**Music Lesson Subsidy Program and Role of Lesson Liaison**

**2016-2017**

**PROGRAM MISSION**

The goal of the Music Lesson Subsidy Program is to provide financial assistance in the form of a music lesson subsidy to students who are displaying an active effort to enhance their own music education by participating in private lessons, and who have financial need. For the year 2016-2017, our budget for this program is $2,400. HMA will pay a maximum of $20 per lesson per student (a maximum of $80 per month) and a maximum of $400 per student per year, to be distributed during this school year (from September until the end of school in June). This will allow HMA to subsidize a total of 20 music lessons per student per school year for up to 6 students this year.

**The Role of the Liaison**

The role of the Liaison is to administer the program as outlined in this document. Duties include communicating with students and their parents regarding the program policies, communicating with private teachers regarding lessons taken and payments, providing the Treasurer with addressed envelopes, informing the Treasurer how much is owed to the teachers, and tracking how much money each student has been awarded as the year progresses.

**APPLICATIONS**

Huron High School music students will apply for music lesson scholarships in Fall 2016 per verbal and written instructions provided by their Music Directors. Instructions and expectations are reviewed in class by the teacher and are outlined on the application form.

Students must complete applications by the specified deadline so that Music Directors can review materials and select scholarship recipients. This year, applications are due by Thursday, September 15, 2016.

Teachers will notify students and their parents of their selection into the program the week of September 19, 2016.

Upon selection, Music Directors will make sure students have the contact information for the Liaison, and instruct them to contact the Liaison. They will also provide a list of students to the Liaison, with their contact information.

The student is responsible for finding a private teacher by October 1, 2016. The student may seek assistance from parents or Music Directors in finding a teacher. After the student finds a teacher the student provides the teacher’s name, email address, mailing address, and phone number, the lesson schedule, and the start date to the Liaison.

Liaison will then communicate with the private music teachers, so that the Liaison can become the primary contact for the exchange of funds in this program. All program questions and requests will flow through the Liaison.

The Music Directors will take responsibility for providing support to the students in the form of accountability for lessons and practicing. The objective is to help the student benefit fully from the private lessons, thereby ensuring that the program funds are well spent.

**REIMBURSEMENT REQUESTS**

Private teachers will be reimbursed directly by HMA at a rate of $20 per lesson, and up to $80 per month. Payments will be mailed to teachers in the month following the lessons, unless otherwise arranged.

By the 25th of the month, the Liaison will check in with the teacher to see how many lessons the student took. The Liaison will submit an email to the HMA Treasurer each month, by the 1st of the following month, detailing for each student the following information: how many lessons were taken and the name of the music teacher. The HMA will not subsidize missed lessons that require payment.

In advance, the Liaison will prepare a set of pre-addressed envelopes to help streamline the monthly payment process for the Treasurer (1 prepared envelope per teacher per month).

Treasurer will cut checks to teachers once each month, as requested. By the 5th of the month, the treasurer will send a check for the appropriate amount (not to exceed $80) to each teacher.

The Liaison will track how much money has been spent per student during the school year (a cumulative sum). *This will alert the Liaison when the student reaches the annual maximum ($400).*

Treasurer will make payments from HMA General Funds unless otherwise directed by the Board.