





ART BUS PROGRAM

A FREE TRANSPORTATION PROGRAM
TO HELP CONNECT STUDENTS
TO THE ARTS
SPONSORED BY

ART LINKS

2017-2018

This project is supported in part by an award from

cincinnati art museum
Bus for Kids

The Children's Theatre
OF CINCINNATI

Neediest Kids of All

Ohio Arts Council

Cincinnati Wine Festival

Andrew Jergens Foundation

Thomas J Emery Memorial

If you would like to become an Art Links supporter, register your support through

Kroger

Kroger Community Rewards

Or contact Art Links at the information listed below.

Art Links ○ 700 W. Pete Rose Way ○ Lobby C/D ○ Cincinnati, Ohio 45203
Phone (513) 562-3031 ○ Fax (513) 562-3034 ○ email artlinks@cps-k12.org



Art Links

Art Bus Program

To: All Eligible School Principals, Secretaries and Teachers

From: Art Links, Damie Scott, Program Coordinator
Clara Martin, Executive Director

Date: August 1, 2017

Re: 2017-2018 Art Bus Program Information

Art Bus provides FREE buses to arts performances/arts venues for economically disadvantaged schools and students. The attached documents will give you a wealth of information regarding where you can go and how to set up your free transportation.

Art Links is looking forward to another year of exposing students to the arts. To assist in the area of integrated arts education, please see and save the attached Art Bus order form and Art Venues List, along with the other general information attachments.

Early ordering buses will provide the best results in obtaining buses. (Some schools book buses in September for May field trips.) Again this school year buses will be provided by Petermann Bus Company. We will not be restricted in our pickup and return times (they must be during the school day hours) and we have a new bus request form which must be typed and emailed to Art Links (additional instructions within this packet).

Our phone number is (513) 562-3031. You can also reach us via email at artlinks@cpsboe.k12.oh.us with any questions. Our hours of operation are Tuesday, Wednesday and Thursday 9:00 am—3:00 pm.

Thank you and we look forward to helping you connect students to the arts.

700 W. Pete Rose Way Lobby C/D Cincinnati, Ohio 45203
Phone: 513-562-3031 Fax: 513-562-3034 artlinks@cps-k12.org

School Districts
Archdiocese of Cincinnati
Archdiocese of Kentucky
Bellevue Independent Schools
Cincinnati Public Schools
Covington Independent Schools
Dayton Independent Schools
Deer Park City Schools
Erlanger Independent Schools
Finneytown Local Schools
Lockland Local Schools
Ludlow Independent Schools
Milford Schools
Mt. Healthy City Schools
Newport Independent Schools
North College Hill Schools
Northwest Local Schools
Norwood City Schools
Oak Hills Local Schools
Princeton City Schools
Reading Community City Schools
St. Bernard-Elmwood Place
Southgate Independent Schools
Sycamore Schools
Three Rivers Local Schools
Winton Woods City Schools

Community Partners
Children's Theatre
Cincinnati Art Museum
Cincinnati Public Schools
Cincinnati Wine Festival
Cincinnati Youth Collaborative
Thomas J Emery Memoral
Greater Cincinnati Foundation
Al & Patricia Hamann Fund
The Andrew Jergens Foundation
Kroger Co. Community Rewards
National Endowment for the Arts
Neediest Kids of All
Ohio Arts Council

Art Organizations
Aronoff Center for the Arts
Bacchanal Steel Band
Behringer-Crawford Museum
Carnegie Center
Childrens Theatre @ Taft Theatre
Cincinnati Arts Association
Cincinnati Art Museum
Cincinnati Ballet
Cincinnati Museum Center
Cincinnati Opera
Cincinnati Playhouse in the Park
Cincinnati Shakespeare Company
Cincinnati Symphony Orchestra
Contemporary Arts Center
Dance On
Dance Projects
Dramakinetics
Ensemble Theatre
Laura Hazelbaker Music
Intuition Theatre
Kentucky Symphony
Music Hall
Taft Museum of Art



ART LINKS
ART BUS PROGRAM

Please read carefully as we have new and exciting information to help you with planning your Art Bus "Field Study" trips.

GENERAL INFORMATION

- The Art Bus program is available to help you connect your students to the Arts, visual and/or performing. All classes participating in an Art Bus trip are required to have pre- and post-lesson art (visual or performing) activities.
- **Your school will have 7 buses available to use during this school year.**
- Art Bus will again be using **Petermann Bus Company** for all of our Art Bus trips.
- ***No items may be left on the bus even if the bus will be staying at the venue.***
- Art Bus is available for art venue trips during school hours only.
- The number of buses needed to transport your students safely will be determined by the bus company.
- At least one adult chaperone per 25 students is required
- Schools are to make arrangements with the arts organization first.
- **Art Bus order forms should be *typed and emailed in word format only* to Art Links *at least one month* before the event.**
- Make sure Field Trip Permission forms are completed and signed by parents/guardians.
- To avoid double bookings, confusion and miscommunication, make sure all administrators/office personnel (school secretary, principal, bus/field trip facilitator) know the details of your trip.
- More than one teacher/class can share an Art Bus.
- Bus requests are processed on a first come, first served basis. There are days/weeks throughout the year that fill up very quickly, so plan and reserve your buses early.

ART LINKS ○ 700 W. PETE ROSE WAY ○ LOBBY C/D ○ CINICNNATI, OH ○ 45203
PHONE (513) 562-3031 ○ FAX (513) 562-3034 ○ E-MAIL artlinks@cps-k12.org

Art Venues for Art Bus

*New Approved Art Venues If you have an art venue you would like to go to but it is not on the list – call Art Links for approval before setting up the trip.

*Alice F. and Harris K. Weston Art Gallery	650 Walnut Street, 45203	513-621-2787	www.cincinnatiarts.org/weston-art-gallery
Appalachian Festival at Coney Island	6201 Kellogg Avenue, 45230	513-232-8230	www.appalachianfestival.org
Aronoff Center for the Arts	650 Walnut Street, 45203	513-721-3344	www.cincinnatiarts.org/aronoff-center
Behringer-Crawford Museum (Closed on Monday) Devou Park	1600 Montague Road, Covington, Ky 41011	859-491-4003	www.bcmuseum.org
Carnegie Center	1028 Scott Blvd, Covington, Ky 41011	859-491-2030	www.thecarnegie.com
Children's Theatre @ the Taft Theatre	5th & Sycamore, 45202	513-569-8080	www.thechildrenstheatre.com
Cincinnati Art Museum (*Free Admission*, Closed on Monday)	953 Eden Park, 45202	513-639-2975	www.cincinnatiartmuseum.org
*Cincinnati Ballet (Performances at Music Hall or the Aronoff Center)	1555 Central Parkway, 45214	513-562-1114	www.cballet.org
Cincinnati Museum Center includes: Duke Energy Children's Museum Special Exhibits *Closed for remodeling* *Cincinnati History Museum* *Museum of Natural History & Science* *Omnimax Theatre*	1301 Western Avenue, 45203	513-287-7021	www.cincymuseum.org
Cincinnati Playhouse in the Park	962 Mt. Adams Circle, 45202	513-421-3888	www.cincyplay.com
Cincinnati Shakespeare Company	1195 Elm Street, 45202	513-381-2273	www.cincyshakes.com
Cincinnati Symphony Orchestra	1241 Elm Street, 45202	513-744-3344	www.cincinnatisymphony.org
Contemporary Arts Center (Closed on Tuesday)	44 E. 6th Street, 45202	513-345-8400	www.contemporaryartscenter.org
Ensemble Theatre Cincinnati	1127 Vine Street, 45202	513-421-3555	www.ensemblecincinnati.org
Greenacres Foundation Art Center only	8255 Spooky Hollow Road, 45242	513-891-4227	www.green-acres.org
Kennedy Heights Art Center	6546 Montgomery Road, 45213	513-631-4278	www.kennedyarts.org
Kentucky Symphony Orchestra (at the Florence Baptist Church)	642 Mt. Zion Road, Florence, Ky 41042	859-431-6216	www.kyso.org
Neusole Glassworks	11925 Kemper Springs Drive, 45240	513-751-3292	neusoleglassworks@hotmail.com
Pyramid Hill Sculpture Park & Museum	1763 Hamilton-Cleves Road, State Route 128, Hamilton, Ohio 45013	513-868-1234	www.pyramidhill.org
Queen City Clay (formerly Funke Fired Arts)	3130 Wasson Road, 45209	513-871-2529	www.queencityclay.com
School for Creative & Performing Arts	108 W. Central Parkway, 45202	513-363-8100	www.scpa.cps-k12.org/news/box-office
Taft Museum of Art	316 Pike Street, 45202	513-241-0343	www.taftmuseum.org



ART LINKS ART BUS PROGRAM

How to order your Art Bus!

Art Links wants all students from eligible schools to attend art venues. We will do everything possible to secure a bus for you. However, Art Links cannot guarantee buses will be available for any given date.

Please follow the steps listed below when ordering an Art Bus.

1. Select an Art Venue from the list of venues attached. If you have a venue not listed, please call Art Links to see if that venue can be approved for Art Bus use.

2. Make arrangements with the art organization. The only time restriction is you trip needs to be within the school day. (No after school programs allowed)

3. Complete an Art Bus order form online (by typing directly on the form) and email to Art Links one month before the trip.(artlinks@cps-k12.org).

    - *Principals name may be typed. No signature required.*
    - *No PDFs, faxes or hand written forms will be accepted.*
    - *Make sure to complete all areas to avoid delays in processing.*
    - *Must have a cell number for requesting teacher for emergency use only.*
    - *Allow enough time from the pickup at the school to the arrival at the venue adding time in for getting on and off the bus. Some venues want everyone in their seats 30 minutes prior to the start of the event. Also, your leave venue time should allow for getting from inside the venue to the bus. If you have any questions on how to figure these times, please call Art Links before submitting your request.*

      Example : Children's Theatre performance begins at 9:45. Allow for 10 minutes for boarding at school - 20 minute driving time per Map Quest from school to venue - 10 minutes for getting off bus - arrive at venue 30 minutes prior to start time = 1 hour and 10 minutes needed from school to venue. Your requested pick up time should be no later than 8:35.

4. Art Links will then process your request and email the **"First confirmation"** to you. At that time you may begin to collect your permission slips.

5. The trip will be scheduled with the bus company and a **"Reminder confirmation"** will be emailed to the "Requesting teacher" and the Secretary about 1 week prior to the trip date.

After your trip....

Your input is very valuable to us. Please complete the Art Bus Survey (the survey will be sent to the teacher-in charge after the trip) and return to Art Links. We also love to hear from the students. If you have any pictures of the students at the venue or if the students would like to draw a picture or send a note, we would love to receive them. Please make sure to have permission from the parents before sharing any photos with Art Links.

2017-2018 8-1-17

ART LINKS o 700 W. PETE ROSE WAY o LOBBY C/D o CINICNNATI, OH o 45203
PHONE (513) 562-3031 o FAX (513) 562-3034 o E-MAIL artlinks@cps-k12.org

2017-2018 ART BUS ORDER FORM

Buses chartered through "Petermann Bus Company"

To Be Completed by Art Links	
Rec'd from School	
Sent to Bus Co	
Confirmed with school	
Reminder confirmation	
Survey Sent	
Survey Received	



Complete this Order Form and return in Word Format by Email to
artlinks@cpsboe.k12.oh.us
Only one date and arts event per form
To avoid delays, complete all blanks/boxes.
Click and type in each box to complete or select from drop down box

To Be Completed by Bus Company	
# of Buses	
Drop & Return	Stay With
Date Confirmed to Art Links	
Trip #	
Total Trip Cost	
Signature	

Today's Date:	Click here to enter a date.		Trip Date:	Click here to enter a date.
School Name:			Destination:	Choose an item.
School Address:			If Other - Where:	
School Phone #:			Event/Tour Title:	
Requesting Teacher:			Pick up time at school:	
*RequestingTeacher's Cell #:			Leave time from venue:	
Teacher's Email:			Grades:	
Secretary's Name:			Number of Students:	
Secretary's Email:			Number of Adults:	
Principal's Name:			# Wheelchairs Required:	

Requesting Teacher's Cell # must be listed and will only be used if there is an emergency.

Brief explanation as to how this trip ties into the arts, present curriculum and student needs: ***This area must be completed.***	

Bus location at school for pick-up/drop-off & other special instructions for bus company: ***This area must be completed.***	

Emergency Phone Numbers:

Art Links: 513-562-3031 or 513-482-1491 ***Petermann Bus Company: 513-587-2865 or 513-531-8384***



Ways to Improve Your Trip!!!

- ✓ Have your Art Bus confirmation and your Art Venue information with you the day of the trip.
- ✓ Know the rules of the venue before the trip. (i.e. No backpacks, no eating at venue, etc.)
- ✓ Be ready and waiting for bus to arrive.
- ✓ If changes need to be made for your trip, please call Art Links (513-562-3031) as soon as changes are known or no later than 7 days prior to the trip date. *No changes will be made the day of the trip.*
- ✓ If trip needs to be cancelled for any reason (weather, scheduling, etc.) please send email to Art Links explaining why trip needs to be cancelled. Trips not cancelled 5 days prior to trip date *(except weather related cancellations)* will be counted as buses used for your school.
- ✓ If trip needs to be cancelled due to any emergency situation, please call the bus company (513-535-9747, Tarina or 513-587-2865, Corey) at least 2 hours prior to the time the bus is to arrive at the school and send an email notifying Art Links of the cancellation. Art Links will do everything possible to reschedule your trip.

Any other questions – call ART LINKS!

Art Links – 513-562-3031
ART LINKS hours – Tuesday, Wednesday, Thursday 9:00 – 3:00
Art Links emergency number – 513-482-1491 (any day during school hours)

ART LINKS ○ 700 W. PETE ROSE WAY ○ LOBBY C/D ○ CINICNNATI, OH ○ 45203
PHONE (513) 562-3031 ○ FAX (513) 562-3034 ○ E-MAIL artlinks@cps-k12.org