



Arts Partners
for Learning

an initiative of



Young Audiences Western New York

Program and Procedure Handbook 2014-2016

Arts Partners for Learning's mission is to expand access to arts education for children in the eight counties of WNY, and to improve the capacity of cultural organizations in these counties to provide quality creative learning programs.

ARTS FOR LEARNING

1 Lafayette Square, Buffalo, New York 14203
(716) 881-0917 fax (716) 408-3279 info@yawny.org www.yawny.org



Table of Contents

General Information

Contact Information, Office Hours, Parking	p. 3
Young Audiences Staff/Specialists and Responsibilities	p. 3
About Arts Partners for Learning	p. 4
About Young Audiences	p. 4

Arts Partners for Learning and Young Audiences of Western New York Standards for Teaching Artists

Standard 1: Artistic Excellence	p. 6
Standard 2: Educational Effectiveness	p. 7
Standard 3: Professionalism.....	p. 7
Learning Standards	p. 7

Arts Partners for Learning and Young Audiences of Western New York Program Development Guidelines for Cultural Partners

Performances, Workshops.....	p. 8
Afterschool Workshops, Residencies, Field Trips	p. 9
Adding New Programs.....	p. 9

The Arts Partners for Learning and Cultural Organization Collaboration

Benefits	p. 10
Policies	p. 10
Agreement.....	p. 10
Cultural Partner Property	p. 10
Scheduling.....	p. 10
Background Check and Fingerprinting.....	p. 10
Cancellation of Agreement	p. 10
Etiquette	p. 11
Professional Boundaries and Communications	p. 11
Non-solicitation	p. 11
Area of Representation.....	p. 12
Grievance Procedures	p. 12
No Harassment.....	p. 12
Non-Discrimination	p. 12
Procedures and Responsibilities.....	p. 12
Partner Agreement.....	p. 12
Program Delivery	p. 13
Cultural Partner Representation Materials.....	p. 13
Communications with APL/Young Audiences Staff/Schools.....	p. 13
Evaluations: Evaluation of Current Programs.....	p. 14
Forms: Program Evaluations, Curriculum Guides	p. 14
In Case of Emergency.....	p. 14
Payment	p. 15
Independent Contractor Status, Program Fees	p. 15
Travel Fees, Material Fees and Tax Information	p. 15
Personal Safety and Liability	p. 16

General Information

Contact Information

Arts Partners for Learning

c/o Young Audiences of Western New York

1 Lafayette Square, 2nd Floor

Buffalo, NY 14203

www.aplwny.org

www.yawny.org

info@apl.org

artsed@yawny.org

phone: 716-881-0917 / fax: 716-408-3279

Office Hours

8:30 am to 5:00 pm Monday through Friday

Parking

On-street: Convenient metered on-street parking is available on Washington Street, Clinton Street, and Oak Street. Spaces are usually available on Clinton Street between Ellicott and Oak Street. The Ellicott Street entrance underneath the library is open, and you may take the escalator from there. The entrance off Washington Street is also open.

*Please note that street parking is available free of charge on weekends and after 5:00 pm in the City of Buffalo.

Parking Lots: There are several paid parking lots in close proximity to the Downtown Central Library. Nearby paid parking includes:

- AllPro Parking lot, \$9 per day, \$5 per hour, \$4 after 4:30pm (directly North of the library on the corner of Washington and Broadway. Enter on Washington)
- Adam Ramp, \$7 per day, \$1.50 per hour, \$2 after 5pm (on Washington and E. Eagle street. Enter on Washington)
- Mattioli Parking, \$7 per day, \$5 per hour (on Ellicott Street directly across from Mohawk Street. Please note that this is a bit of a walk)

Young Audiences Staff/Specialists

Staff Member

E-Mail address

Cynnie Gaasch, Executive Director

cynnie@yawny.org

Nancy Serman, Director of Education

nancy@yawny.org

Rachael Jordan, Arts & Education Coordinator

artsed@yawny.org

Tara Stephan, Program Coordinator

info@yawny.org

Melissa Kate Miller, Director of Resource Development

melissa@yawny.org

Aitina Fareed Cooke, Education Coordinator

education@yawny.org

Katherine Loewen, Communications Manager

communications@yawny.org

About Arts Partners for Learning (APL)

Arts Partners for Learning was born during a major challenge to Western New York's cultural life and our arts education programs for young people. In 2010, both the Arts Council in Buffalo & Erie County and the Arts in Education Institute of Western New York were dissolved. The Erie County Executive cut funding to 40 small- to mid-sized culturals, and New York State Council on the Arts' (NYSCA) funding for arts education in the eight counties was reduced to only 36% of 2008 levels. Additionally, New York State eliminated funding for Teachers Centers.

The community's response was visionary. New models were built on the good work of the Greater Buffalo Cultural Alliance and Advancing Arts & Culture. The new Arts Services Initiative and Arts Partners for Learning were formed in a model that includes close collaborations with the Greater Buffalo Cultural Alliance, the Cultural Alliance of Niagara and other regional organizations and agencies.

Rationale – Arts Partners coalitions – designed to provide enhanced arts education programming in both rural and urban communities – have been successfully implemented in Young Audiences affiliate communities around the county. These include: Northeast Texas (Big Thought), Kansas City, Northeast Ohio (Art is Education), Oregon (Right Brain Initiative), and Wichita. Through a united cultural community, and new administrative support structures provided by Young Audiences, arts organizations, individual artists, and professional artist groups have gained access to work with schools, community centers, human service agencies, and libraries, and also secure significant leverage to support work with specific school districts and improve education provided to children.

Project Description – Young Audiences of Western New York is committed to spearheading implementation of Arts Partners for Learning here in Western New York. Founded locally in 1962, and affiliated with a robust national network that reaches over 7 million school children a year. Young Audiences is ideally positioned to provide management and leadership in the arts education field for the urban, rural, and suburban communities in Western New York, through a centralized and satellite based action plan for the eight counties.

About Young Audiences

Mission & Background: Young Audiences of Western New York's mission is to make the arts a part of young people's lives in order to enhance their development as creative and productive human beings. We offer assembly, workshop, and long-term residency programs with professional artists, committed to their craft, and using it as a tool for creative learning. Art forms include music, multi-media arts, theatre, dance, visual, and literary arts. We provide services in the eight counties of Western New York, including Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming.

In 1962, Buffalo Philharmonic Orchestra musician Laurence Trott founded the local affiliate of Young Audiences with several philanthropically and educationally minded people, including Aline Gunzberg and Helen Yasgur. The parent organization, Young Audiences, Inc., had also been brought to life by a musician and his benefactors: Yehudi Menuhin, violinist and conductor, had come up with the idea in 1950. With the help of supporters, by the mid-'50s there were affiliates in New York City, Baltimore, Philadelphia, and Boston. Today, there are 30 Young Audiences affiliates across the country.

Young Audiences initially focused on bringing classical musicians and performances to schoolchildren in urban districts. In its first year, Young Audiences of Western New York provided 500 programs to over 75,000 children. Today, we present hundreds of individual programs, plus dozens of residencies, wherein teaching artists provide schoolchildren, their educators and families, with multi-disciplinary, multi-session education through the arts. These residencies create meaningful connections between artists and young people that might not otherwise be exposed to the arts – especially arts integrated into school curricula.

The artists on the Young Audiences roster are committed to their art, and use it as a tool for learning. Art forms include many genres of music, multi-media arts, theatre, dance, visual, and literary arts. Students may be encouraged to write a story or a rap based on their own experience; to build and fly a kite and experience both science and fun; to write, perform or see a play; to sing, dance, play an instrument, and to delve into the history of our region (i.e., Erie Canal, Underground Railroad) in hands on workshops with artists. Reaching over 7 million school children every year, the Young Audiences National Network received the National Medal of Arts in 1994. In 2010, the Association of Teaching Artists, an international resource to the field, recognized Young Audiences for our service to teaching artists.

While the mission of Young Audiences of Western New York, to bring arts to all the young people in our area, has not changed, the ways and means have; we see a not-so-subtle shift from simply inspiring young people to see and appreciate art, to also participating and understanding the arts in context of the world in general, and in their lives specifically.

Whom We Serve: Each year, we serve over 60,000 young people; 400 of those students engage in full year, multi-disciplinary partnerships afterschool, and 4,000 participate in long-term residencies in schools. We have received funding from Fund for the Arts, the John R. Oishei Foundation, and Young Audiences, Inc. to initiate Arts Partners for Learning, an arts education coalition to serve WNY's eight counties for years to come.

Our Approach: We value the work of teaching artists; we strive for social justice, and to improve the educational environment for children in Western New York.

What APL will do

- **Provide support for cultural organizations**
 - Expand the capacity of arts organizations and education institutions to harness the power of the arts in education and learning in and through the Arts
 - Improve the educational attainment and future success of the region's young people
 - Provide access to underserved children, artists, ensembles, and arts organizations
 - Provide service to the area's wide cultural assets, regardless of size
 - Create, centralized, effective, and efficient delivery of services
 - Ensure future audiences and supporters of the arts

- **Programs & Services for Schools**
 - In-school, after-school, out of school field trips for students and families
 - Curriculum guides provided for all programs
 - Professional development for educators and teaching artists
 - Consultation in developing school-based and district-wide arts-in-education programs
 - Program subsidies
 - Support in grant writing and fundraising

- **Features & Benefits of Arts Partners for Learning programs**
 - Child-centered programs and services
 - Commitment to both teaching the arts and using the arts to teach other content areas
 - Teaching artists are skilled in working with students and educators
 - Assessment and evaluation of long term programming with a goal of increasing students' academic achievement
 - Accessibility for all students
 - Celebration of cultural diversity
 - Responsiveness to the varied learning styles and multiple intelligences of students
 - Responsiveness to the academic and administrative needs of educators
 - Breadth and flexibility of programs and services

APL and Young Audiences Standards for Teaching Artists

With over 50 years in providing quality arts learning experiences to schools throughout the region, Young Audiences of Western New York is well qualified to provide guidance to regional organizations to implement successful programs. We know that for programs to succeed, our young people will need 21st century skills – multiple literacy, self-direction, teamwork and collaboration, higher order thinking and reasoning, hands-on creation, and productivity. For APL, we are emphasizing programs that are student-centered, outcome oriented, and effective in producing results. To that end we aim to implement programs that are of the highest quality and incorporate four signature elements in each discipline: experience it, create it, understand it, and connect it to other learning such as curriculum or life skills.

We share the following standards for our cultural partners with other affiliates in the APL/Young Audiences network:

Standard 1: Artistic Excellence

Achievement of this standard will be recognized when the cultural specialist:

- Demonstrates a high level of knowledge of the content area
- Demonstrates originality, authenticity, and creativity

- Demonstrates a high level of technical skills
- Demonstrates passion for the content area
- Inspires and motivates audience

Standard 2: Educational Effectiveness

Achievement of this standard will be recognized when the cultural specialist:

- Inspires and motivates students
- Provides arts experiences appropriate to the participants' age level
- Demonstrates the joy of working with young people
- Demonstrates sensitivity to age-level, experience, and diversity
- Demonstrates successful classroom or audience management skills
- Reinforces and enhances curriculum
- Incorporates appropriate New York State Learning Standards (NYSL) and Common Core Learning Standards (CCLS)
- Challenges perceptions about stereotypes
- Promotes achievement beyond expected ability levels
- Promotes cultural understanding
- Introduces the choices made and goals set by the performers to become and continue to be an artist

Standard 3: Professionalism

Achievement of this standard will be recognized when the cultural specialist:

- Demonstrates preparation, punctuality, and effective use of time
- Communicates effectively
- Confirms with school or partner site staff that they will remain in the room, and provide discipline and logistical support throughout the workshop or performance
- Collaborates effectively with School (or other Client) and APL personnel
- Exhibits rapport with and appreciation for young people
- Accommodates unexpected circumstances while adhering to the pre-established plan
- Dresses appropriately for the setting and the work to be done
- Raises awareness of Arts Partners for Learning in a positive and responsible manner
- Thanks the school or partner site staff and expresses their enjoyment in having the opportunity to work with their students

The APL cultural partner will make every effort to avoid:

When and if any of these unforeseen circumstances should arise, the artist will remedy with a free performance or other appropriate solution:

1. Cancelling at the last minute
2. Arriving late for a program
3. Failing to show for a program
4. Rescheduling programs with less than 10 days notice
5. Misplacing paperwork

We also encourage our partners to produce programs that support the New York State Learning Standards and the Common Core.

Common Core – English Language Arts

The Common Core learning standards are the national standards being addressed at the local school level. Arts Partners for Learning programs, by nature, already support these standards. It is important, however, that the teaching artists understand, in the language of the educator, how

Arts Partners for Learning is a community initiative
managed by Young Audiences of Western New York

your program does that. Please become familiar with the Common Core English Language Arts Standards. You can find that link at <http://www.aplwny.org/tool-kit/>

We also encourage programs to support the New York State Learning Standards in Social Studies, Science, and Math. Those standards can be found on the APL website at <http://www.aplwny.org/tool-kit/> We are transitioning, along with public schools in New York State, toward multi-subject Common Core Learning Standards.

Arts Partners for Learning programs address and exceed the New York Learning Standards for the Arts

Standard 1: 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.

Standard 2: Knowing and Using 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.

Standard 3: 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.

Standard 4: 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.

Arts Partners for Learning Guidelines for Cultural Partners

Performance

Grades: K-2 3-5 6-8 9-12

- Performances should be a minimum of 45 minutes to an hour in length
- Appropriate audience size as mutually agreed by cultural partner and APL staff (exceptions requested by school must be approved in advance by cultural partner and APL). Not to exceed 300
- Student participation and interaction
- Question and answer period
- Cultural Specialist arrives 20 minutes prior to start time

Workshop

Grades K-2 3-5 6-8 9-12

- Workshops are at least 45 minutes in length depending on the needs of the teacher
- Sometimes scheduled with a performance
- 20-30 students per workshop
- Hand-on experience for all students
- Cultural Specialist-teacher planning and reflection
- Cultural Specialist arrives 20 minutes prior to start time

Afterschool Workshop Grades K-2 3-5 6-8 9-12

- Afterschool workshops are similar to in-school workshops and are a minimum of 45 minutes in length
- 20-30 students per workshop
- Hands-on experience for all students
- Planning and reflection meetings
- Cultural Specialist arrives 20 minutes prior to start time
- Cultural specialist may be required to comply with a background check and fingerprinting for specific venues and partnerships.

Residency Grades K-2 3-5 6-8 9-12

- Length and number of sessions vary
- 20-30 students per workshop (exceptions requested by school must be approved in advance by specialist and Young Audiences staff)
- In-depth study, integrating arts and other curricular areas
- Hands-on experience for all students
- In-depth specialist-teacher collaborative planning and assessment
- Often includes a culminating student presentation or work of art

Field Trips

Field Trips or site tours are offered by some program providers who offer special exhibits, activities, events, or performances that should be experienced in the program providers home venue – such as a museum, performance hall, theater, or art studio. Some field trips are held in combination with other types of programs. Bus transportation for field trips must be paid for and arranged by schools.

Adding New Programs

Arts Partners for Learning cultural partners must first submit a request for programming. This opportunity is posted annually in the spring of each year for the upcoming fall implementation and includes a written application with a program outline of the proposed program. Forms can be downloaded from the APL website during the months of March and April. Applications are reviewed and Culturalists are notified of the results in June. New programs are evaluated on the basis of compliance with the Arts Partners for Learning and Young Audiences Mission and Standards for Teaching Artists and Cultural Specialists, and relationship to the overall balance and scope of programming. Once a program has been accepted, it will be included in the APL annual contract. The Cultural Partner is responsible for completing and submitting a New Program survey to provide an overview of the new program to be included in our on-line catalog. <http://www.aplwny.org/tool-kit/>

The Arts Partners for Learning – Cultural Organization Collaboration

Benefits

- Income earning opportunities throughout an 8-county service area
- Marketing, scheduling, and payment handled in a professional manner
- Association with an organization that has established both a local and a national reputation for excellence in arts and learning programming
- Promotion through quarterly mailings, monthly emails, website, school and human services contracts, media coverage, and a variety of networks
- Guidance in developing, refining, and maintaining effective educational programs
- Program evaluation
- Opportunities for professional development
- Access to latest developments in the field through the national Young Audiences network and membership in a community of arts and learning colleagues

Policies

Agreement

New partners will receive an offer of a contract renewable for one or two years. New cultural partners will be granted a one-year contract for their first year with the option to renew annually for a two-year term.

Artist Property

Arts Partners for Learning and/or Young Audiences is not responsible for any damage to artist's property used as part of a program, including props, costumes, musical instruments, electronic equipment, cultural artifacts, etc. The use of rare or highly expensive items is at the partner's discretion. APL & Young Audiences cannot reimburse any artist for damaged property. In long-term residency situations these guidelines are negotiable. If wear and tear is going to be a recurring expense it should be budgeted for as part of the program expense.

Scheduling

APL/Young Audiences cannot guarantee the number of programs, if any, for any partner. Schools are free to purchase the programs they wish to receive. We make every effort to ensure that prospective schools are aware of all Arts Partners for Learning programs.

Background Check and Fingerprinting

Cultural Specialists will be required to comply with a background check and fingerprinting for specific venues and partnerships, including afterschool programs.

Cancellation of Agreement

Any Cultural Specialist/Cultural organization may be removed from the Arts Partners for Learning roster should any of the following occur:

- Failure to meet Arts Partners Standards for Partners
- Breach of APL Policy/Cultural Partner Agreement
- Substitutions in ensemble personnel without approval
- Substitutions in program content without approval
- Tardiness or failure to fulfill a scheduled program without adequate notice to the office and school

- Failure to wear appropriate dress or costumes or to maintain costumes or props
- Exhibiting unsuitable behavior or language
- Failure to maintain administrative duties
- Consistently receiving low scores or poor comments on program reports and school evaluations
- Inappropriate response to constructive criticism from Arts Partners for Learning staff regarding programs

Etiquette

When presenting a program, please remember that you are an ambassador of the arts and of Arts Partners for Learning.

- If the school staff does not mention Arts Partners for Learning, do so yourself
- Please dress appropriately and professionally and use appropriate props
- Eliminate all questionable/offensive language
- Smoking is prohibited within 100 yards of a school or venue
- Conclude the program at the stated time to respect the school's schedule

Professional Boundaries and Communications with clients, students, staff/partners

Cultural Specialists are expected to maintain the highest awareness of their role in protecting children, youth, and other persons with whom they have an authority role to safeguard these clients from inappropriate contact and conduct by adults. The interactions and relationships between teaching artists and clients should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and clients both in and outside of the activity setting, and be consistent with the mission of the site and Arts Partners for Learning values. These boundaries should be reviewed during the initial meeting between the artist and site staff, as different customers have different boundary needs to be followed.

Cultural Specialists must never offer outside communication with their clients without express permission from the site partner first. Additionally, artists are prohibited from inappropriate online socializing, or from engaging in any conduct on social networking websites that violates the law, the school or site's policies, or other generally recognized professional standards. Examples of inappropriate online activities include maintaining personal contact with a client outside of the site by instant messenger, chat rooms, social networking sites such as Facebook, or letters without expressed adult and/or site consent.

Artists whose conduct violates this policy may face discipline and/or termination.

Non-Solicitation

APL and Young Audiences provide cultural specialists with access to sites and venues otherwise unavailable to them. While representing and being paid by APL/Young Audiences, and for a period of 30 days following a service, artists are prohibited from directly soliciting site personnel, teachers, students, parents, community groups, or others for work other than that which is being provided in the artist contract.

Area of Representation

Arts Partners for Learning recognizes and supports the need of cultural specialists on its roster to engage in a variety of professional activities. It is important, therefore, for partners who are represented on the APL roster to understand their obligation as an APL partner. We provide programs and services to an 8 county area. Programs requested in this service area are a result of APL marketing and promotional efforts (APL & YA-WNY staff networking, website, mail and e-mail announcements) and, therefore, must be scheduled through our offices. Failure to meet this requirement may result in the removal of the cultural partner from the roster.

Grievance Procedure

Schools

Specialists are asked to address any concerns, complaints, or grievances regarding a school directly to APL/Young Audiences staff. Do not direct your complaints to school personnel.

Auditors

Artists are asked to address any concerns, complains, or grievances regarding a program auditor directly to APL/Young Audiences staff. Do not direct your complaints directly to the auditor.

Arts Partners for Learning/Young Audiences of Western New York, Staff

Partners are asked to address a grievance with an APL/Young Audiences staff member to the Executive Director.

No Harassment

Derogatory remarks and activity centering on race, color, religion, national origin, citizenship, gender, age, disability, marital status, or sexual orientation are explicitly forbidden at Arts Partners for Learning. Sexual harassment and any other activity reflecting sexually inappropriate behavior are also forbidden.

Non-Discrimination

APL & Young Audiences have a policy of fair and equal treatment in contracting partners and does not discriminate based on race, color, religion, national origin, citizenship, gender, age, disability, marital status, or sexual orientation. Decisions to include a partner on the APL roster are based solely on the organization's qualifications, merit and performance.

Procedures and Responsibilities

Partner Agreement

Arts Partners for Learning Cultural Partners are required to provide the following:

- **Partner Agreement** – All partners must sign and submit a Partner Agreement with APL and Young Audiences as agreed. Partner Agreements apply from the date signed by the artist to the end of the fiscal year as noted on the agreement. The APL/Young Audiences fiscal year runs from July 1st to June 30th. Partner Agreements do not guarantee contractual engagement by schools. Either party upon 30 days with written notice may make cancellation of the agreement. The Partner Agreement must be signed and returned. It must be received on or before the expiration date to guarantee the Partner listing on our website and the APL roster.

- **Background check and fingerprinting** - In order to work in afterschool program settings, artists are required to comply with a background check and fingerprinting for specific venues and partnerships. The partner reserves the right to refuse any cultural specialist who chooses not to comply with this request.
- **W-9 Form** – Each partner must submit a W-9 form with legal name, address, telephone, and tax ID number.

Program Delivery

- Ensure that Arts Partners Standards for Programs are maintained.
- Obtain materials necessary for scheduled programs, including sound equipment, sets, costumes, instruments, etc.
- Sign in at the school office at least twenty (20) minutes prior to the start of the program.
- Make sure your program is set up and ready to begin on time.
- Contact APL/Young Audiences staff for review and audition of proposed changes in programming or personnel.

Cultural Partner Representation Materials

Arts Partners Artists must provide the following:

- **Program Worksheet Information** – Partners must update their organization information and program description(s) to be included in the Arts Partners directory annually. The template for these can be downloaded from the website. (<http://www.aplwny.org/tool-kit/>) APL will notify artists of the submission deadline well in advance, and reserves the right to edit or exclude information.
- **Photographs** – Partners must submit a photograph with the photographer credit. Arts Partners for Learning reserves the right to select the photo to be included in publicity materials and website.
- **Curriculum Guide** – Curriculum Guides will be formed in the planning process of this program year. Guide templates will be provided on the program tools page of the APL website <http://aplwny.org/tool-kit/>.

Communications with APL Staff/Schools

Please note that a lead cultural specialist must be identified for ensembles and will be considered the primary liaison between the cultural partner and the APL/Young Audiences office. All partners are responsible for the following:

- Advising and updating APL/Young Audiences staff regarding availability and contact information.
- Returning phone calls and e-mails within 5 days, 2 days is preferred. Schools often need quick answers, and if we cannot contact you, they will likely select another program partner.
- Keeping apprised of scheduled program times, locations, and changes notifying ensemble partners.
- Reading program confirmations carefully and contacting APL/Young Audiences immediately with any questions. Pay attention to special notes and highlighted contact information.
- Reporting last minute changes to APL/Young Audiences.
- **Calling APL/Young Audiences at least five (5) business days prior to the program to confirm date, time, and technical needs.**
- Confirming accurate directions to the school. It is best to confirm directly with the school.
- Informing the site contact person that APL must be mentioned in the introductory remarks. At the conclusion of the program, acknowledge appreciation to the school, sponsor(s), and Arts Partners for Learning.

Evaluations

Evaluation of Current Programs

Specialists and programs are evaluated regularly. Returning programs are asked to sign a new partner agreement annually or whichever is agreed upon. The following are considered when evaluating specialists and programs:

- Compliance with the Standards for Cultural Partners
- Evaluation of programs and supplemental materials by educators and auditors
- Relationship to overall balance and scope of programming

If a program issue is brought to our attention, APL & Young Audiences will contact the cultural specialist. If APL recommends changes in the program, the specialist will be expected to make such changes. If the partner is unwilling to do so, Arts Partners for Learning reserves the right to terminate the partner agreement.

Cultural Partners are encouraged to meet with APL/Young Audiences staff for further clarification.

Forms

Program Evaluations

Program evaluations are completed throughout the year by APL partners, leadership team, and APL/YA staff and provide feedback on both the school and the program. Cultural Partners may receive copies of evaluations upon request.

Curriculum Guides

All APL programs, workshops, and residencies must make significant contributions to curriculum. APL partners must prepare a Curriculum Guide for the programs they have listed with APL by September 2014. This is an important part of the APL mission as well as a significant marketing tool for our cultural partners. The APL/Young Audiences staff can assist with curriculum guide preparation upon request. The curriculum guide template can be found on the APL website.

<http://www.aplwny.org/tool-kit/>

In Case of Emergency

If you have an emergency during APL/Young Audiences business hours, please call Rachael Jordan at the Young Audiences office immediately at (716) 881-0917. It is also your responsibility to call the school as soon as possible. An on-site contact person and phone number is listed on the program confirmation.

If you have an emergency after our regular business hours, or you think there may be a weather-related emergency, please call the emergency contact person at the phone number listed on the program confirmation. It is also your responsibility to call Rachael Jordan in the Young Audiences office and leave a message.

If you know you will be late to a program, call the school and the Young Audiences office immediately.

Payment

Payment to the cultural partner will be made by APL/Young Audiences the first week of the month following the month the program is booked.

Independent Contractor Status

All program partners are independent contractors and no employer/employee relationship exists between APL & Young Audiences and APL partners. Cultural Partners agree to allow APL/Young Audiences to act as representative for all programs scheduled by Arts Partners for Learning.

Program Fees

- Program fees are mutually agreed upon by the cultural partner and APL/Young Audiences. Partners receive a **Confirmation** for each program, which includes the fee.
- If your address, email, or telephone number changes, please notify APL/Young Audiences immediately.

Travel Fees

Partners are not reimbursed for travel within 25 miles of Buffalo. Other travel rates will be confirmed at the time of booking.

Material Fees

Consistent materials costs should be discussed when signing the partner agreement. Materials fees for workshop programs must be conveyed to APL/Young Audiences at the time of each booking. These costs must be established prior to confirmation of any program. APL/Young Audiences will purchase materials needed for programs under our Tax Exempt status. Generally materials fees are not paid directly to the cultural specialist. **Please allow two (2) weeks for materials purchases.**

Tax Information

- As independent contractors, cultural partners are responsible for paying their own taxes.
- APL/Young Audiences is required to have a W-9 form on file.
- 1099s are produced in January for the prior calendar year and mailed out no later than January 31st. Partners receiving less than \$600 during the calendar year do not receive a 1099. We are required to report only to vendors receiving more than \$600 annually.

Personal Safety and Liability

Your safety, as well as that of the students, is our paramount priority. Don't do anything that puts you or a student at risk. As an independent contractor, safety is your responsibility. To avoid any problems, please adhere to the following guidelines while with any student:

- Report to the school office at least twenty (20) minutes prior to the start of the program. If there is a sign-in log, please register. If you are offered a "visitor badge," wear it. Plan to arrive early to give yourself time to sign in and set up.
- Never be alone with a student.
- If the designated room authority (teacher, counselor, parent) leaves the room, you must as well.
- Do not remove a student from a classroom or away from other adults and discipline him/her yourself.
- Leave all disciplinary measures to the designated room authority. If you are having a problem with a student, ask the teacher/counselor/parent to assume responsibility.
- If a teacher volunteers a student to help you carry items to another classroom or to your car, request two (2) student volunteers or do it yourself.
- Never allow students to ride in your car.
- Be cautious when touching students. It is advisable to restrict touching to the hands and upper back. Some students may have adverse reaction to contact.
- Do not lift student(s).
- Do not use student restrooms – use the teacher's facilities.
- If you observe what you consider to be inappropriate behavior by an adult on site, please report the incident to APL/Young Audiences staff as soon as possible. Do not report the incident to the school/site staff unless a student is in imminent danger.
- In case of fire drill, follow the school's instructions, and then adapt your program to the remainder of the time allotted.
- Let the designated room authority handle all medical emergencies within a classroom.
- Many schools have emergency codes to alert teachers when there is potential danger on campus. Please observe all codes and follow the site staffs' directions.
- Leave your valuables at home.
- Keep your eyes open and remain alert to your environment.
- Use common sense.