

## Program Request Form 2024-2025

### For Visiting Artists/ Virtual Programs/ Field Trips/ Theatre Tickets/ Arts Participation Fees

Completing this form starts the BOCES payment process for artists who have been approved and booked on behalf of your school and district.

Please be sure to complete all sections and provide authorization as requested.

Contact the artist or vendor to reserve the date, time and fee for the program.

For field trips, theatre/admission tickets, or school participation fees, be sure to include the vendor invoice with this request.

Complete this form and submit it to your principal and your district administrator for approval.

Contact BOCES if your program is canceled or rescheduled.

**This approved request form should be received by BOCES at least 4 weeks prior to the start date of the program or scheduled event.**

BOCES Contract # **K** - \_\_\_\_\_

<b>~ Complete All Sections ~</b>		Date _____
District _____	School _____	
District Arts Representative _____		
Phone _____	Email _____	
Person Who Arranged The Program _____		
Phone _____	Email _____	
School Building Contact _____		
Phone _____	Email _____	

Is Artist <input type="checkbox"/> On File at PNW BOCES <input type="checkbox"/> New Artist/Organization	
Title of Program/Presentation _____	Grade Level(s) _____
Artist / Organization _____	
If Organization, Name of Artist or Instructor _____	
Is this Artist/Instructor Fingerprinted? <input type="checkbox"/> YES <input type="checkbox"/> NO	<p>An artist having direct contact with students <b>OR</b> a guest lecturer or performing artist working 5 times or more in a district is required to be fingerprinted &amp; cleared <u>before</u> the program begins. For more information, visit <b>FINGERPRINTING</b></p>
Artist Address _____	
City/State/Zip _____	
Email _____	
Phone _____ Alt. Phone _____	

<b>Check All that Apply to the Art Program</b>	
In School - <input type="checkbox"/> Performance <input type="checkbox"/> Workshop <input type="checkbox"/> Residency <input type="checkbox"/> Author Visit <input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Virtual Program	
Program Location - <input type="checkbox"/> School Building Listed Above <input type="checkbox"/> Other Location _____	
Out-of-School - <input type="checkbox"/> Field Trip <input type="checkbox"/> Tickets <input type="checkbox"/> Participation Fee	
<p style="text-align: center;">Include Vendor Invoice with Request for Field Trips, Tickets to Shows or Participation Fees. The Invoice is Required for Payment.</p>	<p style="text-align: center;">BOCES will not pay for transportation, food, or lodging. <b>Do not pay artist or venue.</b> We cannot reimburse you.</p>

Program Start Date	Program End Date	Day(s) of the Week	Task Rate	Daily Rate <input type="checkbox"/> -or- Hourly Rate <input type="checkbox"/>	# of Days -or- # of Hours	Session Rate <input type="checkbox"/> -or- Student Rate <input type="checkbox"/>	# of Students	# of Sessions	Total Program Fee or Total Ticket Cost
Additional Program Notes or Details									
<b>Total Program / Ticket Cost</b>									<b>\$ 0.00</b>

~ New York State Arts Standards ~

New York State Education Department requires schools demonstrate that the Arts-in-Education activities are integrated into the curriculum in order to be BOCES-Aidable. To be approved for Aid, select the learning standards that correspond to your activity.

**Arts Discipline** ✓ **Check One** \*required

- DA-Dance    
  MA-Media Arts    
  MU-Music    
  TH-Theatre    
  VA-Visual Arts

For each Artistic Process box chosen, check at least one corresponding Anchor Standard plus any other applicable box

Artistic Process	Anchor Standards		
✓ Check All That Apply *required	✓ Check The Corresponding Box *required		
<input type="checkbox"/> <b>CR</b> <b>Creating</b> - Conceiving and developing new artistic ideas and work.	<input type="checkbox"/> 1. Generate and conceptualize artistic ideas and work.	<input type="checkbox"/> 2. Organize and develop artistic ideas and work.	<input type="checkbox"/> 3. Refine and complete artistic ideas and work.
<input type="checkbox"/> <b>PR</b> <b>Performing</b> - Music-Dance-Theatre <b>Presenting</b> - Visual Arts <b>Producing</b> - Media Arts	<input type="checkbox"/> 4. Analyze, interpret, and select artistic work for presentation.	<input type="checkbox"/> 5. Develop and refine artistic techniques and work for presentation.	<input type="checkbox"/> 6. Convey meaning through the presentation of artistic work.
<input type="checkbox"/> <b>RE</b> <b>Responding</b> - Understanding and evaluating how the arts convey meaning.	<input type="checkbox"/> 7. Perceive and analyze artistic work.	<input type="checkbox"/> 8. Interpret intent and meaning in artistic work.	<input type="checkbox"/> 9. Apply criteria to evaluate artistic work.
<input type="checkbox"/> <b>CN</b> <b>Connecting</b> – Relating artistic ideas/work with personal meaning and external context.	<input type="checkbox"/> 10. Synthesize and relate knowledge and personal experiences to make art.	<input type="checkbox"/> 11. Relate artistic ideas and works with societal, cultural, and historical context to deepen understanding.	

For details, visit the [New York State Learning Standards for the Arts](#)

Describe how this program will support your school's arts goals and/or arts curriculum objectives. Your description must support the [New York State Learning Standards for the Arts](#).

Only approved program request forms with signatures will be processed.

APPROVED: \_\_\_\_\_  
*Signature of School Principal/Administrator, if required* *Date*

APPROVED: \_\_\_\_\_  
*Signature of Superintendent or District's Arts-in-Education Representative* *Date*

Submit Approved Arts Program Request Form To

[Contractingservices@pnwboces.org](mailto:Contractingservices@pnwboces.org)

Putnam | Northern Westchester BOCES | 200 BOCES Drive | Yorktown Heights, NY 10598-4399

PHONE: 914/248-2349

[contractingservices@pnwboces.org](mailto:contractingservices@pnwboces.org)