

**WYLIE PRIVATE MUSIC LESSON ENRICHMENT PROGRAM
CONTRACTOR MANAGEMENT & SCHOLARSHIP DISBURSEMENT FORM**

Teacher:

Phone Number:

Lessons for the Month of:

MANAGEMENT FEE

Number of Lessons Taught	Multiplied by	Management Fee Due to Boosters
[1A]	0.5	[1B] \$

Instructions:

- 1) Place the total number of lessons taught as noted on your Contractor Lesson Payment Log in box [1A].
- 2) Multiply [1A] by 0.5 and place that amount in the Management Fee Due box [1B].
- 3) If you teach any students who are on scholarship fill in the Scholarship Disbursement section below.
- 4) If you do not have any students on scholarship, please submit this form, your lesson payment log, and a check made out to Wylie Band Boosters for the management fee. Forms and checks are due to Mike Kraman on the turn-in dates as posted in the band halls.
- 5) Please have the parents make out checks directly to you. Starting in 2003 you are not required to submit these funds to the Booster Club.

SCHOLARSHIP DISBURSEMENT

Name of Student	Number of Lessons	Scholarship Amount	Amount Due to Teacher
1)		x \$ 7.50	\$
2)		x \$ 7.50	\$
3)		x \$ 7.50	\$
4)		x \$ 7.50	\$
5)		x \$ 7.50	\$
6)		x \$ 7.50	\$
7)		x \$ 7.50	\$
8)		x \$ 7.50	\$
9)		x \$ 7.50	\$
10)		x \$ 7.50	\$
Total Scholarship Due to the Teacher			[2A]\$
Management Fee Due to Booster Club [1B]			[1B]\$ -
Sum of Scholarship minus the Usage Fee			[2B]\$

Instructions:

- 1) Fill in student's name, number of lessons, and the amount due to you for that student (number of lessons x \$7.50 = Amount Due to Teacher). Do this for each student on scholarship.
- 2) Fill in the Total Scholarship Due [2A] to the Teacher for all of your scholarship students.
- 3) Bring down the Management Fee Due to Booster Club from [1B].
- 4) **Subtract** the Management Fee Due to the Booster Club [1B] from the Total Scholarship Due to the Teacher [2A].
- 5) If the scholarship amount [2A] is smaller than the management fee [1B] then the sum [2B] will be negative. This means you will need to submit a check to the Booster Club for this amount.
- 6) If the scholarship amount [2A] is larger than the management fee [1B] then the sum [2B] will be positive. This means you will receive a check from the Booster Club for this amount.
- 7) Please submit this form, your lesson payment log, and (if needed) a check made out to Wylie Band Boosters for the management fee. Forms and checks are due to Mike Kraman on the turn-in dates as posted in the band halls.