

TEACHER WORK CONTRACT-SCHEDULE SIGN UP FORM

Scheduling is based on first come first served basis. **PLEASE DO NOT CALL TO REQUEST CHANGES.** Once scheduling is completed, **there will be no changes.**

Mail this form to: Elaine Archer 5229 E. Muir Drive Orange, CA. 92869	Postmarked Deadline: Nov 17th, 2011
---	--

Teacher Name: _____ **Phone:** _____ **Email:** _____
Instrument(s) _____ **Number of Students Registered:** _____ **Path A:** _____ **Path B:** _____
Private Studio? _____ **Music Conservatory?** _____ **Name of school:** _____

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 2/18 AM		Sun 2/19 AM		Sat 2/25 AM		Sun 2/26 AM	
	Sat 2/18 PM		Sun 2/19 PM		Sat 2/25 PM		Sun 2/26 PM	

*String and Woodwind Teachers work one full day on March 4th at CSULB. (Some String Teachers will be assigned to work March 3.)
 *Voice Teachers work one full day on March 11th at Southwest Conservatory, Fountain Valley

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, 2/25 (8:00-5:30), 2/26(11:00-5:30) |
| _____ Grading 2/25 AM (10-3 PM), PM (1-6 PM) | _____ Runner |
| _____ Grading 2/26 (1-6 PM only) | _____ Office (2/26 only) |
| _____ Data entry 2/28 (9-1PM) (must have a laptop) | |

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 MTAC substitute: _____ **Phone:** _____

***Please fill out a Substitute Form and mail to Molly Nguyen. The form will be posted December 1)