee at the convention.
16. All events sponsored by Florida Federation of Music Clubs must be financially self-sustaining. Recurring events shall be evaluated over a period of time, balancing income and expenses.
17. Area Festival Chairs and District Treasurers shall annually complete the FFMC Conflict of Interest Form and submit to FFMC Recording Secretary by September 30th or within 30 days of replacement. The FFMC Recording Secretary shall maintain the forms.
18. The FFMC insignia is copyrighted. Its use in soliciting donations or in any profit-making projects is restricted to FFMC. Unauthorized use of the insignia is a copyright infringement and can bring large penalties when enforced. Request for use shall be submitted to the Recording Secretary who will maintain a list of authorized users.
19. A Distribution Chair, or co-chair, appointed by the district president shall receive plans of work from all state officers and chairs, all club and district presidents, all national board members, national officers, and chairs at least one week before each convention. The materials shall be assembled into kits to be distributed at the convention to all attendees, Executive Committee members, and all club presidents.
20. The Florida state song shall be sung at all district and state meetings.
21. FFMC will publish a directory listing all members.
22. The expense of the Member of the Year Award shall be borne by FFMC.
23. As of the fiscal year 2011-2012, FFMC will give an annual complimentary subscription of Music Clubs Magazine to all life members.
24. At the discretion of the FFMC Executive committee, Board of Directors, District Presidents, Club Presidents or Area Festival Chairs, an honorarium may be granted to individuals including members, who perform services which require specific skills for special projects and/or events such as judging festivals, competition, or developing website platforms.