

Classical Coaches Monthly Time Sheet

Pay rate is \$50 per service. A service is any visit to a music classroom, 90 minutes or more. Timesheets should be sent to Jenifer Carstensen at jenifer41409@gmail.com by the last day of the month. Paychecks will be issued by the 2nd Wednesday of the month. Your first trip of the day, as an employee, to teach a class is considered your commute and is not eligible for reimbursement UNLESS you are commuting OVER 25 miles one way. We will reimburse you for mileage over and above the 25 mile minimum.

Name: _____

Month _____

Date	School	Classroom Teacher	Instruments	# of students	# and Length of service	Anecdotal information

Submitted by: _____

Date: _____

Approved by: _____

Date: _____