

BUNNELL STREET ARTS CENTER

INDEPENDENT ARTIST IN SCHOOLS

MEMORANDUM OF UNDERSTANDING

With this agreement, Bunnell Street Art Center and (the artist) and (the school) agree that (the artist) will provide (*) 20 or 40 hours of instruction at (school) from (dates).

The AIS program may not begin until the school fee has been paid in full and this agreement has been signed by the school principal, artist, classroom teacher and Bunnell Street Arts Center. Please inform Bunnell of the residency dates 30 days prior to starting the AIS program.

Artist in Schools is not a replacement for art curriculum. Quality of educational exposure for the students is the primary objective. Therefore, it is recommended that the school establish a tradition of presenting the AIS program to a specific grade level (for example: 2nd grade at Paul Banks, 4th grade at WHE or 8th grade at Homer Middle School) for maximum quality impact rather than to the entire student body.

The artist agrees to provide

- 20 hours of instruction (small program only acceptable if less 100 participants)
 40 hours of instruction (long program for no more than 200 students)

In either case, the artist will also provide one-hour parent/teacher workshop prior to teaching kids, scheduling time to be mutually agreeable between artist and school.

The artist will provide a written evaluative letter to Bunnell Street Arts Center within two weeks of the completion of the instructional period. This letter may be mailed or delivered to Bunnell Street Arts Center. *Please acknowledge our funders. Bunnell Street Arts Center with support from the Alaska State Council on the Arts, Rasmuson Foundation and Jewel.*

The artist agrees to be present for a final sharing activity (see below).

The school agrees to provide:

50% of the total AIS program cost plus all art materials (up to \$250), an evaluation form and documentation of the AIS program.

Documentation shall include five digital photos emailed or on disc to Bunnell Street Arts Center along with the photo release form. Photos shall include (1) one glass/group shot, (2) at least one of the art instructor working with kids, (3) at least one of a finished product (4) at least one group shot of all of the products made during the program. The school is responsible for providing a participation fee of \$500 (20-hour program) or

\$1000 (40-hour program). **This fee is payable and due to Bunnell Street arts center one month prior to the beginning of the AIS program.**

The school agrees to provide designated art studio space at the school where all AIS instruction will take place (so that the artist does not have to move for each class).

The school agrees to provide at least one parent-volunteer to assist the artist during the entire program.

The classroom teacher must be present during the instructional period. The school agrees to provide all art materials for the workshop. The school will also provide a written evaluative letter and documentation of student s' work to Bunnell Street Arts Center within two weeks of the completion of the instructional period on school letterhead. This letter may be mailed or delivered to Bunnell Street Arts Center. The host classroom teacher agrees to submit thank you letters on school letterhead to the editors of both local newspapers and Bunnell Street Arts Center within 2 weeks of completion of the instruction acknowledging Bunnell Street Arts Center 's Art Education Program. *Please acknowledge our funders. Bunnell Street Arts Center presents with grants from the Alaska State Council on the Arts, Jewel, Rasmuson Foundation and Conoco Phillips.* Copies of thank you letters will be provided to our funders for the purpose of accountability.)

A final sharing activity at least 30 minutes in length which is announced to Bunnell Street Arts Center two weeks in advance of the event could be a display or performance and a reception open to all funders, parents, press and interested community members (who first register at the school office).

Bunnell Street Arts Center agrees to provide

an AIS program which follows ASCA guideline to all Homer-area schools on a first-come, first-serve basis (programs will available as long as funds last).

Knowledgeable staff to help facilitate selection of artists, liason between artists and schools, publicity for the program,

Payment to artist within 30 days upon completion of all above-listed obligations.

To be considered valid, the participating School Principal, Artist and Bunnell Street Arts Center must all sign this memorandum of understanding.

School	Principal	date
Artist		date
Bunnell Street Arts Center		date