

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 PURCHASING
NYSSMA School Participation Form
for School District Participation in NYSSMA

INSTRUCTIONS:

1. Teacher submits NYSSMA Participation form directly to NYSSMA Office. Teacher informs NYSSMA Office that payment will be sent directly from BOCES.
2. Teacher fills out an AIE NYSSMA Participation Form, and processes the form through their school district's AIE Coordinator in a timely manner. School District AIE Coordinator submits it to AIE/BOCES with the proper signatures. Faxed requests must also have a hard copy sent to the AIE office as soon as possible.
3. Request form must be received in the AIE office 2 weeks prior to NYSSMA payment deadline.
4. BOCES - AIE processes the request, confirms with NYSSMA Office and sends confirmation/contracts to the school AIE coordinator, music teacher, and NYSSMA Office, 718 The Plain Road, Westbury, NY 11590 (Phone: 1-888-NYSSMA-1).
5. BOCES - AIE writes a check, payable to NYSSMA, mails the check to NYSSMA Office with a copy of your NYSSMA School Participation Form.

School Building: _____ School District: _____

School Music Department Contact: _____

School Address: _____ Phone: _____

_____ email: _____

Please attach a copy of your NYSSMA School Participation Form

School Participation Fee \$ _____

(For office use)		
	10% administrative charge	\$ _____
<i>(Total cost is eligible for NYS aid under BOCES AIE Co-Ser)</i>	Total Cost	\$ _____

Signature of Music Teacher _____ Date _____

Signature of AIE Coordinator _____ Date _____

Building Principal (if your district requires) _____ Date _____

Signature of Superintendent _____ Date _____

Signature indicates availability of funds in district budget to pay for said request.