

# I. Exploratory Enrichment Guidelines

## Contract Guidelines

The downloadable “School District Request For Exploratory Enrichment” contract is available on the BOCES website, [www.dcboces.org/artsineducation](http://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 April 15.***

2. Coordinators need to carefully check **contracts/W9** to assure everything is filled out and signed accurately. This contract does not need to be in original form but **MUST BE ACCOMPANIED BY A VENDOR INVOICE** which can also be a copy.

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 if it is ticket based. For example, if to utilize a site, the charge is \$5/student and there are 100 students attending, please list \$500 as the site based fee.

**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 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 that, unless arts based in a significant way (theatre, puppets, music, media, and so forth)**, e.g. Puppet People’s Bully Busters show is AIE as it is primarily an arts based activity

in the form of a theatre puppet production, **character education programs are 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 a 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.*

### **Standards for Approval**

The following is a list of Dutchess BOCES Guidelines for program approval developed to assure the integrity of the aforementioned NYSED Program: Compliance with the following standards is required for BOCES aid approval:

- \* Alignment with the New York State Standards in academic or occupational subject matter areas, excluding arts-in-education which is covered under Co-ser 5842, providing activities which exceed or are different from content offerings found in standard courses. For example, organizations like the Cornell Cooperative Extension Dutchess County, or other science, environmental, historical, career development and character education specialists will provide

students and teachers access to instructional resources and programs that are not available in a traditional classroom environment

- \* Activities occur at any time during the school year or during the months of July-August for activities such as Summer Scholars. They may include workshops, individual residential programs, residencies, etc.
- \* Activities may not generate school or college credit
- Activities may not be scheduled on weekends
- Activities may not involve extracurricular activities such as Olympics of the Mind although an activity that occurs during the school day and extends into after school hours MAY be aid able.
- No transportation/food/professional staff development costs are eligible for aid
- Admission tickets are not eligible for aid but the cost of specialized facilities are eligible (see site-based fee explanation above). Facilities may include BOCES facilities, shared district classrooms, or other out-of-district facilities such as, but not limited to, universities and colleges, museums, libraries, environmental centers, historic sites, estates, zoos, and gardens. In addition, this Co-ser shall include a summer enrichment program, High School of Excellence for Summer Scholars, which provides for a two-week in-residence enrichment study at the county's colleges.
- Approval for any EE activity is given on an individual contract basis according to curriculum appropriateness.
- Vendors and cultural organizations listed on the Exploratory Enrichment Website are recommended as a guide and are not meant to be restrictive or inclusive in any way.
- All vendors employed through the EE Co-Ser who are presenting an EE program for the first time in a district, will need to be fingerprinted prior to presenting the program if the vendor will be spending unsupervised time or have direct contact with children under the age of 21 or will be conducting a residency of five days or more. **This is the responsibility of the district and artist.**

**For more information: Contact Maria DeWald, AIE and Exploratory Enrichment Coordinator at [www.maria.dewald@dcbooces.org](mailto:www.maria.dewald@dcbooces.org); 845-486-4840, X 4581; FAX: 845-486-4832**