

# Artists In Schools Residency Checklist

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

Action item	Timeline	Responsible Party
<b>PRE-APPLICATION STAGE</b>		
School Art Team Meeting: Determine residency parameters (Teaching Artist, funding source/amount, potential dates).	During April	School Arts Team including AIS Liaison and Principal
Complete <a href="#">AIS Intention Form</a> , identify preferences for Teaching Artist/art form, timeframe, and target grades/classes. <a href="#">Juneau Teaching Artist Roster</a>	Due April 17, 2018	School Principal or AIS Liaison
Pre-Application Meeting for Mini-Grants	April 17, 2018	JAHC Education Director School Arts Team Representative
Connect with confirmed Teaching Artist for initial residency planning/preparation for application. (art form, residency goals, duration, dates, curriculum integration?).	During Aug/Sept	AIS Liaison and Teaching Artist
<b>APPLICATION</b>		
Submit <a href="#">AIS Mini-grant Application</a> via online system	Spring Deadline: May 25, 2018 Fall Deadline: Sept 28, 2018	Arts Team Member: AIS Liaison or Principal
<b>PRE-RESIDENCY STAGE</b>		
Plan residency details: Confirm important dates/timeline, finalize detailed schedule, order supplies.	Due 4 weeks before residency start	AIS Liaison and Teaching Artist
Submit proposed residency schedule to JAHC Education Director	Due 3 weeks prior to residency	School Principal
Contract signed by Teaching Artist, School Principal and JAHC Education Director	Must be signed 2 weeks prior	JAHC Education Director, Principal and Teaching Artist
<b>Pre-residency Teacher Meeting:</b> Facilitate coordination with Teaching Artist and all involved Teachers	At least 1 week before residency	JAHC Education Director, AIS Liaison and Teaching Artist
<b>RESIDENCY STAGE</b>		
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
<a href="#">THANK YOU letters</a> 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 any volunteers.	During residency	Classroom Teachers
<b>FINAL STAGE</b>		
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, 2019!	AIS Liaison, Principal