

Museum Partnership Requirements

ESE or Art Supervisor's Role:

Before the Residency

- Select one class from your district for a visual art residency. Please note: this will be considered one of your district's two free residencies.
- Coordinate and fund the transportation of the class to the museum twice: once at the beginning of the residency and again for the exhibition reception.
- Forms you will need are:
 - o [Residency Request Form](#) (note: requests for grant-funded residencies are ONLY accepted from the district ESE or Art Directors)

Classroom Teacher's Role:

Before the Residency

- Schedule a pre-planning session with the teaching artist to coordinate the goals of the residency and session dates as well as share appropriate information about the students.
 - Teaching artist's are required to include Florida Standards in each lesson. If there are specific standards you would like addressed, please discuss them at this meeting.
 - VSAFL highly encourages parent engagement in residencies. Please discuss possible parent involvement during this meeting.
 - Determine three potential dates for the two field trips and submit to VSA Florida. VSA Florida will determine the final dates with the museum and send you and the teaching artist the confirmed dates and times. Do not book transportation until you receive the final dates.

- Sign the Letter of Agreement for School Residency Site and email to William Coleman at wpcoleman@usf.edu or fax to 813-905-9878. The Letter of Agreement will be emailed to you and your teaching artist from VSAFL.

During the Residency

- Copy residency flyers, and media releases for your students to take home.
 - [Media Release](#)

- Inform administrator(s), parents/guardians about the residency program (using residency flyer).

- Ensure the same students are on time and prepared for each session.
 - **Note:** This residency is intended to offer students of all abilities the opportunity for exposure to the arts and self-expression. Please do not use this residency as a behavior incentive whereby a student is suspended from participating based on poor behavior during the school week.

- Remain in the room with the teaching artist at all times.

- Coordinate transportation to the exhibition site for the initial and final visit to the museum, if applicable, including all related forms.

- Provide at least 24 hours' notice to the teaching artist if you need to cancel a session for any reason or the scheduled date will count as a session.

- Notify VSA Florida if dissatisfied with the teaching artist at any time during the residency.**

- Collect media releases and return to the teaching artist.

- Complete student evaluations.
 - [Student Evaluation](#)

(continued on next page)

After the Residency

- At the end of your residency, complete and submit to VSA Florida your evaluation. Student evaluation results should be included on this form.
 - [Residency site evaluation](#)

Teaching Artist's Role:

Before the Residency

- Schedule a pre-planning session with the classroom teacher to coordinate the goals of the residency and session dates as well as share appropriate information about the students.
 - VSAFL highly encourages parent engagement in residencies. Please discuss possible parent involvement during this meeting.

- Fill in proposed residency schedule on the Teaching Artist Letter of Agreement

- Sign the Teaching Artist Letter of Agreement and W-9 and email to William Coleman wpcoleman@usf.edu or fax to 813-905-9878. Please include the anticipated residency schedule in your Letter of Agreement. The Letter of Agreement will be emailed to you from VSAFL. **YOUR LETTER OF AGREEMENT MUST BE RECEIVED BY VSA FLORIDA AND COUNTERSIGNED BEFORE YOU CAN START YOUR RESIDENCY.**
 - [W-9](#)

- Plan your residency using the curriculum map and Florida Standards. Remember each session MUST address at least one Florida Standard. Addressing more than one standard is highly encouraged. Florida Standards can be found at <http://www.cpalms.org/Public/search/Standard>
 - [Curriculum Map and Instructions](#)

During the Residency

- Attend the museum visit with the students during the beginning of the residency (this will count as a one-hour session), and use the exhibitions on display as inspiration for art activities for the remaining sessions.

- Teach eight hours, typically scheduled as weekly one-hour sessions. Contact VSA Florida immediately to approve any atypical scheduling arrangements.

- Complete all sessions prior to beginning of exhibition.

- Exhibition
 - Select and mat the artwork from each student for exhibition.
 - Request mats and labels from VSA Florida at least 20 days prior to the install of the exhibition.
 - Drop off the artwork at museum, pick up the artwork after the exhibition ends and return it to the school site.
 - Teaching artists may be responsible for installing and de-installing the exhibition depending on the museum. Please read your Letter of Agreement to see the specific duties assigned to your program.
 - Attend the exhibition reception.

(continued on next page)

- Take a picture of the students in action. If parents will not sign the media release, take pictures of the finished artwork without the students included. Note- 5 photographs are required for payment.
 - o [Taking Great Shots](#)

After the Residency

- Complete the teaching artist online evaluation within 2 weeks of final session. You will need your completed curriculum map to complete the online evaluation.
 - o [Teaching Artist Evaluation](#)
- In order to receive payment, you MUST complete the online evaluation and submit the following to VSAFL within 2 weeks of final session.** These may be attached to the online evaluation, emailed to wpcoleman@usf.edu , faxed to 813-905-9878 or mailed.
 - o [Curriculum Map](#)
 - o [Invoice](#) or [Invoice for Rural Counties](#)
 - o Receipts for materials (up to \$25)
 - o MapQuest map showing total miles (if requesting mileage reimbursement. Please see your Letter of Agreement for specific mileage reimbursement requirements)
 - o 5 photos in .jpg format with files saved as the students' names (or initials) of those pictured in each photo. Note: Only submit photos if you or the classroom teacher send VSA Florida a signed Media Release for each student pictured.

VSA Florida's Role:

Before the Residency

- Hire the teaching and collaborative artist.
- Send documents to the teaching artist and site.
- Communicate with ESE/Site Administrators.
- Help inform administrator(s), parents/guardians and peers about the residency program.
- VSA Florida's Regional Program Coordinator (RPC) will coordinate the exhibition and reception with the teaching artists, schools, and exhibition site .

During the Residency

- Serve as a resource for teaching artists and classroom teachers.
- Provide ongoing teaching artist professional development.
- Announce the exhibition through press releases, e-invites, and social media.
- Provide mats and labels to the teaching artist for the exhibition of student artwork.
- Organize the reception.

After the Residency

- Collect and record outcomes from the program.
- Process all forms and payment to the teaching artist.

Exhibition Site's Role:

Before the Residency

- Commit to provide space for an exhibition, reception and student visit to museum at the start of the residency.

During the Residency

- Coordinate field trip and exhibition details with VSA Florida's RPC and the school sites.
- Install show.
- Host exhibition and reception.

After the Residency

- De-install show.