

RMTA Playathon Teacher Guidelines

PARENT INFORMATION LETTER and STUDENT REGISTRATION:

- Make one copy for each student.
- This letter needs to go out to parents in early January.
- Have parents submit the bottom portion (STUDENT REGISTRATION FORM) to you, no later than February 10.
- Once you have these forms, you can give the student a PLEDGE SHEET and tell them they can begin to collect pledges.
- Teachers can also begin to complete the STUDIO SCHEDULE.

TEACHER REGISTRATION:

- After you receive the STUDENT REGISTRATION FORM from each student, email Belle Elliott (BelleElliott88@gmail.com) the below information by February 17. This becomes your TEACHER REGISTRATION.
 1. Teacher name
 2. Number of students performing
 3. Amount of 15 minute blocks needed
 4. Preferred Time (morning, early afternoon, late afternoon, or any time)
 5. Other time able to monitor at the event (if some teachers can help during the event day, please advise)
- After all registrations have been received, you will receive an email with your time block.
- Remember, each teacher will need to be at the event for the entire duration of their student's performance.

PLEDGE SHEET:

- Make one copy for each student.
- Fill in the teacher and student name.
- Hand out to students and their parents once they submit their registration.
- Students will complete the pledge sheet as they collect pledges.
- Students are to bring the PLEDGE SHEET to the Playathon and present them to their teacher. They will be recorded, validated, and returned to the student. No money will be collected at the Playathon.
- Students submit their PLEDGE SHEET and PLEDGES/MONEY (cash, checks to RMTA) to their teacher **NO LATER THAN May 1**.
- Teachers need to check the amount pledged equals the amount of money collected.
- Teachers will mail the PLEDGE SHEET and PLEDGES/MONEY to **Anne James** by MAY 12
Anne James 2300 Cedarfield Parkway, Apt. 151, Richmond, VA 23233
- **Teachers or parents may sponsor their student(s) as an alternative to collecting pledges.** For those sponsoring a student, fill out the sponsorship amount using the pledge sheet and mail to **Anne James**. For any questions regarding sponsorship please contact Belle Elliott at BelleElliott88@gmail.com.

STUDIO SCHEDULE:

- Use this form to keep track of participating students in the Playathon and the collection of pledges.
- Fill in your name and phone.
- Fill in the student information and pledges.
- Make 1 copy of this form – you will keep your original in your studio files and bring the copy with you to the Playathon. It will be the log sheet at the event – to show who is performing and the recorded amount of pledges.

PLAY-A-THON EVENT INFORMATION

- Feel free to write your own letter to students, showing your support of this special fundraiser.
- Encourage your students to participate, as it will help support our students through scholarships and also a great performance opportunity to prepare for the upcoming festivals and competitions in March-May.
- Participating teachers will receive a time blocks for their students to play.
- Teachers need to arrive about 20 minutes before their students' performances.
- Students should arrive about 10 minutes before their performance.
- Some teachers will be asked to help monitor the event to make sure all is running smoothly.

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