



Board of Cooperative Educational Services

*The mission of the Orleans/Niagara Board of Cooperative Educational Services is to be the premier provider of innovative and effective solutions for the evolving needs of our component districts and other learning collaboratives.*

Mickey Edwards  
Coordinator of Instruction & Curriculum

## A407 Arts-In-Education Program REQUEST FOR VISITING ARTISTS/EXPERTS/FIELD TRIPS

**Please Note:** This request must be received at least 3 weeks prior to the event being scheduled. All vendor contracts will need to be executed through Orleans/Niagara BOCES. The contract may require O/N BOCES Board approval which requires 6-8 weeks lead time. The Superintendent must sign this request. Thank You!

**District:** \_\_\_\_\_ **Building:** \_\_\_\_\_

Name of Artist/Organization: \_\_\_\_\_

Name of Program Requested: \_\_\_\_\_

Address: \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**TOTAL CONTRACTED FEES:** \$ \_\_\_\_\_ (Amount due from school)

**TOTAL ADMINISTRATIVE FEES:** \$ \_\_\_\_\_ (5% per program)

**TOTAL # DAYS IN DISTRICT:** \_\_\_\_\_ (Reminder - programs in excess of 5 days will require fingerprint and criminal background clearance - please contact this office to verify clearance.)

Date	Time	# Performance	# Workshops	Location

**# Students** \_\_\_\_\_

**Grade Level(s)** \_\_\_\_\_

**# Chaperones** \_\_\_\_\_

**Primary Art Form**

(You MUST choose ONLY ONE!)

- Dance \_\_\_\_\_
- Media Arts \_\_\_\_\_
- Music \_\_\_\_\_
- Theatre Arts \_\_\_\_\_
- Visual Arts \_\_\_\_\_
- Writing \_\_\_\_\_

**Secondary Art Form**

(Optional-Choose all that apply)

- Dance \_\_\_\_\_
- Media Arts \_\_\_\_\_
- Music \_\_\_\_\_
- Theatre Arts \_\_\_\_\_
- Visual Arts \_\_\_\_\_
- Writing \_\_\_\_\_

**Interdisciplinary**

(Choose all that apply)

- CDOS \_\_\_\_\_
- ELA \_\_\_\_\_
- He/PE \_\_\_\_\_
- MST \_\_\_\_\_
- SS \_\_\_\_\_

**Program Type** (check all that apply) \_\_\_\_\_ Workshop \_\_\_\_\_ Performance \_\_\_\_\_ Residency

*(Continued on reverse)*

*District Superintendent & Orleans' Career and Technical Education Center: 4232 Shelby Basin Rodd, Medina, New York 14103*  
*Niagara Career and Technical Education Center & Niagara Academy: 3181 Saunders Settlement Road, Sanborn, New York 14132*  
*Niagara Conference and Technology Center: 4124 Saunders Settlement Road, Sanborn, New York 14132*  
1-800-836-7510

**District:** \_\_\_\_\_

**Name of Artist or Group:** (Repeat from previous side) \_\_\_\_\_

For Interdisciplinary Programs: Please provide an explanation of how using the arts will enhance the subject area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this program support school goals and/or curriculum objectives to meet the NYS Arts Standards? (Please be specific)

Standards	Objective(s)
Standard 1: Creating and Performing in the Arts	
Standard 2: Knowing and Using Arts Materials and Resources	
Standard 3: Responding to and Analyzing Works of Art:	
Standard 4: Understanding the Cultural Dimensions and Contributions of The Arts	

**Name of Educational Contact for this Program:** \_\_\_\_\_

Position: \_\_\_\_\_ email (optional): \_\_\_\_\_

School Ph#: \_\_\_\_\_ School Fax#: \_\_\_\_\_

**Signature of School Superintendent:** \_\_\_\_\_

**Please complete all information and return to:**

Mr. Mickey Edwards, Coordinator  
Instructional & Technology Services Department  
Orleans/Niagara BOCES  
4124 Saunders Settlement Road  
Sanborn, NY 14132

or send through inter-school mail Fax copies to: (716)-731-2148