

TEACHER WORK SCHEDULE SIGN UP FORM

Mail this form to:

Ming-I Chen, 22 Lakeside, Irvine Ca 92604 ***** **Deadline: January 20, 2010**

Teacher Name: _____ Phone Number: _____ Instrument(s): _____

Teacher E-mail Address: _____ Number of Students Registered: _____

All teachers who register students for Certificate of Merit are required to help with evaluations*. The involvement required is based on the following schedule,

<u>Students Registered</u>	<u>Involvement Required</u>	<u>Involvement Required</u>	<u>Non-involvement Fee</u>
1-5	half day	half day	\$75
6-10	one full day	one full day	\$150
11-15	one and one-half days	one and one-half days	\$225
16-20	two full days	two full days	\$300
21-25	three days	three full days	\$450
26-more	four days	four full days	\$600

Choose the dates and shifts you prefer to work, please number your choices. 1.2.3..... In order of preference. list all the times you can work. Please indicate at least 3 choices.

Piano	Sat 2/20 AM		Sat 2/20 PM		Sun 2/21 AM		Sun 2/21 PM	
	Sat 2/27 AM		Sat 2/27 PM		Sun 2/28 AM		Sun 2/28 PM	

*String Teachers work one full day on Sunday, March 7!

Specify your job preferences (number top three): (Only MTAC teachers are qualified to work in the theory room, grading room and Office)

- | | |
|----------------------------------------|--------------------------------------------------------|
| _____ Door Monitor | _____ Food Hostess |
| _____ Registration Desk | _____ Theory Rooms, 2/20 (8:30-5:30), 2/21(11:30-5:30) |
| _____ Grading, 2/21&2/22 (1-6 PM only) | _____ Runner |
| _____ Office | |

Note any physical limitations that might affect your ability to perform a job (i.e. inability to climb stairs, etc.): _____

PLEASE DO NOT CALL TO REQUEST CHANGES. Once scheduling is completed, there will be no changes.

*There is a **\$75 per half-day** fee for non-involvement. If you cannot work your required hours, you must either pay the fee or send a substitute. Responsible high school students are acceptable substitutes. Remember! **All teachers must work at least one half day, or send a MTAC Teacher as a substitute.**

_____ I will work the required half day and pay the non-involvement fee for the rest of my required hours.

I UNDERSTAND THAT I MAY NOT PICK UP MY ENVELOPE UNTIL THE FEE IS PAID.

_____ I will have to pay the noninvolvement fee plus an additional \$50 for each substitute who does not work at his assigned time.

_____ I will send a MTAC Teacher to work my full shift.

_____ I will work my required half day and send substitute(s) for the rest of the hours..

_____ Carpool with Teacher Name: _____ Local Teacher number: _____

Name of substitute: _____ Phone: _____

***Please fill out a Substitute Form.