

# 2005 CM Teacher Availability Work Form (WINDS/STRINGS)

Name: \_\_\_\_\_

**Certificate of Merit** is a cooperative effort. Without the help of every teacher we could not provide this valuable program.

**Work shifts** are scheduled from 7:30 AM -12:00 Noon and 12:30 PM - 5:00 PM. The number of students you have registered for CM determines the number of 4-hour shifts you are expected to work:

1-4 students = 1 shift (1/2 day)  
5 or more students = 2 shifts (1 day)

I need a substitute for \_\_\_\_\_ shifts

<p><b>Time Preference</b> (Check one or both)</p> <p>Sat AM _____</p> <p>Sat PM _____</p>
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## ***Job Descriptions:***

There are 4 possible jobs at CM (*Please circle your preferences*):

1. Front Desk (checking in students and giving out name tags)
2. Room Monitor (taking students from theory room to evaluation room and back)
3. Theory Room (includes the following responsibilities):
  - a. Monitoring and helping the students through completion of tests
  - b. Ear Training—setting up students with CD players to take their ear training test
  - c. Exam Grader—grading the completed tests
4. Hostess/Host (help serve food and refreshments to evaluators and teachers)

Which job, if any, do you need to avoid and please briefly explain:

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I am willing to work an extra shift if needed. Yes\_\_\_ No\_\_\_.

I know a person (18 or older and is experienced in music or CM) who could be counted on to help.  
Yes\_\_\_ No\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

We can offer \$50 per shift or \$100 per whole day. Please don't get your own substitutes. We will contact you if the person you recommend will be needed. But remember please: students or parents cannot perform many jobs.

**IMPORTANT:** Unless you yourself work, the fee (\$50/shift) is due *with this form*. A fine of \$100/shift will be charged for those who are last-minute no-shows. Please make out your checks to MTAC Whittier. Please mail this completed form to **Diana Chang** with a postmark deadline of January 22. The “in-hand” deadline is January 23.