



Instructions to Request Arts-in-Education Programs

Districts use the Arts-in-Education service as a way to integrate the arts into their curriculum at all levels, Pre-K - 12. Activities may include one or more of the following: music, dance, theatre arts, storytelling, writing, cultural arts, visual and media arts. Students visit museums, galleries, historical sites, performing arts centers, and movie theatres; participate in music and art competitions and music festivals; attend performances on Broadway, at Lincoln Center or at hundreds of other venues. Programs offering instruction in other settings outside the school include the Lincoln Center Institute, and collaborative programs with the Metropolitan Museum of Art and the Museum of Modern Art. Programs eligible for aid must support the district's ARTS curriculum goals and the New York State Learning Standards for the Arts which include:

Creating, Performing and Participating in the Arts: Students will actively engage in the process that constitute creation and performance in the arts and participate in various roles in the arts.

Knowing and Using Arts Materials and Resources: Students will be knowledgeable about and make use of the materials and resources available for participation in the arts in various roles.

Responding to and Analyzing Works of Art: Students will respond critically to works in the arts, connecting the individual work to other works and to other aspects of human endeavor and thought.

Understanding the Cultural Dimensions and Contributions of the Arts: Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present society. For a detailed description of these Standards, visit the NY State Dept. of Education website at: <http://www.p12.nysed.gov/ciai/arts/pub/artlearn.pdf>

How the Service Works:

PTA or School Representative

1. Contacts the artist/organization to establish the service, date and rate for the program. If the program is a field trip, requests an invoice from the vendor, asks for the due date or deadline for payment. Allow at least 4 weeks to process all arts programs.
2. Completes **ALL SECTIONS** on the Arts Program Request form:
 - a. District, school, name and contact information for District Arts Representative and person arranging program. To access a list of participating districts and the District Arts Representatives, refer to the PNW BOCES Arts-in-Education website.
http://www.pnwboces.org/artsined/participating_districts.aspx
 - b. Artist/Organization information.
 - Name, address, phone number(s), email address.
 - Is the artist on file with the PNW BOCES Arts-in-Education Program Resource Directory? To search online, go to: <http://www.pnwboces.org/artsined/index.aspx>
 - If the artist is not listed and may possibly be new to PNW BOCES Arts-in-Education, enter the artist's SS# or Federal Tax ID#.
 - Is the artist fingerprinted? All instructors having direct contact with students; or a guest lecturer or performing artist working 5 times or more in a district are required to be fingerprinted and cleared PRIOR to their start date through the NYS Dept. of Ed.



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- c. Title of program or performance, grade level(s), and check all that apply, e.g. type of program in-school or out of school; the art form, program location, etc.
 - d. Program Table: Program Date(s) | Day(s) of Week | Program Fee per Day, Hour, Session, Performance or Ticket Cost | Total # Days, Hours, Sessions, Performances or # of Tickets | Total Program Fee or Total Ticket Cost.
 - e. Art Standards: Check all that apply.
 - f. Describe how your program will support your school's arts goals and/or arts curriculum objectives.
3. Submits Arts Program Request Form to Principal (if required), and District Arts Representative for approval signatures. Approved request forms will be submitted to Arts Coordinator at PNW BOCES.

PNW BOCES Next Steps for Eligible Arts Programs

1. Field trips are processed immediately and pre-paid. A check is mailed to the vendor and a copy of the payment is emailed to the PTA/School Rep who arranged the trip.
2. For In-School programs, PNW BOCES will work directly with the artist/organization. For new artists, confirms fingerprint clearance status, obtains W-9 and all other required forms to enter artist/organization as a new vendor.
3. Emails the Contract, Invoice, Evaluation forms to the Artist/Organization to review and sign. The person who arranged the arts program is copied on the email to the artist.
4. The contract is signed and returned by the artist, and a purchase order is prepared.

Final Steps for Payment to Artist for In-School Programs

1. Artist/Organization brings their invoice and school evaluation form to school.
 - Invoice should not be for more than the contracted amount and must be signed by the artist and authorized school official.
2. School Evaluation form is completed.
3. Invoice and school evaluation form are sent to PNW BOCES to generate payment. These two forms are required for payment and the artist is relying on you to submit these forms promptly.

Thank you for your commitment to bring Arts-In-Education to your school for the education of the whole child. Should you have any questions or require additional information, do not hesitate to contact the Arts-in-Education Coordinator at PNW BOCES.

Stacy Chryssikos, Arts-in-Education Coordinator
914/248-2349 | FAX # 914/248-3838 -or- 914/248-2390

schryssikos@pnwboces.org | visit PNW BOCES [ARTS IN EDUCATION WEBSITE](#)