

Arts in Education TICKET PROGRAM

A Regional Program for DCMO BOCES and ONC BOCES Districts coordinated by the DCMO BOCES

Arts In Education, Catskill Regional Teacher Center, Bugbee School, Room 209, SUNY, Oneonta, New York 13820-4015
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TICKET REQUEST FORM School Year _____

- for performing arts events, museum visits and arts-related educational enrichment programs *(non-arts activities may be contracted under the Exploratory Enrichment Co-Ser, contact Kerrie Johnston 607-335-1374 or johnstok@dcmoboces.com)*

INSTRUCTIONS:

1. Check with your superintendent, AIE Coordinator or other authorized administrator to determine if adequate funds are available in your ticket account, enrichment fund or field trip fund. A 10% administration charge will be added to the cost of tickets purchased. The entire expenditure is state aid eligible. Transportation, food and lodging are not covered.
2. Teacher, principal or superintendent makes reservations: all arrangements for dates, times, and number of tickets directly with the vendor/organization, i.e. theater, museum, etc.
3. Arrange with vendor to have tickets reserved at their location, or sent directly to the school.
4. Tell vendor/agency to send all billing for each booking directly to the BOCES AIE office. School districts do not pay the vendor directly. BOCES pays the vendor and bills the school district afterwards.
5. Requesting educator must fill out this form completely. The building principal, AIE coordinator, school superintendent or other authorizing administrator must sign this form. Send the form to the above address at least three weeks before scheduled program and retain one copy for the school's records. If you fax or email the request, please check to be sure it has reached the AIE office. Schools districts that have not already allocated sufficient ticket purchase funds must send a copy of this Ticket Request Form to the AIE office and also to their BOCES with an attached form (ONC schools use "Cross Contract/Additional Service" request form and DCMO schools use a "Service Request" form).
6. The AIE office will confirm reservations and send confirmation to the vendor and to the school district AIE coordinator.
7. Payment to the vendor is processed one week after "Claim Form/Invoice" is received. When tickets must be paid for prior to the event, we will make special arrangements.

School District _____ School Building _____

District Coordinator _____ Phone _____ Email _____

Requesting Teacher _____ Phone _____ Email _____

Grade(s) _____ Subject(s) _____

Ticket Vendor _____ Vendor Contact _____

Vendor Address _____ Phone _____ Email _____

Program/Performance _____ Location _____

Date _____ Times _____ to _____

We have reserved	_____ student tickets	x \$ _____ each	=	\$ _____	0.00
	_____ adult tickets	x \$ _____ each	=	\$ _____	0.00
	_____ complimentary tickets	at no cost			
	_____ group(s)	x \$ _____ each	=	\$ _____	0.00
Total persons attending	_____	Total amount due to vendor		\$ _____	0.00
		10% administrative charge		\$ _____	0.00
		Total cost		\$ _____	0.00

****You must complete the other side for approval****

****The following questions must be answered. (Add attachments if needed)****

The Arts In Education service is designed to integrate the arts into education. Individual activities may include music, drama, dance, writing and visual and media arts. Check all art forms your students will experience while attending this event.

How does this program/visit connect to the **Arts Learning Standards**? Check all that apply.

Creating, Performing and Participating in the Arts

Students will actively engage in the processes that constitute creation and performance in the arts (dance, music, theatre, and visual arts) and participate in various roles in the arts.

Knowing and Using Arts Materials and Resources

Students will be knowledgeable about and make use of the materials and resources available for participation in the arts in various roles.

Responding to and Analyzing Works of Art

Students will respond critically to a variety of works in the arts, connecting the individual work to other works and to other aspects of human endeavor and thought.

Understanding the Cultural Contributions of the Arts

Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present society.

What ARTS information do you want your students to know as a result of the requested activity?

How will you prepare your students for the ARTS objectives?

How will you know the ARTS objectives were met?

What curriculum areas other than Arts does this activity address?

How will you follow-up this program/visit with your students? What will the students do with this new ARTS knowledge?

Signature of Teacher _____ Date _____

Signature of Principal or AIE coordinator _____ Date _____

Signature of Administrator allocating funds _____ Date _____

Signature of Superintendent _____ Date _____

**Signature indicates funds are available in district budget to pay for this request,
and district is paying for transportation from general budget funds.**