



2019 CM VOICE TESTING DAYS HELP FORM

(Send this form to Branch CM Chair by November 13, 2018
Postmark Deadline)

Teacher Name _____
 Email Address _____
 Cell Phone # _____
of Students Enrolled _____ **Time Required to Help** _____

Every teacher is required to help on either Theory Testing or Performance Evaluation Days. Required Time of Teacher Help is based on the number of enrolled CM students on November 10, 2018. Students withdrawing from the CM program at a later date DO NOT CHANGE teacher's working hours.

Number of Students Enrolled	Required Time of Teacher Help
1-5 students	5 hours or 1 session
6-10 students	10 hours or 2 sessions
11-15 students	15 hours or 3 sessions
16-20 students	20 hours or 4 sessions
21-25 students	25 hours or 5 sessions
26-30 students	30 hours or 6 sessions
30+ students	35 hours or 7 sessions

In compliance with CM State Council rules section 5.6, "CM Teachers who do not pay the Non-Work Fee by **November 13, 2018**, shall be disqualified from participating in subsequent CM Evaluations until the Non-Work Fee has been fully paid. For Non-Work Fees paid after the Branch deadline, CM Teacher will be ineligible to participate in the immediately following CM Year. For example, if Branch sets deadline of November 13, 2018 and CM Teacher pays Non-Work Fee on November 15, 2018, CM Teacher cannot participate in CM in the spring of 2019, and must wait until the fall of 2019 to enroll students again for CM Evaluations occurring in the spring of 2020."

Please **sign your name** here stating you understand the Non-Work Fee Rule and Participation: _____

If you are unable to fulfill your teacher help job on any of the testing days, you must pay a \$250 non-work fee per session. HOWEVER, substitutes will be considered IF you notify the Branch Chair before you turn in your Teacher Help Form. The CM Committee MUST APPROVE the substitute and his/her qualifications. The Branch Chair will let you know if your substitute is accepted. If you or your substitute does not complete the assigned job(s), you will be charged \$250 fee per every session unfilled OR risk not being eligible to enroll your students for future CM until fee is paid.

If unable to help, please check this box: I am unable to help this year. Enclosed is my check for \$ _____

* * * * * **HELP PREFERENCES** * * * * *

Please indicate your preferences according to the number of students enrolled. These are REQUESTS ONLY, not a guarantee of an assignment. You will receive your detailed assignment by email.

Theory Testing Day
Sunday, March 3, 2019

<input type="checkbox"/>	11 am-4 pm
<input type="checkbox"/>	2 pm - 7 pm
<input type="checkbox"/>	11 am-7 pm

Performance Evaluation Day
Sunday, March 17, 2019

<input type="checkbox"/>	AM Monitor	8 am-1 pm
<input type="checkbox"/>	PM Monitor	1 pm - 6 pm

Theory Make-Up Test
Saturday, March 9, 2019

<input type="checkbox"/>	12:30 pm - 5:30 pm
--------------------------	--------------------

Branch Honors Recitals
Saturday, April 13, 2019

<input type="checkbox"/>	AM Recitals 9:30 am - 2:30 pm
<input type="checkbox"/>	PM Recitals 2:30 pm - 7:30 pm