

Arts in Education

A Regional Program for DCMO BOCES and ONC BOCES Districts coordinated by the DCMO BOCES
BOCES Arts In Education Program, 11 Ford Avenue, Oneonta, New York 13820
Phone 607-432-4556 • FAX 607-431-9319

2008-2009 TICKET REQUEST FORM

for performing arts events, museum visits, and arts-related educational enrichment programs

INSTRUCTIONS:

1. Check with your superintendent, AIE Coordinator or other authorized administrator to determine if adequate funds are available in your ticket account, enrichment fund or field trip fund. A 10% administration charge will be added to the cost of tickets purchased. The entire expenditure is state aid eligible. This program does not fund transportation costs.
2. Teacher, principal or superintendent makes reservations: all arrangements for dates, times, and number of tickets directly with the vendor/organization, i.e. theater, museum, etc.
3. Arrange with vendor to have tickets reserved at their location, or sent directly to the school.
4. Tell vendor/agency to send all billing for each booking directly to the BOCES AIE office. School districts do not pay the vendor directly. BOCES pays the vendor and bills the school district afterwards.
5. Requesting educator must fill out this form completely. The building principal, AIE coordinator, school superintendent or other authorizing administrator must sign this form. Send the form to the above address at least three weeks before scheduled program and retain one copy for the school's records. If you fax the request, a hard copy must also be sent to the AIE office as soon as possible. ONC BOCES schools that have not already allocated ticket purchase funds must send a copy of this Ticket Request Form to the AIE office and also to ONC BOCES with an attached "Cross Contract/Additional Service" request form, available at your business office.
6. The AIE office will confirm reservations and send confirmation/contracts to the school and vendor.
7. Payment to vendor is processed one week after "Claim Form/Invoice" is received. When tickets must be paid for prior to the event, we will make special arrangements.

School District _____ School _____ Phone _____

Teacher _____ Subject _____ Grade _____

School Address _____ School Contact _____

Ticket Vendor _____

Vendor Address _____

Vendor Phone _____ Vendor Contact _____

Program/Performance _____ Location _____

Date _____ Times _____ to _____

We have reserved _____ student tickets x \$ _____ each = \$ _____

_____ adult tickets x \$ _____ each = \$ _____

_____ complimentary tickets at no cost

_____ group(s) x \$ _____ each = \$ _____

Total persons attending _____ Total amount due to vendor \$ _____

10% administrative charge \$ _____

Total cost \$ _____

****You must complete the other side for approval****

This BOCES shared service is designed to integrate the arts into education. Individual activities may include music, drama, dance, writing and the visual and media arts.

****The following questions must be answered.****

What **arts** will your students experience while attending this event?

How does this program/visit connect to the **arts** Learning Standards?

How does this program/visit connect to **other** Learning Standards?

How will you prepare your students for this program/visit?

How will you follow-up this program/visit with your students?

Signature of Teacher _____ *Date* _____

Signature of Principal or AIE coordinator _____ *Date* _____

Signature of Administrator allocating funds _____ *Date* _____

Signature of Superintendent _____ *Date* _____

Signature indicates funds are available in district budget to pay for this request.

Will you add or transfer money for this request? If yes, amount \$ _____ Add ___ Transfer___