

Welcome to your introduction to the Traveling Music Teacher Network. The T.M.T.N. is an independent family of music teachers who desire to teach students privately. We also wish to earn an income that far exceeds that which can be made in the private or public school system.

The goals of T.M.T.N are clear:

1. Our customer goal is to provide one-on-one musical instruction in a convenient location (preferably their home) that will positively affect children and adults by building self-esteem through improved musical skills.
2. Our network goal is to provide students for quality music instructors who desire private students to teach and be rewarded financially for their efforts.

The benefits of being part of the T.M.T.N. are exciting and as an associate you will receive the following:

1. Referrals to students in your neighborhood or area who desire lessons in their home or yours.
2. No cost to be placed on call list.
3. An excellent pay scale with networking potential to receive referrals from others and referral income from students.
4. Flexible hours because you are in charge of your own schedule.
5. Recital and contest incentives for you and your students to participate in without you having to do all the work.

T.M.T.N. takes the hassle out of finding students with a unique advertising/networking initiative through families and teachers of our students. We also utilize the yellow pages and other forms of advertising that would be financially restrictive for an individual. The network also takes care of billing and collecting payments from students. All teachers and staff of T.M.T.N. are paid on the 1st of each month.

#### **Why be a part of T.M.T.N.?**

1. Our success is by allowing you the freedom to teach with the techniques you are comfortable with. We don't push any particular methodology. We do ask what style of music interests a prospective student to give them a good match with a teacher.
2. You can earn income by referring overflow students to other teachers as well as receive referrals from others to reinforce the number in your schedule.
3. Pay is negotiable if you hold higher than a Bachelor's in Music (Base rate is \$35.00 per hour if you travel/ \$26.00 in your home).
4. Additional gas money may be available for extreme distances if you choose to travel.
5. You can accept or reject any referral for any reason because you are in business for yourself. You have all the tax benefits of a small business owner. T.M.T.N. is simply reinforcing your business. You are a 1099 contract laborer not an employee.

### **How do I become an associate with T.M.T.N.?**

1. You must possess a bachelors degree or higher in a music related field, and/or 5+ years of classroom teaching experience or private instructing.
2. Sign the enclosed forms (Teacher Agreement, Code of Ethics, Hold Harmless Agreement) and return them along with your biographical info and other optional items like a resume and transcript
3. Maintain a love for music which you would like to pass on to private students.

### **Can T.M.T.N. guarantee my success?**

1. No, but we will do our best to help you develop the skills for "closing the sale" with a prospective student.
2. T.M.T.N. evaluates your teaching by the student turnover in your studio. If your students are continuing you must be doing something right. If you lose students after short periods of time-do something different in your approach or ask for some advice from your regional manager.

### **Lesson accounting procedure**

1. All student payments are collected and billed from T.M.T.N. Under no circumstances should a teacher collect funds for lessons. All payments must be sent in full by the student to the address printed below. If a student has a question about their bill or payment policies simply have them call (512)990-9771 or 1-800-308-2529 or we can be faxed directly at (512) 252-0791.
2. Teachers checks are mailed on the 1st of the month, or the next business day if it falls on a Sunday or a holiday.

### **IMPORTANT**

3. ALL TEACHERS must send a fax, e-mail or mail a written report/invoice of lessons taught that month to T.M.T.N. as well as an anticipated schedule for billing purposes. Be sure to include your name, address and phone # on any correspondence.
4. T.M.T.N. does not withhold federal income tax or social security taxes from any teacher payments. We will issue the IRS 1099 form at the end of each calendar year. All income should be reported appropriately and promptly to avoid penalty. For assistance contact your accountant.

### **T.M.T.N. benefits program**

The following benefits program is why being part of T.M.T.N. can far exceed any income paid by the public or private school system.

1. Cash Bonus Plan  
Teachers receive \$10.00 for each new student they refer to the network who enroll without a coupon.
2. Student Referrals  
Teachers who move or have a full studio will help provide additional leads to possible new students.

3. T.M.T.N. Does the Bookwork  
T.M.T.N. does all the billing for you. You are an independent teacher which allows you to deduct all business expenses from your income. (i.e.,\$.31.5 per mile that you travel, depreciation on your vehicle, any gum, stickers, or materials you purchase for students or for you to improve your skills.)
4. Recital and Contest Participation  
Your students can participate in group wide recitals and contests without you having to secure a facility yourself. (although you still have that option)
5. Teacher Recruitment in the Network  
Any T.M.T.N. teacher can earn \$10.00 cash for any new teacher that they find who joins the network. To qualify for the reward, the new teacher must sign and return the teacher agreement and have #1 student to teach.
6. Coupon Distribution Incentive  
The network encourages each teacher to distribute 1/2 off enrollment coupons for students to learn about the network. This has a \$7.50 value off our \$15 enrollment fee.  
Teachers who distribute coupons with an identifying characteristic will earn the other \$6.00 of the enrollment fee. We also give students incentives to tell their friends about the network to help them reduce their cost.

### **Nationwide growth anticipated**

We encourage everyone to inform us if they move to another area (students & teachers). As we expand to other states, inform us if you or students move so we can continue to assist everyone. Please don't give TMTN referrals to non-network teachers, this only hurts the whole group.

Send in the following-agreement/code of ethics pg/biography pg & 1099 form and we will begin working on getting you students. If you schedule a student, we need length, location and start date so billing can begin. If you can't fit someone in, please let us know so we can place them with a different teacher as soon as possible. Please be considerate.

### **Pay Rates:**

These are the rates for student instruction in the home as well as for instruction in the teacher's location. Also included is the teacher pay rate for lessons taught in the student location and in the teacher's location. If you have any questions please feel free to call our office at 1-800-308-2529/512-990-9771 or e-mail us at: [travelingmusic@cs.com](mailto:travelingmusic@cs.com)

<b>Rates:</b>	<b>30 min.</b>	<b>45 min.</b>	<b>1 hour</b>
At the student location:	\$25.00	\$37.50	\$50.00*
At the teacher location:	\$18.00	\$27.00	\$36.00

\*1hr with 2 students is discounted to \$38.00

	<b>30 min.</b>	<b>45 min.</b>	<b>1 hour</b>
Teacher pay @ student location:	\$17.50	\$26.25	\$35.00
Teacher pay @ teacher location:	\$13.00	\$19.50	\$26.00

### **Code of Ethics:**

This code of ethic as hereby recommended for all teachers and staff of T.M.T.N. All of the following ate behaviors, which should exemplify the finest character traits to each

student. All teachers and staff are responsible for their own actions, Any negative complaints that are reported are grounds for dismissal from that student and repeat offenders reduce their chances for referrals.

**T.M.T.N recommends the following:**

1. Dress can be casual, but nice (nothing offensive).
2. Always be on time.
3. Be courteous and use good manners at all times.
4. Avoid any use of profanity.
5. Teachers are not to accept lesson payments at any time. Payments are mailed directly to T. M. T. N. Teachers may be reimbursed for music purchases by the individual students.
6. Photo copies of music is prohibited by law and is not recommended.
7. Public performances of some music is protected by the copyright holders, but generally is allowed for educational recitals. Allow time if permission needs to be obtained.
8. If a teacher has a problem with a student, they are to report it to the coordinator immediately. If a teacher has a dispute with the coordinator, they are encouraged to contact the district or regional manager.

I will abide by the T.M.T.N. code of ethics and understand that I am an independent contractor of T.M.T.N. I will give at least two weeks notice if I intend to ever stop teaching or leave the network. I have read and signed the Hold Harmless Agreement for T.M.T.N. I recognize that students referred by T.M.T.N. are clients of T.M.T.N. and are not available for solicitation in any other musical teaching setting unless negotiated with the owners of T.M.T.N.

Name \_\_\_\_\_ Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Social Security# \_\_\_\_\_ Drivers Lic.# \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Signature \_\_\_\_\_

**Hold harmless agreement**

Teachers/Students/Associates, will identify, defend and hold harmless the Traveling Music Teacher Network, their officers, owner, teachers, and employees from and against any and all claimed, damages, actions, liability, and expense, including any and all reasonable attorney's fees and/or court costs in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy, use, travel to and/or from related Traveling Music Teacher activities.

Teachers/Students are responsible for acquiring, at their sole cost and expense, any permits or licenses, including, but not limited to, fees and expenses relating to musical performances. Performers perform at their own risk at any public performance and/or rehearsal/lessons. Teachers/Students hereby agree to be solely responsible for any loss or damage to their personal in property or injury to themselves resulting from their lesson/performance/recitals.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Teacher Biography:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Instruments you teach: \_\_\_\_\_

Degrees Held/Experience: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Do you have reliable transportation? \_\_\_ What? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_

If yes, please explain:

Do you have any special medical conditions? \_\_\_

If yes, please explain:

Current # of Students: \_\_\_ # of Students you want: \_\_\_ Fall: \_\_\_ Summer: \_\_\_

Future Plans — New address? Moving? New Phone #? Finishing Degree?

Unless specified all information included will be made available to prospective students over the phone/and possibly to some area music businesses.

Please circle any information you want to remain confidential.

Please complete and return as soon as possible!!!