

**Youth in Arts.**  
**Artists in Schools & VSA arts**  
**Independent Contractor Guidelines**  
**2009-20010**

(1) **CONTRACTS:** Please read these guidelines and your contract carefully. You will receive one contract (2 copies) per school. **Please sign both copies and return one copy as soon as possible to Youth in Arts.**

(2) **MEETINGS:** As part of the contract, all artists are **required** to attend an orientation meeting at the beginning in the fall and a wrap up meeting in the spring. If you cannot attend a meeting, we will schedule another time to meet with you. Artists are also strongly encouraged to attend any Artist Professional Development Sessions offered throughout the year.

(3) **EVALUATION:** Youth in Arts believes in delivering high quality arts education programs. Feedback is a critical element in program improvement; therefore all artist residencies will be assessed in the following ways:

**Class observations:** Staff and/or board members of Youth in Arts will conduct classroom observations.

**Teacher evaluations:** Teachers and principals will be asked to complete an evaluation survey following a project. Artists will be provided with a summary of the feedback provided.

**Artist evaluations:** Each artist will be asked to fill out an evaluation survey at the completion of the project. Artists are encouraged to have ongoing clear communication about the condition of their project.

(4) **PAYMENT:** All artists are paid a predetermined hourly rate per instructional session in the AIS & VSA programs. See below for types of compensated work that may be included in a contract. . In order to receive payment, YIA must have a current IRS Form W-9 and signed contract on file. Artists may invoice YIA periodically or within 15 days after completion of assignment (see section 5)

**Prep & Planning:** All artists will be paid for a one hour required planning meeting for each project at their hourly rate. Artists will also receive a payment of 20% of the hours in their project contract calculated at the same rate as instruction pay.

**Performances:** Artists who are facilitating student performances, performing at a school or curating student work will be paid a set fee *only* if the event and payment are specified in their contract and/or approved by the AIS/VSA Director *before* the event takes place. The Program Director *must* be notified of the time and place of every student performance at least 15 days before the event takes place.

**Supplies:** When an artist is provided a "supply budget", these funds are to be used *solely* for the purposes of the AIS/VSA programs at the site specified. Any materials that are purchased and remain after course completion must be brought to the YIA offices, especially any media such as CD, DVD, CD-ROM or video, instruments and costumes.

(5) **INVOICES:** Sample invoice forms are provided by YIA. It is the artist's responsibility to be aware of hours at each school. A statement of payments and balances will be supplied to you with your check. Please check the Remaining Hours row for an update on where you stand with hours. Hours worked above and beyond contracted hours will be on a volunteer basis. For more information on how to complete invoice forms, please see the "sample invoice".

To invoice YIA, go to: <http://www.youthinarts.org/machform/view.php?id=7> (Password: ais)

**Supply Reimbursements:** Receipts for supplies must be submitted with invoices for payment. Copies of receipts should be kept for your records.

**Pay Dates:** Artists are normally paid within 10 business days of receipt of signed invoice.

(6) **LIVE SCAN FINGERPRINTING:** Youth in Arts Artists are required to complete a LiveScan fingerprinting clearance prior to working in the classroom. The costs associated with the LiveScan fingerprinting (typically \$15 - \$60) will be split between the artist and Youth in Arts. Please submit your receipt for reimbursement of one-half the costs. Please see the LiveScan form for more details. Artists who do not provide proof of LiveScan clearance will not be able to work in the AIS or VSA programs.

**If you have any questions or concerns regarding AIS/VSA policies or procedures, please contact Nydia Algazzali Gonzalez at [ngonzalez@youthinarts.org](mailto:ngonzalez@youthinarts.org) or (415)457-4878.**

**THANK YOU!!!!**