



ARTS IN EDUCATION REQUEST FORM (CoSer 405) EXPLORATORY ENRICHMENT (CoSer 407)

Directions:

Before submitting any request sheets, please ensure that the person requesting services signs and dates the request form, as well as the designated approving administrator in your district.

BOCES Arts-In-Ed EE Protocols for Vendors (e.g. performance tickets and presenters)

1. Requests must be made at least one month in advance. A quote on the vendor's letterhead must be provided in order for BOCES to generate a purchase order for your event. Once a request is processed, you will receive a confirmation email. (Note: Transportation, lodging, hotels, housing, meals, tax or chaperone fees are not aidable under this CoSer and are not permitted on the quote)
2. A W-9 must be submitted for processing with the request form. The district should request a W-9 from the vendor and submit it with its request form.
3. Invoices are only sent after an event takes place. Invoices supplied from the teacher/district must be dated after the event occurs in order to be processed. If BOCES is not supplied with the invoice, we will directly contact the vendor in order to pay them for their services/events.
4. The post evaluation form must be completed by the teacher and submitted to the Performing and Visual Arts Curriculum Specialist once the event is completed.
5. If an event requires pre-payment, a form must be filled out at least a month in advance and approved by the Performing and Visual Arts Curriculum Specialist.

BOCES Arts-In-Ed EE Protocols for Consultants (e.g. pit musicians, performers, clinicians, etc.)

1. Requests for consultants must be made two weeks in advance using the request sheet. We will need this information in order to generate a purchase order.
2. If a consultant is new, a W-9 must be submitted for processing with the request.
3. Once performance is over, we will need a consultant voucher submitted and dated after the consultant services are completed.

District Responsibilities

1. Connection to Arts Standards – Districts must show a connection to the New York State Arts Learning Standards and as well to other curricular subject areas. EE Connection to social studies, science, tech, environmental education, health and leadership team building.
2. Arrangements – Districts contact the organization directly to schedule performance/ticket purchases.
3. Transportation to and from events – Follow your district's protocol for arranging programs/ transportation on and off-site programs. Transportation costs are not applicable.
4. Notification – Inform the school building administrators, teachers, and any other staff participating in the program to record the date on their calendars. Check other events to avoid conflicts with other schools.
5. Learning Target/Outcomes – Notify faculty and staff who will be responsible for any setup that will be necessary (ex. A/V personnel, custodians, technicians, etc.)
6. Submit the POST PERFORMANCE FEEDBACK FORM after the event.



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ARTS-IN-EDUCATION/EXPLORATORY ENRICHMENT

Date: _____

School Information:

_____ Building

_____ Phone Number _____ Email _____ District

Program Information:

_____ Title _____ Type *(Performance, Workshop, Residency, Field Trip, Etc.)* _____ Dates of Program

_____ Location of the Performance

Check this box if prepayment is required _____ Total Cost

Vendor Information:

_____ Vendor _____ Contact Name

_____ Address

_____ Phone Number _____ Email

For Arts in Education programs, please indicate the area addressed:

- Music
- Drama
- Dance
- Literature
- Visual Art
- Media Art

For Exploratory Enrichment program, please indicate the area:

- Social Studies
- Science
- Technology
- Environmental Education
- Health
- Leadership
- Team Building

BOCES USE ONLY

Date received: _____ Initials _____

Quote PO # _____

W9

Signatures

- Arts-In-Education Request (CoSer 405)
- Exploratory Enrichment Request (CoSer 407)



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Preparation:

Describe how your class will prepare for this program/activity.

Learning Target/Outcomes:

Describe what students will learn from this activity and the role the activity plays. What follow-up discussion or activity is planned? *Please be specific and provide a clear connection between the Anchor Standards for the Arts that you select.*

Anchor Standards for the Arts: <https://www.nysed.gov/standards-instruction/arts>

Check all that apply:

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

Other standards are appropriate curricular connections if any:

Requestee Signature

Date

Building Principal Signature

Date

Superintendent of School or Business Office Official Signature

Date