

Wayne-Finger Lakes BOCES Arts-in-Education Informational Guide



WAYNE - FINGER LAKES
Board of Cooperative Educational Services

ARTS-IN-EDUCATION SERVICE

Welcome to the Wayne-Finger Lakes BOCES Regional Arts-In-Education Service.

This informational guide was developed to help guide you through the AIE process for booking arts programs in your school and ordering tickets. We have tried to make the process clear and have given answers to the most frequently asked questions.

This informational guide is not expected to be a replacement for personal contact so please feel free to call or e-mail us whenever you need assistance. It is our mission to assist you in providing high quality artistic programming for your students.

Mary Harvey

Our goal is to service our participating districts the best way possible. We want to give you the best information available regarding artists and tickets. We are willing to help you in any way possible.

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New York State AIE Learning Standards

New York State Learning Standards for the Arts Conceptual Framework				
Shared by All Arts Disciplines			Discipline-Specific Performance Indicators	
Artistic Processes			Anchor Standards	
Cr Creating Conceiving and developing new artistic ideas and work.			1.	Generate and conceptualize artistic ideas and work.
			2.	Organize and develop artistic ideas and work.
			3.	Refine and complete artistic work
Pr	Performing Music Dance Theater	Realizing artistic ideas and work through interpretation and presentation.	4.	Select, analyze, and interpret artistic work for presentation.
	Presenting Visual Arts	Interpreting and sharing artistic work.	5.	Develop and refine artistic techniques and work for presentation.
	Producing Media Arts	Realizing and presenting artistic ideas and work.	6.	Convey meaning through the presentation of artistic work.
Re Responding Understanding and evaluating how the arts convey meaning.			7.	Perceive and analyze artistic work.
			8.	Interpret meaning in artistic work.
			9.	Apply criteria to evaluate artistic work.
Cn Connecting Relating artistic ideas and work with personal meaning and external context.			10.	Relate and synthesize knowledge and personal experiences to inspire and inform artistic work.
			11.	Investigate ways that artistic work is influenced by societal, cultural, and historical context and, in turn, how artistic ideas shape cultures past, present, and future.

All Arts Disciplines
Performance Indicators are written for each grade level, within each arts discipline:

- Pre-K – 8
- High School
 - HSI – Proficient
 - HSII – Accomplished
 - HSIII – Advanced

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Music Only

General Music

- Pre-K – 8

In additional strands:

- Harmonizing Instruments, Traditional and Emerging Ensembles
 - Novice – Gr 5
 - Intermediate – Gr 8
- Composition & Theory, Technology
 - HSI – Proficient
 - HSII – Accomplished
 - HSIII – Advanced

BOCES Ctr/Kp/Gf wecvkqp (AIE) Representative Responsibilities

The AIE representative has been selected by your school district superintendent to manage your district's Arts-In-Ed budget and programming. Although each school district may handle their Arts-In-Education program differently, here are some guidelines and general responsibilities for a AIE Representative.

Attendance at AIE meetings is strongly recommended. Often there is one meeting in October. Touring artist opportunities, grant information, new initiatives, and a professional development piece are included in the general format.

Dissemination of AIE information within your district and parent groups that are involved in AIE programming. Please instruct teachers not to pay the vendor directly.

Authorization: The AIE Representative is the only person from a school district who has the authority to sign Performance, Ticket and/or Exploratory Enrichment Requests. This is *imperative* to make sure several people are not spending the same "pot of money".

Monitoring: You are responsible for knowing and keeping track of your district's expenditures. We will periodically send you statements of what you have contracted to date. It is important to check those over and let us know if there are any discrepancies with your records. We do not have any information on what the budget for AIE is for your district.

Advocating: It is important that you be an advocate for the arts in your district. We have many high quality programs addressing the New York State Learning Standards for the Arts as well as in many other subject areas. If your district doesn't already have an Arts-In-Education committee, it would be helpful to you to start one. The most successful ones are comprised of teacher and parent representatives from each building. They can be a great help to you in coordinating curricular-based arts programming in your district.

ARTS IN EDUCATION REQUEST GUIDELINES

Wayne-Finger Lakes BOCES Regional Arts-In-Education Service enters into a contract directly with the artists/vendor you have selected. We initiate a contract with the artist/vendor, process purchase orders to them, and mail payment directly to the artist/vendor. After we enter your request, we mail the artist/vendor a contract and a letter requesting them to sign the contract and return to us with an invoice billed to W-FL BOCES, **not** the school or school district. An invoice is required from each artist/vendor for payment and is to be sent to us, not the school. We need a minimum of four (4) weeks notice in order to process contracts and payment in a timely manner.

ALL REQUESTS: Please notice that some changes have been made to the request forms. Please use the forms on the website: <https://www.wflboces.org/teaching-and-learning/instructional-services/enrichment>. Please fill the forms out completely.

If you are arranging either an arts or enrichment event for your class, please notify your school district's Arts-In-Ed representative. If you do not know who the representative is for your district, please contact us and we will provide you with the contact information.

Please instruct the teacher to **never** pay the vendor directly. We cannot reimburse any teacher for payments made directly to the artist/vendor.

If the vendor requests pre-payment or payment on the day of service, please check the box and indicate the date required on the request form.

Please calculate out costs for the events and write the 'total' amount on the request form, not a per person amount only.

All request forms **must have** the original signature of the AIE rep. We cannot accept requests that are unsigned or have a "signature stamp".

Performance: When a performer or author comes to your school, sometimes they request reimbursement for travel, hotel, and meals. W-FL BOCES Arts-In-Ed cannot pay these expenses, but we can advise you on how to cover these expenses. Please contact our office.

Tickets: A number of ticket vendors offer teachers or chaperones tickets at no cost. Each vendor has its own policy as to the number of complimentary tickets, which is usually based on the number of students attending. If you bring more than the specified number of adults on the request form, you will have to pay the per ticket adult rate for each additional adult.

Exploratory Enrichment: Please do not provide a per-student ticket price on the form. Please compute the number of students times the admission price and write the total site fee amount on the form.



Frequently Asked Questions

Please remember that the Arts-In-Education Co-Ser is strictly for arts programs...i.e. storytelling, dance, writers, theater, music, visual art, etc. If you are presenting something that is curriculum based but not the arts, it can only be aidable through the Enrichment Co-Ser.

Q What's the difference between the AIE Co-Ser and the Exploratory Enrichment Co-Ser?

A AIE is "Arts-based"; EE is "Curriculum-based."

Examples:

- You have an artist coming in who portrays Abraham Lincoln to address your 8th grade social studies students. *Arts based.* (Theatre, Visual Arts)
- You have a college professor who is an expert on the civil war in to talk to your 8th grade social studies students. *Not the arts – Exploratory Enrichment.* (Social Studies, possibly ELA if writing about the event)

Q Does BOCES AIE book ticket events or do we book our own?

A We assume that you have booked your own. If you have not – let us know and we will book them for you.

Q Should I pay the artist/vendor and be reimbursed?

A No, never pay the artist or vendor directly. Simply inform the ticket vendor that you are purchasing tickets through the Oswego BOCES Arts-In-Education Service. We cannot reimburse you or the district for that expense, which means the expense will not be aidable.

Q Do I have to fill out a performance request form for each in-school performance?

A Yes, for each artist/vendor who will be paid through the AIE Co-Ser.

Q Do I have to fill out a ticket form for each ticketed event?

A Yes, since there is no contract done for a ticketed event, this is our only signed confirmation that you authorized purchase. We will not process the order until we have a signed form in our possession.

Q How much money do I have left in my account?

A As the EAC rep from your district, it is your responsibility to keep track of the budget. We will send you periodic statements on expenditures, but we have no record of what your budget is. If you have any questions, you should ask your business manager.

Q Can I fax you the ticket form, performance and enrichment request forms?

A Yes. If you fax us any of these request forms, please follow them up by mailing us the original, writing **DO NOT DUPLICATE** at the top. This is to insure that we don't duplicate the order. We process hundreds of requests and it is not possible to remember all of them.

Q Can events be prepaid?

A Prepay only when necessary. Let us know by writing on the ticket or performance request form that it is authorized for prepayment and the date the payment is due. (In cases such as this, please allow at least 4-6 weeks prior to the event for processing your request, sending the artist/vendor contract for signature and invoice, and forwarding the check. We cannot prepay if the contract has not been signed by all parties.) If the check needs to be sent to the school, you need to specify that on the form.

Q Can I make a change to my request?

A Because we receive many changes throughout the school year, we are asking that you **email any changes** to your requests to our attention. This helps us when someone from your district or our Business Office questions the change.

When your district books a trip to the RBTL, GEVA, or Nazareth Arts Center the amount of tickets usually changes. We send these vendors copies of the PO, and they will send us an invoice after your school has visited. The amount is almost always different. We make the changes and adjust your account accordingly. If the amount changes, we will email you for an approval to increase the PO. If you need it, we will send you a copy of the invoice with the changes for your records. You will see the adjustment on your billing statement.

Q Can I take my class to evening or weekend performances or concerts?

A Evening performances are not covered under Arts-In-Education with the exception of attending professional performances that only are offered in the evening. Example: Theater or concert tickets.

Q What types of activities are aidable under the AIE Co-Ser?

A The Arts-In-Education Co-Ser is for curricular-based arts programming during the school day, during the instructional year.

Q Can I pay for the artist's/vendor's transportation, lodging or meals through the AIE Co-Ser?

A No. Transportation/lodging/meals cannot be covered under the Co-Ser even on student trips. Most of the tour companies work closely with us to separate aidable and non-aidable expenses on their billing.

Budget Information

Each school district sets its own budget for Arts-In-Education programming. It is the responsibility of the EAC rep to make sure the district doesn't go over budget or have another funding source to cover the expenditure (i.e. PTA funds).

We will send you periodic statements as to expenditures in all categories. If you need that information sometime between those statements, just contact our office and we will give you the information.

An often-asked question is how the aid is distributed when it comes back to your district.

That is a decision each district must make on its own.

Our recommendation would be that the aid generated from the arts programs be returned to the arts programs (or a substantial portion) to keep the program healthy and growing. Each year the cost of living rises, as do artist fees and ticket prices. That influx can help keep your program stable.

Performance Request Form

To order a performance, a Performance Request Form needs to be completed and submitted to our office. The forms are available from our office, or on our website. We will need the following information:

- * Artist's name, updated address, phone, email (if available) Vendor to pay (if different than artist)
- * Vendor's social security number or Federal ID (we can't process the request without this)
- * Performance date(s)
- * Cost of the program
- * Location of the performance (which building) Performance times
- * Number of performances
- * **Arts Standards addressed** (refer to box choices on form)

You will need to inform the artist/vendor that your school is paying for the presentation through the W-FL BOCES Arts-In-Education Service. We contract directly with the artist on behalf of your school district. The artist must send an invoice for the presentation directly **to us made out to Yc{pg/Hlpi gt 'Ncngu BOCES**, not to the school or district.

After you have contacted the performer and set up all of the arrangements, fill out a performance request form completely. **The CKG representative must sign all performance request forms.** Send the form to our office, and we will start the process.

A contract will be generated and mailed to the artist for his/her signature. We will send a cover letter asking the artist to return the original, signed contract and to mail or e-mail an original invoice after the performance is completed. We cannot pay the artist until we receive both of these original documents.

If the performer needs his/her check the day of the performance, please indicate that on the performance request form. We will try to accommodate this request if given sufficient amount of time (4-6 weeks) for processing your request, the contract, the invoice and approving the payment. Our Business Office is always willing to work with us, but good planning is always helpful for all involved.

Ticketing Procedure

Never pay the vendor directly for the tickets. If you tell the vendor you are paying through W-FL BOCES, that is usually sufficient. If not and they have more questions, feel free to have them contact us. We are unable to make payment without an invoice, which must be made out to Wayne-Finger Lakes BOCES, Arts-In-Education, 131 Drumlin Ct., Newark, NY 14513.

Please note, some agencies offer discounts if you order early. These dates are firm, so if you book tickets at a discounted price with a due date to get the tickets, you must expedite the form to us so we can secure your order by that date.

A number of vendors offer “free” chaperone/teacher tickets based on a certain number of students. When you bring additional adults to the performance, you may include the admission price in the paid tickets category. It is important that you list the number of paid and free seats and the total number.

If you do not attend the show (i.e. snow day or cancellation) you must call us as soon as possible and inform us if your attendance is rescheduled. If it has been cancelled, please let us know if the vendor still needs to be paid (some do not forgive cancellations) because we have to adjust or cancel purchase orders.

Rt qlgev'CF GRV Enrichment Program

Offered as a regional service through the Regional Arts-In-Education Service of Wayne-Finger Lakes BOCES, the Project ADEPT Enrichment Co-Ser is available to participating districts as a stand-alone Co-Ser for the express purpose of enabling subscribing school districts to participate in curriculum-based programs in areas outside of the arts (such as social studies, science, technology, environmental education, health, etc.). Students visit various sites, institutions and exhibits related to the respective subject areas. Examples are visits to planetariums, science museums and exhibits, technology fairs, historical sites, resource management facilities, etc.

Aidable fees covered under this Co-Ser are limited to site-based fee determined by the number of students and institutional practice or arrangements for consultant/presenter fees. This also applies to programs/personnel visiting the school district for in-building activities, such as CSI BOCES or Rocketry in science class.

Aidable fees are limited to site fees or presenter fees and do not cover the costs of food, lodging and transportation for students. Do not put a per person ticket price on the form. The site-based fee is the bottom line total cost.

A Catalog of programs offered through Project ADEPT is available on our website at <https://www.wflboces.org/teaching-and-learning/instructional-services/enrichment>

Unlike the Arts-In-Education Co-Ser where just the Co-Ser needs to be shared, in the Project ADEPT Enrichment Co-Ser each program must be shared between two districts.



**WAYNE-
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131 Drumlin Court
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**Wayne-Finger Lakes BOCES
ARTS-IN-EDUCATION PROGRAMS 2018-19
Request for Visiting Artists/Experts/Field Trips**

Please Note: This request must be received by BOCES at least 6-8 weeks prior to the event being scheduled unless authorized by BOCES Enrichment Coordinator.

District: _____ **Building:** _____

Name of Person Completing the request: _____

Email address of person completing the request: _____

Name of Artist/Organization: _____

Name of Program Requested: _____

Address: _____

Artist/Organization Phone: _____

Artist/Organization Email: _____

TOTAL CONTRACTED FEES: \$ _____ **(Amount due from school)**

BOCES will not aid transportation, meals or lodging.

Does this require pre-payment? (List the amount and due date) _____

Date	Time	# Performances	# Workshops	Location

(Reminder – Artists working in schools in excess of 5 days will require fingerprint and criminal background clearance)

Students _____ **Grade Level(s)** _____ **#Teachers** _____

Primary Art Form (Choose one): **Dance** **Music** **Visual** **Theatre**

Media Arts

Preparation: How will you and your class prepare for this program/activity?

District:

Artist or Group:

Learning Target/Outcomes: Briefly describe what students will learn from this activity and the role the activity plays.

Anchor Standards for the Arts (Choose all that apply):

1. Generate and conceptualize artistic ideas and work.
2. Organize and develop artistic ideas and work.
3. Refine and complete artistic work.
4. Analyze, interpret, and select artistic work for presentation.
5. Develop and refine artistic work for presentation.
6. Convey meaning through the presentation of artistic work.
7. Perceive and analyze artistic work.
8. Interpret intent and meaning in artistic work.
9. Apply criteria to evaluate artistic work.
10. Synthesize and relate knowledge and personal experiences to make art.
11. Relate artistic ideas and works with societal, cultural and historical context to deepen understanding.

Other Standards and appropriate curricular connections if any:

Name of Building Contact for this Program: _____

Phone Number: _____ **E-mail:** _____

Name of District Arts Coordinator: _____

Phone Number: _____ **E-mail:** _____

District Approving Signature: ** _____

**** District Approving Signature certifies that this request does not include any transportation, food or lodging costs for students, teachers or chaperones.**

E-mail completed form to mharvey@edutech.org

Fax: 315-332-2117

