

**Dallas ArtsPartners 2007-08
Participation Form**

Due Date: Tuesday, May 4

Organization Information

General Contact Information - Please complete the organization information below as you would like it to appear in the Dallas ArtsPartners *Educators' Guide*. NOTE: This completed form must be returned to Dallas ArtsPartners by May 4, 2007 to guarantee an ad in the 2007-08 Dallas ArtsPartners *Educators' Guide*.

Organization Name:			
Address:		City, State & Zip	
Phone:		Fax:	
Email Address:		Website:	
BRIEF description (50-100 words) of organization and services:			

Authorized Contact Information – Dallas ArtsPartners requires one person at each participating organization to be responsible for the organization’s program submissions to the Dallas ArtsPartners searchable database for 2007-08. He or she will be held accountable for approving and upholding pricing, cancellation, and program descriptions. This person is not required to serve as the day-to-day contact.

Authorized Contact Name:			
Title:		Email Address:	
Phone:		Fax:	

Day-to-Day Contact Information – Dallas ArtsPartners requires one person at each participating organization to serve as the first point of contact for any questions that arise throughout the year.

Day-to-Day Contact Name:			
Title:		Email Address:	
Phone:		Fax:	

Additional Contact Information – If not one of the above individuals.

Director of Education:	
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Title:		Email Address:	
Phone:		Fax:	

Director of Finance:			
Title:		Email Address:	
Phone:		Fax:	

Organization Qualifications

To be eligible for Dallas ArtsPartners participation, organizations must meet certain organizational and educational qualifications. To determine eligibility, Dallas ArtsPartners requires you to complete the following information.

New Applicants Only:

	Yes	No
Are you a 501(c)(3) nonprofit organization operating in the city of Dallas, TX? Required - Please Submit Documentation via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization been operating for at least 36 months prior to September 1, 2007? Required - Please Submit Organizational History via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided arts/cultural education programming for at least 18 months prior to September 1, 2007? Required - Please Submit Documentation via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide or participate in professional development or specialized training for your artists/educational staff?	<input type="checkbox"/>	<input type="checkbox"/>

All Applicants:

	Yes	No
Can you provide <u>yearly</u> proof of General Liability Insurance with \$1,000,000 coverage? Required - Please Submit Scanned Documentation via email (gif or jpeg file)	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide learning materials (study guides, resource sheets, etc.) for arts/cultural education programs whether the audience is students or teachers? Required - Please Submit Documentation via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>
Do you conduct ongoing assessment/evaluation of your programs? Required - Please Submit Documentation via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently receiving funding from the City of Dallas Office of Cultural Affairs?	<input type="checkbox"/>	<input type="checkbox"/>

Applicants who do NOT receive funding from the City of Dallas Office of Cultural Affairs:

	Yes	No
Are you a 501(c)3 non-profit organization or a unit of local government? Required - Please Submit Scanned IRS Documentation via email (gif or jpeg file)	<input type="checkbox"/>	<input type="checkbox"/>
Can you provide institutional operating/project budgets or financial statements? Required - Please Submit Documentation via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>

Can you provide three (3) verifiable references for programming? Required - Please Submit Documentation via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>
Can you provide qualifications or bios of staff performing services? Required - Please Submit Documentation via email attachment or weblink	<input type="checkbox"/>	<input type="checkbox"/>
Are you an equal opportunity employer demonstrating a commitment to diversity in board, staff and programmatic personnel?	<input type="checkbox"/>	<input type="checkbox"/>

Organization Policy Compliance Responsibilities

Dallas ISD Mandated Policies

1. **Criminal Background Checks** – Dallas ISD requires participating organizations to adhere to their standard criminal background check policy by processing criminal background checks on all volunteer or contract employees who interact with students during arts/cultural educational programming. The organization must maintain documentation of criminal checks and be prepared to produce it at any time August 13, 2007-June 30, 2008.

If you do not already have this paperwork, below are two organizations that provide criminal background checks for non-profit organizations for a minimal fee.

- a. Volunteer Center of North Texas - Call Vianne Huff at 214-826-6767 x.239 or email: cbc@volunteernorthtexas.org. (estimated cost \$4.00 per person)
 - b. PublicData.com You can call between 8:30am-4:30pm at (264)-497-8469 for questions or visit www.publicdata.com/prices for a list of packages.
2. **Pricing Policy** – Dallas ISD requires participating organizations to clearly articulate the full costs of arts/cultural experiences (fieldtrips, residencies, program) advertised via the Dallas ArtsPartners Searchable Database (i.e. student, teacher and adult chaperone prices if different; supply fees or other miscellaneous costs). In addition, Dallas ISD requires that participating organizations maintain a consistent pricing structure from August 13, 2007-June 30, 2008.
 3. **TEKS** – Dallas ISD requires participating organizations to identify and submit Texas Essential Knowledge and Skills (TEKS) for each arts/cultural experience (fieldtrip, residency, program) advertised via the Dallas ArtsPartners Searchable Database.
 4. **Orientation Training** – Dallas ISD requires that all persons working with Dallas ISD teachers and students in **on-campus programs** receive orientation training provided by Dallas ISD-approved trainers.
 5. **Consultant Training** – Dallas ISD requires that all staff delivering professional development to Dallas ISD staff and/or responsible for training and oversight of cultural provider personnel working with Dallas ISD students and teachers have attended required consultant training provided by Dallas ISD.

	Yes	No
I agree to maintain <u>yearly</u> criminal background checks for all employees, contractors or volunteers directly interacting with children.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that the pricing information submitted by my organization must include the	<input type="checkbox"/>	<input type="checkbox"/>

full cost of the experience (i.e. student, teacher and adult chaperone prices if different; supply fees or other miscellaneous costs)?		
I understand that all experiences submitted for inclusion in the Dallas ArtsPartners Searchable Database <u>MUST</u> maintain the same pricing from August 13, 2007-June 30, 2008.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that no arts/cultural experience submitted by my organization will appear on the Dallas ArtsPartners Searchable Database unless the Texas Essential Knowledge and Skills (TEKS) have been identified and included in the submission.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that all personnel within my organization that delivers on-campus programs must receive orientation training provided by Dallas ISD-approved trainers.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that personnel within my organization that deliver professional development to Dallas ISD staff and/or train other cultural provider personnel (e.g. artists, docents) working with Dallas ISD students and teachers must attend a 2-day consultant training provided by Dallas ISD.	<input type="checkbox"/>	<input type="checkbox"/>

Dallas ArtsPartners Mandated Policies

1. **Participation** – Dallas ArtsPartners hosts 4-6 meetings per year to share information, collect feedback from participating organizations, and provide various resources to gain knowledge of best education practices. In addition, organizations are encouraged to participate in topic-specific committees. While recognizing the time constraint organizations face, Dallas ArtsPartners believes it is critical for the partnership to have a minimal level of participation from each organization. Therefore, Dallas ArtsPartners requires that each organization have a representative attend at least 3 meetings per year.
2. **System-Wide School Participation** – Each organization in Dallas ArtsPartners must offer their educational programs to all Dallas ISD elementary schools.
3. **Revisions to Searchable Database** – While pricing information may NOT change after August 13, Dallas ArtsPartners recognizes that an organization might wish to change the venue, time, etc. of an existing experience, cancel/delete an active experience; and/or add a new experience.
4. **Invoicing Guidelines** – In order to ensure timely payment of submitted invoices, Dallas ArtsPartners must have the Dallas ArtsPartners Prepared Invoice completed in full. Additional paperwork may be attached if so desired by the organization. However, it is the information contained on the Dallas ArtsPartners Invoice form that will determine time and amount of payment.

	Yes	No
I agree to attend/send a knowledgeable representative from my organization to at least 3 Dallas ArtsPartners meetings per year.	<input type="checkbox"/>	<input type="checkbox"/>
I agree to submit online all necessary and appropriate changes to the Dallas ArtsPartners Searchable Database and alert ArtsPartners staff when changes are made.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that Dallas ArtsPartners will make payments solely based upon information gathered from a Dallas ArtsPartners Invoice when the arts/cultural experience is complete.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that all ArtsPartners educational programs must be made available to all elementary schools in Dallas ISD.	<input type="checkbox"/>	<input type="checkbox"/>

Organization-Specific Policies

Dallas ArtsPartners recognizes that each participating organization has established policies (i.e. cancellation/rescheduling) that teachers should follow. Therefore, in the space provided below, please articulate your policies on the following topics.

Cancellation/ Rescheduling Policy: (in-school, after-school, and/or professional development)	
After-School Policy:	