

Application Instructions and Information

Fill out the application completely including all contact information. Incomplete application forms without deposit will be returned. All applications are reviewed and processed in the order which they are received. Diablo Regional Arts Association/ Arts Access will not be responsible for applications that are illegible, or lost in the mail.

Mail to: DRAA Arts Access School-Time Program
 1601 Civic Drive
 Walnut Creek, CA 94596

Fax to: 925-952-7367
Info/Questions: www.draa.org/artsaccess
Laura Hunter, Arts Access Coordinator, lhunter@draa.org

Payment Instructions:

A minimum deposit of 50% is required along with the application. All balances must be paid in full and received no later than one month (4 weeks) prior to the date of the event. Payment amount will be determined by the Funding Plan listed below. Applications will be processed in the order that they are received. If we cannot accommodate your school with funding or availability, we will send your check back to you via US Post.

- Payment options include check, money order or credit card (Visa, MC, AmEx). Please make checks payable to DRAA.
- The person registering serves as the contact person and is responsible for timely return of all forms and payments.

Please note: If your school cannot currently meet the deposit timeline, a school or district purchase order may be submitted allowing extra time to collect the funds needed. An invoice will be sent to the contact person. Please send payment with a copy of the invoice. All balances must still be paid in full and received no later than one month (4 weeks) prior to the date of the event.

STEP ONE: CONTACT INFORMATION

School _____ Grade Level _____

Teacher/Contact Name _____

Billing Address _____

City, State, Zip _____

Phone: _____ Fax _____

Cell: _____ Email _____

STEP TWO: DETERMINE FUNDING ELIGIBILITY

Please select your funding level determined by your school's free or reduced lunch percentage as stated by the California Department of Education (<http://dq.cde.ca.gov/dataquest/> and see chart below). Please total the number of students and adult chaperones (free of charge) that will be attending as well as the total cost. Note: If you have any special seating needs, please be sure to indicate this in STEP FIVE. Handicap accessible seating is limited, and must be reserved by special request.

Free or Reduced Lunch %	Level of Funding	Transportation Funding*
0 – 9.9 %	Level I	No funding available
10 – 29.9 %	Level II	40% of bus invoice
30 – 59.9 %	Level III	60% of bus invoice
60 – 100 %	Level IV	100% of bus invoice
*Transportation funding is based on the percentage of students who qualify for the free or reduced lunch program based on information provided by the California Department of Education.		

STEP THREE: SELECT YOUR TICKETS, FUNDING LEVEL & DETERMINE COSTS

Lesher Center for the Arts Performances (CHOOSE SHOW THEN QUANTITY/FUNDING)

SELECT	Show	Grade	Day/Date	Max Length	Time
	<i>The Legend of Banbury Cross</i> Fantasy Forum	K-3	Fri., Oct 17, 08	55 min	11:00 am
	<i>Coppélia the Magic Doll</i> Diablo Ballet	K-3	Fri., Nov. 21, 08	55 min	11:00 am
	<i>A Christmas Carol</i> Center REP	3-5	Fri., Dec. 12, 08	120 min (15 min intermission)	11:00 am
	<i>Selections from Carmen</i> Smuin Ballet	3-5	Fri., Feb 6, 09	70 min	11:30am
	<i>Percussion Discussion</i> Ken Bergmann	1-5	Fri., March 13, 09	1 hour	11:00 am

Show	Full-Price Ticket Cost	Level I Funding	Level II Funding	Level III Funding	Level IV FULLY Funded	Teachers/ Adults (one free per 7 students)	Adults (additional at funded price)
<i>Legend of Banbury Cross</i>	\$8	\$6	\$4.50	\$3	\$0		
<i>Coppélia the Magic Doll</i>	\$12	\$10	\$8	\$5	\$0		
<i>A Christmas Carol</i>	\$14	\$12	\$9	\$6	\$0		
<i>Selections from Carmen</i>	\$10	\$8	\$6	\$4	\$0		
<i>Percussion Discussion</i>	\$8	\$6	\$4.50	\$3	\$0		
QUANTITY OF TICKETS REQUESTED							
TOTAL COST		\$	\$	\$	\$	FREE	\$

Bedford Gallery Tours (CHOOSE EXHIBIT THEN QUANTITY/FUNDING)

Note: Bedford Gallery Tours can only serve 30 total attendees per tour time. Funding level is per group.

Show	Grade	SELECT	Day/Date	SELECT	Time
Untold Stories: Early American Quilts	2-5		Oct 8, 08		9:30 am
			Oct 22, 08		11:00 am
Illuminated Sculpture	2-5		Jan 14, 09		9:30 am
			Jan 28, 09		11:00 am
Encaustic: Working in Wax	2-5		May 20, 09		9:30 am
			May 27, 09		11:00 am

Exhibit	Full Price	Level I Funding	Level II Funding	Level III Funding	Level IV FULLY Funded
Untold Stories:	\$85	\$85	\$50	\$35	\$0
Illuminated Sculpture	\$85	\$85	\$50	\$35	\$0
Encaustic: Working in Wax	\$85	\$85	\$50	\$35	\$0
TOTAL ATTENDEES					
TOTAL COST		\$			

STEP FOUR: TRANSPORTATION

DRAA's Arts Access School-Time Program is pleased to offer transportation funding for participating schools. Please consult the table on page 2 to determine the level of funding that your school is qualified to receive based on the free or reduced lunch percentage of your school. Transportation should be arranged through your school district. Once approved, you must send Diablo Regional Arts Association a copy of a paid invoice with detail from your school or district in order to receive reimbursement. Your reimbursement will be based on your school's funding level. Note: If you have any special seating needs, please be sure to indicate this in STEP FIVE. Handicap accessible seating is limited, and must be reserved by special request.

Please note your transportation needs below

Performance and/or exhibit name	Date	Time	Funding Level	Total # of Attendees (including chaperones)

STEP FIVE: PAYMENT

50% DEPOSIT is due with application. FULL PAYMENT due no later than four weeks prior to event date.

TOTAL DUE: (using worksheets provided above)	
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Payment Method:

- Check (payable to Diablo Regional Arts Association)
- Credit Card:
- VISA
 MasterCard
 American Express

Cardholder's Name: _____

Billing Address: _____

Card Number: _____ Expiration: _____

Cardholder's Signature: _____

STEP SIX: SPECIAL SEATING NEEDS

Please indicate any special seating needs of your students:

Type	Quantity
Wheelchair access	
Visually impaired access	
Hearing impaired access	

Other notes: