Dear New Artist / Organization

Welcome to the Putnam|Northern Westchester BOCES Arts-in-Education service. School districts join our service as a way to integrate the arts to complement, enhance and illustrate aspects and concepts of the curriculum. The criteria/guidelines reference the following arts standards: Dance, Music, Theatre, Media Arts and Visual Arts. To bring your arts program(s) to our schools, follow the instructions below and complete the forms attached. Allow at least 4 weeks to process your application before your program’s start date.

1. Submit a brief description of your program. State how your program aligns with the NY State Learning Standards for the Arts. To learn more, go to THE NYS LEARNING STANDARDS for the ARTS. If your program is eligible, I will invite you to join our on-line resource directory.

2. Complete the following forms and return:
   - W-9
   - Teacher’s Retirement System (TRS) form (for individuals only)
   - OSPRA-102 for those who were previously fingerprinted by the NY State Education Department (NYSED)

3. Fingerprinting is required for all artists having direct contact with students, or guest lecturers and performing artists working five times or more in a district. For more information on the fingerprinting process, open this link to FINGERPRINT. Follow instructions carefully and schedule your appointment as soon as possible. Be sure to enter the appropriate EMPLOYEE SERVICE CODE and URL from the table below. Contact me with the date of your fingerprint appointment.

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>SERVICE CODE</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>14ZGR7</td>
<td><a href="https://uenroll.identogo.com/workflows/14ZGR7">https://uenroll.identogo.com/workflows/14ZGR7</a></td>
</tr>
</tbody>
</table>

3. Your contact will complete the Arts Program Request Form and submit it for approval. When I receive the request form, I will send the following documents to you.

   1. Professional Services Contract
      - Sign and return the contract immediately upon receipt.

   2. Invoice and School Evaluation Form
      - When you arrive at school, bring these forms to the main office, your PTA contact or lead teacher. It is your responsibility to give these forms to the correct person and that I receive the invoice and school evaluation forms to pay you. This ensures you will receive payment in a timely manner.

4. For further information, visit the PNW BOCES Arts-in-Education Website at: https://www.pnwboces.org/artsined