

## SAMPLE POLICY FOR ARTISTS IN RESIDENCE SELLING WORK IN SCHOOLS

### Policy for Artists in Residence Selling Work in Schools

Artists working in schools under project contracts that are funded in part by the Arizona Commission on the Arts may offer artwork or educational materials for sale to students or parents in accordance with the following guidelines:

- The artist must request and receive permission in writing from the school principal or other appropriate authorizing official before any items are offered for sale to students or parents. This agreement should include an outline of where and when the items will be sold as well as a brief description of the items to be sold. A sample format for such an agreement is provided for your convenience. A copy must be sent to the Arizona Commission on the Arts for inclusion in the project file.
- ACA considers the contact time that artists spend with students during a project to be a key component of the learning process. Therefore, time should not be taken away from project activities to promote or facilitate sales. Final events or presentations would be a more appropriate opportunity to present items for sale.
- The artist must comply with all school and/or government regulations regarding the sale of items to parents and students.

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### AGREEMENT FOR ARTIST(S) IN RESIDENCE SELLING WORK IN SCHOOLS

**To:** \_\_\_\_\_  
(School Principal or other Authorizing Official)

**From:** \_\_\_\_\_  
(Name of Artist or Company)

**Date:** \_\_\_\_\_

**Subject:** Artwork Offered for Sale \_\_\_\_\_

I will be working as a resident artist in your school from \_\_\_\_\_ to \_\_\_\_\_, and would like to request permission to offer selections of my work for sale to students and parents on the following dates at the specified locations:

Items that will be offered for sale include (provide a brief description of each item and the price or attach an itemized sheet):

With your permission, I will set up a small display and sell the above listed items on the dates specified. Please let me know if there are any rules in your school or district that I will need to follow when selling products to students.

Thank you in advance for your consideration.

\_\_\_\_\_  
(Artist Signature)

\_\_\_\_\_  
(Artist Name Printed)

Permission Granted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signed by Authorizing Official)

**Please forward a copy of this signed agreement to the Arizona Commission on the Arts:**

**417 W. Roosevelt,  
Phoenix, AZ 85003-1326**

**Fax: 602-256-0282**