



◆ Important Dates

- January 4<sup>th</sup>, 2010 → Inquiry Meeting, 4:30-5:00pm  
*This meeting is designed to explain the Work Studies Duties and answer any questions that might arise from reading the Work Studies Policy Guide. All applicants must attend this meeting to be a part of the program.*
- Wednesday, January 6<sup>th</sup>, 2010 → Work Studies Application Deadline, 4pm
- TBA → Work Study Duties Meeting  
*Each student will be handed a schedule describing their duties and the times in which the duties should be done. A brief walk-thru of expectations will be discussed at this meeting. Participating students are required to attend. Parents and guardians of students may also attend.*

◆ Work Studies Quick Info Guide

- Why: An actor must search for their next job and often does unrelated work to help supplement their income. This program is modeled after college and professional work programs. Our very own Ashley Wells paid for all of her dance classes at STEPS in NYC by participating in a similar work studies program. It is also a wonderful resume builder for College.
- Who: Any registered Academy student between the ages of 15-18.
- What: The work study program is designed to help promote the work ethic needed to make it in the performance industry. Students can exchange weekly work to help pay for 20% off of their Academy classes.
- When: Students must apply to join the program before the beginning of each semester. Once accepted each student is responsible for completing two hours of work each week to help meet the duty requirements.
- Where: All work is to be done at the Academy Production Center and the Lyric business office. Students will be supervised to assure safety.
- How: A schedule will be handed out at the beginning of each semester explaining when and what tasks are assigned to each student. The Work Studies program is treated as a job situation. All participants are expected to complete the two duties assigned each week.

◆ Application

**LYRIC ACADEMY- WORK STUDY APPLICATION Fall 2009**

Student's Name: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Mother's Work): \_\_\_\_\_

(Father's Work): \_\_\_\_\_

(Mother's Cell): \_\_\_\_\_

(Father's Cell): \_\_\_\_\_

**Application Criteria:**

Applicants must be 15 to 18 years of age. Applicants must have transportation to and from all work shifts. All Academy work shifts start at 4 pm and end by 8 pm. Work study duties consist of taking role for classes, sweeping, cleaning mirrors, trash disposal, light office work and assisting teachers. Work study applicants will be able to take classes and accomplish their duties.

When returning the application, please attach one letter of recommendation from a teacher, counselor or person who can give an honest, account of the applicants' reliability, work ethic, and attitude. Please note: These letters cannot come from parents, family members or Lyric Academy staff. If you are selected for work study position you will receive 20% off your total Academy tuition. All applicants and accompanying materials must be submitted by Wednesday, January 6<sup>th</sup> at 4 pm. Applicants will be notified Friday, January 9<sup>th</sup>, 2009

Why do you want to participate in the work study program? (i.e. financial need, wider range of classes, larger quantity of classes offered etc.) Please be specific as possible.

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◆ **Three-Strikes Policy**

- By applying for the work studies program the student agrees to fulfill their duties to help pay for their Academy classes. If the student does not accomplish the tasks assigned, the following procedures will be followed:
  1. **Strike One**→ Written and Verbal Warning- The student will be verbally warned and written notification will be sent home to the student's parents.
  2. **Strike Two**→ Student and Parent are required to set up a meeting with the Academy Administrator to make amendment plan to assure third strike does not follow.
  3. **Strike Three**→ Student and Parent written-notified of two solutions.
    - I. Pay the 20% received by joining the program and cease involvement in the program.
    - II. Student must make up hours missed from previous three warnings (6 hours total) including regularly scheduled weekly hours two weeks following notification of strike three. Time must be made up during normal Academy class hours.

Q: What do I do if I am sick on my assigned day?

A: Call the Academy Office and leave a phone message with the Academy Administrator and then call another work studies student to see if you can switch duties with them. If switching is not possible contact the Academy Administrator to set up make-up time for the task missed.

Q: Where do I get phone numbers for other Academy Work Studies students?

A: By accepting to be a part of the Work Studies Program you are agreeing to allow a contact number to be placed on a list that will be handed out to all Work Studies Participants. (This list will not be posted.) A copy of the list will also be kept by Robert Matson, Ashley Wells and Richard Hartley.