

- Teachers - select participants.** Special Education Teachers - select New Musicians and complete Special Education survey (<http://www.unitedsound.org/sped>), and Music Teacher - Select Peer Mentors (3 per New Musician)

- Parents of ALL participants complete registration - cost is \$25/participant*.**

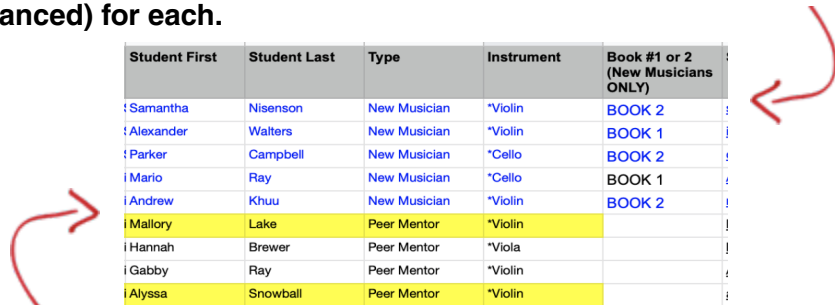
For legal liability reasons, this step is EXTREMELY IMPORTANT. Two options:

- o Online - <http://www.unitedsound.org/student-registration> (PREFERRED METHOD). This method can be used if parents are paying United Sound directly or if you're using a school PO. If using school PO, a coupon code will be set up for you to use and an invoice will be sent after all registrations are received.
- o Paper Registration - use this method if 1) you are willing to collect participation fees from students and submit to United Sound or 2) you are using a school PO.
 - If you choose this method, you will be responsible for data entry of information and emailing a pdf of all registration forms to United Sound.
- o Regardless of which registration method you choose, a google spreadsheet will be set up for your school and a link will be sent to both teachers. This spreadsheet will be updated daily as new registrations are submitted..

***start up costs for new chapters will cover the \$25/participant cost the first year**

- Show instrument videos at Parent Meeting/Instrument rental night (optional) or during class (<http://www.unitedsound.org/instruments>)

- Edit instrument choices** for New Musicians in google spreadsheet and select **Book 1 (beginning)** or **Book 2 (more advanced)** for each.



Student First	Student Last	Type	Instrument	Book #1 or 2 (New Musicians ONLY)
Samantha	Nisenson	New Musician	*Violin	BOOK 2
Alexander	Walters	New Musician	*Violin	BOOK 1
Parker	Campbell	New Musician	*Cello	BOOK 2
Mario	Ray	New Musician	*Cello	BOOK 1
Andrew	Khuu	New Musician	*Violin	BOOK 2
Mallory	Lake	Peer Mentor	*Violin	
Hannah	Brewer	Peer Mentor	*Viola	
Gabby	Ray	Peer Mentor	*Violin	
Alyssa	Snowball	Peer Mentor	*Violin	

- Select 2 Chapter Presidents (peer mentors) and highlight on spreadsheet. If you are a returning school, consider having 3 Presidents with one being a New Musician.**

EVEN IF YOU ARE A RETURNING CHAPTER, MENTOR TRAINING EACH YEAR IS EXTREMELY IMPORTANT. PLEASE DO NOT SKIP!

- Mentor training #1, 40 minutes (mainly facilitated by Special Education teacher) ***BOTH TEACHERS SHOULD ATTEND BOTH TRAININGS***
- Mentor training #2, 40 minutes (mainly facilitated by Music teacher)

- Music and Special Education teachers complete MOU (memorandum of understanding).** This step MUST be completed before books and flashcards are sent.

- o Music teacher MOU: <http://www.unitedsound.org/musicmou>
- o Special education teacher MOU: <http://www.unitedsound.org/spedmou>

- Receive books, flashcards, and participation certificates for New Musicians approximately 1 week after both teachers have completed their MOUs and begin chapter meetings. Remember to pass out participation certificates right away!

- Choose your performance piece **RIGHT AWAY** so that mentors can have score copied and are writing parts by week FIVE. If you need assistance with this step, contact us OR see a list of previously pieces performed by United Sound ensembles in the TEACHER DOCS section of the website.