

Solvay Union Free School District
Arts in Education Request Form

Frequently Asked Questions
PLEASE READ

Q Should I pay the artist/vendor and be reimbursed?

A No, **never pay the artist or vendor directly**. Simply inform the ticket vendor that you are purchasing tickets through the CiTi Arts-In-Education Service. We cannot reimburse you or the district for that expense, which means the expense will not be aidable. The artist must send an invoice for the presentation directly to us made out to **The Center for Instruction, Technology & Innovation**, not to the school or district.

Q Do I have to fill out a request form for each performance/event?

A Yes, each performance/event must be approved and processed separately.

Q Can events be prepaid?

A Prepay **only when necessary**. Indicate on your AIE request form (Other Instructions) that prepayment is required and the date the payment is due. (In such cases, please allow at least 4-6 weeks prior to the event for processing the request, sending the artist/vendor contract for signature and invoice, and forwarding the check. Checks are cut on the 15th and 30th of the month, only. Events cannot be prepaid if the contract has not been signed by all parties. If the check needs to be sent to the school, you need to specify that on the form.

Regarding contracts for performances: All contracts for service are between BOCES AIE and the vendor; thus, **contracts are initiated by BOCES AIE** and mailed directly to the vendor.

Q Can we pay for the artist's/vendor's transportation, lodging or meals through AIE?

A **No.** Transportation/lodging/meals cannot be covered under AIE, even on student trips (i.e. Darien Lake, NYC).

(For an artist's/vendor's expenses to be covered, he/she would have to include them in the performance fee; i.e., if John Brown's performance fee to present was \$500, and his expenses to travel here were \$200, he would have to present his performance fee as \$700 [with no mention of "expenses" in the contract].

If you have any other questions/concerns, please call Barb McCarthy at the District Office.

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- Exploratory Enrichment Request**
(Field trips and non-arts presenters [i.e. Zoo, Apple Farms, Pumpkin Farms, Jack Gramlich, etc.])

- *Performances/Presenters in School Request**
 - Author Request**
 - Arts Request** (i.e. Plays, Music Presenters, etc.)

- Ticket Request** (i.e. Syracuse Stage, Symphony, Theatreworks)

- Student Arts Festival Request** (i.e. NYSSMA, OCMEA, Music Pageants)

Name: _____ Bldg.: SES SMS SHS

Number of Students Attending: _____ # of Performances: _____ Grade Level(s): _____

Event: _____

Date(s): _____ Time(s): _____

Location: _____

Fee(s): \$ _____ (Enter amount TOTAL, not per person expense)

Deposit or Prepayment Required (Date Due & Amount Due): _____

Payment from:

PTO School Funds Parent(s)/Student(s) Account code # _____

Learning Standards addressed: _____

How is the program enriching those standards? _____

Artist: _____ Vendor to Bill: _____

Billing Address: _____

Artist Telephone Number: _____ Email: _____

Artist SS# or Vendor Fed ID#: _____

Approved Denied

Assistant Superintendent for Instruction

Date