

Procedure for New Artists/Presenters to Complete Application for Eastern Suffolk BOCES Arts-in-Education/Exploratory Enrichment

Please allow a minimum of 8-10 weeks for processing of new vendor (artist, organization, presenter) applications.

- Independent Contractor sends individual or organization complete and signed W-9 www.irs.gov/pub/irs-pdf/fw9.pdf to the Arts-in-Education office with **Contact Name, Phone and Email**.
- The Independent Contractor will receive an email with username, password, and link to Application within a few days.
- The Independent Contractor must complete:
 - the ESBOCES Arts-in-Education/Exploratory Enrichment Consultant Application
 - Program Description(s)
 - At least two *recent letters of reference from schools, libraries, museums or similar educational venues*
 - Teacher Retirement System Form
- The ESBOCES Arts-in-Ed office will review the application and references within 2 weeks of receipt (based upon the responses of the references, and make recommendations to the Presenter/Program Review Committee).

Independent Contractor is also known as: vendor, artist, presenter, performer, arts/cultural organization.

Once all your paperwork is in and if it is accepted, you will get an email from our office confirming that you are in the catalog. You can also go to our website and look for your name/program in the online catalog.

<http://artsined.esboces.org>

631-286-6989

631-286-6991 (fax)