

**OCDSB Advisory Committee on the Arts**  
**How Parents Can Help Bring Artists to Schools**

**A. What you need**

1. The enthusiasm of the principal and teachers. Speak to these people first.
2. At least one parent dedicated to helping and at least one teacher-liaison.
3. Money (although some free programs are available).
4. Space in the school. In some cases, a gym or some other vacant room is required.
5. *Arts in the Community* directory ([www.ocdsb.ca/sc\\_art\\_ottawa.asp](http://www.ocdsb.ca/sc_art_ottawa.asp)) or other artist listing.

**B. Planning**

1. Offer to *help* teachers.
2. Discuss your ideas with the principal, teachers and school council.
3. Offer to be an arts representative on school council, and to form a committee.
4. Discuss proposed budget with school council. Plan extra fundraising, if necessary.
5. Consult *Arts in the Community* directory or other arts resource.
6. Consider applying for a grant or other free program. See *Arts in the Community* directory, or ask your local high school about volunteer arts students.
7. Contact artists. Ask them about: availability, cost of workshop and supplies, who will purchase supplies, taxes, length of workshop, number of students, venue needs.
8. Discuss ideas and options with teachers.
9. Book artists.
10. Confirm details in writing.

**C. Helpful hints**

**Before:**

1. Communicate effectively with teachers, artists, parents, administration, office staff, and custodians.
2. Understand that it is teachers who must make the decisions for their programs.
3. Make the program hassle-free for teachers.
4. Be aware of deadlines for booking artists.

**During:**

1. Offer to help set up and clean up.
2. Take photos and videos of activities.

**After:**

1. Get feedback from teachers and students and share it with artists. Use very brief, user- friendly questionnaires.
2. Report on activities in newsletter articles, visual displays, and at school council meetings.
3. Write thank-you notes to artists, and invite students to do so.

Remember, you are there to **help**.