



2017-18

Run for the Arts Payment Form

Questions? Contact Josephine, Program Operations Manager, at 503-225-5900 x231

INSTRUCTIONS

This form and supporting documents should be **submitted at least 2 weeks prior to a program's start date** (if applicable) and in no event later than June 20, 2018. Only use for 2017-18 school year expenses. A confirmation invoice will be sent to the school after processing.

CHECK DETAILS

Make check payable to: _____

Check Amount: \$ _____

Mail check to: _____
Street Address City State Zip

TYPE

Choose One:

Non-Roster Arts Program (A)

Any arts program that is not listed on Young Audience's website. Services must be for and include students (i.e. funds cannot be used to commission artwork from an artist).

Arts Supplies (B)

All expenses must be intended for use in an arts experience for students (e.g. clay, sheet music, watercolor sets, marimbas, a kiln, cameras, etc.).

Arts Services or Transportation (C)

Payments to artists or vendors that indirectly benefit the arts experiences of students (e.g. piano tuning, kiln repair, bus to symphony, rights to a play, etc.).

Professional Development (D)

Payment for teacher PD in the arts (only if program is intended to directly strengthen the arts experience of students).

Please complete Section A, B, C, or D on the next page →

PURPOSE

Describe how the program, arts service or purchase will enhance the arts experiences of students:

PAYMENT AND AUTHORIZATION:

The signature below authorizes Young Audiences to make a deduction from the school's Run for the Arts account to pay for this programming or expense that is equal to the amount described above **plus a 10% processing fee (Section A) or 5% processing fee (Section B & C)**. Artists will be paid according to the schedule detailed in the Statement of Fiscal Procedures.

Principal's Signature: _____ Date: _____

School Name: _____ District: _____

Person to contact with questions: _____ Email: _____

Email school confirmation invoice to: _____

PLEASE RETURN THIS FORM AND ADDITIONAL DOCUMENTS TO YOUNG AUDIENCES

SECTION A

Non-Roster Arts Program

If the check will go to the artist, also ask them for:

- an **invoice** that details their services and total fee
- an **IRS W-9**, if we don't have one on file (call to confirm if unsure)
- a signed **Statement of Fiscal Procedures** (only needs to be submitted by an individual artist once per school year)

School already paid artist

- Submit a copy of your **check** and their **invoice** with this form

Artist Name: _____ Artistic Discipline: _____

Start Date: _____ End Date: _____ Grade Level(s): _____ Total Number of Students: _____

Type of Program: Assembly/Performance: Number of Performances by Artist: _____
 Residency/Workshop: # Classes/Groups ___ x Sessions per Group ___ = Total # of sessions: _____

SECTION B

Arts Supplies

Itemized receipts/invoices (not order forms) are required for each item listed (copies are acceptable). If the invoices/receipts have clear descriptions, you don't need to re-write them in full below. Just write one vendor and the total per line.

| Description/Vendor | Quantity | Cost per Item | Item Total Cost |
|---|----------|---------------|-----------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |
| 5) | | | |
| 6) | | | |
| (Use a 2 nd sheet if needed) | | Total: | \$ |

SECTION C

Arts Services or Transportation

Please include their invoice with this form. Payments to individuals for services also require a W-9.

Description of Expense: _____

SECTION D

Professional Development

Please include their invoice and a W-9 with this form.

Start Date: _____ End Date: _____ Number of Teachers Participating: _____

Brief Description: _____

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