

**Legacy Music Alliance
Services, Procedures and Policies**

for Members and Presenters in the Clinicians in the Classroom and Instruments to Students Programs

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DEFINITIONS

Music Program Membership – Secondary Schools

A Music Program is an individual music program, i.e. Band, Choir or Orchestra (and/or other qualified) program. Exceptions exist for other established music programs in secondary schools taught by a professional music teacher. A Music Program Membership is an annual membership with Legacy Music Alliance (LMA) that corresponds with the traditional school year. Member Benefits are attached to the individual music program (band, choir, orchestra, etc.) and not to the teacher. In other words, an instructor that teaches both band and orchestra in the same school cannot split benefits across programs within the same schools or with other schools. Should a music educator move from the school in the middle of the school year, the benefits will stay with the program, if the school or district paid for the membership. Legacy Music Alliance is to be notified of such a change. Minimum program benefits total \$500.00 to be used toward Instruments to Students (ITS) or Clinicians in the Classroom (CC) programs. The membership fee is \$150.00

All memberships expire on June 30 of every school year, regardless of when the membership is initiated. It is the responsibility of the music educator, or school district in some cases, to renew the membership at the beginning of each school year. Benefits will not be honored for schools with expired memberships.

Program Benefits

Each Music Program Membership will start each school year with full benefits of at least \$500.00 to be used only during that school year. Unused benefits expire and are forfeited on **June 30** of each school year and do not roll over into the next school year.

Donor Fulfillment

In order to continue fundraising on your behalf, donors need to know where their money is going and how it is being used. Each program receiving funds is asked to provide a signed thank-you letter on school letterhead and a photograph of your students. The photograph will not be used in any manner except to thank our donors. If a clinic is scheduled in order to bring in a donor, there will be no charge to that program's benefits. LMA will provide each member classroom with a certificate to display in the classroom to recognize the donor who sponsored their school.

Payment

Payment from LMA will be made by check and mailed to the school or directly to the clinician/mentor to be paid or reimbursed. Payments are sent on a monthly basis once invoices have been received and approved. LMA makes every effort to deliver payments in a timely manner. Legacy Music Alliance reserves the right to refuse payment of requests that do not conform to written LMA policies.

Agreement

Membership in Legacy Music Alliance and participating in LMA programs (ITS and CC) means acknowledgement that one has read, understood, and agrees to be legally bound by this Agreement. LMA reserves the right to amend this Policy Statement and Agreement at any time by posting the amended terms on our website and/or notifying current members and clinicians/mentors of the changes.

Program Definitions and Instructions – Member benefits may be used solely for one program, or in combination.

Instruments to Students (ITS)

What can or cannot be purchased with ITS funds?

ITS benefits are to be used towards the purchase or repair of instruments. This may include bow repair, new strings, shoulder rests, chin rests, pads, valves, tubing, drum heads, percussion hardware, drum tension casings, replacement pads, drum practice pads, mallets, instrument cases, broken mouthpiece repair, piano tuning and repair. Any requests that lie outside of this definition must be approved by LMA. ITS funds may **NOT** be used for purchase or repair of non-instrument items, i.e. music stands, sheet music, sound equipment, computer software or hardware, chairs, sound panels, reeds, valve oil, rosin, or anything else not deemed an instrument by LMA. Choirs only may purchase sheet music. Folios or music folders may not be purchased with LMA funds. **Questions?** Please contact LMA *before* submitting a reimbursement request.

ITS funds are distributed by reimbursement to the school. In the event that a school's policies will not allow for reimbursement, a teacher can contact Legacy Music Alliance for approval of exception to policy. Local vendors can be reimbursed, and in rare exception, an educator's purchase with personal funds will be reimbursed if there is no tax.

When processing reimbursement requests, all the correct paperwork (reimbursement requests, receipts and proof of payment) must be submitted or a reimbursement will not be honored. Please submit all paperwork via our ITS reimbursement. Choir programs please use the sheet music form. Both are located in the Teachers section of our website, www.legacymusicalliance.org

A request for reimbursement must be submitted to LMA within 60 days from the date of purchase.

Reimbursement requests received after that time may not be honored. LMA has complete discretion regarding any delinquent requests.

All requests for **instrument reimbursement must be submitted by June 1** of the current school year. Our final reimbursement request processing will begin on June 1 and be finalized and paid before June 30.

Clinicians in the Classroom (CC)

Clinicians in the Classroom is designed to support teachers in their work by assisting them in improving their skills and expanding their network of supporters, both within their profession and throughout their community.

Clinicians in the Classroom may provide:

In-class Clinicians and Mentors – Master teachers and clinicians work with teachers and students in the classroom to help improve the quality of teaching *and* music-making. Clinicians may work with one instrument, one section, or the entire ensemble. The rate of pay is \$50.00 per hour.

Artist-in-Residence – Occasionally, opportunities arise that allow LMA to bring world-class artists and conductors to Utah to work with and inspire member school music programs, their teachers and students. This is an added benefit of LMA membership, and does not count against "clinic hours."

NOTE: Clinician or mentoring hours may never be used to pay for a substitute teacher. State law dictates that if a class is in session, a licensed educator (and employee of the school district) must be supervising.

There are two ways in which to schedule clinics:

1. Teacher completes the **online request form**, or contacts the LMA benefits coordinator, [Mary Green](#). Name and Email of the educator will be given to the clinician.
2. Teachers may schedule a clinic on their own by contacting the desired clinician directly.
All scheduled clinics must be approved by Legacy Music Alliance prior to the clinic, or the clinician will not be paid. This will be strictly enforced.

It is the responsibility of the clinician to submit an invoice in order for payment to be disbursed to a clinician. An invoice must be submitted to LMA within 30 days of when the service was performed. **If the invoice is not received within 30 days of the date the service was performed, the hours will be considered a volunteer donation to LMA.** Invoices submitted after 30 days will not be honored and will not be counted against the clinician hours awarded to a Music Program Membership. Invoices will not be processed until a W9 is submitted to LMA by the clinician. Invoices cannot be volunteer activity must be reported to LMA.