

# Louisiana Art Education Association

## Youth Art Tracking Sheet

for the 2017-18 School Year



Use this Tracking Sheet to record information about your Art Education program, then report to LAEA using the online Youth Art Tracking Form. The link to the online reporting form will be sent through email at the beginning of May 2018

Please complete the information below throughout the school year as you gather the information necessary to submit to LAEA through the online Youth Art Tracking Form.

<b>Teacher Name:</b> <b>School Name (s):</b> <b>Total number of students taught:</b> <b>Total number of class sections taught:</b> <b>Total number of students in the schools you serve:</b> <b>Level Taught (circle all applicable):</b> PreK    Elementary    Middle    High    Museum Ed <b>Public or Private Setting:</b>	<b>LAEA Region:</b> <b>Parish:</b> <b>Member:</b> Yes      No <b>Email:</b> <small>*WHEN FILLING OUT THE ONLINE REPORTING FORM, YOU WILL VERIFY THAT YOU HAVE THE RIGHT TO SHARE STUDENT WORK AND PHOTOS. PLEASE GATHER STUDENT CONSENT IF YOUR STUDENTS AND THEIR ARTWORK ARE NOT COVERED BY YOUR SCHOOL'S BLANKET CONSENT FORMS. *</small>
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### District-Wide or Community Shows, Exhibits and Activities

Name of Exhibit/Show/Activity	Number of Art Pieces	Number of Student Participants	% of participants attending	Number of non-participating attendees (family/friends)	Location, Parish	Date

### School-Wide Shows, Collaborative Exhibits and Activities

Name of Exhibit/Show/Activity	Number of Art Pieces	Number of Student Participants	% of participants attending	Number of non-participating attendees (family/friends)	Location, Parish	Date

**TIP:** When naming files, use  
 LASTNAME\_EVENTNAME\_2018

Photos (1-2) will be requested for each activity listed.  
 Use the space below to record where you have saved those files

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**Youth Art Month Observances, Contests, Shows, Exhibits and Activities**

Name of Observance/Activity	Description	Number of Total Attending or Participating	Location, Parish	Date

**Youth Art Month Proclamations**

Name of Proclaimer	Title/Position	Date of Signature	Name of Proclaimer	Title/Position	Date of Signature

**Fundraising**

Name of Activity or Event	Total \$ Amount Raised

**Grants or Monetary Donations**

Name of Grant or Donor	Purpose (if specified)	Total \$ Amount

**In-Kind (Goods or Services) Donations**

Organization or Individual	Description of Good or Service	Value Estimate (approx. hourly rate or estimated \$ value of goods)



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Scholarships				
Name of Scholarship Sponsor	Name of Award	Monetary?	If Monetary, list amount.	Total Number of Students Awarded
		Y or N		
		Y or N		
		Y or N		
		Y or N		

Out Of Pocket Expenses							
Category	Amount						Totals
	\$	Reimbursed?	\$	Reimbursed?	\$	Reimbursed?	(Add each line across)
Classroom- Furniture		Y or N		Y or N		Y or N	
Consumables- Office Supplies		Y or N		Y or N		Y or N	
Consumables- Art Supplies		Y or N		Y or N		Y or N	
Storage/Organization		Y or N		Y or N		Y or N	
Curriculum Resources		Y or N		Y or N		Y or N	
Art Making Equipment		Y or N		Y or N		Y or N	
Rewards/Incentives		Y or N		Y or N		Y or N	
Classroom Decor		Y or N		Y or N		Y or N	
Other- Specify_____		Y or N		Y or N		Y or N	
Other- Specify_____		Y or N		Y or N		Y or N	
Other- Specify_____		Y or N		Y or N		Y or N	
Other- Specify_____		Y or N		Y or N		Y or N	

Classroom Budget		
Total Budget for the 17-18 School Year	Source (circle all that apply)	Approximate Percent of Total Budget
\$ _____	Teacher's Fundraising (own)	_____
	Schoolwide Fundraisers	_____
	Districtwide Funding	_____
	School/Principal Funded	_____
	Parent Teacher Association Funding	_____
	Student Fee	_____
	Grant Supported Funding	_____



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Print Media				
Name of Publication	Local or Statewide	Title/Subject/Topic	Text, Photo, or both?	Approximate Length of Article or Number of Words

Radio/TV Media			
News Channel, Station Name or Radio Call Letters	Topic of Announcement or Advertisement	Number of Times Aired	Video Footage or Sound Byte?
			Y or N
			Y or N

Web Media			
Website Name	Article Title or Page Topic	Month	Text, Photo, or both?

Social Media				
Please use the hashtag <b>#LouisianaYouthArt</b> when posting about your art program on Social Media				
Platform	Username, Group Page Name, or Handle	Topic of Post	Month	Number of shares, likes, retweets, comments, etc
P FB T YT I				