



A Guide to Using Your Funds



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Contacting Young Audiences

David Meeseburg, Run for the Arts Liaison

david@ya-or.org

503-225-5900 x221

Contact with questions about doing a Run, RFA t-shirts, and the t-shirt design contest.

Josephine Kuever, School Liaison

josephine@ya-or.org

503-225-5900 x231

Contact with questions about programming, forms and Run for the Arts balances.

Links

YA Website: www.ya-or.org

Educator's Guide: guide.ya-or.org

Sending Documents to Young Audiences

- Mail: 1220 SW Morrison, Suite 1000, Portland OR 97205
- Fax: 503-225-0953
- Scanning and emailing to Josephine: josephine@ya-or.org

You've Got Run for the Arts Funds! Now What?

First, congratulations on your success! In a time of budget cuts, your participation helps assure continuation of your funding for quality arts education programming.

Arts Planning

What will you do with your funds? Each school is different: some may use their funds primarily for whole-school performances, others may assign classrooms or grade levels a certain amount to spend each year on residencies or art supplies... it's up to you!

While developing a school arts plan, it's important to ask:

What arts standards do our students need help meeting?

Which art disciplines should we focus on to help our students meet learning benchmarks across curricula?

What kinds of arts experiences are currently missing for our students?

How You Can Use Your Funds

Young Audiences' Roster Artists

Funds may be used for performances, residencies and workshops listed in our [Educator's Guide](http://guide.ya-or.org) (guide.ya-or.org). See page 10 for information on how to schedule a program.



Who to contact: Josephine at Young Audiences

Quick Guide to Forms

Expense	Documents from school	Documents from Artist	Processing Fee
YA Roster Artist	None!	YA artists will supply all necessary forms	N/A

Non-Roster Artists & Organizations

Arts services (performances, residencies, and workshops) offered by community artists or arts organizations not listed in the Educator's Guide may also be purchased with Run funds.



Services must be for and include students (i.e. funds cannot be used to commission artwork from an artist).

Who to contact: Costs and scheduling should be worked out between the artist and the school

Quick Guide to Forms

Expense	Documents from school	Documents from Artist/Organization	Processing Fee
Payment to Non-Roster Artist (e.g. Ralph Nelson)	Non-Roster Artist Payment Form	<ul style="list-style-type: none">• Invoice• IRS W-9• Statement of Fiscal Procedures	10%
Payment to Non-Roster Arts Organization (e.g. Oregon Ballet, Portland Art Museum, etc.)	Non-Roster Artist Payment Form	<ul style="list-style-type: none">• Invoice	10%

You can download a [Non-Roster Artist Payment Form](http://www.ya-or.org/run-for-the-arts/forms) on our website (www.ya-or.org/run-for-the-arts/forms). Please follow the instructions on the form to ensure you submit the correct supporting documents.

Field Trips (Tickets & Transportation)

Run funds can help cover the cost of **tickets** and **transportation** for field trips to community arts events such as concerts, performances and museum exhibitions.

TICKETS

Who to contact: Costs and scheduling should be worked out between the artist and the school

Quick Guide to Forms

Expense	School Fills Out:	Documents from Organization	Processing Fee
Payment to Non-Roster Arts Organization (e.g. Oregon Ballet, Portland Art Museum, etc.)	Non-Roster Artist Payment Form	Invoice from organization	10%

You can download a Non-Roster Artist Payment Form on our website (www.ya-or.org/run-for-the-arts/forms).

TRANSPORTATION

Who to contact: Costs and scheduling should be worked out between the transportation vendor and the school



Quick Guide to Forms

Expense	School Fills Out:	Supporting Documents	Processing Fee
Reimbursement for Transportation (e.g. the school paid for busing to the museum)	School Reimbursement/Payment Form*	Invoice from vendor showing payment made. Order forms will not be accepted.	5%
Direct Payment to Vendor for Transportation (e.g. YA pays the School District)	School Reimbursement/Payment Form	Invoice from vendor; order forms will not be accepted.	5%

* PPS sends field trip busing invoices to Young Audiences. As of June 2013, we will reimburse the district directly without a School Reimbursement/Payment Form signed by the principal.

You can download a School Reimbursement/Payment Form on our website (www.ya-or.org/run-for-the-arts/forms).

Art Supplies & Equipment (Get Reimbursed!)

All expenses must be intended for use in a **meaningful arts experience for students and easily recognizable as an arts supply or equipment**. Examples include: clay, sheet music, watercolor sets, marimbas, a kiln, and cameras. If there is any uncertainty, please contact Josephine to discuss the purchase (please see page 13 for more details).



In more rare instances, purchases that are in **direct support of an arts experience** may be approved. Schools should clearly describe how the purchase will enhance an arts experience on the School Payment/Reimbursement Form. Examples include: the rights to produce a play, venue rental cost for a choir performance, costumes for a musical, and a sound system for a dance residency. We suggest that you contact Josephine for approval before the purchase is made.

Quick Guide to Forms

Expense	School Fills Out:	Supporting Documents	Processing Fee
Reimbursement for Supplies (e.g. a teacher bought art supplies with their credit card)	School Reimbursement/ Payment Form	Itemized receipts (showing the items bought) or invoice showing payment made. Order forms will not be accepted.	5%
Direct Payment to Vendor for Supplies (e.g. YA pays Discount School Supply, Georgies, etc.)	School Reimbursement/ Payment Form	Invoice from vendor; order forms will not be accepted.	5%

You can download a School Reimbursement/Payment Form on our website (www.ya-or.org/run-for-the-arts/forms). Please follow the instructions on the form to ensure you submit the correct supporting documents.

Teacher Professional Development

Schools may choose to spend up to 25% of the annual funds deposited into their account on teacher professional development in the arts. Professional development is only applicable for payment if it is intended to directly strengthen the arts experience of students. Teachers should describe how they will bring their learning into the classroom and impact student arts learning on the Professional Development form.

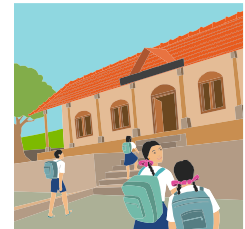
Quick Guide to Forms

Expense	School Fills Out:	Documents from Artist/Organization:	Processing Fee
Professional Development with an organization	Professional Development Form	Invoice from organization	N/A
Professional Development with an individual	Professional Development Form	<ul style="list-style-type: none">• Invoice• IRS W-9• Statement of Fiscal Procedures	N/A

You can download a [Professional Development Form](http://www.ya-or.org/run-for-the-arts/forms) on our website (www.ya-or.org/run-for-the-arts/forms).

Adopt a School

Increasingly, schools are choosing to allocate some of their Run funds to benefit schools with fewer resources. There is no additional fee for processing the transfer of these funds. Please submit your request to Josephine in writing and we'll take care of the rest!



Quick Guide to Forms

Expense	Documents from school	Supporting Documents	Processing Fee
Donating funds to another school	Letter from principal with school and amount	N/A	N/A

About Young Audiences Artists and Programs

About Our Roster

Young Audiences artists are dedicated, professional teaching artists selected through a rigorous application process that assesses both their artistic abilities and skills as teachers of young people. After acceptance onto Young Audiences' roster, they receive professional development in best practices and regular formal evaluation.

About Our Programs (Details and Costs)

PERFORMANCES

A Young Audiences Performance introduces students to an art form and/or culture through demonstration, entertainment, education and audience participation.

- Vary in price by artist/ensemble (current range is from \$295 to \$1,010 for a single performance)
- Are scheduled as a single performance or as a pair of performances with a brief break between
- Are approximately **50 minutes** in length
- Have a maximum audience size designated by the artist/ensemble
- Have a fee of \$1/student for up to 50 students over the maximum audience size
- Can take place during or after the school day
- Performing artists choose from two travel reimbursement options, which is listed on their webpage:
 - For schools located more than 15 miles from downtown Portland, additional **mileage fees** apply (see page 11).
 - Any site outside of our 10 county service area (Clackamas, Clark, Clatsop, Columbia, Cowlitz, Multnomah, Pacific, Skamania, Wahkiakum and Washington), the artist adds a flat fee.

RESIDENCIES

A Young Audiences Residency is a sequential series of classroom visits by an individual artist, designed to help students gain proficiency in a particular art form by immersing them in a long-term creative experience.

- Are **\$60 per 50 minute session per classroom** (unless more than one artist is involved)
- Are a **minimum of 3-5 sessions** per participating class
- Are typically 3-4 sessions per day, including appropriate set-up/clean-up time between sessions
- Require an initial planning meeting of the artist, principal, and participating teachers (a \$60 fee is charged)
- Require a licensed teacher or administrator in the classroom with the artist at all times
- May have additional costs for **supplies and preparation**
- Take place during or after the school day
- Travel costs are negotiated between the school and artist.

WORKSHOPS

Through Workshops, artists provide an introductory encounter with an art form, which can help students and teachers become more comfortable and confident with a variety of art forms. Classroom workshops may be post-performance presentations, a series of one-time events in individual classrooms, or part of a Family Arts Night.

Classroom Workshops:

- Are **\$80 per workshop per classroom**
- Are 1-2 sessions per participating class
- Are approximately **50 minutes** in length
- Are a **minimum of 2 sessions per day**
- Require a licensed teacher or administrator in the classroom with the artist at all times
- May have additional costs for **supplies and preparation**
- Take place during or after the school day
- Travel costs are negotiated between the school and artist.

Teacher Workshops:

- Are **\$160 per workshop**
- Are approximately **90 minutes** in length
- Are for a maximum of 30 participants
- May have additional costs for **supplies and preparation**
- Take place before, during or after the school day
- Focus on specific skills or concepts for classroom use
- Travel costs are negotiated between the school and artist.

Family Arts Night Workshops:

- Are **\$160 per workshop**
- Are approximately **90 minutes** in length (or two 45-minute sessions)
- Vary in maximum number of participants (typically 30-40 participants per session)
- May have additional costs for **supplies and preparation**
- Travel costs are negotiated between the school and artist.

How to Schedule a Young Audiences Program

Here is the basic process for scheduling programs with Young Audiences. If you have any questions, please call Josephine.

PERFORMANCES (INCLUDING FAMILY ARTS NIGHT PERFORMANCES):

1. Contact Josephine with the name(s) of the performers you're interested in. (Or ask for suggestions!)
- Other helpful information to have is:
 - o The grades and number of students attending
 - o If the performer offers more than one performance, which one you are interested in
 - o Any questions you have about logistics (space, setup, etc.)
2. Work with Josephine to determine a date and time(s) for the performance. She may need to confirm the date and time with the performers.
3. We'll send you a contract and invoice. The contract must be signed by your principal (or RFA Fund Manager) and returned to us to be confirmed.
4. At least 3 days before the performance, the artist will be in touch with you to confirm all the details.

RESIDENCIES AND WORKSHOPS (INCLUDING FAMILY ARTS NIGHT WORKSHOPS):

1. Contact Josephine with the name of artist(s) you are interested in or ideas about curriculum you'd like to support with a workshop or residency. It's helpful if you know how many classrooms will be participating and a rough idea of dates.
2. Josephine will pass along your information to the artist, who will then contact you. If they are not available, Josephine will work with you to find another artist.
3. During your initial contact with the artist you should both talk about the project itself and figure out if it's a good match. Remember that it's okay to not go forward with a planning meeting; the artist has the right to do the same.
4. You will work out the details of the programming with the artist in a face-to-face planning meeting (for Residencies) or by phone and e-mail (for Workshops).
5. You or the artist will send us the Residency Planning Contract or the Workshop Contract that has been signed by the artist and the principal (or RFA Fund Manager).
6. We'll send you an invoice.

Mileage Reimbursement Policy

Some performing artists will choose the following policy: For schools located more than 15 miles from downtown Portland, additional mileage fees apply and is calculated using the IRS federal rate.

Here is an example of how we determine the reimbursement rate for a school:

*The drive to East Orient Elementary is 21.9 miles from Portland, according to Google Maps. We subtract 15 miles (the non-reimbursed area) and then multiply by 2 for the round trip reimbursement mileage. So...
(21.9 miles - 15 miles) x 2 = 13.8 miles. 13.8 multiplied by 55.5 cents (the reimbursement rate as of 1/1/12) = \$7.66 per roundtrip to the school.*

If you would like to know your school's mileage rate, please contact Josephine.

Rescheduling & Cancellation Policies

Performances

- Canceling within 15 days of the program date: \$50 fee
- Canceling within 7 days of the program date: subject to full payment
- School may cancel without being assessed any fee if the change is due to illness, inclement weather, or other unforeseen circumstance.
- We encourage schools and artists to reschedule, if possible.

Residencies

- Canceling within 30 days of the program date: \$50 fee plus the costs of the planning meeting, completed prep hours, and any supplies that have been purchased.
- Canceling within 7 days of the program date: full payment for the planning meeting, prep hours, all classroom sessions and any purchased supplies.
- School may cancel without being assessed any fee if the change is due to illness, inclement weather, or other unforeseen circumstance.
- We encourage schools and artists to reschedule, if possible.

How We Make Payments

To Schools & Vendors

School reimbursements and vendor payments will be made every Monday. Invoices that are received by Wednesday at noon will be paid the following Monday.

To Non-Roster Organizations

Payment is scheduled for the artist pay date that is closest to the due date stated on their invoice, or the first pay date after the end of their program.

To Young Audiences Roster & Non-Roster Individual Artists

Artist pay dates are every *other* Monday (see the payment schedule at the end of this document for a complete list of artist pay dates).

- For services up to 15 days in length, payment will be made on the first pay date after the end of the work.
- For services 15-60 days in length, 50% of the total payment will be paid on the pay date closest to the mid-point of the work and the balance at the first pay date after the end of the work.
- For services over 60 days in length, four equal payments will be evenly spaced over four dates, the first payment occurring on the pay date one-quarter of the way through the work and the final payment occurring on the first pay date after the end of the work.

Invoices must be received by noon on the Wednesday prior to the pay date to be included in that check run. When a pay date falls on a holiday, payments will be made on the Tuesday of that week.

Expense Authorization (RFA Fund Manager)

Starting in the 2012-13 school year, if a principal would like to authorize **other staff members** to sign documents (e.g. Non-Roster Artist Payment Form, a performance contract, etc.), he/she can fill out the Fund Manager Authorization Form. You can download this form from our website.

Frequently Asked Questions

Do we have to use all of our funds in a year?

Not at all! Your funds will never expire and many schools save some each year to do some larger projects every few years.

How can I find out our Run for the Arts balance?

Simply call or email Josephine. She can give you your current balance or send you a full history of your school's transactions.

Can I use Run funds for XYZ (Unusual) Supplies/Equipment?

Please see page 6 for general information about paying for/getting reimbursed for supplies. If you think that the purchase you would like to make would not clearly be applicable for Run funds without additional explanation, you can contact Josephine to discuss it. It would be helpful to have answers to the following prompts:

Supplies & Equipment

1. With these supplies/this equipment, students will:
2. The goal(s) of this arts experience is/are:
3. After this experience the arts knowledge/skills students will have are:

Example: A school wants to buy hula hoops. Without more explanation, they could be seen as PE or recess equipment. A school could write, "With this equipment, students will be choreographing and performing an ensemble dance piece that will be performed for the rest of the school. The goal of this arts experience is for students to think, plan, and move creatively in cooperation with their peers. After this experience the arts skills students will have are: performance skills, aesthetic decision making, creative movement, and artistic critique."

Other Purchase

1. This purchase will support an arts experience for students by:

Example: A school wants to purchase a display case for student artwork. While it is not an arts purchase at face value, a school might still provide the rationale for it by saying, "This purchase will support an arts experience for students by giving them a designated place to safely and proudly display the artwork they created with our art teacher and allow other students a chance to view that artwork. The cases will ensure that artwork is not damaged."

What are Non-Roster Artists?

Young Audiences describes any individual artist or arts organization that is not on our roster (and therefore not listed in our online Educator's Guide) as a Non-Roster Artist.

We already paid a Non-Roster Artist/Organization and want to use Run funds. Now what?

We strongly urge schools NOT to pay artists in this manner¹. But if this has happened, you'll need to fill out a School Reimbursement/Payment Form and send it to us with proof of your payment to the artist. This is generally a copy of the check. We will process a reimbursement to the school and assess a 10% processing fee. You can download a [School Reimbursement/Payment Form](#) on our website.

Quick Guide to Forms

Expense	Documents from school	Documents from Other Party	Processing Fee
School Reimbursement for Payment to a Non-Roster Artist/Arts Organization	<ul style="list-style-type: none">• School Reimbursement/Payment Form• Proof of payment to artist (e.g. copy of check)	N/A	10%

Our PTA/PTO/grant funds will be paying for *part* of a YA program. How does that work?

If Run funds will be exhausted by a program, a balance due will be shown on the invoice. The school should forward the invoice to the party who will be writing the check.

If Run funds will **not** be exhausted, the school can indicate on the Residency or Workshop Contract that some funds will be paid by another party or the school should tell Josephine their plan when scheduling a performance. Josephine will leave that amount as a balance due on the invoice.

¹ Young Audiences is able to compile statistical data about the programs schools schedule and the number of students served from the information on the Non-Roster forms, but not the Reimbursement/Payment form. This data helps us provide programs that suit school needs and populations as well as helps us make the case for arts education and the Run for the Arts program to funders.