



**ST. LAWRENCE VALLEY EDUCATION CENTER**

School Improvement Services

30 Court Street ~ Canton, NY 13617

Phone: (315) 386-2226 ext. 2 ~ Fax: (315) 386-2828

Email: [hmellon@slloboces.org](mailto:hmellon@slloboces.org) OR [dchampagne@slloboces.org](mailto:dchampagne@slloboces.org)

Website: <http://www.slloboces.org>

Helene Mellon

Director of Instruction and Staff Development

**ARTS IN EDUCATION  
CONTRACT PERFORMER(S)/GROUP  
SERVICE REQUEST FORM**



<b>Performer(s)/Group Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>S.S. # OR Federal ID:</b>	
<b>Name of District Program Contact:</b>	
<b>District Contact Email Address:</b>	

SERVICE REQUEST DESCRIPTION
<b>Title and Brief Description of Program:</b>
<b>List the NYS Arts Standards this program addresses and briefly describe how:</b>
<b>Date(s) of Program:</b>
<b>Honorarium:</b>
<b>Travel, Lodging, and Meals (estimate):</b>
<b>Estimated Total:</b>

Our district would like the above contracted program billed through the Arts in Education CoSer (402.5842). We agree to pay an additional 10% administrative fee, which will be added to the estimated performance/service billing.

*Please submit the above information at least three (3) weeks before the artist begins work at your school. Submit to: Deborah Champagne, St. Lawrence Valley Education Center, 30 Court Street, Canton, NY 13617. FAX: (315) 386-2828.*

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**SUPERINTENDENT'S SIGNATURE:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_