

## Arts Access School-Time Program 2019-2020

### PROGRAM POLICY and APPLICATION

The DRAA's Arts Access School-Time Program's schedule of performances are reserved for qualifying Title 1 schools and offers free tickets, transportation reimbursement, and a study guide. Funding is limited, and completed applications are processed in the order they are received. These funds are made available to your school through the generosity of our donors, grantors, community, and corporate sponsors.

#### Qualification

Schools that have **at least 60% of the students qualifying for free and reduced lunch** are eligible for this program. No more than one performance funded per classroom each school year.

#### Application

Fill out the application COMPLETELY including all contact information. Incomplete application forms will not be processed until all information is complete.

#### Transportation

You must arrange your own transportation either with district buses when possible or private buses as needed.



**NEW:** You MUST send confirmed transportation arrangements to DRAA at least 4 weeks in advance of your scheduled performance.

#### Cancellation Policy – IMPORTANT!

This program has limited funding and strives to fill all performances to capacity. If your group or school must cancel your reservation or significantly reduce the group size, a request must be made in writing at least four weeks prior to the date of the event. Empty seats may mean that another school was turned away. Your schools' standing may be compromised for future performances if sufficient notification is not received.

#### Tickets and Seating

- Tickets will be held by DRAA and issued to the school contact person on the day of the performance.
- Tickets are General Seating (open seating/no reserved seats). PLEASE do not move your group into other seats once inside the theatre. This will delay the start of the program and is disruptive to getting everyone else seated.

#### Accessibility

All venues at the LCA are wheelchair accessible. There are a limited number of wheelchair-accessible seats available. Assisted Listening Devices for the hearing impaired are also available on a limited basis. Please be sure and complete the section for special needs on the application.

#### Photography Disclaimer

Photographs may be taken at this event for use on the DRAA website and in the press, DRAA marketing materials, and all other DRAA publications. By attending this event, you consent to the DRAA photographing and using your image and likeness. Parents of students who are minors, who do not wish to comply with this policy, must notify the DRAA office in writing prior to the date of the event.

## Arts Access School-Time Program Application 2019-2020

### APPLICATIONS NOT ACCEPTED AFTER OCTOBER 1, 2019

**Email, fax or mail to:**  
 Diablo Regional Arts Association  
 1601 Civic Drive, Walnut Creek, CA 94596  
**artsaccess@draa.org**  
**Fax: 925-891-9161**

**Info/Questions:**  
 Jody Cook, Program Director  
**Direct:** 650-563-4118  
**DRAA Main:** 925-295-1470

**STEP ONE (of seven): CONFIRM SCHOOL ELIGIBILITY**

★ The Arts Access School Time Program provides funding only to schools with at least 60% of the students qualifying for free and reduced lunch. This allows our program to direct funding to the most underserved schools and students. To determine your school's free and reduced lunch percentage, please request this information from your school administrator or go online to <http://www.cde.ca.gov/ds/sd/sd/filespp.asp> to research this information.

**My schools free and reduced lunch percentage is:**

**STEP TWO (of seven): CONTACT INFORMATION**

<u>School Name</u>	<u>District</u>	
<u>School Address</u>	<u>Type of School</u>	
<u>City, State, Zip</u>	<u>School Phone</u>	
<u>Contact Person</u>	<u>Position</u>	
<u>Cell Phone</u>	<u>Email Name</u>	
<u>Participating Grade(s)</u>	<u>No. of Classes</u>	<u>Estimated No. of Buses</u>
<u>Email Protocol (@mdusd.org, @pittsburg.k12.ca.us, etc)</u>		
<u>Emails of all teachers attending</u>		

**STEP THREE (of seven): RANK YOUR TOP 3 PREFERENCES**

Please select (3) shows numbered in order of preference so we can consider your group for another performance if your first choice is full. Performance descriptions were emailed with the season announcement and can also be found on our website at <http://www.draa.org/education-outreach/school-show-schedule/>

Rank 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Show	Theatre Capacity	Grades	Day/Date	Time	Approx Length
	<i>Pinocchio</i>	400	1 <sup>st</sup> through 3 <sup>rd</sup> grades	Thursday, October 10, 2019	11am	50 minutes
	<i>Rainbow Fish</i>	800	1 <sup>st</sup> through 3 <sup>rd</sup> grades	Tuesday, October 22, 2019	9:30am	1 hour
	<i>Rainbow Fish</i>	800	1 <sup>st</sup> through 3 <sup>rd</sup> grades	Tuesday, October 22, 2019	Noon	1 hour
	<i>Alice in Wonderland</i>	800	K through 2 <sup>nd</sup> grades	Tuesday, November 5, 2019	11:30am	1 hour
	<i>A Christmas Carol</i>	800	3 <sup>rd</sup> through 5 <sup>th</sup> grades	Friday, December 13, 2019	11am	2 hours
	<i>A Christmas Carol</i>	800	3 <sup>rd</sup> through 5 <sup>th</sup> grades	Wednesday, December 18, 2019	9:30am	2 hours
	<i>Kate the Chemist</i>	800	3 <sup>rd</sup> through 5 <sup>th</sup> grades	Tuesday, January 14, 2020	11am	1 hour

PERFORMANCE SELECTIONS CONTINUED ON NEXT PAGE



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	<i>Story Pirates</i>	800	3 <sup>rd</sup> through 5 <sup>th</sup> grades	Tuesday, January 28, 2020	9:30am	1 hour
	<i>Story Pirates</i>	800	1 <sup>st</sup> through 3 <sup>rd</sup> grades	Tuesday, January 28, 2020	Noon	1 hour
	<i>Percussion Discussion</i>	300	3 <sup>rd</sup> through 5 <sup>th</sup> grades	Tuesday, March 10, 2020	11:15am	1 hour
	<i>Percussion Discussion</i>	300	1 <sup>st</sup> through 3 <sup>rd</sup> grades	Thursday, March 12, 2020	11:15am	1 hour
	<i>Peter Pan</i>	800	3 <sup>rd</sup> through 5 <sup>th</sup> grades	Monday, March 23, 2020	11:30am	1 hour
	<i>Crimson Pirate</i>	400	1 <sup>st</sup> through 3 <sup>rd</sup> grades	Thursday, May 7, 2020	11am	50 min

**STEP FOUR (of seven): DETERMINE YOUR TOTAL ATTENDEES**

Total number of Students \_\_\_\_\_ + Total Teachers \_\_\_\_\_ + Total Adult Chaperones\* \_\_\_\_\_ = Total attending

**Cancellation Policy** Principal's signature required below.

This program has limited funding available and we make every effort to fill all performances to capacity. If your group or school must cancel your reservation or reduce the group size, **a request must be made in writing at least four weeks prior to the date of the event.** We will attempt to fill those seats, but it may mean that another school was turned away and could compromise your standing for future performances.

<p>I understand the cancellation policy stated above and that if a request for a significantly reduced group size or full cancellation is not received by the DRAA at least <b>FOUR WEEKS PRIOR</b> to the date of the event, your schools standing could be compromised for future performances.</p>	<p>_____</p> <p>Principal's Signature (Required)</p>
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**STEP FIVE (of seven): TRANSPORTATION**

**BOOK YOUR BUS(ES)!** District buses are the least expensive and get booked quickly. If you need to book private transportation, choose a district approved provider and it is your responsibility to send the invoice to DRAA for pre-payment. Private companies get booked quickly as well! Use code DRAA IE booking with Michael's. This tells them we are financially responsible and get us a pre-negotiated rate.

**STEP SIX (of seven): SPECIAL NEEDS**

Wheelchair access and Assisted hearing devices are limited and available on a first come, first-served basis. All special seating needs must be requested in advance or it may not be available on the day of the performance. When indicating the quantity for seating needs, please add 1-2 buddies when appropriate.

SPECIAL SEATING REQUEST	Quantity	SPECIAL SEATING REQUEST	Quantity
Wheelchair access		Interpreter seating needed	
Assisted Hearing Device (or front row seating)		Vision Impaired (front row seating)	
Special Day (seating near an exit)			

**Special Request Notes:**

**STEP SEVEN (of seven): INFORMATION REQUIRED for GRANT PURPOSES**

Approximations:  
 Attendees by ethnicity: # Latinx \_\_\_\_\_ # Asian \_\_\_\_\_  
 # African \_\_\_\_\_ # Caucasian \_\_\_\_\_  
 # Pacific Islander \_\_\_\_\_ # Other \_\_\_\_\_  
 (Should equal number of student attending)

Number of ESL students attending performance: \_\_\_\_\_

**MAIL, FAX OR EMAIL FORM**

**Email form to:** artsaccess@draa.org     **Fax form to:** 925-891-9161     **Mail form to:** DRAA 1601 Civic Drive, Walnut Creek, CA 94596

## TRANSPORTATION INFORMATION

**PLEASE BOOK YOUR TRANSPORTATION EARLY!!**  
**Buses are in high demand and low in inventory.**

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Transportation funding is one of our biggest program expenditures, especially when private transportation companies need to be used. You may use private transportation if no district buses are available and (NEW) you MUST send transportation confirmation to us at [artsaccess@draa.org](mailto:artsaccess@draa.org) at least 4 weeks prior to your scheduled performance.

When arranging your transportation, please keep in mind that we can only reimburse your school or district for the costs related to the Arts Access field trip:

1. All arrangements for transportation will be coordinated by the school or teacher – Transportation arrangements cannot be made by DRAA. Please use district buses when possible. If private transportation is necessary, the school is responsible for the selection of a bus company based upon school district requirements. The DRAA and its representatives are not liable for any of these decisions or outcomes.
2. Commute time to and from your school – arrival time should be 20-30 minutes prior to performance start time – please carefully check the confirmation you receive to verify start time.
3. Transportation funding is only for total confirmed number of attendees.
4. Extra expenses for side trips either before or after the performance cannot be reimbursed.

### PRIVATE TRANSPORTATION INSTRUCTIONS:

If district buses are not available, please follow these guidelines to arrange private transportation:

- All private transportation arrangements must be approved and completed at least 30 days in advance of the performance date. Send your transportation contract/quote to us for approval as soon as possible. We will respond with an email confirmation or call you if we have questions.
- Cancellation fees imposed by the transportation company will NOT be paid by the DRAA, so be sure to read and understand the trip cancellation policy.
- Contact Jody Cook with any pre-payment arrangement needs: [artsaccess@draa.org](mailto:artsaccess@draa.org) or 650-563-4118.
- Reimbursements will be issued when all requirements have been met according to the guidelines listed below. Online program evaluation after performance will still be required even if payment is made in advance.

### HOW DO I BOOK A BUS?

1. Using district guidelines, contact private bus company to request a quote or reserve a bus.
2. Destination info: Leshner Center for the Arts, 1601 Civic Drive, Walnut Creek CA 94596
3. Contact Name and Phone: This is the teacher/administrator arranging transportation details. This info must be included somewhere on the reservation/quote.
4. Email or fax (FAX 925-891-9161) your bus quote or reservation to DRAA for approval: [artsaccess@draa.org](mailto:artsaccess@draa.org) or call 650-563-4118



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## REIMBURSEMENT INSTRUCTIONS

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Reimbursements will be administered in the form of a check after the event. Transportation Reimbursements checks can only be made payable to schools or PTAs, not individuals.

### GUIDELINES FOR REIMBURSEMENTS:

Following the performance, complete the following two steps:

- Each teacher who attended the performance must complete our online evaluation form. This link will be emailed to all participating teachers within one week after your performance date.
- Fax, mail or email a copy of bus payment receipt/invoice from your district or private bus company with trip and attendee detail. Be sure to include "Pay To" information and address where it is to be mailed. If you are in a district that bills us directly, you can skip this step.

It is your responsibility to contact the Diablo Regional Arts Association staff if you have questions about reimbursement or pre-payment arrangements. There will be no retroactive or cumulative payments made.

***Reimbursements must be requested no later than June 30, 2020.***

**For questions regarding application, transportation, or reimbursement call or email:**

Jody Cook, Program Director  
**Email: [artsaccess@draa.org](mailto:artsaccess@draa.org)**  
**Direct: 650-563-4118**

**Diablo Regional Arts Association**

1601 Civic Drive, Walnut Creek CA 94596 Main Phone: 925-295-1470 AASTP Fax: 925-891-9161 [www.draa.org](http://www.draa.org)