

TIME CARDS

Time cards are due on the 23rd of each month so should therefore be made out on the 22nd if possible.

For the Kiwanis Band instructors, there is available \$22.50 per week to be spent in salaries ^{on} ~~with~~ a rate of \$2.70 per hour. Therefore, anytime that would amount to over \$22.50 per week should be counted as donation time.

MUSIC RESALE SLIPS

Whenever a teacher sells a book to a child a saleslip is made out of which the original is given to the child and the duplicate is kept in the office file. When the child makes his payment, the original is stamped "Paid" by the group work department and returned to the music department and it is marked off together with our copy. Every month a check should be made on our files to see which of these books have not been paid for yet and a reminder slip should be given to the child.