DC Arts and Humanities Education Collaborative

Key Communicator Webinar

School Year 2018-2019

Arts and Humanities Access Leads to Student Success
The DC Collaborative was founded in 1998, by the DC Commission on the Arts and Humanities, The John F. Kennedy Center for the Performing Arts, and Humanities Council of Washington DC along with DCPS and other local cultural institutions and funders.

Today, DC Collaborative members represent more than 100 cultural institutions and individual practitioners in the DC region working together to impact arts and humanities education in the District of Columbia.
Through the AHFES Program last year, the DC Collaborative and its members reached **nearly 50,000 students in 163 schools**!

**Professional Development Registrations**
- 111 School-based educators
- 716 Members / Teaching Artists
What is Arts and Humanities for Every Student?

Arts and Humanities for Every Student (AHFES) is the DC Collaborative's legacy program that provides experiential learning opportunities to DC Public and Public Charter School students and teachers.

The DC Collaborative works with its cultural institution partners to ensure equitable access to high quality arts and humanities learning opportunities.

Through AHFES, schools are eligible for tickets and transportation to local cultural events, and professional development opportunities.
Any DC Public or Public Charter School is eligible to register to participate in the program.

Once registered, each participating school may place their requests through the Online Lottery.
Your Role As Key Communicator

Each school is represented by a **Key Communicator** as the school’s main contact for the AHFES Program. The **Key Communicator** helps disseminate field trip information to participating teachers.
During the School Year…

• Teachers select field-trips through the AHFES Lottery System
  • The DC Collaborative assigns and confirms trips within one week of the lottery closing

• The DC Collaborative arranges and communicates logistics including scheduling transportation and sending reminder emails

• **The Key Communicator**
  • Relays transportation and event information to teacher attending the field-trip
  • Collects permission slips
  • Ensures Teacher and Student Surveys are completed
Online Registration
AHFES Lottery

Step 1:
www.dccollaborative.org

Step 2:
Click on the bottom button
“Arts and Humanities for Every Student Events”
Participate in Arts and Humanities for Every Student

The AHFES Fall Lottery opens Monday, September 18. Each year the Arts and Humanities for Every Student program has three different lottery opportunities for schools to register for programs at no cost: Fall, Winter, and Spring. School partners are eligible to participate in the AHFES lottery after they have returned their school partnership agreement and attended an orientation. Please see more info below or contact Nandita Volkman, nvolkman@DOCEduc collaborative.org if you have additional questions.

For Schools: Register for the AHFES Program!

To participate in the AHFES program, schools must:

- Return the School Partnership Agreement
- Review the School Handbook
- Attend the AHFES Orientation and Membership Fair Wednesday, August 15, 2018 at The Kennedy Center. Register Today!
  - Orientation is mandatory for schools wishing to participate in the AHFES program for the 2018-2019 school year.

Return the School Partnership Agreement to info@doecollaborative.org or mail to:

DC Arts and Humanities Education Collaborative
675 F Street, NW
Washington, DC 20004

2018-2019 AHFES Lottery Schedule:

- Fall: Opens week of September 10th, 2018 in celebration of National Arts in Education Week
- Winter: Opens week of December 3th, 2018
- Spring: Opens week of March 4th, 2019

AHFES Online Catalogue
AHFES Online Catalogue

**AHFES Online Catalogue**

**Step 3:**
Jump by grade level

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Organization</th>
<th>Program</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK-K</td>
<td>Discover Theatre (Smithsonian)</td>
<td>Cuentos Magicos! Magic Stories!</td>
<td>10/5</td>
</tr>
<tr>
<td></td>
<td>KanKouran West African Dance Company</td>
<td>Visit Africa</td>
<td>IN-SCHOOL</td>
</tr>
<tr>
<td></td>
<td>The Puppet Co.</td>
<td>Hansel and Gretel</td>
<td>10/4, 10/5, 10/11, 10/12</td>
</tr>
<tr>
<td>1st-2nd Grades</td>
<td>Discover Theatre (Smithsonian)</td>
<td>Cuentos Magicos! Magic Stories!</td>
<td>10/5</td>
</tr>
<tr>
<td></td>
<td>KanKouran West African Dance Company</td>
<td>Visit Africa</td>
<td>IN-SCHOOL</td>
</tr>
<tr>
<td></td>
<td>The Puppet Co.</td>
<td>Hansel and Gretel</td>
<td>10/4, 10/5, 10/11, 10/12</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>Discover Theatre (Smithsonian)</td>
<td>African Roots, Latino Soul</td>
<td>10/4, 10/24</td>
</tr>
<tr>
<td></td>
<td>KanKouran West African Dance Company</td>
<td>Visit Africa</td>
<td>IN-SCHOOL</td>
</tr>
<tr>
<td></td>
<td>National Museum of Women in the Arts</td>
<td>Thinking Routine Thursdays</td>
<td>8/23, 8/30, 9/6</td>
</tr>
</tbody>
</table>

**Step 4:**
Click on the date of the event
Online Registration
AHFES Lottery

Step 5: Click on the purple “Lottery Request Form” button to submit your registration information
Fully funded field trips are notated on our website with a blue star. These trips provide transportation and ticket costs at no cost to the school!

**The Wunderkind Projekt (3rd-8th)**

*Presented by: The Washington Bach Consort*

The Washington Bach Consort’s newest education program is the Wunderkind Projekt, designed to inspire your music students! (A wunderkind is a person who achieves great success when relatively young.) Professional musicians and educators from the Bach Consort will visit your school and discuss an upcoming Noontime Cantata concert which students are then invited to attend. A Consort musician will return to your school a week later to continue the discussion and reinforce the concert experience. What will your wunderkinds accomplish after experiencing Bach’s music? Higher test scores? A new found appreciation for the arts? A 21st century Bach Revival?! We strive to create an appreciation of early music that will last a lifetime.

**Dates:** March 14 & 15
**Time:** 3/14 - 11:00 AM, 12:30 PM; 3/15 - 10:00 AM, 11:30 AM
**Length of Event:** 1 hour
**Location:** First Congregational United Church of Christ, 945 G St NW, Washington, DC 20001
**Discipline:** Music/Music Production
**Curriculum Connections:** English/Language Arts, DCPS Framework for Arts Learning, History/Geography
**Grades:** 3rd - 8th
**Ticket capacity:** 325 per event. (Please limit request to approximately 50 students per school, if possible so we can reach as many schools as possible. Smaller groups are easiest to accommodate in our transportation budget.)

**Bach to School: Bach In Time**

*Presented by: The Washington Bach Consort*

Music from three centuries ago can be awesome, particularly when the composer himself, the young J.S. Bach, travels through time to teach, sing, and invite the audience to help him make music. This fun, interactive presentation targeting 2nd-4th graders teaches solid musical basics, introduces musical instruments and provides follow-up classroom materials.

**Date:** 10/16; 10/17; 10/19
**Time:** 10:30am and 12pm
**Length of Event:** 1 hour
**Location:** TBD (THEARC or Stor Arts Center)
**Discipline:** Music/Music Production
**Curriculum Connections:** English/Language Arts, History/Geography
**Grades:** 2nd - 4th Grade
**Ticket capacity:** 10/16: 365 at 10:30 a.m. and 365 at 12 p.m; 10/17: 100 at 10:30 a.m. and 100 at 12 p.m, 10/19 TBD

**Supplementary Materials:** [Bach To School Teacher Materials](#)
Communications Policy

Key Communicators must acknowledge the DC Collaborative’s lottery assignments and confirm the information in writing within 2 business days.

All subsequent communications regarding field-trips (i.e. week-out reminders) must also be acknowledged within 2 business days.
Communications Policy

The grade level indicated must be the grade level actually attending. Please email clarissa@dccollaborative.org with any special requests or changes.

Please be sure to list the cell phone number of the teacher attending. We ask that you do not list the main office number.
Transportation

● Buses arranged by DC Collaborative
  ○ Buses are scheduled to arrive at your school one hour prior to the start of the event.
  ○ Please let us know as soon as possible for any special requests such as accessible buses, booster seats, or seatbelts
● Buses can also be arranged by schools
● Metro Rail
  ○ Please be sure to provide your students with WMATA Kids Ride Free cards
● Schools that are not Title 1 will be asked to reimburse the Collaborative or provide their own transportation for at least one field-trip this school year.
AHFES Field Trips will be **cancelled** if:

- The bus company indicates that the roads are unsafe for travel. The DC Collaborative staff will contact the bus companies in the morning to check the safety of the road. If the company reports back that the **road are unsafe**, the Collaborative will cancel the field trip.
- If DCPS or the public charter school attending **cancels or delays school**.
- If the museum or host venue **closes or operates on a delay**.

*If a field trip gets cancelled due to inclement weather, the DC Collaborative will make every effort to reschedule based on a mutually agreeable schedule between the cultural institution and the school.*
Cancellation Policy

How Do I Cancel a trip?

- Trips must be cancelled **IN WRITING** via email at least 30 days prior to the experience.

- As per the School Partnership Agreement, Schools that cancel their field-trips within this time window will be charged a fee of $300 and any incurred ticket costs.
What if I have fewer students attend the event than requested?

- Notify us **IN WRITING** of ticket reductions with as much notice as possible.
- As per the School Partnership Agreement, Schools will be invoiced at the rate of $4 per unused ticket for Day-Of ticket reductions greater than 10% of the original registration numbers.
Teacher and Student Surveys

Links to the online Teacher and Student survey forms are emailed on the day of your field-trip experience.

PDF or Hard Copies of the surveys are available by request only.

Teacher and student experience surveys are required to be returned within two weeks to the DC Collaborative office.
The DC Collaborative is committed to providing accessibility accommodations for students of all needs and abilities. Please let us know of accommodation requests as soon as possible, so we can prepare and plan accordingly to best accommodate the needs of your students.

Accommodations may include:
- American Sign Language (ASL) interpreters for students who are deaf or hard of hearing;
- Tactile opportunities, verbal description, large print, etc., for students who are blind or have low vision;
- Customized programs at a different pace or with more visuals, or reserved areas with a quiet space, as examples for students with cognitive disabilities.
Spring Lottery Opens on March 4, 2019