



CIS Request Procedure – *Celebrity in the Schools (CIS)* – *Arts in Education*

CIS Request Procedure

- 1) Determine that district has signed up for the *Arts in Education* service (CoSer).
- 2) Contact Kim Hoover (383-6623) to establish a date, time and cost of the visiting author or illustrator. Kim will make a hotel reservation at the Woodcliff for author, if necessary.
- 3) Complete BOCES *Arts in Education* – CIS form with the required signatures.
- 4) Submit completed BOCES *Arts in Education* – CIS form to district purchasing agent and request a PO made out to Monroe #1 BOCES for event *at least **12 weeks in advance*** of scheduled visit.
- 5) District Business Office purchasing agent creates a PO with the following:
 - contact person (Librarian requesting author or illustrator)
 - district and school name
 - author/illustrator name
 - date of author/illustrator visit
 - author/illustrator honorarium (fee). Please add the Monroe #1 BOCES 15% service fee as a separate line item.
- 6) Send completed *Arts in Education* – CIS form with PO to:

Attn: Wendy Petry
Monroe #1 BOCES
Technology Services
11 Linden Park
Rochester, New York 14625
aie@boces.monroe.edu
- 7) Monroe #1 BOCES sends contract to author/illustrator detailing booking arrangements.
- 8) Monroe #1 BOCES will make out honorarium check to the author and send to school librarian to be presented to author at time of performance.
- 9) Visiting author sends additional expense receipts (mileage, meals, airfare, train fare, taxi, baggage, etc.) to Monroe #1 BOCES (Wendy Petry).
- 10) Monroe #1 BOCES processes additional expense payments to author in the form of a check.
- 11) Monroe #1 BOCES bills the district for: author honorarium, hotel and additional expenses.
- 12) After event concludes, please fill out the Monroe #1 BOCES evaluation online for feedback to determine instructional effectiveness and alignment to curriculum and standards.