



<b>PROGRAM USE ONLY</b>	
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## Letter of Agreement - Full Membership

This is an agreement between \_\_\_\_\_ Elementary in the \_\_\_\_\_ School District and ICA/GRC Foundation.  
 This Agreement covers the 2019-2020 school years.

**The School** will: recruit mutually acceptable 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:

**Chair Person Training (for new and returning chairpersons)**

- Teach how 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 return art docents)**

- Teach art principles and concepts
- Link principles and concepts to hands-on projects
- Link EALRs to in-class projects

**Projects! Projects! Classes** (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 (1 project notebook per school – o.k. to photocopy)

**Monthly Workshops**

- These will include instruction in art principals, class room 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 2019-2020. The notebook prints, and packets 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>, 2020 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 and check in the amount of \$225.00 made out to Green River College Foundation/ ICA to the address below.

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

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

**ICA Program Coordinator (M. Tolas)** \_\_\_\_\_ Date \_\_\_\_\_

Return signed copy to ICA by September 30, 2019 • **Make checks payable to: GRC Foundation/ICA**  
**12401 SE 320<sup>th</sup> Street/ Auburn, WA. 98092-3622**

