

**2009 MMTA STUDENT ACHIEVEMENT TESTING  
LIVONIA AREA PIANO TEACHERS FORUM**

**INSTRUCTIONS for WORKERS' SIGN-UP SHEET**

**March 1, 2009 – Levels 1-3 *Schoolcraft Community College*  
March 8, 2009 – Levels 4-10 and *Voice Madonna Univeristy***

1. All teachers who enter *any* students are required to work **THREE (3) SHIFTS** chosen from these options: ***Sundays 8:15 AM—12:00 noon; Sundays 12:15—5:00 (or completion).***  
Alternate shift on LAPTF work day, February 11, 2009, from 9:30 – noon.
2. If you cannot work one or more of your shifts, you must find an emergency **teacher** substitute **who can do your assigned job**. Confirm with Doris Edwards (734-464-7813) or Diana Munch (248-356-1274). *Any teacher who does not fulfill his/her work requirement will not be allowed to enter students in our SAT the following year.*
3. For every   10-20 students, 2 additional half-day volunteers  
                  21-30 students, 4 additional half-day volunteers  
                  31-40 students, 6 additional half-day volunteers  
                  41-50 students, 8 additional half-day volunteers
4. We prefer adult volunteers for most jobs. Student volunteers will work as runners.
5. We appreciate all volunteers, but most of our workers need to be easy for students to understand. Please indicate workers with strong accents so we may place them in the most useful job.
6. Teachers are responsible for providing the required number of workers for Test Day. If any workers withdraw, the teacher **must** find replacements, or ***that teacher's students will not be allowed to participate.***
7. All workers must stay for their **full** shifts. Please make sure your volunteers know this. We cannot use workers who have to arrive late or leave early.
8. Lunch is provided for judges, teachers and volunteers. Indicate the number of lunches needed for the workers you provide.
9. Teachers will be notified by mail or e-mail of their job assignments. It is the responsibility of the teacher to inform their additional volunteers of their assignment and to describe their duties.