

**WORK/STUDY APPLICATION FOR  
PRIVATE MUSIC LESSONS AT NEW TRIER  
2018-2019**

Name \_\_\_\_\_ Date \_\_\_\_\_

Student E-Mail Address \_\_\_\_\_

Adviser \_\_\_\_\_ Year in School \_\_\_\_\_

Instrument or Voice Part: \_\_\_\_\_

Current Music Classes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended By Classroom Teacher: \_\_\_\_\_  
(Signature)

Recommended By Private Teacher: \_\_\_\_\_  
(Signature)

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (Village) (Zip Code)

Phone: \_\_\_\_\_  
(Home) (Work)

Parent E-Mail Address: \_\_\_\_\_

Following is the procedure we will use to process each application:

1. The student will complete this application. Parents/guardians are also **required to submit a letter explaining the need for financial support** addressed to Mr. David Ladd, Music Department Chair, stating reasons why the support is necessary. All letters are confidential and treated as such.
2. The student will deliver this application **and** the letter to Mr. Ladd in Room 012 on the Winnetka campus or to Ms. Kropski, the Music Department assistant, in Room E125 on the Northfield campus.
3. Mr. Ladd will review the application. When he approves it, he will notify Human Resources of the student's status.
4. Returning students will not need to fill out additional paperwork and can continue with step 7 of this process.
5. The department assistant will give **new students only** a copy of Student Worker Pre-Employment Instructions with a list of forms required by Human Resources
6. Human Resources will notify the Music Department when the student completes the required documentation.
7. The Music Department will inform the parents/guardians and the private Music teacher via letter when the approval process is successful.
8. The student will refer to the ushering calendar (the third page of this application or available for download from the website). They can then contact the Music Department assistant, Ms. Avila in Room 012 on the Winnetka campus or Ms. Kropski in room E125 on the Northfield campus, to schedule dates.
9. After completing the steps above, the student will:
  - a. Receive 50% of the allowance up front each semester (no more than \$120.00 via check to family)
  - b. Receive remaining 50% (via check to family) after work is complete (see below for details)
  - c. Student will receive no more than \$240 per semester, prorated according to when the student began the work/study program.
  - d. **Lesson payment breakdown**

i. Work/Study allowance per lesson	\$16.00
ii. Student cost	<u>\$16.00</u>
iii. Total cost per ½ hour	\$32.00

**Students will be responsible for assisting at 3 music performances (2018-2019 schedule attached) each semester.** We will monitor this service closely, including the following duties:

- a. Arriving no later than 6:00 PM (or 1 hour before performance time) in black & white dress;
- b. Assembling and distributing programs;
- c. Remaining for the entire concert and helping with clean-up after the performance (Students may bring homework or reading to do during "down" time if they decide not to watch the performance.).

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_



NEW TRIER HIGH SCHOOL

**David Ladd**  
*Music Department Chair*

October 19, 2018

Dear Students and Parents:

For many years, students who have received monetary assistance have been required to perform some service for the department in return for a reduction in private music lesson costs. Attached you will find a Work/Study Program Application for Private Music Lessons. This work/study program may also be applied to assist with the costs of Music department trips. Please take the time to review the requirements for work/study completion and the amount of lesson cost assistance outlined on the application.

If approved for the work/study Music program, within a week of approval, students are required to complete an employment application by contacting Ms. Avila, the department secretary in the Winnetka Music office (Room 012 or [avilaa@nthsh.net](mailto:avilaa@nthsh.net)) or Ms. Kropski, the department secretary in the Northfield Music office (Room E125 or [kropskis@nthsh.net](mailto:kropskis@nthsh.net)). Once the employment application is submitted, students can coordinate the details of the service to be provided and schedule their required assignments with the department secretary on their campus.

Upon completion of work/study requirements, families will be issued payment for work completed via check to be applied toward their private music lesson bill or music trip balance. Regarding lessons, families will also receive an invoice directly from the private music instructor.

Please contact me with any questions.

Sincerely,

David Ladd

# WORK/STUDY SCHOLARSHIP STUDENT USHERING OPPORTUNITIES

2018-2019

N – Northfield

W – Winnetka

<b>SEMESTER 1</b>		
<b>OCTOBER</b>		
23•7:00 PM	Fall Festival of Winds I Concert	Gaffney Auditorium (W)
25•7:00 PM	Fall Festival of Winds II Concert	Gaffney Auditorium (W)
30•7:00 PM	Fall Choral Concert	Cornog Auditorium (N)
<b>NOVEMBER</b>		
1•7:00 PM	Fall Orchestra Concert	Gaffney Auditorium (W)
6•7:30 PM	Symphony Orchestra/Concert Choir Concert	Gaffney Auditorium (W)
13•7:00 PM	Choir-Opera Fall Revue	Gaffney Auditorium (W)
30•7:00 PM	Fall Jazz Ensembles Concert	Gaffney Auditorium (W)
<b>DECEMBER</b>		
16•3:00 PM	100th Annual Winter Music Festival	Gates Gymnasium (W)
18•7:00 PM	Winter Vocal Jazz Concert	McGee Theatre (W)
<b>JANUARY</b>		
16•7:00 PM	Junior High Choral Festival	Gaffney Auditorium (W)
<b>SEMESTER 2</b>		
<b>FEBRUARY</b>		
2•7:30 PM	36th Annual Jazz Festival Concert	Gaffney Auditorium (W)
20•7:00 PM	Choraliers Concert	Hayes-McCausland Theatre (W)
28•7:00 PM	Percussion Ensemble Concert	Cornog Auditorium (N)
<b>MARCH</b>		
7-9•7:00 PM	Choir-Opera Spring Musical	Gaffney Auditorium (W)
10•7:00 PM	Choir-Opera Spring Musical	Gaffney Auditorium (W)
15•7:00 PM	Wind Ensembles Invitational Concert	Cornog Auditorium (N)
19•7:00 PM	Wind Ensembles Concert	Cornog Auditorium (N)
<b>APRIL</b>		
4•7:00 PM	Spring Choral Concert	Gaffney Auditorium (W)
11•7:00 PM	Spring Jazz Ensembles Concert	McGee Theatre (W)
18•7:00 PM	Spring Orchestra Concert 1	Gaffney Auditorium (W)
24•7:00 PM	Spring Orchestra Concert 2	Gaffney Auditorium (W)
30•7:00 PM	Wind Ensembles/Concert Choir Concert	Gaffney Auditorium (W)
<b>MAY</b>		
15•7:00 PM	Spring Music Festival	Gaffney Auditorium (W)
21•7:00 PM	Choir-Opera Spring Revue	Gaffney Auditorium (W)
23•7:00 PM	Vocal Jazz Concert	Cornog Auditorium (N)