



**Hawaii State Foundation on Culture and the Arts
Artistic Teaching Partners (ATP) Roster
Memorandum of Agreement**

The Hawaii State Foundation on Culture and the Arts (HSFCA) Artists in the Schools Program maintains a roster of teaching artists (TAs) within the State of Hawaii as a resource for the community. All of these teaching artists can provide high quality arts education to students and lead professional development (PD) workshops for teachers. Some of the teaching artists are qualified to develop and lead professional development courses for classroom teachers or other artists. HSFCA expects roster artists to continually reflect upon their work as teaching artists and to stay abreast of developments in the field.

The following are requirements for individual TAs to stay on the ATP Roster. As necessary, HSFCA may change a TA to "inactive" status for lack of compliance with these requirements. Inactive TAs may still attend HSFCA PD for a fee; however, airfares will not be subsidized for Neighbor Island TAs. TAs may be able to return to "active" status without needing to re-apply, if returning within a reasonable amount of time. Decisions about returning to active status will be made by HSFCA on a case by case basis. Signing this form signifies that the TA accepts full responsibility for fulfilling all commitments.

To remain on the HSFCA Teaching Artist Roster, I, the undersigned, will:

1. *Attend an orientation session with the HSFCA arts education coordinator within two months of placement on the ATP Roster.*
2. *Annually apply for an AITS grant with at least one school.*
3. *Annually complete one professional development action related to the field of Teaching Artistry. HSFCA and its partners will annually provide opportunities and, when possible, financial support for TAs to participate. If it is not possible to attend PD offered by HSFCA, I will attend an alternate PD which has been **pre-approved** by HSFCA, at my own expense. I will then submit the "Professional Development Action for Roster Artists" form.*
4. *Submit an "Artistic Teaching Partners Roster Annual Update Form."*
5. *Complete and submit required reports, evaluations, and/or documentation for each residency in a timely fashion to the HSFCA Arts Education Program.*
6. *When asked, provide lesson plans for residencies and demonstrate the ability to execute them in an educational setting as observed by an ATP evaluation team.*

I understand that my status on the ATP Roster will be changed to "inactive" and I may need to re-apply to the ATP Roster if the above requirements are not met.

Teaching Artist signature

TA printed name

Date

The required forms are available on the HSFCA website:

<http://sfca.hawaii.gov/grants-programs/artists-in-the-schools/artistic-teaching-partners/>