



# Sojourner School

11909 SE Linwood Avenue

Milwaukie, Oregon 97222

Phone: 503.353.5460 Fax: 503.353.5475

Web Address: <http://www.nclack.k12.or.us/sojs>

## Sojourner Violin Loan Program

October, 2016 - May, 2017

Dear Parents;

We are preparing for another year of the Sojourner Violin Loan Program. As most of you know, thanks to a grant, Sojourner has a supply of violins that **first through fifth grade students** are able to "check out" for a week at a time in order to practice at home. We hope that all students will want to be involved in practicing the violin at home! Children read at school, but it is so important that they also take library books home to increase their reading skills. In the same way, students need to practice at home, not just attend three short violin classes per week. Home practice will help your child master the music as they steadily progress, and it will help them gain self-confidence.

Violins will be sent home on **Wednesdays** and will need to be returned the following Wednesday morning, by 8 AM. In order for all violins to be utilized to their fullest, it is *extremely* important that all violins are returned on time (or early) so they can be checked-in, cleaned, tuned, and checked-out to another student. **Parent volunteers run this free violin loan program only on Wednesday mornings; therefore all violins, shoulder pads, and sheet music folders need to be returned on time or early!**

If you are interested in checking out a violin for your student, you must do following:

1. Read the attached *Loan Agreement Overview*
2. Complete and sign the *Instrument Loan Agreement*
3. Finish the request form by circling your preferred dates

Although students may not get to take home a violin every week, we will try to accommodate those who have requested violins for specific dates. No violins will be issued without a **signed Instrument Loan Agreement** and the paper with your circled preferred dates. Students who consistently return violins in good condition and on time will be given priority.

***Please return Violin Contract and Request forms as soon as possible and no later than Thursday, September 22, 2016.*** Thank you for letting your first through fifth grade child improve their violin music skills at home!

Jan Manselle, Violin Teacher  
[mansellej@nclack.k12.or.us](mailto:mansellej@nclack.k12.or.us)



## Care Instructions for the Violin

1. **Avoid temperature extremes!** Store at room temperature. Do not put the violin near a heat source. Avoid cold basements and hot attics. **NEVER** *leave your instrument in the car for a long period of time!* If you accidentally leave the instrument in the cold and then bring it into your home, let the instrument slowly acclimate to room temperature. Do not place it next to a heat vent, fireplace, or in a moist area. These instruments are put together with hide glue, which is heat and moisture sensitive. It will hold together very well, but if it is exposed to extreme temperatures or moisture, it will lose its holding power.
2. **Do not touch the horsehair on the bow!** Natural oils in your skin will soak into the hair, causing it to become slick, which produces squeaky tones. Never over-tighten your bow: the hair should be a pencil width away from the stick when you are practicing. *Never leave it tight for prolonged periods of time, because the tension will cause the bow to warp or break.* Remember to loosen your bow ("Lefty-loosey") each time you are done playing, and tighten it when you begin practicing ("Righty-tighty.") Never use your bow as a weapon, poking tool, leaning stick, or walking cane!
3. **Use a soft, thin cotton cloth to wipe the rosin and fingerprints from the instrument each time you are ready to put it away.** *Flannel, cloth handkerchiefs, and soft T-shirt fabric scraps work well.*
4. **Only let your teacher tune your instrument!** Do **NOT** attempt to tune the strings with the ebony pegs. The pegs are tapered, which means they have to be pushed in strongly as you gently turn them. Strings are very easy to break: a very small turn of the peg can drastically change the pitch. If you are taught how, you may use an electronic tuner and carefully tune by using the fine tuners on the tailpiece (the metal screws on the tailpiece near the bridge.) Raise the pitch by shortening the string: "Righty-tighty" (turn clockwise.) To lower the pitch: "Lefty-loosey" (counter-clockwise.)
5. **Do not put anything extra in the case that will put pressure on the instrument!** Remember to take off the shoulder pad/sponge and store it on top of the scroll and pegs when you shut the case.
6. **Do not put tape or stickers on the instrument!** They will **ruin** the finish. The only exception: the teacher may put on several thin finger spacing tapes on the fingerboard. The adhesive will soak into the finish and leave stains, and/or strip the varnish when the tape is removed.
7. **DO NOT REMOVE THE LUGGAGE TAG OR NAME STICKER OFF OF THE CASE!**
8. **Do not adjust or bump the bridge!** If it is not aligned correctly, it may warp and then break. If you accidentally bump the bridge out of place, we will place it in the proper position for you. If you break the bridge, you will have to pay to have a new one fit to your individual instrument. (The bridge is the piece of bare maple in-between the two *f* holes that the strings rest on.) The bridge is never glued together, nor is it ever glued to the instrument. It is held in place by the strong tension of the strings. **Do NOT glue the bridge in place!** Glue will ruin the varnish and deaden the tone.
9. **Use cleaners that are made ONLY for the violin!** **Do not use household cleaners or polishes!!!** They tend to strip finishes, discolor the stain, or melt the varnish.
10. **Never let pets sit in or touch the case, PLEASE!** Multiple students use these violins, and the pet hair, dander, and smell is a big problem for students with allergies, and it is difficult to clean.
11. **Always return your violin and music folder on time or early!** Volunteer parents run the loan program, and are only here on Wednesday mornings. They need the violins by **8:00 AM!!!**
12. **If you damage the case, bow, or violin, you will need to pay for the repairs.** Therefore, please tell your child to remember to be careful!!! *Treat your violin like you would treat a newborn baby.*



Student's Name: \_\_\_\_\_

**\* Parent's Copy \***

Violin Size or Color: \_\_\_\_\_

Oct, 2016 -- May, 2017

Please circle **all** or **any** of the dates that you are interested in requesting a violin. Send only the bottom half of this paper to school, along with your signed contract.

10/5/16	10/19	10/26	11/9	11/16
11/30	12/7	12/14	1/4/17	1/11
1/18	1/25	2/8	2/15	2/22
3/1	3/8	3/15	3/22	4/5
4/12	4/19	4/26	5/3	5/10
5/17	5/24/17			

\_\_\_\_\_. (Cut here! Return bottom section to school.) \_\_\_\_\_

**School Copy**

Student's Name: \_\_\_\_\_

Violin Size or Color: \_\_\_\_\_

Oct, 2016 -- May, 2017

Please circle **all** or **any** of the dates that you are interested in requesting a violin. Send only the bottom half of this paper to school, along with your signed contract.

10/5/16	10/19	10/26	11/9	11/16
11/30	12/7	12/14	1/4/17	1/11
1/18	1/25	2/8	2/15	2/22
3/1	3/8	3/15	3/22	4/5
4/12	4/19	4/26	5/3	5/10
5/17	5/24/17			



# Sojourner School

11909 SE Linwood Avenue.  
Milwaukie, OR 97222  
503-353-5460

## Instrument Loan Agreement

Child's Name (First) Last Birth Date Age

Name of Parent(s) (Mr./Mrs./Ms) First Last

Employer (if applicable) Work Phone Drivers License #

Address

City, State, Zip

Day Time Phone Evening Phone

Violin Size (color)

X \_\_\_\_\_  
Signature of Student

X \_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

*Please Read and Initial*

\_\_\_\_\_ I understand that I am responsible for any and all repairs, damages, or theft of the instrument.

\_\_\_\_\_ I have received this instrument in good working order and agree to return it in like condition.

\_\_\_\_\_ I understand that use of this instrument is conditional on agreement compliance. The instrument must be returned to Sojourner weekly. Sojourner reserves the right to reclaim this instrument with or without cause at any time.

\_\_\_\_\_ I agree to defend, indemnify and hold harmless Sojourner from any claim damage, injury, loss, cause of action, cost or expense, including reasonable attorney's fees resulting from my use or possession of this instrument.

This agreement shall be governed by and construed under the laws of the State of Oregon.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Sojourner School \_\_\_\_\_