



Dear Parent,

Your child is being considered for a volunteer work exchange and/or partial scholarship for a **Music Place** program. It is our desire to help as many needy children as want to participate, and we work with families in many different ways to make that possible. Please fill out the questions below and return all pages as soon as possible for review by our board. We can usually help families with at least 50% of a group class tuition and 25% of private tuition in exchange for their help.

For most types of non-specialized volunteer help, we credit families with \$9.00-\$10.00 per hour toward their tuition. In the case of specialized help such as carpentry, graphic arts, gardening etc., we try to credit the helpers at a rate that is closer to their regular trade rate if possible.

The way our program usually works (there are *always* exceptions!) is that a family approved for our work exchange program will pay the registration fee and the first month's tuition in *real* money. Then, during the course of that month, the participants put in an agreed amount of work in exchange for tuition, keeping track of their hours. At the end of the month, they will contact our Parent Help Coordinator to confirm the hours noted on their parent worksheet (see enclosed sample), and she will issue a work voucher for the amount of work credited. Parents will submit the signed voucher with a check for the balance of the tuition due for the following month. Please note that although we have a Parent Help Coordinator, it will be each parent's responsibility to log and keep track of their own work credits and tuition charges during the course of each month. We will prepare a file for each parent at our Main Office (located in the right hand drawer of the credenza near the bathrooms) into which parents will place their completed work forms (noted with times etc.) You can pick up your voucher at the beginning of each month to sign and turn in with your tuition check. If you are working at another location other than the Main Office you may call in your hours for each month and request your voucher to be mailed to you or you may pick it up. Please note we can't credit it to your account until it is signed and turned in with your check.

We are sorry that we are unable to offer *any other types of discounts* for families that are working in exchange for tuition.. This includes sibling and apprentice discounts. We are sure that you will understand that we are not able to administrate a work program like this without accruing expense.

We have also enclosed a Parent Work Checklist similar to the one you may be using when you come in or work at home. Please take some time to note the types of things you would be willing and/or able to do to help us, and note any special talents or skills you would like to use, and how much hourly tuition credit you feel like you would need to offer those skills to us in exchange for tuition. Please return this along with pages 1 and 2. Thanks!.

=====

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian \_\_\_\_\_ Occupation \_\_\_\_\_ Hours Per week \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Occupation \_\_\_\_\_ Hours Per week \_\_\_\_\_

Number of other children in Music Place programs \_\_\_\_\_ Please list names \_\_\_\_\_

*Please answer the following questions. Use the back side if necessary:*

1) What is your main reason for applying for a scholarship? Briefly describe any pertinent circumstances that may make your situation unique.

2) In your opinion, is your need permanent or temporary?

3) Would an extended payment plan make a scholarship less essential? (Y) (N)  
If yes, do you consider yourself to have a good credit history?

4) Is there any reason you would not be willing to donate some time at home helping with phone calls, mailings, sewing, or some need pertinent to your child's class or program?

5) How would you describe your child's desire to be involved? (circle one)

indifferent      mildly interested      interested but uncertain      very interested      excited

6) The amount of tuition required for your child's participation in the program is \$ \_\_\_\_\_.  
How much of that do you feel able to pay yourself? \$ \_\_\_\_\_

7) How do you hope your child will benefit from this program?

*For Applying Parents:*

Please note below the various types of special skills or talents that you might like to contribute:

Specialized skill \_\_\_\_\_ Hourly Tuition credit acceptable \$ \_\_\_\_\_  
Specialized skill \_\_\_\_\_ Hourly Tuition credit acceptable \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR Christian Emphasis classes ONLY:

8) How does the Christian emphasis of your child's class fit in with any goals that you might have for your child's development?

9) What, if any, church experience has your child had? Does he or she consider it positive or negative?

=====

FOR OFFICE USE ONLY    Review date \_\_\_\_\_

Amount requested \_\_\_\_\_  
Amount granted \_\_\_\_\_  
Work Exchange \_\_\_\_\_

Parent Name: \_\_\_\_\_ Child's Name \_\_\_\_\_ Phone \_\_\_\_\_

E mail: \_\_\_\_\_

### Parent Helper Checklist

#### Office Help

- Folding flyers
- Stamping envelopes
- Addressing envelopes
- Stuffing envelopes
- Copying
- Cataloging
- Inventory
- Making packets
- Filing
- Answering phones
- Help with fund raisers

#### Housekeeping at Music Place

- Tidy lobby areas
- Empty trash containers
- Vacuum floors
- Restock toilet tissue/ paper towels in rest rooms
- Mop restroom floors
- Clean toilets/sinks/counters in rest rooms
- Clean glass doors, windows, and mirrors
- Clean out refrigerator
- Polish pianos with oil
- Wipe down counters/ sinks and dishes
- Dust furniture, window blinds, shelves, etc.

#### Work at Home

- Making crafts
- Costumes
- Sewing/Mending
- Making props
- Answering phones (call forwarded)
- Telephoning
- Preparing mailings
- Word processing

#### Other

- Errands
  - During class time
  - At other times during the week
- Help in Faculty's home
  - Cleaning
  - Odd jobs
- Car pooling/Driving
- Caring for students during their early arrival or late pickup time
- Child care for staff

#### Special Skills (Please note acceptable hourly tuition credit following each special skill checked)

	Hourly tuition credit for special skills
<input type="checkbox"/> Seamstress / Costumes	\$ _____
<input type="checkbox"/> Catering / Food preparation	\$ _____
<input type="checkbox"/> Graphic design	\$ _____
<input type="checkbox"/> Desktop publishing	\$ _____
<input type="checkbox"/> Newsletters on Pagemaker	\$ _____
<input type="checkbox"/> Word-processing on _____	\$ _____
<input type="checkbox"/> Building maintenance	\$ _____
<input type="checkbox"/> Carpentry	\$ _____
<input type="checkbox"/> Mechanical / HVAC	\$ _____
<input type="checkbox"/> Plumbing	\$ _____
<input type="checkbox"/> Painting	\$ _____
<input type="checkbox"/> Carpet cleaning	\$ _____
<input type="checkbox"/> Sound systems / setup & operation	\$ _____
<input type="checkbox"/> Videography	\$ _____
<input type="checkbox"/> Other _____	\$ _____