



INVOICE INSTRUCTIONS

2018 Connecticut Scholastic Art Awards Invoice

You must mail this and payment with all signed submission forms together.

DEADLINE: MUST BE RECEIVED BY DECEMBER 15, 2017

Payment will not be accepted after **December 15, 2017**. (Late Fee \$10) No cash through the mail will be accepted. Purchase orders must be accompanied by check.

2018 FEE STRUCTURE –

Schools, Home School, Out of School Program, and Independent Submissions

EACH TEACHER MAY ONLY SIGN 5 INDIVIDUAL CATEGORY SUBMISSION FORMS.

The \$100 Registration includes: 5 art teachers per school with 5 Individual Category Submissions each.

For more than five participating teachers, there is a fee of \$20 per teacher.

Each school may submit up to 12 Portfolio Submissions. *There is a \$20 submission fee per portfolio.*

Complete application below and submit with check or money order for the \$100 individual basic school registration fee.

All fees and this invoice must be mailed together with your Submissions Forms. Make all checks payable to:

CÆA Scholastic Art Awards (and mail to)

Andrea Haas, Program Chair • 2842 main Street • Unit PMB 160 • Glastonbury, CT 06033

ALL work submitted is adjudicated digitally. Please have your students' artwork prepared for hanging prior to the submission deadline, as you will only have two days from award notification for delivery. **Works not delivered on time or not prepared properly will not be included in the exhibit.**

(See CT Submission Guide 2018) All images for each submission must be uploaded when registering student work on line.

On-line Registration Deadline:

December 12, 2016

11:59p.m.

Go to www.caearartawards.net and download 2018 Schedule-Show Dates to see all deadlines and due dates.

Go to www.caearartawards.net to download a more detailed list of dates, the Connecticut Submission Guide, the Step-by-Step Guide to On-line Registration, and all other forms. Every possible effort will be made to ensure the security of each artwork. Neither CÆA nor any of the Scholastic Art Awards co-sponsors will assume responsibility for lost, stolen, or damaged artworks. Unclaimed artwork will not be put into storage. Schools must pick up artwork on time. nor any of the Scholastic Art Awards co-sponsors will assume responsibility for lost, stolen, or damaged artworks. Unclaimed artwork will not be put into storage. Schools must pick up artwork on time.



2018 CT Scholastic Art Awards Invoice

You must mail this invoice and payment with all signed submission forms together.

MUST BE RECEIVED BY DECEMBER 15, 2017.

(Print neatly or type please.)

Please designate a pick-up party with home and cell phone number below.

Check below which applies to your submissions.

☐ Public School
 ☐ Private School
 ☐ Home School
 ☐ Out of School/After School Program
 ☐ Independent

School Name _____ District _____

School Address _____ City _____ Zip _____ School Phone _____

*Teacher Contact _____ Pick-up Person Home Phone _____ Cell Phone _____

*Teacher Email _____ Department Phone _____

Names of Participating Art/Photography Teachers *(Note: If more than 8 teachers, please use back of invoice to list additional teachers.)*

EACH TEACHER MAY ONLY SIGN FIVE INDIVIDUAL CATEGORY SUBMISSION FORMS

Teacher Names (5 Teachers Included in \$100 School Registration Fee)		No. of Individual Pieces Submitted (5 Included)	No. of Portfolios (12 per school) \$20 Each			School Fee	Total
			# of Submissions	\$20 ea.	Total \$		
Ex	Sample Teacher	5	2	\$20	\$ 40	\$100	\$ 140
1				\$20	\$	\$100	\$
2				\$20	\$	\$0	\$
3				\$20	\$	\$0	\$
4				\$20	\$	\$0	\$
5				\$20	\$	\$0	\$
<i>Additional Teachers</i>							
6				\$20	\$	\$20	\$
7				\$20	\$	\$20	\$
8				\$20	\$	\$20	\$
9				\$20	\$	\$20	\$
Total Amount Due to the CT Regional Scholastic Art Awards							\$

Purchase orders must be accompanied by check, this Invoice and, all signed submission forms. Make all checks payable to:

C/EA Scholastic Art Awards (and mail to)

Andrea Haas, Program Chair • 2842 main Street • Unit PMB 160 • Glastonbury, CT 06033

The Connecticut Art Education Association Inc., The Hartford Art School and endorsed by The Connecticut Arts Administrators Association.

To learn more about the Connecticut Scholastic Art Awards, or volunteer to serve on a Committee email caeaartawards@gmail.com