CDSS AFFILIATE HANDBOOK

Your complete guide to accessing your benefits
Thank you for joining CDSS.

This is your complete guide to taking advantage of the many benefits of Affiliate membership. Keep it handy and refer to it often! In this handbook you’ll find:

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Resources at a Glance

**AFFILIATE SERVICES & SALES**

**Ben Williams,** *Sales & Insurance Manager*
sales@cdss.org • 413-203-5467 x106
- Group Liability Insurance
- 501(c)(3) Nonprofit Status through CDSS (group tax exemption)
- Equipment sales and rentals
- Books, CDs, DVDs, swords, bells, and more through our online store (10% discount for Affiliates)

**MEMBERSHIP AND CONTACT INFORMATION**

**Nicki Perez,** *Membership Coordinator*
nicki@cdss.org • 413-203-5467 x104
- Affiliate membership info, advice, and support
- Renewals and benefits information
- Updates to contact information (address, email, phone, website, etc)

**SUMMER CAMP PROGRAMS**

**Crispin Youngberg,** *Office & Registration Manager*
camp@cdss.org • 413-203-5467 x101
- Priority Admission for camp programs
- Matching Scholarship basic inquiries

**COMMUNITY RESOURCES**

**Linda Henry,** *Community Resources Manager*
linda@cdss.org • 413-203-5467 x105
- CDSS Grants
- Camp Scholarship applications
- Web Chats
- Community coaching/logistical advice

**Organizers Resource Portal:**
cdss.org/resource-portal

**Quarterly e-news for Affiliates, Shop Talk:**
sign up at cdss.org/shoptalk

**CDSS online library:**
cdss.org/library

**Facebook:** *Country Dance and Song Society (CDSS):*
facebook.com/cdss.org

**Instagram:** @CDSSorg

**CDSS NEWS AND AFFILIATE PROMOTION**

**Ads in the quarterly News**
news@cdss.org

**Online Affiliate Directory**
nicki@cdss.org • 413-203-5467 x104

**Online Events Calendar:**
webmaster@cdss.org

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**Get support from CDSS staff**

CDSS offers advice on programming, group organization, financial reporting, bylaw writing, registration procedures, sound equipment, and more. Our broadly experienced staff is happy to assist you with any other music, dance, and/or song needs you might have, including:

- **Listening** to your ideas and **offering logistical advice**
- **Referring you** to online resources
- **Putting you in touch with others** who have organized similar events/projects or faced similar challenges
- **Providing publicity** through the CDSS News and website
Many groups are required to procure liability insurance by their venue, or simply feel that being insured is the wise thing to do. CDSS offers our Affiliates the opportunity to participate in our Group General Liability Insurance Policy underwritten by Philadelphia Insurance. After extensive research, we feel this policy offers excellent coverage for dance and music event organizers at lower cost than purchasing comparable coverage individually.

WHAT IT COVERS
This is a general commercial liability policy. It is not accident insurance. Liability insurance is for when you are sued, and negligence of some sort on the part of the group has to be proven.

Coverage is $2,000,000 per occurrence, with an aggregate limit of $4,000,000 for the policy; Directors and Officers (D&O) insurance and terrorism coverage are not included.

HOW IT WORKS
The premium is between $585 and $885 for full-year coverage (including Affiliate membership dues), depending on how many events you are covering, or $65 per calendar day.

Please allow two weeks for processing your application. Certificates of insurance will be forwarded as soon as we receive them from our insurance agent. If you require a certificate more quickly, just be in contact via phone or e-mail and we can let you know what’s possible. Changes to your coverage ARE easily made throughout the year if you need additional certificates or additional insureds listed.

How to apply
➤ Visit cdss.org/insurance and click on the How to Apply tab, where you’ll find links to our online form and downloadable PDF.

Questions?
➤ Email sales@cdss.org, or call Ben at 413-203-5467 x106.
Nonprofit/Tax Exemption

Many dance and music event organizers lack the 501(c)(3) tax status that would make them eligible to apply for grants and incentivize individual gifts. Federal nonprofit tax exempt status is available through CDSS for Affiliates in the US who meet certain guidelines.

WHY GET NONPROFIT TAX EXEMPTION THROUGH CDSS?
We believe that dance and music event organizers should spend their time creating and running awesome events, not filing paperwork. With nonprofit tax exempt status, your group can solicit tax-deductible donations and apply for grants without having to go through the onerous process of launching a 501(c)(3). Applying for nonprofit tax exempt status through CDSS gives you the benefits of tax exemption without the hassles of having to administer a tax-exempt organization yourself.

NOTES ABOUT ORGANIZATIONAL STRUCTURE
There are two main types of organizational structure that are allowable within the group exemption. One type is a membership organization, with voting members; the other is a non-membership organization with a self-perpetuating board and no larger body of voting members.

How to apply
- Fill out the form, available as a PDF online, and send it in along with the required documentation, including EIN, bylaws and financial documents. You can see a full list of the requirements and guidelines online at cdss.org/tax-exemption, as well as sample documents, including some sample bylaws.
- We recommend you contact us beforehand so we can talk you through the process and answer any questions you have.
- The annual fee is $75 (in addition to membership dues).
- Tax exemption is now renewed in May, with your other Affiliate services (including membership). Financial reports are due to CDSS at the end of your fiscal year.

Questions?
- Email sales@cdss.org, or call Ben at 413-203-5467 x106.
Camp Programs

CDSS camp programs offer training and immersion experiences for people across the continent. We have several programs aimed at helping you and your community members participate.

PRIORITY ADMISSION
Affiliates may designate one or two people for priority admission to CDSS summer programs. The intent is to give priority to community teachers and leaders. However, if you feel someone else in your community would benefit more, you may designate that person. Current Affiliates will receive a notice from the Registration Manager about priority admission in February.

MATCHING SCHOLARSHIPS
CDSS can match up to half the expenses for a potential camper to attend one of our camp programs, if an Affiliate offers a matching amount. Covered expenses can include travel costs as well as the camper fee.
We want to give participants an awareness of the variety and breadth of resources available to them by introducing them to new dances, songs, teaching methods, and styles; to new people whom they may hire; and to people who may have organized similar events. Choose from among your up-and-coming leaders, musicians, callers, or organizers—someone you feel will be enriched by the experience, who will put into action the information they learn at our programs, and who has a commitment to helping your community. See below for details on applying.

INDIVIDUAL SCHOLARSHIPS
CDSS offers both work scholarships and special fund scholarships (including one just for Canadians) to those who might not otherwise be able to come to camp. Applying for these scholarships is part of the camp registration process. Details at camp.cdss.org/scholarships. Email camp@cdss.org if you have questions, or call Crispin at 413-203-5467 x101.

How to Apply
We must receive your nomination for Priority Admission, camp registration form, and deposit by mid-March of the camp year. Applications for Matching Scholarships are welcome after January 1. Those received by mid-March will be processed first. Subsequent applications will be considered as long as funds remain. Visit camp.cdss.org/scholarships for full information and application forms.
CDSS Grants

Is your community thriving? Ready to grow? Needing support? CDSS Grants support a wide variety of programs and projects that foster the growth of traditional dance, music, and song with roots in English and North American culture.

WHO CAN APPLY FOR THIS FUNDING?

CDSS Grants are available to individuals and groups who are:

• organizing events (workshops, weekend events, conferences, festivals, etc.)
• offering leadership training for callers, musicians, singers, and/or event organizers
• encouraging youth involvement
• creating new events
• publishing instruction materials (print, web, audio, video)
• in need of scholarships to attend non-CDSS programs

Our Grants program also supports those who are involved in related endeavors that will have a lasting effect on the dance, music, and song communities. Preference is given to CDSS members/Affiliates and applicants who have not previously received CDSS funding. However, all are welcome to apply.

How to apply

➢ Read our grant guidelines and fill out the application form at cdss.org/grants. See Our Funds at Work (cdss.org/funds-at-work) for glimpses of events and projects that have been supported by CDSS.

Submission Deadlines

➢ February 1, June 1, October 1

Questions?

➢ For questions about the suitability of your application, contact resources@cdss.org.
Advertising in the CDSS News

CDSS can help you promote your events! Affiliates get a 50% discount on ads in the CDSS News, our quarterly publication. Three issues a year are printed, and one is digital only. See below for deadlines.

SIZES & COSTS

- full page, 7-1/8" wide X 9-1/4" high, $440 print issues, $390 online issues
- half page horizontal, 7-1/8" wide X 4-3/8" high, $250 print issues, $200 online issues
- half page vertical, 3-3/8" wide X 9-1/4" high, $250 print issues, $200 online issues
- quarter page, 3-3/8" wide X 4-3/8" high, $175 print issues, $125 online issues

CDSS Affiliates receive a 50% discount from the rates above. Anyone placing the same size ad in three consecutive issues receives a 10% discount. For Affiliates, this would be in addition to the 50% discount.

RESERVING AND SUBMITTING YOUR AD

Display ads submitted for print issues must be black and white (grayscale), and should be sent electronically. Ads submitted for the digital issue may be in full color. A press-ready PDF is preferred (with graphics and fonts embedded), but we will also accept a JPG or TIF file with 300-600 dpi resolution.

Please reserve your ad and upload your file through our online form at cdss.org/advertise. You can pay for your ad through the form by credit card or indicate you will pay via check. If paying by check, make it out to CDSS and mail to: Country Dance & Song Society, attn: CDSS News, 116 Pleasant St #345, Easthampton, MA 01027

Deadlines

- WINTER — November 1 for Winter issue (published in December)
- SPRING — February 1 for Spring issue (published in March)
- SUMMER — May 1 for Summer issue (published in June)
- FALL — August 1 for Fall issue (published in September)

Questions?

- Direct any questions to news@cdss.org
Submitting to the CDSS News

Tell us your news!

We’re interested in the following for publication:

• articles
• letters
• poems
• photos
• visual art
• new contra or English country dances and tunes about . . .
  • contra, square, and English country dance
  • morris (Cotswold, Border, Northwest, garland), longsword, and rapper sword dance
  • English and American step dance and clog
  • maypole
  • family/community dance
  • folk song, shape note, pub sings, sea chanteys

Publication is at the editor’s discretion and material may be edited for length or clarity.
The printed newsletter is distributed to about 2200 Affiliates and member households. PDFs of the content (without ads) are posted on our website and are available to all. See the latest issue at cdss.org/news.

SENDING NEWS CONTENT

If you are considering writing something for the CDSS News, please send a query first to the editor at news@cdss.org. If prompted to send your item, you can send it to that same address.

• Letters should be no more than 600 words.
• Articles may range from one to three pages – i.e., 600-1800 words.
• Text may be sent as a Word doc or within the body of an email.
• Photos may be sent as JPGs or TIFs. Please do not embed photos within an article; send them as attachments. If you submit a photo not taken by yourself, please be sure you have permission from the photographer to share it with us.
• Tunes and songs must fit within a 7-1/8” wide by 9-1/4” high print area, and include the title, composer’s name, and copyright info, plus a one or two sentence bio.
CDSS Affiliates Online & Renewal

CDSS Affiliates are themselves a resource! We direct people to our website year-round to find out about you and your events. Help us keep that information accurate, and make sure you keep your membership current!

AFFILIATE DIRECTORY

All current Affiliates are listed in the online Affiliate Directory, located within the CDSS Commons. Anyone can login to the Commons and view the Affiliate Directory, at cdss.force.com/commons

We are eager to keep the Directory current and accurate. Please direct questions about Affiliate membership to Nicki: nicki@cdss.org or 413-203-5467 x104

EVENTS CALENDAR

As a CDSS Affiliate, you can list your one-time events and dance/song events series in our online events calendar, located at cdss.org/events. Click the link on the right side of the page or navigate to cdss.org/submitevent for step-by-step instructions on how to add your events.

RENEW AFFILIATE MEMBERSHIP VIA THE COMMONS!

It’s easy and convenient to renew your Affiliate’s membership online!

To begin, you must login to the CDSS Commons using your personal account information. There are no group accounts in the CDSS Commons; you must login as yourself at cdss.force.com/commons.

If you do not already have a CDSS Commons account you can create one here: cdss.org/join

• After you have logged in, navigate to Affiliates > Renew/Reinstate Affiliation in the navigation menu bar.
• Find your group either by browsing the list or using the filter icon (🔎) for the option to search for your group. Click the name of your group to open up your group’s listing page.
• On your group’s page, click the “Affiliate Services Form” tab.
• The renewal form will open pre-filled with your group’s information. Select the services you want to renew/add and then fill out the required information.
• Submit the form.
ORGANIZERS’ RESOURCE PORTAL
cdss.org/resource-portal

The Portal is a section of the CDSS website that gathers a wide range of sources in one place so that local organizers can easily find relevant and useful information. The Portal houses both CDSS-created resources and key resources from other organizations and events. Updating it will be an ongoing project, and YOU are the source of its growing usefulness!

WEB CHAT SERIES

cdss.org/web-chats

The CDSS Web Chat series provides a live learning opportunity on topics that are relevant to organizers of dance, music, and song communities throughout North America. The topic for each Web Chat is chosen from survey information offered by previous participants. Each Web Chat is recorded and posted on the CDSS website at the address above. Email resources@cdss.org to be notified of upcoming Web Chats.

QUARTERLY SHOP TALK ORGANIZERS EBLAST

Sign up at cdss.org/shoptalk

Shop Talk eblasts offer interesting resources, highlight best practices, and share inspirational stories. We also use these quarterly emails to announce upcoming Web Chats and other events to support organizers.

STORE CONSIGNMENT

We offer our Affiliates the ability to sell items from our store on consignment. This is a handy way to flesh out the bookstore at your dance weekend or event! We’ll send you the books and CDs of your choosing (and can help you select an appropriate inventory); then you make the sales and your group keeps a 15% commission, minus shipping costs. Contact Ben Williams at sales@cdss.org for more information.

STORE DISCOUNT

We carry a comprehensive selection of books, recordings, videos, and DVDs on English and American dance and music from the CDSS Store. We also stock many hard to find imported materials from England (morris bells!) and elsewhere. You can shop anytime by visiting cdss.org/store, but to get your 10% Affiliate member discount, orders should either be called in on the phone (413-203-5463 x106) or emailed to sales@cdss.org.

MAILING LIST

CDSS Affiliates may purchase a mailing address list of current CDSS members for one-time use in advertising their dance, music, and song events. The cost is a flat fee of $30.00. CDSS neither shares nor sells our email list. This service is for Affiliate groups only. Contact Nicki at nicki@cdss.org to order.

EQUIPMENT RENTAL

Ritual dance equipment can be difficult to find and quite expensive for a group to purchase, particularly if it is only needed for short term use. CDSS offers a variety of rental equipment for your ritual dance needs, including rapper, longsword, and Cotswold and Northwest morris. Items are available for short-term rental September through May. (From June-August they are used at our summer programs). Contact Ben at sales@cdss.org for more information.
Mission
We connect and support people in building and sustaining vibrant communities through participatory dance, music, and song traditions that have roots in English and North American culture.

Vision
Communities strengthened by dancing, singing, and making music together

Core Values
With welcoming hearts, we strive to build intentional Inclusivity with our communities.

We are inspired by the artistry and Creativity at the core of our living traditions.

We commit to Stewardship in our care of the resources and evolving traditions entrusted to us by those we serve.

We encourage Collaboration, networking, and teamwork between individuals, among affiliate groups, and across the wider community.

Priority Focus Areas
• EXPAND OUR IMPACT - Expand our impact, influence, and visibility across the continent by fostering connections among affiliates, building new partnerships for collaboration, and advocating for participatory arts.

• PROVIDE VALUE FOR MEMBERS - Provide value for members in all constituencies by responding to their needs, expanding our resources and services, and effectively communicating what we have to offer.

• REACH SCHOOL-AGED PARTICIPANTS - Improve our ability to bring traditional dance, music, and song experiences to school-age participants through school and community-based programs.

• DOCUMENT AND STEWARD LIVING TRADITIONS - Document and steward historical and contemporary practices of music, dance, and song traditions.

• ROBUST CAMP PROGRAMS - Create a robust camp program based on evaluation of current and future community needs.

CDSS provides services to members and affiliate groups in the U.S. and Canada. We support a variety of traditions rooted in English and North American culture; the common thread that binds them together is their celebration of human togetherness and collaboration. We believe that the traditions nurtured by our organization benefit individual health and social cohesion. These are living traditions that speak to the needs of the present. We support the innovations that naturally emerge, as we honor the past by providing historical perspective.

In order to achieve our goals, we must continue to build the strength of the organization, including implementation of technology infrastructure, expanding staff capabilities, improving governance, expanding and diversifying our financial resources, and tapping into the talents of our extended organization of members and volunteers.