



School Packet

Teacher Instructions
Principal/Music Specialist Letter
School Nomination Form
Potential Talent Profile



**Any child who has musical potential deserves the opportunity
to nurture this musical talent to its full extent.**

Dear independent music teacher,

Thank you for your interest in the MusicLink program. This packet of materials will assist you in finding a qualified student to teach through MusicLink. Included in this packet are:

1. Instructions on how to present MusicLink to your neighborhood school (below)
2. A letter to your school principal that will explain how to nominate a student for our program.
3. School Nomination Form A
4. Potential Talent Profile Form B

A neighborhood school is the best place to find a student who may qualify for the MusicLink program. You may already have a relationship with the school and may personally know the staff there. Other places could be a community youth center or a church.

How to Get Started

1. Write your contact information at the bottom of the principal letter, take the packet to a school near your studio and ask to speak with the principal or music specialist (or schedule a meeting). Offer some basic information about the MusicLink program and explain that you are willing to teach, at a reduced rate (half or less of normal fee), a student who:
 - a. has shown musical interest and ability, and would benefit from private lessons.
 - b. has financial need e.g. eligibility for the Free/Reduced Lunch Program or some other financial hardship (this can be determined by a MusicLink Coordinator in a follow-up contact)
 - c. has a supportive parent or guardian
2. Leave the packet with the principal and ask if he/she, with the assistance of the music specialist, would nominate one or two students for the program. This can be done online or by using the included Forms A & B.
3. This is all you need to do. When students are nominated online, a coordinator will follow-up with the family to determine commitment and financial need. The coordinator will also find out if there is a need for a practice instrument. If you do not hear from a coordinator within a month's time, you may want to follow up with your school contact to see if they followed through with the nomination process.
4. Once the student nomination process is completed, a MusicLink coordinator will provide you with the name of the student and the parent contact information. You can arrange for an interview to meet the student and family.

5. At the interview, you can schedule a lesson time and determine what fee you will charge. Even if the family does not have much money for lessons, the MusicLink Foundation suggests at least a nominal fee be charged to foster commitment to lessons. At this time you can explain your studio policies.

6. After the interview, contact your coordinator with the lesson starting date, the lesson length (30 minutes, 45 minutes, etc.), your normal fee for lessons and what your MusicLink student will be paying. This information is not shared with anyone, but used to determine your scholarship donation to the MusicLink Foundation.

7. Once the MusicLink coordinator gets this information, he/she will complete the link. Soon after you will receive a packet with your MusicLink ID number and our Discount List, so you can begin taking advantage of the discounts and offers from our growing list of Business Partners.

8. In the spring, you will be asked to complete an evaluation on your MusicLink student's progress. Other than that, nothing more is required. Teach your MusicLink student as you would any other student in your studio. **Please let your coordinator know if your student discontinues lessons for any reason or if you have any questions or concerns.**

MusicLink Coordinator: _____

Phone: _____ email: _____



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Dear Principal and Music Specialist,

How often have you noticed a child in your school who loves music, shows enthusiasm and musical promise and you think:

***If only I could offer additional musical opportunities for this student! Time constraints limit what can be done.
This child cannot afford music lessons. What can I do?***

Area music teachers, are working in alliance with the MusicLink Foundation to create opportunities to allow children to grow musically through long-term instruction. It begins with a simple nomination by someone who knows a child's musical interest and potential.

MusicLink teachers offer reduced fee music lessons to promising students from preschool through grade 12 who are economically disadvantaged. We ask schools or youth organizations to nominate students to the program who:

- demonstrate interest and enthusiasm when engaged in musical activities
- show evidence of financial need—with information (free or reduced lunch status) provided to us by the parent/guardian
- have a supportive parent or guardian

The students you nominate are linked with professional music teachers in the community who donate instructional time at a reduced cost (at least 50%) for as long as students wish to learn music. The MusicLink Foundation emphasizes long-term musical development and helps provide instruments, music, and music camp scholarships, as needed. All MusicLink teachers agree to a criminal background check before teaching a student.

Please nominate one or two students online at www.musiclinkfoundation.org. Click on “How to Participate” and complete the MusicLink Nomination Form and Potential Talent Profile.

Thank you for your assistance in bringing music lessons to a promising child in need.

MusicLink Contact: _____

Phone: _____ email: _____



FORM A



OFFICE USE ONLY

S _____

T _____

SC _____

MusicLink Program Nomination Form

To be completed by school or community organization personnel.

Student's Name _____

Age _____ Grade _____ Gender: Male Female Non-binary

Ethnic Origin: African American Asian Caucasian Hispanic Native American Other _____

Instrument Choice _____ Date of Application _____

Parent(s)/Guardian _____

Address _____ Phone _____

City _____ State _____ ZIP _____ Email _____

School/Org. _____ Phone _____

School/Org. Address _____ City _____ State _____ ZIP _____

Nominating Teacher _____ Position _____

Teacher's email _____ (For newsletters and ongoing student reports.)

Phone (H) _____

Send completed Nomination and Rating forms to: MusicLink Foundation, 1043 N. McKinley Road, Arlington, VA 22205

MusicLink Coordinator _____ Phone _____

email _____

Address _____

City _____ State _____ ZIP _____



FORM B



School Music Teacher	<input type="checkbox"/>
Classroom Teacher	<input type="checkbox"/>
Private Teacher	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Potential Talent Profile

Student Name _____ Age _____ Instrument _____ Grade _____

School _____ Type of Class _____

Person Completing Form _____ Title _____

You have known student _____ years _____ months _____ Today's Date _____

Teacher's Name _____ e-Mail _____

The following information is used to determine a student talent profile that will be helpful for MusicLink research and documentation. **Complete to the best of your ability, indicating how often the child listed above has shown the following behaviors by circling the appropriate number.**

1 seldom or never	2 occasionally	3 frequently	4 almost always
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Aptitude and Ability

- | | | | | |
|---|---|---|---|---|
| 1. can remember and repeat melodies and rhythms. | 1 | 2 | 3 | 4 |
| 2. keeps a steady pulse and responds to changes in rhythm and tempo of music | 1 | 2 | 3 | 4 |
| 3. can hear small differences in melodies, rhythms and sounds | 1 | 2 | 3 | 4 |
| 4. can differentiate individual sounds in context: identifies patterns, melodies, instruments in a musical composition or specific environmental sounds | 1 | 2 | 3 | 4 |
| 5. performs with accuracy and ease | 1 | 2 | 3 | 4 |

Creative Interpretation

- | | | | | |
|--|---|---|---|---|
| 6. enjoys experimenting with sounds: making up songs and manipulating melodies and rhythms | 1 | 2 | 3 | 4 |
| 7. is aware of slight changes in mood, loudness or softness and sounds of different instruments in music | 1 | 2 | 3 | 4 |
| 8. performs and reacts to music with personal expression: shows a personal involvement with the music | 1 | 2 | 3 | 4 |

Commitment

- | | | | | |
|--|---|---|---|---|
| 9. shows perseverance in musical activities: works with focused concentration, energy and internal motivation | 1 | 2 | 3 | 4 |
| 10. strives to refine musical ideas: sets high goals, constructively critiques musical work of others and self | 1 | 2 | 3 | 4 |

Total Rating: _____

Please provide further comments describing specific strengths or weaknesses of this child that would be helpful to the MusicLink teacher. Use the back of this form if necessary. _____