



**2023
Coordinator
Guide**

Welcome!

Thank you for signing up for the Fun for the Arts. In this packet, you'll find the resources and documents needed to complete a successful event. Please review the information carefully and contact us if you have any questions.

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Additional Documents

These documents are available at ya-or.org/fun-for-the-arts/materials.

- Student Team Leader Goals Sheet
- Parent Letter
- Memo to Dancers
- Memo to Teachers
- Memo to Volunteers
- Request for Sponsorship (letter to local businesses) → *Great job for a [volunteer!](#)*

These items must be submitted to Young Audiences no later than: December 9, 2022

- 1. Prize Order Form** – Online order form delivered directly to your inbox
- 2. Collected Funds Envelope** – Labeled for your convenience

Timeline

Event	Due Date
<p>Pledge Period Starts; Distribute Sponsor Sheets to Students <i>Consider scheduling an artist to “kick off” your school’s Run activities. Call Young Audiences’ Operations Manager: (503) 225-5900 ext. 231.</i></p> <p><i>Allow a minimum of three weeks for students to gather pledges online and/or with the paper form.</i></p>	October 28
<p>Pledge Period Ends <i>Allow students a minimum of two weekends to collect funds online and/or with the paper form.</i></p>	November 17
<p>Fun for the Arts Dance-a-thon Event</p>	<p>November 18</p>
<p>Collection of Funds <i>Allow students a minimum of two weekends to collect funds online and/or with the paper form.</i></p>	November 28–Dec 2
<p>Coordinator Wrap Up <i>At least 4 days prior to the project close date, collect all funds and sponsor sheets and prepare final reports. <u>Funds donated online are automatically deposited into your account.</u></i></p>	December 5
<p>Return Funds <i>Coordinators bring or ship all final materials and funds to: Young Audiences 1220 SW Morrison Street, Suite 1000 Portland, OR 97205</i></p>	<p>Arrive by December 9</p>

Week-by-Week Checklists

Getting Started

Check your timeline

Get familiar with the [timeline](#) (page 4) to set your schedule and know when to distribute Sponsor Sheets. Announce the timeline now to teachers, parents, and volunteers.

Inform the faculty

Distribute a memo to your school teachers and faculty to ensure that they understand Fun for the Arts. [Use the promo toolkit](#) for guidance on language and imagery.

Recruit volunteers

See the [Volunteer Guide](#) (page 16) for details.

Recruit student Team Leaders and distribute goal sheet

See [Student Team Leader guide](#) on page 15 for more details.

Send letters to potential community supporters

Ask your school's principal about what can be offered to businesses who donate. Connect with our development team at development@ya-or.org if your school community has a business connection that would like to donate. Learn more about working with [your community partners](#) on page 12.

Arrange for students with disabilities or special needs

We encourage all students to move in ways that are accessible and feel best to them. Communicate to students that accommodations and modifications are available and valid. Ask what they need to feel like they can comfortably participate, like using headphones, having practice time, or observing others before participating. Provide alternative ways that students can participate in the dance-a-thon, like setting up, creating posters or decorations, or other tasks to help the event run smoothly, if they can't participate due to cultural or religious reasons. Coordinators, if students are shy about dancing you can offer a few options. We welcome students to walk laps around the gym/field while others are dancing. Be sure to know we won't be counting laps but we want students to know they are welcome to move about in a way that feels most comfortable for them during the dance-a-thon.

Promote your Fun for the Arts dance-a-thon

You can impact the success of your event by letting your community know it is happening. Here are a few ideas: (See [Building Community Support](#) on page 12 for more!)

- Ten posters are enclosed for you to display at your school and in your neighborhood. More posters are available by request.
- Work with Team Leaders to feature the event in a school display case.
- Plan a kick-off assembly featuring a guest performer or student talent.

Contract Teaching Artist Support:

During our pilot year of Fun for the Arts we tested out offering Teaching Artists to be available for each event. Moving forward, schools will be able to contact the Community Engagement Manager to contract a teaching artist with their own Fun Funds.

Pledge Period Begins October 28

Allow three weeks for students to collect pledges

Distribute Sponsor Sheets, Letter to Parents, and Memo to Dancers

Complete the school-specific sections on the Letter to Parents. Distribute the letters and Sponsor Sheets to homeroom classes. (Download translated Letter to Parents at ya-or.org/fun-for-the-arts/materials).

Donations have been simplified to one-time full donations instead of “per-minute” donations. This means that you don’t need to count dance minutes, record or add up “per minute” pledges.

Online donations are automatically deposited, so you don’t have to process them. Encourage students to sign up for online donations at funforthearts.ya-or.org. Include a message on your school’s website or Facebook page, in newsletters or other parent communication. [See the promo toolkit for ideas!](#)

Have students complete the Registration Form (Online or on the Sponsor Sheet)

This information is very important and must be complete and legible.

Review procedures with students and emphasize the following:

Online Registration

We are moving towards all online registration to reduce the amount of back and forth with paper pledge sheets. We now offer a way for students/families to record “offline donations” (cash and checks) on their funforthearts.ya-or.org account and the site to be translated into different languages to make online registration more accessible. We ask that you encourage your students to register online but will offer pledge sheets for on-demand printing on the website.

Sponsor sheets

Starting in 2022 Sponsor Sheets are only available for download on the website. All students must have a signature from a parent or guardian to participate in Fun for the Arts.

Prizes

- All participants qualify to get a free color-changing pencil! We provide this to your school free of charge!
- This year, we are offering student-designed t-shirts for purchase by families. Students who qualify for free and reduced lunch can get a free shirt if they indicate the status during registration. If preferred, schools have the option of purchasing t-shirts for every student. Schools may opt-out of offering t-shirts altogether.
 - Students can order their shirts here:
<https://funforthearts.securesweet.com/tshirts>
- Each classroom that participates at a given school will be entered into a drawing to win a workshop from a Young Audiences teaching artist. There will be one classroom winner from each school that participates.
- All schools who participate will be entered into a drawing to win a full school assembly performance. There will be one winner of this prize.

One Week Before the Dance-a-thon

November 10

Designate an event space

Some ideas include: a gym, an outdoor space, a field, individual classrooms, or a virtual meeting room.

Schedule times

Students have a maximum of 30 minutes for their dance-a-thon. Schools have the discretion to offer multiple events to accommodate school schedules and COVID-19 safety protocols. To contact and schedule a teaching artist to support your event, please communicate your schedule with the Fun for the Arts Coordinator, Koko, at koko@ya-or.org.

- Do you have volunteers?**
- Have you distributed your Fun for the Arts posters?**
- Have you met with your school's student Team Leaders?**

Two Days Before the Dance-a-thon **November 16**

- Remind students & teachers when and where event is taking place**

The Day Before Your Fun Event = End of the Pledge Period

- Send email and social media posts to remind your community about the event**
 - Use [the toolkit](#) on the materials web page
- Remind students about the event, to bring water and comfortable shoes**
- Make sure any decorations are ready to go**

Dance-a-thon Day **Friday, November 18**

- Set up your event space**
- Check participants in**
- Complete the event and have fun!**

If you take photos during the event, please consider sharing them with us by tagging us on Facebook (@YoungAudiencesOregon) or Instagram (@youngaudiences_or), or by using #FunForTheArts in your social media posts. You can also email them to Communications Specialist, Nikki at nikkid@ya-or.org

Collection Period **November 24– December 5**

- Track Funds Received**

- Checks should be made payable to Young Audiences. These checks cannot legally be deposited into your school account. Any checks written to your school must be endorsed over to Young Audiences.
- Bank all cash with your school or with western union. Write a single school check to Young Audiences for the total amount of cash received. Young Audiences can not accept cash.

Announce the End of the Collection Period

Wrap-Up

Look over your online donation report

We will send each school a report of all online donations at the end of December.. All online donations are deposited directly into your school's account; you do not need to process them.

Submit participating classrooms for raffle

NEW: Send an email with the names of all the teachers who's classrooms participated in the dance-a-thon to koko@ya-or.org to be entered into the prize raffle.

Prize Order Form

- Complete the Prize Order Form (you will receive this via email about a week after the dance-a-thon).
- Participation Awards: All participants will receive a color-changing pencil. Please send that order total to us via the online order form sent to your email.
- NEW:** Grand Prizes: All classrooms that participate per school will be entered in a drawing to win a workshop. One workshop prize will be awarded per school. Additionally each school that participates will be entered in to win the grand prize of a full school residency funded by Young Audiences. No additional work necessary from coordinators for this prize. Community Engagement Manager will be in touch with all schools by email to announce winning school and schedule performance.

Please share the names of the participating classroom's teachers when ordering your color changing pencil prizes. Young Audiences will be in touch with the winning classroom to schedule the workshop.

We ask that all grand prize programs (workshops and performances) be scheduled in the same school year of the Fun event.

Contact students who have not turned in pledged funds

Important Reminders

- All checks must be made payable to “Young Audiences” and cannot be legally deposited into your school account.
- Any checks written to the school must be endorsed to Young Audiences.
- DO NOT TURN IN CASH
- Bank all cash in your school account and write a single school check to Young Audiences for the total amount of cash received.

Return of Materials and Funds *Arrive by December 9*

These items must be submitted to Young Audiences no later than: Friday, March 18, 2022

1. Prize Order Form – Online order form delivered directly to your inbox

2. Collected Funds Envelope – Labeled for your convenience

Package checks to be returned

Bundle all checks for pledges/contributions (including school checks) together and note the total on your Fun for the Arts Funds envelope.

Bring or mail all materials to:

Young Audiences
1220 SW Morrison Street
Suite 1000
Portland, OR 97205

If you would like to bring your materials to us in-person, please contact Community Engagement Manager, Koko, at koko@ya-or.org to schedule a drop-off time.

When Prizes Are Delivered

Receive and distribute prizes

- Students should indicate their shirt size, school name and payment method when [registering for the event](#). We will send a package of orders from students at your school to you at the address of your school.
- We will provide a summary to you via email for size information & student distribution.
- Pencils will be delivered after the event.
- Schools will be notified of workshop and assembly prize winners via email, which will also include instructions on how to schedule the art program prizes.

Having issues with your order?

If you have ordered incorrectly, we will do the best we can to supplement your order, but cannot guarantee that replacement prizes will be available. Call us at (503) 225-5900 ext. 235 with questions.

Congratulations, you've done it!

How does it work?

Online Donations

- Our online donation platform can be found at funforthearts.ya-or.org.
- Schools should share the donation platform URL with families through email newsletters, on social media, or other platforms used for communicating with parents. It is included in the Parent Letter and on the Sponsor Sheets.
- Families register their dancers on funforthearts.ya-or.org. They may choose to customize to personalize their page.
- Instead of going door-to-door, families can collect sponsors by sharing a personalized fundraising link that will lead friends and family directly to their child's page. Donors can also donate directly to the school of their choice.
- All funds donated online are deposited directly into your account without you having to process them. You can access these records at any time by logging in to the funforthearts.ya-or.org site. Your password will be emailed to you.
- Young Audiences will provide your school with a report of all online donor activity after donations are processed.

What are the school's responsibilities?

- Please share [the online donation platform website](https://funforthearts.ya-or.org) with families in any way that you normally communicate with them. Providing a direct link is helpful. The more families who choose to collect donations online, the fewer donations you will have to process manually.
- We want this system to be easy to use! Please share your feedback with Koko at koko@ya-or.org.

Is donor information safe?

- All credit card transactions are securely processed through PaymentSpring. For more information about this service visit paymentspring.com.

Tips for Building Community Support

Your participation in Fun for the Arts is a great way to build visibility and community support for your school's arts programs. Local businesses, churches, community organizations, and neighborhood groups can rally enthusiasm and dollars for your school.

Solicit Business Support

If you know of a connection, please be in touch with development@ya-or.org. Our development team would like to work with you or take the work off of your plate for soliciting corporate or local business donations. School community connections appreciated.

Event Day Snacks

Many local grocers or restaurants will donate treats and volunteers to hand them out. Consider asking for fruit, cookies, or juices.

Recruit Extra Help

Ask parents, staff, or local businesses for volunteers to take Sponsor Sheets, collect pledges, or dance with students.

Spread The Word!

- **Neighborhood Newsletters:** Send a press release (or an email) to your neighborhood association or newspaper. Let the community know what students are doing for their school!
- **Social Media:** If your school has a Facebook page, create a Facebook event to generate interest in your Fun for the Arts event. Share photos, stories from local businesses, and what arts programs students hope to undertake with the funds they raise. To broaden your reach, connect us by tagging @youngaudiencesoregon.
- **Distribute Posters:** Hang the posters at your school and in neighborhood businesses, bulletin boards, churches, and community centers.
- **School Newsletter:** Include a paragraph about the Fun for the Arts in your school newsletter. Consider interviewing a past participant about their experience. This is also a great place to recruit volunteers!

Fun for the Arts Benefits

Since 1977, Young Audiences Run for the Arts has helped schools raise over \$18 million for arts programs, supplies, and field trips. Today, Fun for the Arts is an updated and more inclusive FUNdraising event to help schools secure student access to arts experiences and education. [Learn more about recent program changes](#) and its impact on closing the opportunity gap in schools.

By working with many schools across the region, Young Audiences is able to bring everyone the best prices on materials needed to make Fun for the Arts a success. From t-shirts to Sponsor Sheets, instructions to accounting, we are here to help.

Young Audiences charges a 110% fee to coordinate Fun for the Arts. What does it cover?

Online Platform for donations:

It would be cost prohibitive for a single school to take on the design and maintenance of an online donation platform and online credit card processing. Young Audiences takes on these costs as a service to the program. We have found that schools are raising 20% more with the online platform than without.

Discount on great programs:

Young Audiences wants to celebrate and grow our partnership with schools who engage in arts fundraising. We provide a 5% discount on roster artist programs as listed in the Artists & Programs Guide for all schools with a current school year Fun for the Arts event. You can browse all our artist programs online at guide.ya-or.org/programs.

Materials Design:

Young Audiences holds a t-shirt design contest to solicit artwork from students across the region and displays all entries online and in a public venue.

Young Audiences hires a professional graphic designer to transform the student artwork into new posters, Sponsor Sheets, and t-shirts.

Printing & Translation:

- Young Audiences offers Sponsor Sheets and has them translated from English to Spanish and Russian. Parent letters are also available in various translations.
- Young Audiences creates Fun for the Arts posters and banners and provides them to schools free of charge.

- Young Audiences prints coordinator packets, which include detailed instructions on managing a Fun for the Arts event, templates for communication to parents, etc.
- [Find available materials on our website \(ya-or.org/run-for-the-arts/materials\)](http://ya-or.org/run-for-the-arts/materials).

Financial Accountability & Support

- Young Audiences processes all Fun for the Arts money. We verify all funds brought in by the school and cover any bank charges from returned checks that do not clear.
- Young Audiences guarantees that Fun for the Arts funds are only used for arts education and arts-related expenses.
- Young Audiences does in-house accounting for your Fun for the Arts funds, ensuring accurate balance information.

Network of Coordinators:

You are not alone! There are many other coordinators around the city juggling all the components of putting on this big school event. How can we help? What questions do you have? Let us help put you in contact with people doing the same thing you are.

Prizes

Young Audiences secures and mails prizes directly to your school. We are now offering arts-based prizes in the form of workshops and a performance to schools who participate fully funded by Young Audiences. Learn more about prizes on page 17.

Incidentals

Young Audiences covers all shipping costs for materials to hold a Fun for the Arts event.

We cover shipping costs for prizes and postage for additional requested materials.

For every dollar raised in November, 900 cents goes directly to schools' art fund accounts. 110 cents go towards an administrative fee that covers everything listed above (and more!).

Student Leaders

Fun for the Arts schools are invited to select student volunteers to serve as Student Leaders.

Who are they?

Student Leaders are student volunteers who rally support and enthusiasm within their school and help the Fun for the Arts coordinator as student liaisons.

Benefits of being a Student Leader

Special recognition within the school through leadership opportunities, like making classroom announcements about Fun for the Arts, choosing the workshop prize, or simply being recognized at the dance-a-thon.

Instructions to Coordinators

- Work with teachers to select up to four student leaders. Look for qualities like motivation, spirit, dependability and enthusiasm. These students will be a big source of support for you as you get into the dance-a-thon event.

Volunteer Guide

Before the Dance-a-thon Event

- Coordinate dance-a-thon day events including finding volunteers, arranging snacks, and organizing a cheering squad.
- Help arrange a kick-off assembly.
- Distribute Sponsor Sheets to students.
- Copy and distribute pre-printed letters.
- Talk with teachers about the benefits you see from doing the Fun for the Arts. Let them know which artists and art forms your children are interested in.

Dance-a-thon Day

- Help with setup or cleanup of the dance-a-thon.
- Explain to students about collecting pledges, hand out envelopes to collect funds, and make sure that due dates are clear.

After the dance-a-thon

- Aid the coordinator in the Fun for the Arts wrap-up, including counting funds and completing the online Prize Order Form.
- Help distribute prizes at the school or a special assembly.

Rules & Prizes

Eligibility

Students, teachers, school staff, parents and other volunteers may participate in the Fun for the Arts.

Deadlines

Each school will inform its participants of all deadlines associated with their Fun for the Arts. Dancers must meet all deadlines.

Paid Sponsors

A person may sponsor a dancer only once. Students cannot sponsor each other. In order to be counted toward the participant's score, each sponsor must:

- Be registered on the Sponsor Sheet during the Pledge Period.
- Contribute a suggested minimum of \$1.00.
- Have their payment collected by the participant (or participant's caregiver) before the end of the collection period deadline.

Thank you for supporting arts education in our community!

Tell us how it went and how we can improve the experience. Reach out to Koko at koko@ya-or.org to get connected.

Be sure to sign up for our educators' email updates at ya-or.org to get the latest updates and resources.



Young
Audiences
Arts for
Learning

Oregon & SW Washington