

Artists In Schools Residency Checklist

Action item	Timeline	Responsible Party
PRE-APPLICATION STAGE		
Pre-Application Meeting for Mini-Grants	April 3, 2017	JAHC Education Director School Arts Team Representative
Determine residency parameters in partnership with school staff & principal (art form, school goals, Teaching Artist, duration, potential dates, funding, curriculum integration).	During April	School Arts Team including AIS Liaison and Principal
Complete Pre-Application AIS Intention Form , identify preferences for Teaching Artist/art form, timeframe, and school goals. Juneau Teaching Artist Roster	By April 21, 2017	School Principal or AIS Liaison
Connect with selected Teaching Artist for initial planning and preparation for application.	During April	AIS Liaison and Teaching Artist
APPLICATION		
Submit AIS Mini-grant Application via online system	Due May 5, 2017	Arts Team Member: AIS Liaison or Principal
PRE-RESIDENCY STAGE		
Plan residency details: Set important dates, finalize schedule, order supplies.	Month(s) prior to residency start date	AIS Liaison and Teaching Artist
Submit proposed residency schedule to JAHC Education Director	Due 2 weeks prior to residency start	School Principal
Contract signed by Teaching Artist, School Principal and JAHC Education Director	Due before residency start date	JAHC Education Director, Principal and Teaching Artist
Completed IRS W-9 from Teaching Artist	Due before residency start date	Teaching Artist
RESIDENCY STAGE		
Facilitate coordination with Teaching Artist and Teachers – Pre-residency Teacher Meeting	Before/during residency	JAHC Education Director, AIS Liaison and Teaching Artist
Publicize residency and final events in classroom/school newsletters.	Before/during residency	Principal and Classroom Teachers
Document student learning and teaching artist/teachers/students doing art.	During residency	Principal, Classroom Teachers and JAHC Education Director
THANK YOU letters to School Board and Legislators, with photos from residency, quotes from students, info about AIS	During residency	Principal and JAHC Education Director
Keep time sheet for volunteers.	During residency	Classroom Teachers
TEACHER WORKSHOP STAGE		
Teacher Workshop information (date, title, description and handouts) to JAHC Education Director	One month prior to Teacher Workshop	Teaching Artist
Advertise and coordinate Teacher Registration.	At least 3 weeks prior to workshop date	JAHC Education Director
FINAL STAGE		
EVALUATIONS: Both artists and schools required to submit online evaluation. Artist payment will be processed upon completion.	Within 2 weeks of residency completion	Teaching Artist and Art Team Member
FINAL PAPERWORK to JAHC Education Director	NO LATER than the May 15, 2018!	AIS Liaison, Principal

All links, forms, materials are available on our website: <https://jahc.org/education/artists-in-schools/>