

EE Contract Guidelines

[EE Contract Guidelines Information Document \[PDF: Adobe Acrobat Reader format\]](#)

The downloadable “School District Request For Exploratory Enrichment” contract is available on the BOCES website, www.dcboces.org/artsineducation, in both Word and pdf formats. Once on the Arts in Education home page, click on **FORMS** or click on the word contract in #1 below.

Please note: Although you can download a blank contract or fill it in online and then download it, the system will neither save your data nor can the contract be submitted electronically.

1. Schools should complete all areas of the contract and assure it is signed by the District coordinator/administrator before faxing/ mailing to the BOCES Coordinator, as listed below. [Contracts](#) need to be received by Maria DeWald, BOCES AIE Coordinator, *at least one month prior (8 weeks prior for prepayments for registrations, tickets, etc.) to the activity date. It is possible that contracts received after the program occurs may not be accepted.* They can be as much as a year in advance but **no later than May 1**.

2. Coordinators need to carefully check [contracts](#) / [W9](#) to assure everything is filled out and signed accurately. An email or faxed contract can be submitted initially but, eventually, an original contract will be needed for payment The contract form **MUST BE ACCOMPANIED BY A VENDOR INVOICE** (no originals are needed for this form; an emailed or faxed copy is acceptable). Please assure the invoice lists **BOCES AS AGENT OF PAYMENT**.

3. **PLEASE NOTE:** individual ticket prices are NOT aid able under the EE Co-ser but site-based fees are. Therefore, when filling out this section of the contract, please assure you list the total fee only even. For example, if it is ticket based to utilize a site and the charge is \$5/student and there are 100 students attending, please just list \$500 as the site based fee without further detail.

4. **In filling out the contract, the name of the vendor/organization should exactly duplicate the vendor’s IRS tax filing**, e.g. if the vendor files under their name and Social Security # (individual), fill the contract out this way; if the vendor files under an organization name such as “Dutchess Parks” or uses a TIN# (group), fill the contract out this way. The [W9](#) should match exactly. It is not necessary to send a new W9 unless the vendor is new or has not been used in more than three years. It can be faxed or emailed and does not need to be an original copy.

5. The Exploratory Enrichment Co-ser is utilized for all activities supporting the district curriculum **excluding arts-in-education based activities** which are covered under the Arts In Education Co-ser. Please see the chart above for more detailed information of the difference between the two co-sers. **Please note however that these curriculum areas can be taught through the arts (dance, language arts, media arts, music, visual arts) and may therefore be submitted under the AIE Co-Ser IF the arts basis is substantial.** For example, Puppet People’s Bully Busters show is AIE as it is primarily an arts based activity in the form of a theatre puppet production, even though **character education programs are normally**

considered Exploratory Enrichment activities. All are encouraged to choose an arts based program if at all possible.

6. As with AIE, BOCES becomes the agent of payment for all contracts. Therefore, BOCES must pay the vendor, not the school. However, districts must assure that the cost of the program, plus any administration fees, are made available to BOCES if the district is not maintaining an EE debit account for such purposes. The administrator's signature on the contract guarantees this.

7. Since programs submitted under the EE Co-ser must be shared by at least TWO Dutchess County districts within the same school year to receive state aid, an EE calendar is available to check the status of booked programs for the year. Every attempt will be made by BOCES to help assure a match before processing the contract. The school district in question is also encouraged to try and investigate possible matches before submitting the contract.

8. If there is a contract modification before the date of the performance, fill out the [Contract Modification form](#), in the places where it differs such as a new fee or dates, staple to a copy of the old contract and resubmit.

9. District Coordinators are to assure that vendors have a copy of the [Vendor Claim Form](#) to facilitate payment after the activity is completed. This form should be submitted within 24 hrs of the event. **NO PAYMENT CAN BE ISSUED WITHOUT THIS FORM.** The form is available electronically at the BOCES EE site or by clicking above.

10. Payment to the vendor normally should take no more than 6 weeks. However, budget modifications, W-9 forms either missing or not consistent with the contract and artist's IRS filing, business office payment schedule, no vendor Claim Form, emergency situations, etc. could hold this up. In regard to budget modifications, it is much more effective if the school district maintains an EE debit account, separate from the AIE account, with BOCES so that billing for each individual contract, which requires extra time, does not hold up the vendor payment process.