

Santa Cruz Symphony Policy and Procedure: Payments for Mueller Scholars

Effective June 2022

Review dates:

It is the policy of the Santa Cruz Symphony to provide monies awarded by the Mueller Selection Committee to the intended recipients of the awards in accordance with the terms set forth in the Mueller Endowment. Scholarship funds may pay private teachers, camperships, or musical ensembles, in order to further the musical development of the young musicians. The Symphony will pay these entities in accordance with common business practices.

The symphony will pay invoices for services rendered, which may include payment in advance for ensembles and camps, and a reasonable small advance payment for private music lessons where lesson policy requires pre-payment, as outlined below. Scholarship monies are to be used for services rendered from July of the year awarded through the following June (other than in the case of pre-approved exceptions).

Procedure:

For camperships: Scholars who have requested that their award be applied to a campership on their application will be responsible for ensuring the symphony receives the invoice. The symphony will remit the fees for the camp when they are due and will pay the camp directly up to the limit of the scholarship award.

For musical ensembles: Scholars who have requested that their award be applied to a musical ensemble on their application (Santa Cruz Youth Symphony, Cabrillo strings ensembles, etc.) will be responsible for ensuring the symphony receives the invoice. Symphony staff will provide payment (tuition) for the ensemble directly to the ensemble, up to the limit of the scholarship award.

For private music lessons: Scholars who have elected to apply their monies to one or more private lessons will provide symphony staff with the name and contact information for the private teacher. The private teacher will communicate with Symphony staff and provide an invoice for the prior month's lessons, with dates of lessons specified. Staff will remit a check within 3 business days to the teacher. This can be repeated monthly or quarterly up to the limit of the scholarship award.

Where the private teacher requires some payment in advance, the teacher will communicate with Symphony staff and provide an invoice as to how many lessons will be given in the next month. Teachers may not request pre-payment for more than one month's lessons. Staff will remit a check for those lessons. The teacher and staff will follow this procedure for additional months to the limit of the scholarship monies awarded. Should the student fail to attend lessons that were paid for, the private teacher shall so communicate to the Symphony staff (for considerations of future awards). Should a student regularly miss scheduled lessons, an adjustment of payment methodology shall be agreed upon by the teacher and Symphony staff.

Staff shall track distribution of award monies for each scholar in order to determine when the award has been fully used, or to identify those scholars who did not use their full awards. This information shall be communicated to the Education Committee.

Application of the scholarship monies:

Students may request to use the monies awarded in a manner that differs from what was outlined in the application as opportunities and interests evolve. Requests must be submitted to the symphony office and approved by the Education Committee.

A student who receives a scholarship does so in part based on the letter(s) of recommendation (LOR) received. The Mueller Selection Committee reviews the LOR along with the completed application to assess that the student meets the donor's specification of "needy and deserving children" who wish to develop and expand their musical education. Therefore, the award may be applied to pursuits beyond lessons with the recommending teacher as benefits the student's musical development.

Any questions about the use or distribution of the Mueller Scholarship should be directed to the Symphony Office.

Santa Cruz Symphony
307 Church St, Santa Cruz CA 95060
831-462-0553 x10
office@santacruzsymphony.org
Santacruzsymphony.org

