

**Letter of Agreement**

This is an agreement between \_\_\_\_\_ **Elementary** in the \_\_\_\_\_ School District and ICA/GRC Foundation.  
 This Agreement covers the **2024-2025** school years.

**The School** will: recruit volunteers to present a visual arts program within the elementary school; ask teachers of participating classrooms to complete a short, yearly evaluation of the visual arts program.

**The Interurban Center for the Arts (ICA)** will provide free of charge except where noted:

**Boxed Sets for use by art docents in the classroom to include:**

- Art prints
- Artist information packets
- Project notebook(s)

**Chairperson Training (for new and returning chairpersons)**

- Learn to recruit/retain volunteers
- Manage volunteers within their school and provide art docents with information regarding ICA workshops, training, and forward any correspondence to your school’s docents

**Basic Training (for new and returning art docents)**

- Teach art principles and concepts
- Link principles and concepts to hands-on projects
- Link OSPI Visual Art Requirements to in-class projects

**Projects! Projects! Workshop – 2 day workshop, attend one or both** (Suggested \$5 donation to cover supplies.)

- Hands-on art experiences with 6 new projects presented each day (total of 12 projects)
- Written directions for each project

**Monthly Workshops-TBD**

- These will include instruction in art principals, classroom management, art materials, and art techniques

*The Interurban Center for the Arts will lend project notebook(s), prints, and packets from the ICA’s master’s collection for the school year 2024-2025. This boxed set will be distributed to the chairman and **must** remain in the school during the loan period. Reasonable precautions by the school authority whose signature appears below, and the Art Docent Chairperson are expected to safeguard these educational materials. **If major losses occur, the PTA/PTO/PTSA is held responsible to cover \$50 for each lost packet, \$50 for the loss of each project notebook, and replacement costs for lost or damaged prints (approximately \$50 each). All materials must be returned before June 30<sup>th</sup>, 2025, or a late fee of \$25.00 will be assessed. If sufficient reimbursement is not received, the ICA reserves the right to permanently cease the program to the above-mentioned school.***

**The Art Docent Chairperson will secure applicable signatures and send completed Letter of Agreement**

School Official/Principal \_\_\_\_\_ Date \_\_\_\_\_

PTA/PTO/PTSA Official \_\_\_\_\_ Date \_\_\_\_\_

Art Docent Chairperson \_\_\_\_\_ Date \_\_\_\_\_

\*Art Docent Chairperson email \_\_\_\_\_

ICA Program Coordinator *Michelle Edwards* \_\_\_\_\_ Date \_\_\_\_\_

**Return signed copy to ICA by September 30, 2024**

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