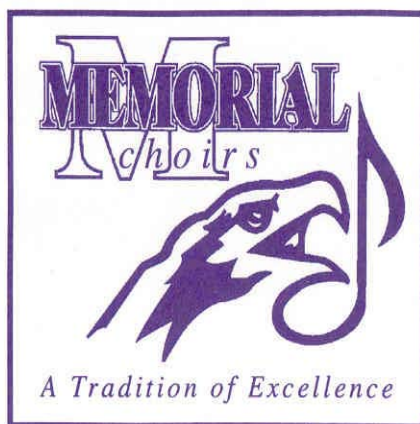


M.H.S.
Choir Boosters



Parent
Handbook
2007 - 2008

MHS CHOIR BOOSTER

Why should I become a booster club member? Memorial has been extremely fortunate to have choir directors that are dedicated to the music programs. They have been willing to go above and beyond to ensure students are given the opportunities to explore and experience many repertoires within the field of music. There is only so much money in the school budget to assist in funding these programs.

The purpose of Memorial Choir Booster club is to provide financial assistance and support services to **all** the choir programs at Memorial High School. It is our goal to assist Mr. Utphall and Ms. Schutt in promoting students' interest and participation in choir along with promoting student leadership and responsibility in choir.

MHS Boosters' membership fee helps off-set the cost to parents for having their child participate in some of these programs. It also assists in maintaining equipment and purchasing needed supplies. Being a member of MHS Boosters gives you a vote as to how our monies are distributed.

MHS Boosters play a huge role in making many of the events in the choir program happen. Your help is needed. An **ACTIVE** program cannot be successful without parental and friends involvement. Get involved! Not only is less of your valuable time needed when all parents donate some of their valuable time, but it is also a great way of getting to know the families of the kids your child is hanging out with every day. Kids like to see their parents support the things they are involved with.

MHS Boosters is not just for the parents/guardians of choir students. Anyone that enjoys and appreciates the choir performances at Memorial are welcome to become members of MHS Choir Boosters to ensure these quality programs continue.

We hope you consider joining us. Membership meetings are held the first Monday of the month from October through June in the choir room starting at 6:30 P.M. Please see the enclosed form to complete your membership

MEMBERSHIP FEES

See Fundraising

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MHS CHOIR BOOSTERS EXECUTIVE BOARD

The executive board is made up of co-presidents, co-vice presidents, co-secretaries, co-treasurers, Mr. Utphall and Ms. Schutt. Their responsibilities consist of supervising the affairs of MHS Choir Boosters and making recommendations to members of MHS Choir Boosters at membership meetings. Executive Board meetings are held at 6 p.m. prior to membership meetings. Elections for the Executive Board are held in May.

The 2007 – 2008 Executive Board consist of the following:

Co-Presidents:	Karen Devine tdevine2076@charter.net Mary Fares maryefares@yahoo.com
Co-Vice Presidents:	Beth Brandser lululuvssun@charter.net Oscar Brandser oscar.c.brandser@xcelenergy.com
Co-Secretaries:	Lydia Floren lydia@florencian.com Valerie Valero Valerova@uwec.edu
Co-Treasurers:	Maria Herbert Mariah@firstnetimpressions.com Linda Johnson ljohnson8119@sbcglobal.net
Directors:	Mr. Utphall gutphall@ecasd.k12.wi.us Ms. Schutt jschutt@ecasd.k12.wi.us

RESPONSIBILITIES OF EXECUTIVE BOARD POSITIONS:

Co-Presidents: are the chief executive officers of the MHS Choir Booster Club. One or both co-presidents are to create meeting agendas and lead all membership and executive board meetings following Roberts Rules of Order. Co-presidents serve as the directors' and members' primary contract persons. Items to be discussed at the upcoming membership meeting are to be submitted to the co-presidents in advance. Co-presidents are to update choir handbook prior to the start of the new school year.

Co-Vice Presidents: are to be available to step in and assume the responsibilities of the co-presidents in their absence. In addition, co-vice presidents chair the membership and nominating committee, maintain and update the membership directory and share membership status with directors prior to each concert for printing. Co-Vice Presidents also oversee the ordering of MHS Choir Booster apparel. The co-vice presidents are to share membership information with the website committee and report changes as they occur. They also ensure that choir representatives recruit adequate ushers for each concert.

Co-Secretaries: are to record membership meeting minutes, send notices and keep MHS Choir Booster past minutes records organized for easy referencing. Copies of membership meeting minutes and notices are to be submitted to the choir's website and/or distributed to members via e-mail and/or hard copy at the next membership meeting to be approved. One or both co-secretaries are to record both membership and executive board minutes.

Co-Treasurers: are to keep detailed accurate records of MHS Choir Boosters' receipts and spending. A written financial report is to be provided to the members and executive board via e-mail and/or hardcopy at the next membership meeting to be approved. One or both treasurers and one other member (fundraising chair) are to count receipts after each fundraising event. Outgoing checks need to be approved by at least one co-president. Checks may be signed by either treasurer or by either co-president in the absence of the treasurers. The fiscal year begins in August and is subject to a yearly audit. Choir directors are to make request for monies for special projects to the Executive Board prior to the next membership meetings, and members vote on the request. Funds are to be deposited in People's National Bank. All disbursements of the funds are to be made by check. Co-Treasurers are to write an annual report to be presented to the executive board at the June budget meetings.

Choir Directors: advise MHS Choir Boosters on the current needs of the choir.

CHOIR REPRESENTATIVES

Co-Choir Representatives assist with the needs of their child's choir and represent their child's choir at the MHS Choir Boosters' membership meeting. Some of the co-choir representative responsibilities include chairing calling committees for their assigned choir, assisting fundraiser chairs in recruiting volunteers as needed and recruiting ushers for all concerts and solo and ensemble along with reporting who is ushering to co-vice presidents ahead of time.

Treble choir, Mixed choir and Concert choir need to have 2 ushers recruits per/concert. Due to the smaller size, Men of Memorial need only 1 usher recruit per/concert.

Show choir representatives do not need to recruit ushers, but may be asked to recruit chaperons for bus travel, hotel chaperons for overnight stays and/or help organize or recruit volunteers to organize other group gatherings.

All representatives may also be asked by their child's director to assist their child's choir in other ways, (example: handing out robes...).

The 2007-2008 Co-Choir Representatives consist of the following:

Men of Memorial Co-Representatives:

Treble Choir Co-Representatives:

Mixed Co-Representatives:

Lynette Schulz lynette@peace-lutheran.org

Kaye Koxlien koxlien@hotmail.com

Debbie Wiedbusch debinec@aol.com

Renea Carlson

Concert Choir Co-Representatives

Old Abe Show Choir Co-Representatives: Lydia Floren Lydia@florencan.com

Valerie Valero Valerova@uwec.edu

Dianne Hughes Dianne.hughes@co.eau-claire.wi.us

Rhughes5785@charter.net

Eagle Co-Representatives:

Pam Albrent pamalbrent@charter.net

CHAIR COMMITTEES

The 2007-2008 Chairs and Co-chair Committees consists of the following:

<u>Winterfest:</u>	Cindy Widstrand	widstcj@cvol.net
<u>Tudor Dinner:</u>	Jim & Becky Mattson & Ann & Steve Bohrer & Valeri Valero	
<u>Pops Concert:</u>	Maria Herbert	maria@firstnetimpressions.com
<u>Newsletter:</u>	Kari Noltner	nolte@charter.net
<u>Publicity:</u>	Karen Stanton	karenstanton@charter.net
<u>Corporate / AD Sales:</u>	Don Niles	donald_niles@hotmail.com
<u>Travel Coordinator:</u>	Holly Hermann	holly.hermann@charter.net
	Gail Tasch	gailtasch@aol.com
<u>Flower Sales:</u>	Mary Fares	maryefares@yahoo.com
<u>Solo & Ensemble:</u>	Jane Milheiser	milheiser@charter.net
	Mary Fares	mfares@ecasd.k12.wi.us
<u>Old Abe Pie Sale:</u>	Beth Brandser	lululuvssun@charter.net
<u>Old Abe Crew</u>	Holly Hermann	holly.hermann@charter.net
<u>OASC Camp</u>	Karen Crandall	
	Debbie Wiedbusch	debinec@aol.com
<u>Eagle Camp</u>	Jane Redman	jredman@charter.net
<u>Web Page:</u>	Maria Herbert	mariah@firstnetimpressions.com

RESPONSIBILITIES OF CHAIR COMMITTEE POSITIONS

Winterfest Co-Chairs: are responsible for coordinating the Winterfest competition with the directors; which includes finding and working with individuals as chairs for the following sub-committees: Programs, Money, Awards, Security, Publicity, Adjudication, Clean-up, Concessions, Stage Crew, Registration, Decorating, Retail, Calling, Community Donations, Medical, and overseeing hosts. Responsibilities for each of the subcommittees are documented in individual committee procedure manuals. At the end of the Winterfest event all subcommittee volunteers are to make notes in their assigned procedure manual before returning it to the Winterfest co-chairs. This year's co-chairs pass all procedure manuals onto next year's co-chair as soon as there has been closure on this year's event.

Co-chairs also work with Mr. Utphall and Ms. Schutt to confirm building usage, judges, and touching base with the janitorial staff to let them know what area of the building will be used and what we can do to make their job easier. Arrangements need to be made to feed judges lunch and dinner. Co-chairs are to also work with Mr. Utphall to submit all bills to the executive treasurers for payment in a timely manner. All monies collected are to be turned in to the executive treasurer the day of the event.

Tudor Dinner Co-Chairs: are responsible for evaluating current and purchasing new decorations, for managing ticket sales and registering guests, and for organizing Madrigal parents to decorate the cafeteria and hallways. Co-chairs also work with Mr. Utphall in securing building use and confirming food preparation plans. Co-chairs are to turn all monies collected from ticket sales to the executive board co-treasurers. Tudor dinner procedure manuals are to be turned in to Mr. Utphall after noting any changes needing to be made in the procedure manual.

The Madrigal Tudor Dinner is traditionally held on a Sunday evening in December. It is a Renaissance-style dinner with entertainment provided by the Madrigals.

Pops Concert Co-Chairs: are responsible for organizing the tail-gate party as well as the pie and ice cream social held before and during the 'Pops Concert'. Co-chairs are responsible for making arrangements for the purchasing of food (brats, hot dogs, buns, etc...) and locating serving tables, tents, and coolers to be used. Co-chairs are responsible for sending a letter home with choir students outlining their donations of either pie or soda based on their signup. Other responsibilities include working with choir representatives to recruit volunteers to work serving shifts, set-up shifts, and clean-up shifts. Co-chairs need to purchase a one-day permit from the City of Health Dept. for this event. The concert is in Owen Park or moved to Memorial if inclement weather but, all responsibilities remain the same. Co-chairs are to turn all monies collected from ticket sales to the executive board co-treasurers. Co-chairs also need to work with the executive board co-treasurers for all purchases. The procedure manual for the Pops concert can be obtained from the co-presidents. Pops procedure manuals are to be returned to the co-presidents after noting any changes needed to help improve the procedure.

Newsletter Co-chairs: are responsible for writing and mailing three newsletters during the year – August, January and late April or early May. The purpose of the newsletter is to keep parents and students informed of pertinent choir information. Newsletter co-chairs work with the MHS Choir Executive Board and Choir Directors to determine each newsletter's content.

Corporate / AD Sales co-chairs: are responsible for soliciting corporate memberships for the booster club as well as following up with payment collection, ad design and layout for the Winterfest program and the concert programs. Memberships can be solicited by mail, in-person or by other members. Program specifications and pricing levels are determined by the Sales rep with final approval from the Executive Committee. Ads may be traded for services to the choirs. Services provided should hold the same value as the size of the ad. It is important that trade-out ads are noted with their monetary value along with the money collected for purchased ads.

Corporate ad drives begins in August and runs until January. Sales reps are responsible for determining how monies will be collected, making sure all monies are turned into the executive treasurers, sending thank you notes to Corporate Sponsors in a timely manner, and sharing corporate sponsor update reports at membership meetings.

Flower Sales Co-Chairs: are responsible for contacting a local greenhouse to confirm flowers available, the sale price and working out the amount MHS Choir Boosters will receive for each sale. The co-chairs are then responsible for designing order forms to be distributed to MHS Choir Booster Members. Flower sale co-chairs work with choir representatives to distribute and collect order forms and monies from MHS Booster members. Co-chairs are responsible for organizing the orders for the greenhouse. Flower Sale co-chairs and the greenhouse determine date, time and location for flower pick-up. The co-chairs, with the help of choir representatives, recruits MHS Choir Booster Members as needed to help organize flowers for pick-up. Flower sale co-chairs are to turn all monies collected in to the executive board co-treasurers and work with the treasurers to make sure the greenhouse receives their monies. The Flower Sale has traditionally taken place before Mother's Day. Flowers are pre-sold (hanging baskets, patio plants, etc.)

Solo & Ensemble Chairs: are responsible for contacting Mr. Uthall and Ms. Schutt to confirm judges, room usage, and who will be recording results and where this will be done. In addition, chairs ask choir representatives to help recruit volunteers to monitor doors or be runners throughout the day. Door monitors are responsible for consulting with judges on how music is to be brought in and presented, being outside a performing door making sure that the next student is ready to perform, keeping the hall way quiet during performances and collecting scoring sheets from the judges after performances and handing scoring sheets off to runners. Runners are to collect results and turn them in to the person recording results. That person then posts the results. Chairs are also responsible for contacting the janitorial staff (Lennie) to let him know which rooms will be used and to ask what we can do to make his job easier. In addition, chairs are to arrange coffee, donuts or muffins and a light lunch for judges. Also check to see if the judges have any other requests. A more detailed procedure manual is available from the co-presidents. The manual is to be returned to the co-presidents after noting any changes needed to help improve the procedure.

Web Page: The MHS choirs web page is up and running. It is located at www.memorialchoirs.com. This website has the calendar of events, choir booster information, etc. Choir booster meeting minutes will be posted on the site this year.

FUNDRAISERS

Fundraising is a big part of **MHS CHOIR BOOSTERS'** responsibilities. The fundraising done by MHS Choir Boosters is above and beyond the district's **limited two fundraisers done by the choir students themselves**. Early in the school year, Choir students do a Holiday Memory sale and a pizza sale. According to district policy, students are not allowed to do more than two fundraisers per organization. That is why MHS CHOIR BOOSTERS is so important to the success of Memorial's choir programs. Through our fundraising, we are able to offer financial support to the wonderful choir programs Mr. Uthall and Ms. Schutt have developed. Membership fees, corporate sponsors / ad sales, and Winterfest are our biggest fundraisers. Mega also assists us through their Mega card. Other fundraisers done by the MHS CHOIR BOOSTERS include the Madrigals Tudor Dinner, pie sales and flower sales. If you have any great ideas for raising funds, let your ideas be known.

Membership

Members make **MHS CHOIR BOOSTERS**. Without members there would be no additional financial assistance and support for the choirs at Memorial beyond what the district is able to budget. We would not have the quality programs Memorial has had with the support from **MHS CHOIR BOOSTERS**. There are four levels of Memberships for you to choose from. All levels have the same voice and voting power at membership meetings. Select the level of membership within your comfort.

Grace Note membership over \$ 200

Whole note membership at \$100

Half note membership at \$50

Quarter note membership at \$25

This year we will be adding a category for in memoriam for those that wish to donate money in memory of someone. We will put the name of the person donating the money, the person in whose memory it is donated, all under the appropriate dollar note category. Membership names are printed in most concert programs; however anonymity will also be respected.

Corporate Sponsors / Ad Sales

Corporate Sponsors / Ad sales is a very important component to **MHS CHOIR BOOSTERS'** fundraising. There are four levels of corporate sponsorship:

Forte sponsorship at \$400 pays for a full page ad.

Mezzoforte sponsorship at \$225 pays for a half page ad.

Mezzopiano sponsorship at \$125 pays for a quarter page ad.

Pianissimo sponsorship at \$75 pays for a business card size ad.

All ads are printed in all Concert programs and in the Winterfest programs. If you know of businesses or persons that may be interested in being a sponsor, please inform our Corporate Sponsors / Ad Sales co-chairs. (See Committee Chairs)

Words of Encouragement

For \$10.00 parents, family members and/or friends can submit a message of encouragement, appreciation, and/or thanks to anyone involved with the MHS Choirs. These messages are then printed in all programs throughout the year, along with the Winterfest program.

Winterfest

Winterfest is the largest fundraiser put on by **MHS CHOIR BOOSTERS**. Profits from this fundraiser benefit **ALL MHS CHOIRS**. It is a Show Choir competition, traditionally held the first Saturday in February. Performances are held in the Memorial auditorium. In the past there have been as many as 25 different Show Choirs competing in two different categories, A or B, depending on the size of the school. Old Abe Show Choir (OASC) and Eagle Show Choir perform non-competition shows that day.

The help of parents from **ALL MHS** choirs is needed in order for it to be successful.

Mega Card

One of the simplest ways you can help add to our funds is to get a Mega card. Simply go to the service desk at any of Eau Claire's Mega stores and ask for a Mega card application form. There are two types of cards, the basic Mega card which is free and the Preferred Mega card which will cost you \$10.00. The Preferred Mega Card will give you discounts on movie tickets, gas at the Mega station and food. Let them know you want a charity Mega card for **Friends of Memorial High School Booster**. Our code number is **243810**. You will be helping expand our funds simply by grocery shopping.

Pops Concert

The Pops Concert is traditionally held in Owen Park. All choirs, plus various solo and ensemble groups entertain. The students, particularly the seniors, organize this event. The fundraiser for the Boosters comes through the tailgate party held before the concert and a pie and ice cream social during the concert. Pies and sodas are donated by choir parents; other items such as brats, buns, chips, condiments.... are purchased and sold by Choir Boosters for profit.

Madrigal Tudor Dinner

The Tudor Dinner is scheduled for Sunday, December 16. It is a Renaissance-style dinner with entertainment provided by the Madrigals.

Flower Sales

Flowers are pre-sold (hanging baskets, patio plants, etc.) in the spring and are then picked up at the greenhouse on a designated evening. This event takes place just before Mother's Day and is perfect for graduation planting also.

Old Abe Pie Sale

To help assist with the cost of building props, Old Abe parents sell Main Street Café pies at the International Fall Festival held in downtown Eau Claire in September. The help of all Old Abe parents is needed to work the stand throughout the day. If you are not able to work, please stop by to purchase a slice or whole pie.

OTHER CHOIR ACTIVITIES**Fall Picnic**

The fall picnic is an informal gathering for parents and their children enrolled in MHS choirs. This picnic is held in Carson Park at the Oak Pavilion, weather permitting. In case of rain an alternate site will be provided. For 2007, the alternate site is Peace Lutheran Church.

It is a potluck picnic hosted by the directors. MHS Choir Boosters executive board and choir representatives assist with the organization of this picnic. It is a great kickoff for the school year.

Booster Apparel

Show your support by purchasing and wearing booster apparel to choir events. It is not a fundraiser. An order form is located on page 12 of this handbook.

Freshman Choir Trip

Traditionally, freshmen attend a show at Chanhassen Dinner Theater on a Friday night in May, stay overnight in Minneapolis and then, weather permitting, on Saturday they go to Valley Fair amusement park. In the past, if there was inclement weather, they spent the day at the Mall of America.

Choir trips

Every other year, the older choir members, sophomores, juniors and seniors have traveled either during spring break or the winter vacation. They have gone to Disneyworld, Branson, and London. This December 07 and January 08 they will travel to Spain. While traveling, the choirs perform on location.

2007-08 MHS Choirs Calendar

August

- 6-9.....Eagle Show Choir Camp
- 13-17.....OASC Camp
- July 17,24,31,Aug 7.....OASC practice 6-8:30pm

September

- 7-24....."Holiday Memories" Fund-raiser
- 15.....Spain--\$800 due w/passport photocopy
- 15.....Fundraiser Pie Sales at International Festival-downtown
- 16.....Fall Parent Meeting/Choir Picnic-Carson Oak Pavilion 3-6
- 17.....3-5 Rehearsal-Varsity Show
- 18.....3-5 Rehearsal-Varsity Show
- 20.....7pm Homecoming Varsity Show
- 21.....Homecoming Parade, Float Building, **ALL CHOIRS-Nat'l Anthem@Game**
- 29.....Madrigals trip to Renaissance Faire in Shakopee**

October

- 1.....6:30pm Boosters-Choir Room
- 13.....UW-EC Choral Fest(by invitation)
- 15.....Spain-final installment due
- 18.....3-5 Dress Rehearsal-Fall Concert
- 22.....7:30 Fall Concert
- 26.....WSMA Honors Concert-Madison

November

- 2.....3-5 Rehearsal Chi-Hi Supershow
- 3.....4pm and 7pm Chi-Hi Supershow (advance tickets required)
- 5.....6:30 Boosters-Choir Room
- 16.....6-7pm Madrigals at Sinterklaas Mart
- 19.....delivery "Holiday Memories"

December

- 3.....6:30pm Boosters-Choir Room
- 3.....all day OASC/Mads Grade School Tour
- ?.....Mads at South Chorus Concerts
- ?.....Mads at DeLong Chorus Concerts
- 11.....3-5 dress rehearsal Tudor Dinner
- 14.....decorate and rehearse Tudor Dinner
- 15.....decorate and rehearse Tudor Dinner
- 16.....6pm Tudor Dinner-school cafeteria (advance tickets req'd)
- 17.....7:30 Songs of the Season concert
- 20.....Holiday Assembly
- 26-Jan 3.....Spain Tour

January

- 8.....6:30 Boosters-Choir Room
- 12.....Monona Grove Competition (OASC)
- 12-14Dorian Fest
- 28-Feb 1.....OASC tune-up w/Denise

February

- 1.....Winterfest set-up
- 2.....7am-10:30pm (approx)WINTERFEST SHOWCHOIR COMPETITION
- 9.....Hastings Competition (OASC&Eagle)
- 16.....Waconia Competition (OASC&Eagle)
- 20.....3-5 dress rehearsal Oratorio Concert
- 25.....7:30pm Oratorio Concert Faure "Requiem"

March

- 1.....Holmen Competition (OASC&Eagle)
- 3.....6:30pm Boosters-Choir Room
- 29.....8am-4pm (approx) WSMA Solo&Ensemble Fest @MHS

April

- 5.....Altoona Competition
- 7.....6:30pm Boosters-Choir Room
- 17.....Large Group Fest
- 28.....7pm Madrigals Spring Concert-Little Theater

May

- 3.....State Music Fest- UWEC
- 5.....6:30pm Boosters-Choir Room
- 9-10.....Freshman Choir Trip
- 20.....6-8:30pm Dress Rehearsal Owen Park-POPS
- 21.....5:30pm-?? POPS Concert-Owen Park
- 27.....Spring Picnic
- 28.....OASC &MADS Banquet

June

- 1.....Commencement (MC&CC)

Year-round Events

- Tuesdays in Auditorium...6:30-8:30pm OASC rehearsals
- Thursdays in Auditorium...6:00-8:00pm Eagle SC rehearsals

Memorial Choir Booster Club

Words of Encouragement

For \$10.00 you can write words of encouragement, appreciation and/or thanks to anyone involved with the MHS Choirs. These words will be printed in all programs throughout the year. It is a great way of showing your child support and/or thanking someone making a difference in your child's music life.

In the box below, write your message exactly how you would like it to appear in this years programs.

Mail your check payable to MHS Choir Boosters and mail with this form to:
MHS Choir Boosters
c/o Beth Brandser
702 Dorbe St.
Eau Claire, WI 54701

CHOIR BOOSTER PARENT APPAREL

Tie-Dye T-Shirts

___ Small \$15	___ XL \$15
___ Medium \$15	___ XXL \$17
___ Large \$15	___ XXXL \$19

Name: _____

Address: _____

Child's name and choir _____

Make checks payable to: MHS CHOIR BOOSTERS

Send with this form to:

MHS Choir Boosters
c/o Beth Brandser
702 Dorbe Street
Eau Claire, WI 54701

email questions to: luluvssun@charter.net

MHS CHOIRS PARENT/GUARDIAN VOLUNTEER FORM

Please check the areas where you would like to help. You will be contacted later.

Ushers

- Fall Concert**(Monday, Oct 22)
- Songs of the Seasons**(Monday, Dec 17)
- Oratorio Concert**(Monday, Feb 25)
- Pops Concert**(Wednesday, May 21)

Winterfest (Saturday, Feb 2, 2008)

- Planning Committee
- Donating \$10 for concessions
- Working Winterfest

Other

- Choir Representative
- Tudor Dinner(Sunday, Dec 16)
- Work Solo&Ensemble(Sat, Mar 29)
- Work at Pops Concert(Wed, May 21)
- Host choir gatherings
- Donate Food
- Grant Writer
- Video taping
- Chaperoning
- Serving on Choir Booster Board for 08-

09

Name: _____
Child(ren)'s name(s) _____
Choir(s) _____
Phone: _____ E-Mail Address _____

Forms may be mailed to:

Mary E Fares
328 W Hamilton Ave
Eau Claire, WI 54701

Or email: maryefares@yahoo.com

