



OFFICE OF THE ASSISTANT SUPERINTENDENT FOR INSTRUCTION
 St. Lawrence Valley Education Center
 30 Court Street ~ Canton, NY 13617
 Phone: (315) 386-2226 ext. 2 ~ Fax: (315) 386-2828
stodd@sllboces.org OR dchampagne@sllboces.org

Stephen J. Todd
Assistant Superintendent for Instruction



**ARTS IN EDUCATION
 CONTRACT PERFORMER(S)/GROUP OR SHOW TICKET PURCHASE
 SERVICE REQUEST FORM**

Performer(s)/Group Name OR Show Ticket Purchase:	
Address:	
Email:	
S.S. # OR Federal ID:	
Name of District Program Contact:	
District Contact Email Address:	

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

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, Office of the Assistant Superintendent for Instruction, St. Lawrence Valley Education Center, 30 Court Street, Canton, NY 13617 OR Fax to: (315) 386-2828.

SUPERINTENDENT'S SIGNATURE: _____

DATE OF REQUEST: _____