

**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

**\*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 |
| _____ Grading           | _____ 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.