

Performance Residency Requirements

ESE or Art Supervisor's Role:

Before the Residency

- Select at least five participating classes from your district for a drama, movement/dance, or music residency.
- Provide funding for participating classes at \$475.00/ class. Please note: 2 of these residencies may be counted as your districts' grant-funded residencies.
- Coordinate and fund transportation for all classes to the theater space.
- Forms you will need are:
 - o [Residency Request Form](#) (note: requests for grant-funded residencies are ONLY accepted from the district ESE or Art Directors)

Classroom Teacher's Role:

Before the Residency

- Schedule a pre-planning session with the teaching artist to coordinate the goals of the residency and session dates as well as share appropriate information about the students.
 - Teaching artists are required to include Florida Standards in each lesson. If there are specific standards you would like addressed, please discuss them at this meeting.
 - VSAFL highly encourages parent engagement in residencies. Please discuss possible parent involvement during this meeting.

- Sign the Letter of Agreement for School Residency Site and email to William Coleman at wpcoleman@usf.edu or fax to 813-905-9878. The Letter of Agreement will be emailed to you and your teaching artist from VSAFL.

During the Residency

- The potential performance dates will be sent to you. Rank your preference and return to VSA Florida. Remember that the performance dates will be coordinated with the five classes. Do not book transportation, until you receive the final dates.

- Copy residency flyers, and media releases for your students to take home.
 - [Media Release](#)

- Inform administrator(s), parents/guardians about the residency program (using residency flyer).

- Ensure the same students are on time and prepared for each session.
 - **Note:** This residency is intended to offer students of all abilities the opportunity for exposure to the arts and self-expression. Please do not use this residency as a behavior incentive whereby a student is suspended from participating based on poor behavior during the school week

- Remain in the room with the teaching artist at all times.

- Provide at least 24 hours' notice to the teaching artist if you need to cancel a session for any reason or the scheduled date will count as a session.

- Notify VSA Florida if dissatisfied with the teaching artist at any time during the residency.**

- Collect media releases and return to the teaching artist.

- Complete student evaluations.
 - [Student Evaluation](#)

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After the Residency

- At the end of your residency, complete and submit to VSA Florida:
 - o [Residency site evaluation](#)

Teaching Artist's Role:

Before the Residency

- Schedule a pre-planning session with the classroom teacher to coordinate the goals of the residency and session dates as well as share appropriate information about the students.
 - VSAFL highly encourages parent engagement in residencies. Please discuss possible parent involvement during this meeting.
- Fill in proposed residency schedule on the Teaching Artist Letter of Agreement.
- Sign the Teaching Artist Letter of Agreement and W-9 and email to William Coleman @ wpcoleman@usf.edu or fax to 813-905-9878. Please include the anticipated residency schedule in your Letter of Agreement. The Letter of Agreement will be emailed to you from VSAFL. **YOUR LETTER OF AGREEMENT MUST BE RECEIVED BY VSA FLORIDA AND COUNTERSIGNED BEFORE YOU CAN START YOUR RESIDENCY.**
 - [W-9](#)
- Plan your residency using the curriculum map and Florida Standards. Remember each session MUST address at least one Florida Standard. Addressing more than one standard is highly encouraged. Florida Standards can be found at <http://www.cpalms.org/Public/search/Standard>
 - [Curriculum Map and Instructions](#)

During the Residency

- Teach eight hours, typically scheduled as weekly one-hour sessions. Contact VSA Florida immediately to approve any atypical scheduling arrangements.
- Take pictures of the students in action. If parents will not sign the media release, take pictures that do not show the students' faces. Note- 5 photographs are required for payment.
 - [Taking Great Shots](#)
- Attend the final performance.

After the Residency

- Complete the teaching artist online evaluation within 2 weeks of final session. You will need your completed curriculum map to complete the online evaluation.
 - [Teaching Artist Evaluation](#)
- In order to receive payment, you MUST complete the online evaluation and submit the following to VSAFL within 2 weeks of final session.** These may be attached to the online evaluation, emailed to wpcoleman@usf.edu faxed to 813-905-9878 or mailed.
 - [Curriculum Map](#)
 - [Invoice](#) or [Rural County Invoice](#)

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- Receipts for materials (up to \$25)
- MapQuest map showing total miles. (if requesting mileage reimbursement. Please see your Letter of Agreement for specific mileage reimbursement requirements)
- 5 photos in .jpg format with files saved as the students' names (or initials) of those pictured in each photo. Note: Only submit photos if you or the classroom teacher send VSA Florida a signed Media Release for each student pictured

VSA Florida's Role:

Before the Residency

- Hire the teaching artist.
- Send documents to the teaching artists and sites.
- Communicate with ESE/Site Administrators.
- Help inform administrator(s), parents/guardians and peer about the residency program.
- Secure a performance venue.

During the Residency

- Serve as a resource for teaching artists and classroom teachers.
- Provide ongoing teaching artist professional development.
- Hire an artist with a disability who will perform at the final performance.
- Promote the performance through the press releases, e-invites, and social media.
- Provide refreshments and student certificates after the performance.

After the Residency

- Collect and record outcomes from the program.
- Process all forms and payment to the teaching artist.

Performance Venue:

Before the Residency

- Agree to host performance and reception.

During the Residency

- Coordinate performance details with VSA Florida's RPC, including technical requirements, times, parking, etc.
- Host performance and reception.