



**PUTNAM/NORTHERN WESTCHESTER BOCES
2009-2010 ARTS - IN - EDUCATION SERVICE
PROGRAM REQUEST FORM**



CHECK IF FOR TICKETS
(FOR PRE-PAYMENTS)

BOCES CONTRACT # A
(BOCES WILL ENTER #)

a. One Request form **MUST** be completed for each different Artist/Group a district wishes to contract for. (If more than one school in a district is using the same artist, it's o-kay to submit one form, just indicate the dates and schools in section 2.)

b. In order to be processed, this request **MUST** be received **AT LEAST 3-4 WEEKS** prior to the **START** of the residency/workshop/presentation, or the date the payment is to be received by a Box Office.

{NOTE: ALL REQUESTS MUST BE RECEIVED BY MAY 21, 2010 FOR PROGRAMS TAKING PLACE FROM 5/24-6/26/10, SO THEY CAN BE PROCESSED & BILLED IN 2009-2010 SCHOOL YEAR!}

PLEASE NOTE: IF YOU ARE HIRING AN ARTIST THAT WILL BE WORKING UNSUPERVISED AND/OR WORKING 5 OR MORE TIMES IN YOUR SCHOOL, THE ARTIST WILL NEED TO BE FINGERPRINTED!

c. This request **MUST** be signed by your district's Arts Representative *(and your Principal, if required)*.

DISTRICT: _____ **DATE:** _____

DISTRICT ARTS REPRESENTATIVE & PHONE #: _____
(MUST HAVE NAME & PHONE NUMBER!!!!)

PERSON WHO ARRANGED THE PROGRAM, PHONE # & EMAIL: _____
(MUST HAVE NAME & PHONE # & EMAIL!!!!)

EMAIL ADDRESS: _____

PLEASE NOTE: THIS FORM MUST HAVE ALL OF THE REQUESTED INFORMATION IN #'s 1-4 COMPLETED. FAILURE TO PROVIDE THE INFORMATION WILL RESULT IN THIS REQUESTS BEING RETURNED TO YOUR DISTRICT REPRESENTATIVE.

PLEASE PRINT CLEARLY



You must check ✓ off status or this form will be returned!

(ENTER WHO THE CHECK IS BEING MADE OUT TO)

1. NAME OF ARTIST/GROUP: _____

TITLE OF PROGRAM: _____

(IF NOT THE ARTIST)

CONTACT FOR ARTIST & PHONE #: _____

ADDRESS OF ARTIST: _____

CITY/STATE: _____ **ZIP:** _____

PHONE # OF ARTIST: _____ **FED ID #/S.S. #:** _____
(PLEASE circle one) (group) / (individual) (MUST HAVE)

FAX # _____

EMAIL: _____ **WEBSITE:** _____

2. PLEASE FILL-IN BELOW:

DATE/S	TIME OF PROGRAM/S	GRADE/S	# OF PRESENTATIONS or # OF TICKETS*	SCHOOL BUILDING/S	FEE \$

(PLEASE ENTER ALL OF THE ABOVE INFORMATION IN THE BOXES)

TOTAL FEE \$ _____

*TICKETS need to be PRE-PAID so there **MUST BE AN INVOICE ATTACHED TO THIS REQUEST FORM**

from the company/organization providing the service! Enter date the pre-payment for tickets should be received by _____

must complete the other side

MUST FILL IN



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THIS MUST BE AN ARTS ACTIVITY, AND THE DESCRIPTION MUST INDICATE THE NEW YORK STATE LEARNING STANDARDS FOR THE ARTS CONNECTION OR IT CAN NOT BE PROCESSED!

3. Please write a *brief* description about the presentation and how it will support your school's **ARTS GOALS** and/or **ARTS CURRICULUM** objectives.

YOU **MUST** CHECK THE ARTS STANDARD/s & THE ART FORM/s OF THE PROGRAM
(CHECK ALL THAT APPLY)

Art Standards

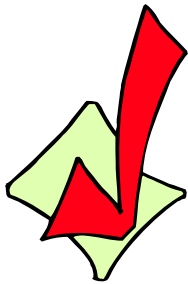


1. { } Creating, Performing and Participating in the Arts
2. { } Knowing and Using Arts Materials and Resources
3. { } Responding to and Analyzing Various Works of Art
4. { } Understanding the Cultural Contributions of the Arts



SEE THE NEW YORK LEARNING STANDARDS FOR THE ARTS FOR A MORE INDEPTH DESCRIPTION

<http://www.emsc.nysed.gov/ciai/arts/pub/artlearn.pdf>



Art Form(s)

- Music _____
- Dance/Movement _____
- Theatre Arts _____
- Puppets _____
- Mime _____
- Storytelling _____
- Writing _____
- Visual Arts _____
- Other _____
- Interdisciplinary Topic _____

In-School

- Assembly _____
- Workshop _____
- Residency _____
- # of Sessions _____
- Other _____

Out of School:

- Tour _____
- Tickets _____
- Field Trip _____
- Other _____



4. APPROVED: _____
SCHOOL PRINCIPAL, BUSINESSMANAGER etc... DATE
(This signature is only needed if your district requires it.)

APPROVED: _____
DISTRICT ARTS REPRESENTATIVE DATE
(This signature I must have!)

5. RETURN TO: Michelle Sherer
Arts in Education Coordinator
Putnam/Northern Westchester BOCES
200 BOCES Drive
Yorktown Heights, NY 10598-4399



IF YOU HAVE ANY QUESTIONS - 914/248-2349 FAX # 914/248-3838



EMAIL: msherer@pnwboces.org ARTS WEBSITE: <http://pnwboces.org/artsined>