
Artist in Schools - Checklist for KPBSD schools

*Bunnell Street Arts Center's Artist in Schools (AIS) program places **Teaching Artists** in Kenai Peninsula Borough School District (KPBSD) K–12 classrooms for 1-3 week residencies following the model set by the Alaska State Council on the Arts (ASCA).*

Bunnell's AIS program operates between September 1 and May 1 on a first come, first serve basis as long as funds are available. Schools contribute 50% of the AIS unit cost which is then matched by Bunnell through multiple grants and local fundraising.

For more information, contact the AIS Coordinator at Bunnell, [Asia Freeman](#) at 235-2662.

Preliminary program development

- Identify your organizing committee of school principal, teacher(s), and parent(s). Include PTA or student representatives where applicable. Identify the ***In-School Coordinator*** who will be the point person with the Bunnell AIS Coordinator.
- Investigate AIS units from Bunnell's roster of local ASCA-certified Teaching Artists. Your school may select non-local artists from ASCA's State Teaching Artist Roster (***STAR***) if your school can provide the additional lodging, meals and travel costs.
- Submit AIS application at www.bunnellarts.org with tentative artist selection, dates, residency goals, planned activities (including teacher workshop and final sharing), curriculum integration, equipment / facilities, and outreach.

One month prior

- Sign Memorandum of Agreement (***MOA***) among Teaching Artist, Bunnell Street Arts Center and KPBSD school confirming dates, fees, content and AIS requirements.
- Create AIS school publicity (i.e. posters, school newsletters), including sharing activity and funder acknowledgement. Submit AIS publicity to Bunnell. Publicity should state:

Artist in Schools is sponsored by Bunnell Street Arts Center with support from Alaska State Council on the Arts, Rasmuson Foundation, Kenai Peninsula Borough School District, Kenai Fine Arts Center, Alaska USA & Bunnell members.

- Create a purchase order with KPBSD via accountspayable@kpbsd.k12.ak.us
- Order school-provided materials
- Reserve a dedicated classroom space for the duration of the AIS residency

One week prior

- Solidify teaching schedule with the teaching artist. Include teachers' workshop and final sharing activity (open house, demonstration or exhibit open to school community). The teacher workshop should whenever possible precede classroom instruction.
- Gather all art materials.
- If artist is coming from out of town, confirm meal and lodging arrangements.
- Post AIS publicity (posters, newsletter) and invite school community to sharing activity.
- Designate KPBSD staff person that will support the Teaching Artist.
- Secure parent volunteers. Contact the AIS Coordinator if additional volunteers are needed. Teaching Artists in training seek classroom experience with Teaching Artists.
- Locate a camera and person to document the AIS residency.

During the AIS residency

- Take photos! You will need to submit 4 photos in the AIS report. Group photos (four or more students) do not require parental release. Procure parents' signature release for each child in photos that display three or fewer recognizable children.
- Classroom teacher and one additional volunteer must always be present during the AIS unit.
- Check in with the Teaching Artist daily to make sure the unit is going smoothly. Immediately report any challenges to Bunnell's AIS Coordinator.

Reporting on the AIS residency

- Send a Letter to the Editor of your local newspaper that states value of AIS residency and acknowledges funders
- Send a letter to your school's Alaska legislators on school letterhead thanking them for their support of the AIS program.
- Submit AIS Final Report to asia@bunnellarts.org and the following attachments:
 - Copy of Letter to the Editor of your local newspaper
 - Copy of letter to your school's Alaska legislators on school letterhead
 - Copy of AIS publicity with AIS unit name, dates and funder acknowledgment
 - Copy of teaching schedule
 - Four photographs of teaching artist and students (with parent release signatures if three or fewer identifiable students are pictured in any one image)

End of School Year

Attend the Artist in Schools wrap up meeting at Bunnell to share your insights.