

DCMO BOCES Arts in Education Program

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General Program Goals

The Delaware-Chenango-Madison-Otsego BOCES administers the Arts in Education program, where artists, school districts and organizations offer students comprehensive arts programming to support school curricula. Artist presentations give students and teachers in-depth learning experiences, challenge students to learn new ideas and approaches to the arts and to the world, stimulate interdisciplinary connections, and promote collaboration. They may also train teachers, engage the community, and support other events, institutions, and art activities in the area. Artists' programs, listed in the *Arts in Education Catalog*, are updated and published annually, distributed to area educators and administrators, and are available in pdf form at our website. Catalogs are sent to schools in September, with additional information distributed periodically throughout the school year.

Use the guidelines below to assist in completing application forms

Please fill in all the blanks

Keep the program description within the space provided

Type, word process, cut and paste, or print

Copy the forms as needed

Artist Fees per Presentation(s): Decide how much you want to charge per presentation, and how many presentations per day you will do. When more than one artist presents, state how much each artist will be paid.

Materials Fee: Does your project require materials? For special materials, you may charge either a flat fee or a fee-per-student to recover expenses. Schools may be able to supply materials and equipment—paper, glue, rulers, etc.

ARTIST FORM: Please read and fill-out the self-explanatory Artist Form.

PRESENTATION PROPOSAL FORM: Copy this form for multiple proposals

Presenting Artist(s): State your full name(s) or group name.

Presentation Title: Your presentation's title must catch teachers' attention and be relevant to their students. The title should be informative and intriguing; subtitles may help.

Headings: State where your program is best listed: Music, Dance, Theater, Folk Arts/Cultural History, Storytelling, Writing, Visual Arts, and/or Teacher Workshops. Include interdisciplinary connections and references to particular curriculum areas for use in the catalog index.

Presentation Description: Your text should be complete yet brief. Your description should:

- Be interesting
- Explain the goal of the presentation
- Give a sense of what will happen during the presentation
- Suggest how the presentation relates to various curricula
- Be specific, yet suggest adaptability to students' needs

Appropriate Grade Levels: The Arts in Education Program is available to grades preK-12. List the grade level(s) for which your program is appropriate. This may be several grades or one. Indicate whether the program can be modified for varying levels.

Type of Presentation: Is your presentation a performance, slide lecture, demonstration, hands-on workshop, etc., or a combination? Is it best done in an assembly, or in smaller groups? You may also "present" a service such as consultant, museum or collection curator, etc.

Length of Presentation: This refers to the time period required for work with one group of students. Class periods last generally 40-45 minutes, although some schools schedule double periods. It is to your benefit to fit into a

pre-established time period, as it is convenient for the schools. However, they may be willing to alter schedules around artist presentations.

Maximum Group Size: Classes in our schools usually contain 20 to 30 students, with 2 to 4 classes per grade level. Consider the type of activity you are presenting, the equipment to be used, and the amount of individual attention required. Requesting a volunteer assistant, arranged by the school, may be a possibility.

School Provides: We ask schools to provide: performance space (classroom, cafeteria, auditorium...), supervision of students (NYS law require in-person supervision of AIE presenters by one or more school employees), lunch (at school's discretion), assistance in setting up and moving equipment, and supplies.

List anything else you will need: photocopying (note approximate number of pieces/copies), type of room (e.g. a quiet space, long tables, blinds to darken the room, etc.), video/tape player, slide projector/screen, paper, glue, paint, etc.; do you need assistants? Be specific in order to avoid potential problems.

Travel Expenses: Round trip travel expense is paid at the current IRS rate (2005 rate - 40.5 ¢ per mile). Do you have a limit on how far you will travel? When more than one artist presents, state how travel expenses will be calculated.

Travel Restrictions: State whether you need several days of bookings in order to travel to our region. We try to arrange block bookings with more than one school district, saving schools travel costs while providing optimal employment opportunities for artists. Describe lodging needs if program extends beyond one day, or if you are meeting an early class.

Availability: Which months and days of the week are you available?

NOTE: We provide both school and artists with evaluation forms and ask that they be filled out. AIE works best when artists and teachers pre-plan for the events.