

# How Art(s)cool PDX Classes go from RFP to Roll Call.



If you have questions or need help completing ANY part of this process please let us know at [dianna@artscoolpdx.com](mailto:dianna@artscoolpdx.com)

Thank you for your interest in Art(s)cool PDX. If you are reading this it's probably because you're ready to submit an RFP (Request For Proposal) as a teaching artist or scientist. This step by step guide will help you understand how Art(s)cool PDX selects teachers for programs. Hopefully it will also help you write a proposal that will be selected for a program and soon you'll have a classroom full of kids eager to learn from you.

**Step One** A planning meeting is scheduled with our partner/program administrators. A program admin can be a teacher, principle or parent. More often we work directly with a parent group like a PTA, PTA or a Foundation.

**Step Two** The program admins give Art(s)cool PDX suggested classes and tell us about interested within their community. A list is created based on their interest. A new program may have no idea what they want while a seasoned program may have more specific ideas.

**Step Three** An RFP is generated and shared with ALL active Art(s)cool PDX teachers. A deadline is established and RFP's are held open for submissions. It's suggested that submissions consider the interest of the program admins but we encourage teachers to submit all fresh, integrated ideas because the program admins are looking to us for bigger, better things. We encourage you to submit as many proposals as possible, to use integrated ideas that combine art with science or music with math and so on. Pay careful attention to the details on the RFP and write down the dates of the program on your calendar. Some classes have make up dates, special circumstances and showcases are REQUIRED and may be on a different day than your class. Once you commit to this process it's difficult to reschedule your classes.

**Step Four** ALL proposals submitted by active teachers are shared with the program admins and a final list is created. This list is used to generate the registration catalog that will be shared with parents and students.

**Note: NOT ALL proposals make this list.**

**Step Five** If your class is selected for catalog you will receive a notice and you MUST respond to this notice verifying that you are still available for this class and committing yourself to this time, date and curriculum. **You must remember that this does NOT mean your class is confirmed.**

**Step Six** Potential Students are given a deadline to register for classes. Once registration closes we determine which classes have enough enrollment to become classes (we call it "run"). Classes that don't run are cancelled or sometimes merged with other classes.

**Step Seven** You will be notified twice regarding your class. Once when your class is selected for catalog and once when your class is approved to run. If you class is approved to run you will be sent a notice requesting your final proposal, your labor costs, material costs and required equipment. You will be given your class size and we prefer material costs to be broken down by student if possible.

**You MUST submit this final proposal by the deadline or we may have to replace you as a teacher.**

**Step Eight** All of your contractor paperwork must be submitted and approved by the final proposal deadline, no exceptions.. If you need help with your contractor paperwork or you are not sure if you active YOU must contact the our admin at [dianna@artscoolpdx.com](mailto:dianna@artscoolpdx.com)

**Step Nine** You will receive your instruction sheet for your first day of classes, a copy of your contract and your class list via email a few days before classes start. Please review this paperwork and let us know immediately if you have questions or conflicts. You will also get a packet at the first day that includes printed copies of this paperwork so there is no reason to print and bring anything. These are for information and review only.

**Step Ten** If you need to request funding to purchase materials in advance of your class please request a materials funding sheet from the office at [dianna@artscoolpdx.com](mailto:dianna@artscoolpdx.com), otherwise a check for 20% of your contract labor and 50% of your materials will be issued before the second class (*only if all your paperwork is completed and you're an active teacher.*)

**Step Eleven** After your first day of classes we ask that you email us your attendance sheet with any changes, updates on any special notes from class AND your final curriculum for the remainder of the session. This curriculum helps us to find subs and to know what your class will do for showcase, please make it per day.