NYSSMA School Participation Form

School Year - _____

INSTRUCTIONS:

1. Teacher submits NYSSMA Participation form directly to NYSSMA Office. Teacher informs NYSSMA Office that payment will be sent directly from BOCES.

2. Teacher fills out an AIE NYSSMA Participation Form and processes it through the school district's AIE Coordinator in a timely manner. School District AIE Coordinator submits form, with the proper signatures, and NYSSMA invoice to AIE office.

3. Request form must be received in the AIE office 4 weeks prior to NYSSMA payment deadline.

4. BOCES - AIE processes request, confirms with NYSSMA Office, and sends confirmation/contracts to the school AIE coordinator (who notifies music teacher) and NYSSMA Office, 718 The Plain Road, Westbury, NY 11590.

5. BOCES - AIE writes check, payable to NYSSMA, mails check to NYSSMA Office with NYSSMA participation invoice.

School District: _____

School Music Department Contact: _____

School Address: _____ Phone:_____

_____ email: _____

Please attach a copy of your NYSSMA School Participation Invoice

School Participation Fee to 447.019.02 $_____

12.5% E1B AIE fee to 447.000.01 $_____

Total Cost $ _____

Signature of Music Teacher _____ Date _____

Signature of AIE Coordinator/Bldg. Principal. _____ Date _____

Signature of Superintendent _____ Date _____

Signature indicates expend or increase of district funds through E1B to pay for said request.