

LETTER OF AGREEMENT: 2018-19 ACTIVATE FELLOWS

CONGRATULATIONS! On behalf of Arts for LA, we are so excited to have you join the ACTIVATE Program. We hope that this experience will inspire, inform, and activate your community leadership and advocacy.

EXPECTATIONS & REQUIREMENTS

The following list provides detailed information about the expectations and requirements of the ACTIVATE Program. ACTIVATE is a **FREE**, nine-month Fellowship that is underwritten by Arts for LA via generous foundation grants and corporate sponsorship from various entities. Please read the following information carefully. As a 2018-19 ACTIVATE Fellow, you must adhere to the following expectations and requirements:

1. ATTENDANCE

Fellows are expected to participate fully and attend all nine program sessions (barring an emergency). Each Fellow is allowed two (2) excused absences, pending approval by Arts for LA's Director of Programs. Notice of anticipated absences should be emailed to the Director of Programs as soon as possible. Please note that the LA Convergence (November 2, 2018) and ArtsMonth (April 2019) are optional professional development opportunities and are not required for program attendance.

2. GROUP CHECK-INS

Fellows will be assigned to a group (based on geographic location). Each group will set up bi-monthly check-in meetings (in person or via conference call, per the group's preference) to discuss Action Project ideas and progress as well as advocacy partnerships and other efforts to advocate for effective change in the community. Fellows are expected to actively participate in group check-in meetings and discussions with their assigned groups.

3. ACTION PROJECT CREATION

Fellows are required to develop an Action Project during the course of the ACTIVATE Program. This Action Project should be implemented and/or launched some time between January – May 2019 and should address a specific goal for your community. Fellows are encouraged to design projects that have S.M.A.R.T. (**S**pecific, **M**easurable, **A**chievable, **R**elevant, & **T**imely) goals with consideration for continued action after the ACTIVATE Program concludes. Arts for LA recognizes that advocacy projects can change and evolve, and will guide Fellows in identifying project goals and designing implementation plans. Fellows are expected to develop their Action Project goal(s) and implementation plan(s) by January 2019.

4. ACTION PROJECT DOCUMENTATION

Beginning in January 2019, Fellows will be expected to document their process and progress towards their Action Project goal(s), keeping in mind how their work supports broader education community or city/ municipal goals. Project documentation should also outline how other advocates might replicate or adapt the project design in their own communities. Fellows are required to submit a succinct description of their of their Action Project for inclusion in the ACTIVATE Fellow Directory on the Arts for LA website upon completion of the program. Fellows are also encouraged to submit additional documentation of their advocacy work, which can include: photos, videos, event programs/ flyers, written reports, blog posts, etc.

5. EVALUATION & FEEDBACK

Fellows are expected to participate in all session, program, and personal evaluations over the course of the ACTIVATE Program. Arts for LA pays close attention to feedback gathered from these evaluation processes to inform and strategically improve individual program sessions and the overall ACTIVATE Program, and to address individual questions and/or concerns, as appropriate. Comments or suggestions provided to Arts for LA staff on evaluation forms will not negatively impact a Fellow's continued participation in ACTIVATE or other Arts for LA events, programs, and/or activities. Fellows may also be asked to share written reflections about their advocacy efforts over the course of the program.

6. Arts for LA DOCUMENTATION & STORY-TELLING

Arts for LA will work with different entities to document Fellows' advocacy work throughout LA County. Fellows may be asked to participate in interviews with various research teams, news outlets, and Arts for LA staff, and may be featured in various publications and Arts for LA communications. Arts for LA will also document the course of the ACTIVATE Program via photographs and/or audio and video recordings. Fellows present at ACTIVATE Program sessions and activities may appear in Arts for LA's ACTIVATE Program documentation footage, which will be used for the following purposes:

- Conference, educational, and/or instructional presentations and/or courses
- Informational and/or promotional videos and/or presentations
- Arts for LA communications including, but not limited to: RELAY (Arts for LA's monthly newsletter), Arts for LA's website (www.artsforla.org), and social media platforms
- Arts for LA grant reports and/or applications

Additionally, Arts for LA will host a Culmination Celebration (May 2019) where Fellows will have an opportunity to share their Action Projects and experiences publicly with ACTIVATE Program Alumni, strategic partners, funders, and school board and/or local government (city/ municipal/ county) officials and entities.

ACCEPTANCE OF FELLOWSHIP

PHOTO & VIDEO RELEASE: (OPTIONAL)

(Initial Here)

I hereby grant permission to the rights of my image, likeness, and sound of my voice as recorded in photographs and/or on audio or video without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published, or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. I waive any right to royalties or other compensation arising or related to the use of my image or recording. I understand that this material may be used in diverse educational settings within an unrestricted geographic area. I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet. I understand that I will be consulted about the use of the photographs or video recording for any purpose other than those listed in item #6 of the ACTIVATE Program Expectations & Requirements above. I understand that there is no time limit on the validity of this release, nor any geographic limitation on the distribution of these materials. I understand that this release applies to all photographic, audio, or video recordings collected as part of ACTIVATE Program sessions and activities. I acknowledge that I have completely read and fully understand this release and agree to be bound thereby, forgoing any and all claims against any person or organization utilizing this material for the purposes stated.

ACTIVATE FELLOWSHIP EXPECTATIONS & REQUIREMENTS: (REQUIRED)

I have read and understood the above ACTIVATE Program Expectations & Requirements regarding:

(Initial Here)

- 1) ATTENDANCE
- 2) GROUP CHECK-INS
- 3) ACTION PROJECT CREATION
- 4) ACTION PROJECT DOCUMENTATION
- 5) EVALUATION & FEEDBACK
- 6) Arts for LA DOCUMENTATION & STORY-TELLING

I hereby agree to abide by the above stated requirements and expectations of the ACTIVATE Arts Advocacy Leadership Program as a 2018-19 ACTIVATE Fellow.

Fellow Signature

Full Name (Printed): _____
Date (MM/DD/YY): _____
Email Address: _____