Community Arts Resource Exchange Program Guidelines

The Art Institutes (www.artinstitutes.edu) is a system of accredited, private, nonprofit schools located throughout the United States, offering undergraduate and graduate programs in the fields of design, media arts, culinary arts and fashion.

The diverse and dynamic education system extends back to 1921, when The Art Institute of Pittsburgh opened its doors. Graduates are trained for entry-level positions in their chosen fields through curricula that emphasize actual job skills and competencies necessary for success in their chosen area of study.

Criteria for Selection:

Educational fit. Requests considered need to be consistent with our applied arts focus and programs of study, and will be carefully considered by the CARE committee at the requested location.

Feasibility. For consideration, the project will align with the school's educational calendar. Proposals are requested at least two months in advance of the start of the new academic quarter. Quarter starts occur in January, April, July and October, and projects should be able to be completed by the end of an 11-week quarter. This is a teaching environment requiring a strict adherence to production schedules by both the client and participating students.

Learning opportunities. Students should be given the opportunity to expand their knowledge and skills through the completion of a CARE project as well as learn the importance, value and rewards of charitable giving.

Partnerships and projects: Through the CARE program, our school works with non-profit organizations on projects that relate to our programs of study and provide service learning opportunities for students. If you are a non-profit organization, please provide verification for consideration.

We remain committed to providing experiential learning opportunities through industry-related businesses and other organizations. Our schools partner with everyone from major league sports teams and governmental organizations to high profile businesses looking to host competitions that provide learning and career opportunities for students. These initiatives take place outside of the CARE program.

Client Responsibilities. Clients will meet with the faculty project leader and the students during weekly class time at onset and approval stages of the project. Client assumes all responsibility to provide clear, concise, creative direction, including any required elements and final copy (where applicable). Clients must provide all final copy and supply digital files of text and images of all required graphic elements (i.e. photos, logos, etc.). Any last minute changes in creative direction could result in project delays and the school's inability to complete the work. Proofreading is the sole responsibility of the client.

Production. Outside costs, such as supplies and printing, photography (if purchased) food costs, etc. (TBD before project commences) will be paid by client. Any photography and artwork needed for the project (unless the project is a photography project agreed upon by the school) will be owned or purchased by the partner organization. Client is responsible for all copyright permissions needed for the project. Client will verify with printer (where printing is required) all specifications and communicate to the faculty and class immediately after concept has been approved. Client is responsible for all communications, negotiations and artwork delivery with printer.

Opportunity for student recognition. Clients will provide students and The Art Institutes a sufficient quantity of all printed materials and letters of recognition. All materials designed or created by students will identify students by name and affiliation with The Art Institutes and, where appropriate, include the campus-specific logo.

Publicity opportunities. The Art Institutes welcomes any opportunity to publicize student contributions to the community. The school retains the right to use all CARE projects in its public relations and marketing materials and students will retain the right to use the project in their personal portfolios. In addition, client grants permission to The Art Institutes to use its name in a list of CARE project recipients.

It is important to note that each Art Institutes location determines which projects are best suited for the CARE program and in which academic quarters. Application to the program is not a guarantee of

acceptance into the program and availability depends on a number of factors to include course curriculum, project load, scope of work, and more. Not all Art Institutes locations offer programs in the area of culinary and, therefore, not all locations are able to accommodate culinary requests.