

Arts Access School-Time Program 2018-2019

PROGRAM POLICY and APPLICATION

The DRAA's Arts Access School-Time Program's schedule of performances are reserved for qualifying schools and offers free tickets, transportation reimbursement, and a study guide. Funding is limited, and completed applications are processed in the order they are received. These funds are made available to your school through the generosity of our donors, grantors, community, and corporate sponsors.

Qualification: Schools that have **at least 60% of the students qualifying for free and reduced lunch** are eligible for this program. This allows our program to direct funding to the most underserved schools and students. To determine your school's free and reduced lunch percentage, please request this information from your school administrator or go online to <http://www.cde.ca.gov/ds/sd/sd/filesesp.asp> to research this information.

- Schools and groups must consist of 10 or more persons.
- We suggest one adult/parent chaperone ticket for every 7 students. We know it can be a challenge to get parent chaperones so this only a suggestion.
- No more than one performance funded per classroom each school year.

Application

Fill out the application COMPLETELY including all contact information. Incomplete application forms will not be processed until all information is complete. Funding for tickets and transportation is limited, and all applications will be reviewed and processed in the order in which they are received. The Diablo Regional Arts Association's Arts Access program will not be responsible for applications that are illegible or lost in route.

Transportation

Transportation reimbursements will be processed once we receive a copy of a paid invoice from a private transportation company or an invoice from the district. Pre-payment for private transportation is available and must be arranged in advance. All invoices must be received no later than JUNE 30, 2019. For more complete instructions, please refer to the "Transportation Information" on page 4 of this packet.

Confirmation

A confirmation email will be sent to the contact person listed on the application within ten days of receiving a completed application. Please distribute the confirmation to all teachers participating in this field trip.

Cancellation Policy – IMPORTANT!

This program has limited funding and strives to fill all performances to capacity. If your group or school must cancel your reservation or significantly reduce the group size, a request must be made in writing at least four weeks prior to the date of the event. Empty seats may mean that another school was turned away. Your schools' standing may be compromised for future performances if sufficient notification is not received.

Tickets and Seating

- Tickets will be held by DRAA and issued to the school contact person on the day of the performance.
- Upon arrival at the performance, the contact person must check in with the Arts Access staff that will meet each attending school outside the theatre to present tickets and answer any questions.
- Each attendee must have a ticket in-hand upon entering the theatre. Please be sure an adult is at the beginning of your group and then dispersed amongst the students. Seats cannot be saved for late arriving chaperones. Ushers will scan tickets at the door and direct the group to their seats.
- Tickets are General Seating (open seating/no reserved seats). PLEASE do not move your group into other seats once inside the theatre. This will delay the start of the program and is disruptive to getting everyone else seated.

Accessibility

All venues at the LCA are wheelchair accessible. There are a limited number of wheelchair-accessible seats available. Assisted Listening Devices for the hearing impaired are also available on a limited basis. Please be sure and complete the section for special needs on the application.

Photography Disclaimer

Photographs may be taken at this event for use on the DRAA website and in the press, DRAA marketing materials, and all other DRAA publications. By attending this event, you consent to the DRAA photographing and using your image and likeness. Parents of students who are minors, who do not wish to comply with this policy, must notify the DRAA office in writing prior to the date of the event.

Arts Access School-Time Program Application 2018-2019

APPLICATION DEADLINE – OCTOBER 1, 2018

Instructions and Information

Fill out the application completely including all contact information. Incomplete application forms will result in a delay of processing. All complete applications are reviewed and processed in the order in which they are received. Diablo Regional Arts Association's Arts Access will not be responsible for applications that are illegible or incomplete.

Email, fax or mail to:
 Diablo Regional Arts Association
 1601 Civic Drive, Walnut Creek, CA 94596
 artsaccess@draa.org
Fax: 925-891-9161

Info/Questions:
 Jody Cook, Program Director
Direct: 650-563-4118
DRAA Main: 925-295-1470

STEP ONE (of seven): CONFIRM SCHOOL ELIGIBILITY

★ The Arts Access School Time Program provides funding only to schools with at least 60% of the students qualifying for free and reduced lunch. This allows our program to direct funding to the most underserved schools and students. To determine your school's free and reduced lunch percentage, please request this information from your school administrator or go online to <http://www.cde.ca.gov/ds/sd/sd/filessp.asp> to research this information.

My schools free and reduced lunch percentage is:

STEP TWO (of seven): CONTACT INFORMATION

School Name _____ **District** _____

School Address _____ **Type of School** Public Charter

City, State, Zip _____ **School Phone** _____

Contact Person _____ **Position** _____

Cell Phone _____ **Email** _____

Grade Levels Attending _____ **No. of Classes** _____ **Estimated No. of Buses** _____

Emails of all teachers attending _____

STEP THREE (of seven): SELECT YOUR PERFORMANCE

Please select (3) shows numbered in order of preference so we can schedule you for another performance if your first choice is full.

Performance descriptions were emailed with the season announcement and can also be found on our website at

<http://www.draa.org/education-outreach/school-show-schedule/>

Select	Show	Theatre Capacity	Grades	Day/Date	Time	Approx Length
	<i>Rosie Revere, Engineer And Friends</i>	800	1 st through 3 rd grades	Tuesday, October 23, 2018	9:30am	1 hour
	<i>Rosie Revere, Engineer And Friends</i>	800	1 st through 3 rd grades	Tuesday, October 23, 2018	Noon	1 hour
	<i>A Christmas Carol</i>	800	3 rd through 5 th grades	Friday, December 7, 2018	11am	2 hours
	<i>A Christmas Carol</i>	800	3 rd through 5 th grades	Tuesday, December 11, 2018	Noon	2 hours
	<i>Peter Pan</i>	800	3 rd through 5 th grades	Tuesday, January 29, 2019	9:30am	1 hour
	<i>Dragons Love Tacos and other stories</i>	800	1 st through 3 rd grades	Thursday, February 28, 2019	9:30am	50 min
	<i>Percussion Discussion</i>	300	3 rd through 5 th grades	Tuesday, March 12, 2019	11:15am	1 hour
	<i>Percussion Discussion</i>	300	1 st through 3 rd grades	Thursday, March 14, 2019	11:15am	1 hour

PERFORMANCE SELECTIONS CONTINUED ON NEXT PAGE



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	<i>Percussion Discussion</i>	300	1 st through 3 rd grades	Friday, March 15, 2019	11:15am	1 hour
	<i>Bill Blagg, The Science of Magic</i>	800	3 rd through 5 th grades	Tuesday, April 16, 2019	9:30am	1 hour
	<i>Bill Blagg, The Science of Magic</i>	800	3 rd through 5 th grades	Tuesday, April 16, 2019	Noon	1 hour
	<i>Alice in Wonderland</i>	300	K through 2 nd grades	Thursday, May 2, 2019	9:30am	1 hour
	<i>Alice in Wonderland</i>	300	K through 2 nd grades	Friday, May 3, 2019	11:45am	1 hour
	<i>Cinderella</i>	400	1 st through 3 rd grades	Friday, May 10, 2019	11am	50 min

STEP FOUR (of seven): DETERMINE YOUR TOTAL ATTENDEES

Total number of Students _____ + Total Teachers _____ + Total Adult Chaperones* _____ = Total attending

Cancellation Policy Principal's signature required below.

This program has limited funding available and we make every effort to fill all performances to capacity. If your group or school must cancel your reservation or reduce the group size, **a request must be made in writing at least four weeks prior to the date of the event.** We will attempt to fill those seats but it may mean that another school was turned away and could compromise your standing for future performances.

<p>I understand the cancellation policy stated above and that if a request for a significantly reduced group size or full cancellation is not received by the DRAA at least FOUR WEEKS PRIOR to the date of the event, your schools standing could be compromised for future performances.</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Principal's Signature (Required)
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STEP FIVE (of seven): TRANSPORTATION

BOOK YOUR BUS(ES)! District buses are the least expensive and get booked quickly. If you need to book private transportation, choose a district approved provider and it is your responsibility to send the invoice to DRAA for pre-payment. Private companies get booked quickly as well! Use code DRAA if booking with Michael's.

STEP SIX (of seven): SPECIAL NEEDS

Wheelchair access and Assisted hearing devices are limited and available on a first come, first-served basis. All special seating needs must be requested in advance or it may not be available on the day of the performance.

Special Request Notes:

SPECIAL SEATING REQUEST	Quantity	SPECIAL SEATING REQUEST	Quantity
Wheelchair access		Interpreter seating needed	
Assisted Hearing Device		Vision Impaired (front row seating)	

STEP SEVEN (of seven): INFORMATION REQUIRED for GRANT PURPOSES

Approximations:
 Attendees by Gender: # Male _____ #Female _____
 (Should equal number of student attending)

Number of ESL students attending performance: _____

MAIL, FAX OR EMAIL FORM

Email form to: artsaccess@draa.org **Fax form to:** 925-891-9161 **Mail form to:** DRAA 1601 Civic Drive, Walnut Creek, CA 94596

TRANSPORTATION INFORMATION

PLEASE BOOK YOUR TRANSPORTATION EARLY!!
Buses are in high demand and low in inventory.

Transportation funding is one of our biggest program expenditures, especially when private transportation companies need to be used by districts that either do not have their own bus fleet or have no buses available for your performance date. We are a non-profit organization, and our Arts Access program's main focus is to provide funding to as many students as possible who wouldn't otherwise have the opportunity to experience a high-quality live theatre performance.

When arranging your transportation, please keep in mind that we can only reimburse your school or district for the costs related to the Arts Access field trip:

1. All arrangements for transportation will be coordinated by the school or teacher – Transportation arrangements cannot be made by DRAA. Please use district buses when possible. If private transportation is necessary, the school is responsible for the selection of a bus company based upon school district requirements. The DRAA and its representatives are not liable for any of these decisions or outcomes.
2. Commute time to and from your school – arrival time should be 20-30 minutes prior to performance start time – please carefully check the confirmation you receive to verify start time.
3. Transportation funding is only for total confirmed number of attendees.
4. Extra expenses for side trips either before or after the performance cannot be reimbursed.
5. Excess bus size or non-essential extra buses for your group cannot be reimbursed – be sure and reserve as soon as you receive performance confirmation for best selection and utilize only the size and quantity of buses needed for your group.

PRIVATE TRANSPORTATION INSTRUCTIONS:

If district buses are not available, please follow these guidelines to arrange private transportation:

- All private transportation arrangements must be approved and completed at least 30 days in advance of the performance date. Send your transportation contract/quote to us for approval as soon as possible. We will respond with an email confirmation or call you if we have questions.
- Cancellation fees imposed by the transportation company will NOT be paid by the DRAA, so be sure to read and understand the trip cancellation policy.
- Contact Jody Cook with any pre-payment arrangement needs: artsaccess@draa.org or 650-563-4118.
- Reimbursements will be issued when all requirements have been met according to the guidelines listed below. Online program evaluation after performance will still be required even if payment is made in advance.

HOW DO I BOOK A BUS?

1. Using district guidelines, contact private bus company to request a quote or reserve a bus.
2. Destination info: Leshner Center for the Arts, 1601 Civic Drive, Walnut Creek CA 94596
3. Contact Name and Phone: This is the teacher/administrator arranging transportation details. This info must be included somewhere on the reservation/quote.
4. Email or fax (FAX 925-891-9161) your bus quote or reservation to DRAA for approval: artsaccess@draa.org or call 650-563-4118

REIMBURSEMENT INSTRUCTIONS

Reimbursements will be administered in the form of a check after the event. Transportation Reimbursements checks can only be made payable to schools or PTAs, not individuals.



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GUIDELINES FOR REIMBURSEMENTS:

Following the performance, complete the following two steps:

- Each teacher who attended the performance must complete our online evaluation form. This link will be emailed to all participating teachers within one week after your performance date.
- Fax, mail or email a copy of bus payment receipt/invoice from your district or private bus company with trip and attendee detail. Be sure to include "Pay To" information and address where it is to be mailed. If you are in a district that bills us directly, you can skip this step.

It is your responsibility to contact the Diablo Regional Arts Association staff if you have questions about reimbursement or pre-payment arrangements. There will be no retroactive or cumulative payments made.

Reimbursements must be requested no later than June 30, 2019.

For questions regarding application, transportation, or reimbursement call or email:

Jody Cook, Program Director
Email: artsaccess@draa.org
Direct: 650-563-4118

Diablo Regional Arts Association

1601 Civic Drive, Walnut Creek CA 94596 Main Phone: 925-295-1470 AASTP Fax: 925-891-9161 www.draa.org