



# Young Audiences Arts for Learning

Oregon & SW Washington



# A Guide to Using Your Funds

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## Contacting Young Audiences

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### Staff

Koko Olszewski, Community Engagement Manager

[kristi@ya-or.org](mailto:kristi@ya-or.org)

503-225-5900 x235

Contact with questions about doing a Dance-a-thon, and the t-shirt design contest.

Josephine Kuever, Program Operations Manager

[josephine@ya-or.org](mailto:josephine@ya-or.org)

503-225-5900 x705

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

### Links

YA Website: [www.ya-or.org](http://www.ya-or.org)

Artist and Program Guide: [guide.ya-or.org](http://guide.ya-or.org)

### Sending Documents to Young Audiences

- Mail: 1220 SW Morrison, Suite 1000, Portland OR 97205
- Scanning and emailing to Josephine: [josephine@ya-or.org](mailto:josephine@ya-or.org)

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

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First, congratulations! Thank you for participating in our community centric Fun for the Arts dance-a-thon fundraiser. You are a part of a community of arts champions and we are grateful and honored to be working with you to use your funds.

### 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! We have included an optional budgeting form at the end of this document for your own use.

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?*

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## How You Can Use Your Funds

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### Young Audiences' Roster Artists

Funds may be used for performances, residencies and workshops listed in our [Artist and Program Guide](http://guide.ya-or.org) (guide.ya-or.org). See page 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 Programs

Arts services (performances, residencies, and workshops) offered by community artists or arts organizations not listed in the Artist and Program Guide may also be purchased with Fun for the Arts 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
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<b>Payment to Non-Roster Artist</b> (e.g. Ralph Nelson)	Fun for the Arts Payment Form	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• IRS W-9 (if not on file with us)</li> <li>• Statement of Fiscal Procedures</li> </ul>	10%
<b>Payment to Non-Roster Arts Organization</b> (e.g. Teatro Milagro, Portland Art Museum, etc.)	Fun for the Arts Payment Form	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• IRS W-9 (if not on file with us)</li> </ul>	10%

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

## Field Trips (Tickets & Transportation)

FFA 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
<b>Payment to Non-Roster Arts Organization</b> (e.g. Teatro Milagro, Portland Art Museum, etc.)	Fun for the Arts Payment Form	<ul style="list-style-type: none"> <li>• Invoice from organization</li> <li>• IRS W-9 (if not on file with us)</li> </ul>	10%

You can download a [Fun for the Arts Payment Form](http://www.ya-or.org/fun-for-the-arts/forms) on our website ([www.ya-or.org/fun-for-the-arts/forms](http://www.ya-or.org/fun-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
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<b>Reimbursement for Transportation</b> (e.g. the school paid for busing to the museum)	Fun for the Arts/ Payment Form	Invoice from vendor showing payment made. Order forms will not be accepted.	5%
<b>Direct Payment to Vendor for Transportation</b> (e.g. YA pays the School District)	Fun for the Arts Payment Form*	Invoice from vendor; order forms will not be accepted.	5%

\* PPS sends field trip busing invoices directly to Young Audiences if you list us on your request with the district. We will reimburse the district directly without a Fun for the Arts Payment Form signed by the principal.

You can download a [Fun for the Arts Payment Form](http://www.ya-or.org/fun-for-the-arts/forms) on our website ([www.ya-or.org/fun-for-the-arts/forms](http://www.ya-or.org/fun-for-the-arts/forms)).



## Art Supplies & Equipment

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 for more details).

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 [Fun for the Arts Payment 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 if its support of arts experiences might be unclear.

[Quick Guide to Forms](#)

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

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

## Teacher Professional Development

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 Fun for the Arts Payment Form.

### Quick Guide to Forms

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

You can download a [Fun for the Arts Payment Form](http://www.ya-or.org/fun-for-the-arts/forms) on our website ([www.ya-or.org/fun-for-the-arts/forms](http://www.ya-or.org/fun-for-the-arts/forms)).

## Please Note, Fun for the Arts Funds Cannot Be Used For:

- Payment to school employees during contracted hours with their district (for example, PPS requires all funding for staffing go through an equity allocation process and only funds from school foundations can be utilized as an additional source for FTE funding).

- Commissioned artwork from an artist (services must be for and include students).



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## About Young Audiences Artists and Programs

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### 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)

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#### PERFORMANCES

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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
- 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

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#### RESIDENCIES

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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.

- Vary in price by artist/ensemble
- 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
- Require a licensed teacher or administrator in the classroom with the artist at all times
- May have additional costs such as **supplies, travel, additional planning time and preparation**
- Travel costs are negotiated between the school and artist.

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:*

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- Vary in price by artist/ensemble
- 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 such as **supplies, travel, additional planning time and preparation**
- Travel costs are negotiated between the school and artist.

### *Teacher Workshops:*

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- Vary in price by artist/ensemble
- Are approximately **90 minutes** in length
- May have additional costs such as supplies, **travel, additional planning time 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:*

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- Vary in price by artist/ensemble
- 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 such as supplies, **travel, additional planning time and preparation**
- Travel costs are negotiated between the school and artist.

## How to Schedule a Young Audiences Program

The basic process for scheduling programs with Young Audiences follows below. If you have any questions, please call Josephine.

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### PERFORMANCES (INCLUDING FAMILY ARTS NIGHT PERFORMANCES):

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1. Contact Josephine with the name(s) of the performers you're interested in. (Or ask for suggestions!). You can also submit a request through the Guide on our website.  
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.)
  - o 2-3 possible dates/times
2. Josephine will confirm the date and time with the performers.
3. Josephine will let you know when the artist is available and ask permission to schedule the program.
4. We'll send you a contract and invoice. The contract must be signed by your principal (or FFA Fund Manager) and returned to us to be confirmed.
5. At least 3 days before the performance, the artist will be in touch with you to confirm all the details.

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### RESIDENCIES AND WORKSHOPS (INCLUDING FAMILY ARTS NIGHT WORKSHOPS):

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1. Contact Josephine with the name of the artist(s) you are interested in or ideas about curriculum you'd like to support with a workshop or residency. You can also submit a request through the Guide on our website. It's helpful if you know your budget, how many classrooms and which grades 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 email (for Workshops).
5. You or the artist will send us the Residency/Workshop Contract that has been signed by the artist and the principal (or FFA Fund Manager).
6. We'll send you an invoice.

## 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 15 days of the program date: full payment of the contract
- 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.

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## How We Make Payments

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### 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. When a pay date falls on a holiday, payments will be made on the Tuesday of that week.

### 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 (you can download a complete list of artist pay dates here: <http://www.ya-or.org/fun-for-the-arts/forms>).

- 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.

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## Expense Authorization (FFA Fund Manager)

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If a principal would like to authorize **other staff members** to sign documents (e.g. Fun for the Arts Payment Form, a performance contract, etc.), he/she can fill out the Fund Manager Authorization Form. You can download this form from our website.

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## Frequently Asked Questions

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### 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 Fun 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. One staff member, typically the principal, can be scheduled for a monthly balance email.

### Can I use Fun for the Arts funds for XYZ (Unusual) Supplies/Equipment?

Please see page \*Fun for the Arts Payment Form\* [www.ya-or.org/fun-for-the-arts/forms](http://www.ya-or.org/fun-for-the-arts/forms) 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 Fun for the Arts 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 Guide) as a Non-Roster Artist.

## We already paid a Non-Roster Artist/Organization and want to use Fun for the Arts funds. Now what?

You'll need to fill out a Fun for the Arts 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 [Fun for the Arts Payment Form](#) on our website.

### Quick Guide to Forms

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

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

If Fun for the Arts 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 Fun for the Arts funds will **not** be exhausted, the school can indicate on the Residency/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.





Young  
Audiences  
Arts for  
Learning

Oregon & SW Washington

## Budget Planning

### Starting Balance

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### Spending by Whole School

Performances:

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Art Supplies:

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Equipment/Instruments:

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Whole School Residencies or Workshops:

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Other:

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Gift to Other School:

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### Spending by Grade Level

\_\_\_\_ (number of grade levels) x \$\_\_\_\_ (amount per grade level):

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### Spending by Classroom

\_\_\_\_ (number of classrooms) x \$\_\_\_\_ (amount per classroom):

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### Total Spending:

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### Carry-Over for the Following Year:

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*This budget should be shared with teachers, arts specialists, arts coordinator(s), and secretaries.*