

November 8, 2011

Dear Music Instructors:

As you may have heard, JAS recently took some big steps to streamline our internal organization in an effort to better be able to serve our music education and performance mission. We hope these changes will result in positive impacts for all of our programs as we move forward, including the popular Pays to Play program.

The purpose of "Pays to Play" is to introduce the benefits of private instruction to students 7-18 years of age. JAS will pay for the first three lessons in any instrument discipline @ \$50/per hour to not only support and promote further music education, but simultaneously supporting the economy of you, the local music instructor.

Limited funds are designated to this program, as it is one in our arsenal of music education programs which fall under our "**Local Education Initiative**" (LEI) banner (please check out the education page on our website- jazzaspensnowmass.org for details- there are some exciting things there).

We would like to be sure you understand our program, as a **participant of this program**, please **respond to this email that you have read the process and do not have any questions**.

The process will hopefully spread the funds available to as many instructors and students as possible per season. JAS would like to thank you for making the "JAS Pays to Play" program successful.

- 1) Submit a ***JAS Student Approval/Reimbursement** form *between the 1st and 15th of the month*. We will do everything we can to turn around the approval within 5 days of the application being accepted. *JAS Student Approval/Reimbursement form should be submitted to Corree Isley at cisley@jazzaspensnowmass.org or faxed to (970) 920-9135. Corree can be reached at (970) 920-4996 ext. 14 with any questions.
 - You will receive an email approval, once approved you may execute the lessons. **Lessons must be completed within 45 days after approval**. After 45 days, you must resubmit a new JAS approval form. Please be sure to keep us updated with your current email address.
- 2) Submit the *JAS Student Approval/Reimbursement for payment for lessons completed monthly. *JAS **Reimbursement Forms** received by the 15th of the month will be processed for payment. **Any lessons that have not been pre-approved will not be paid.** Each instructor can submit up to a maximum amount of \$2000 toward the "Pays to Play" program per calendar year. JAS will accommodate requests until the funding available for the current year is exhausted; this is why we need the monitor mechanism of approval.

Please submit your payment request to JAS Attn: Corree Isley, 110 East Hallam Street #104 Aspen, Co 81611 or via email at cisley@jazzaspensnowmass.org

Thanks again for all you do- we all know the benefits and importance of keeping the art of making music alive in our students.

Best always-
Andrea, Chris & Corree

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**JAS Student Approval & Reimbursement Forms are available on the JAS website jazzaspensnowmass.org*