

Certificate of Merit 2012

Instructions for CM “Teacher Work Contract Form”

Mail Contract form to Mail to: Elaine Archer
5229 E. Muir Drive Orange, CA. 92869

1. **Choice of date:** In order to fill the jobs for each site, we have to ask you to choose only the date but not the location. If you have to carpool with another teacher, please write the other teacher's name on the form. Please also make sure that both of you make the same choices.
2. **Piano Theory room:** Saturday AM shift: 8:00 am - 12:30 pm. PM shift: 12:00 - 5:30 pm.
Sunday shift: 11:00 am - 5:30 pm. Only MTAC teachers are qualified to work in the theory room.
3. **Piano Grading:** Saturday AM shift: 10:00 am - 3:30 pm. PM shift: 1:00 - 6:00 pm.
Sunday shift: 1:00 pm - 6:00 pm. Only MTAC teachers are qualified to work in the grading room.
4. **Office:** Sunday, Feb. 26 (Southwest): AM shift: 9:30 am – 1:30 pm PM shift: 1:30 pm – 6:00 pm
Only MTAC teachers are qualified to work for office.
5. **Door Monitor and Registration Desk:** AM shift: 7:30 am – 1 pm. PM shift: 12:30 pm – 6 pm.
6. **Food Hostess:** AM shift: 7:30-10:30 a.m. PM shift: 12:00-3:00 p.m.
AM shift provides Breakfast and morning break snacks. PM shift provides lunch and afternoon snacks. Hostess must purchase food and paper goods. Teacher will be reimbursed for expenses.
7. **Data Entry:** Tuesday, Feb. 28 at Judith Moore's house from 9:00 am-1:00pm. Teachers have to bring their own laptop.
8. **Strings, Woodwind and Voice teachers** have to work all day even if they enter only one student.
9. Teachers, who teach piano and one other instrument, are required to work a full day for their other instrument. They will not be required to work for piano, unless they are unable to fulfill their one day commitment for their other instrument. If that is the case, then the number of hours will be based on the total number of students they have registered.
10. **All piano teachers must work at least one half day, or send a MTAC Teacher as a substitute.**
PLEASE DO NOT SEND STUDENT'S PARENT
11. A Teacher who does not turn in the “Piano Teacher Work Contract Form” on or before Nov 15th, 2011 will be assigned to work where needed.
12. **Teacher's schedule will be posted on our branch website on January 5th, 2012 Please check your schedule and contact Molly Nguyen immediately for any scheduling mistake before January 15, 2012. No change can be made after January 15, 2012.**

We would like to thank all teachers for your support. Volunteers make the CM program a great success for the students. More than 1200 students participate in the CM program each year. We count on our volunteers to make the evaluation process run smoothly so that our students have a more positive and rewarding experience.