

Tenor Music

TUTOR CONTRACT

Please note that this is an online-based form. Please complete this document by first making a copy of it, naming the Google Doc as “Tutor’s First name Last name - TM Tutor Contract” (e.g. Mickey Mouse - TM Tutor Contract), then attaching both this and the Tutor Waiver of Liability and Indemnification Agreement to one email addressed to tenormusicwi@gmail.com. Before sending the email, please make sure that both documents have been made accessible. In order to do this, click the blue Share button and share the document with tenormusicwi@gmail.com, then uncheck the box that says to “Notify people”.

High school students who wish to be listed as tutors qualified for Tenor Music must have played their instrument for a minimum of two years, agree to the conditions in the Waiver of Liability and Indemnification Agreement, and agree to abide by the policies set forth in this contract document. In order to become a tutor, students must submit their application form (along with a short recording of their playing that accurately reflects their skill level) and receive approval from the Program Coordinators. After completing this step, tutors should send their signed Tutor Contracts and Tutor Waiver of Liability and Indemnification Agreement to tenormusicwi@gmail.com.

Tutors will be given their service learning hours when they fill out the “Lessons Records” sheet and submit it to the Program Coordinators. *Note that parents of the student being tutored will receive a “Validatory Records” sheet in order to prevent any miscalculation and to ensure validity.*

The Program Coordinators will match tutors with students based on instrument demand. Once assigned, the tutor will then contact the parent of the student and agree on a lesson time and date.

Tutors and students must agree to a scheduled lesson time and date. These lessons will occur weekly, biweekly, or at any consistent frequency that is agreed upon, and will be 1 hour each. The number of lessons scheduled can be decided between the tutor and student’s

parents/guardians, as some students may only want preparations for seating auditions or school performances.

The tutor will work with the student on his/her school music for their first lesson, unless otherwise decided between the tutor and parent. The tutor should assess the student's skill level and plan the following lessons according to the student's goals (e.g. if their goal is to prepare for auditions, work on that. If they want to prepare for junior high or high school, work on their technique and help them with their school music).

The tutor will be responsible to directly notify the parent regarding any schedule changes, conflicts, or additional pertinent information so that all lessons offered can be smooth transactions.

As stated, tutors must keep a record of lessons on the "Lessons Record" form provided and must submit the record to the Program Coordinators every two months. If a tutor has more than one student, a separate form is required for each student being tutored. These forms are due on the first of every two months.

All lesson related materials including music books, music stands and instrument accessories will be covered by the parent/guardian of the student or provided by the school music program. Please discuss the necessary instrument accessories and items at the first lesson, if applicable.

The Program Coordinators will email you individually to follow up on any concerns, questions, requests, etc. You may email the Program Coordinators any time at tenormusicwi@gmail.com if you have any issues or questions.

☐ By checking this box, we agree to the terms and conditions described above

Tutor Name

Date

Parent Name

Date

Student Email Address: _____

Instrument: _____ Grade: _____