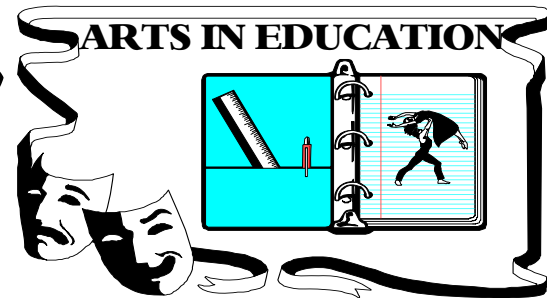




READ THIS !!

ARTS IN EDUCATION



P/NW BOCES, 200 BOCES DRIVE, YORKTOWN HEIGHTS, NY 10598
914/248-2349 - fax # 914/248-3838 - email # msherer@pnwboces.org
WEBSITE: <http://pnwboces.org/artsined>
MICHELLE SHERER - ARTS IN ED COORDINATOR

2009-2010

BOCES CONTRACT # A

Dear Arts Contractor:

The attached FORMS require your **IMMEDIATE ATTENTION!!** Please follow the Instructions below.

READ & CHECK that all of the typed information on the forms is correct.

IT'S O-KAY FOR YOU TO MAKE CORRECTIONS/CHANGES RIGHT ON THE FORMS.

ASAP!!!

1. SIGN & RETURN THE PROFESSIONAL SERVICES AGREEMENT (CONTRACT).

(you can fax it to me but, make sure you fax the front & back of the signed copy)

* I may need an updated Teacher's Retirement System form completed indicating your status in the TRS. If you *are* a member, you will need to tell me what kind of teacher you are, *i.e.* math teacher, 2nd grade classroom teacher, music teacher. *etc...* and indicate your status, *i.e.* Active, Not Active, Retired, *etc...* also your tier. I also might need a new W-9 form this year. If these forms are enclosed, send them back to me with your signed CONTRACT. IF YOU ARE GOING TO BE WORKING UNSUPERVISED AND/OR WORKING 5 or MORE TIMES IN A DISTRICT, YOU WILL NEED TO BE FINGER PRINTED *(the forms will be included in this mailing)*.

* **PLEASE NOTE:** I will need a new W-9 & TRS Forms only if you are new to the AIE Service, didn't work last year or unless your status changes, *(and if I need it)* your FINGER PRINTING. I will enclose what you need in this mailing.
(NOTE: if these forms are not enclosed then I don't require them from you.)

REMEMBER: THE SIGNED CONTRACT MUST BE RECEIVED BY BOCES BEFORE YOUR SCHEDULED PROGRAM BEGINS, AS WELL AS THE TRS FORM, THE W-9 AND THE FINGER PRINT AFFIDAVIT (& OTHER FORMS) IF NEEDED OR THE SCHOOL WILL BE RESPONSIBLE FOR YOUR PAYMENT!

2. **HOLD** on to the **INVOICE** and **EVALUATION FORMS** and bring them with you to the School.

**IF YOU FORGET TO BRING THEM WITH YOU
JUST MAIL THEM TO THE PERSON WHO HIRED YOU**

- On completion of your services, the **INVOICE** should be signed by *YOU* and the School Official *(the person who hired you is o-kay)*.
- The **SCHOOL EVALUATION FORM** should be completed by the School Official.
- You fill out the **ARTIST EVALUATION FORM**.
- Send the signed **INVOICE** & the completed **EVALUATION FORMS** to me at P/NW BOCES after your presentation is finished.

PLEASE NOTE

When all of the paperwork is receive by BOCES, payment will be sent to you *(usually within 2-3weeks after being received)*

PLEASE NOTE

Return all the forms to *ME* at the above address, you can fax or scan them to me too.

IF YOU HAVE ANY QUESTIONS, JUST CALL. **MICHELLE**☺