

Visual Art Scholastic Event

VASE

Policies & Procedures

To Include High School VASE, Jr VASE, and TEAM

(formerly Addendum I to the TAEA Policies and Procedures)

Revised, August 2017

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I. VASE Mission Statement

The mission of the TAEA Visual Art Scholastic Event (VASE) is to recognize exemplary student achievement in the Visual Arts by providing art students and programs a standard of excellence in which to achieve. Find more information in the "About VASE" tab above.

History of VASE

In 1980, Texas Art Education Association members began to investigate the value of University Interscholastic League (UIL) participation for the visual arts. Since UIL was so prevalent in other academic areas such as drama, debate, band, orchestra, and sports, it was felt that perhaps visual arts could also benefit.

A committee was formed and Jim Henderson was appointed as chairman. For a number of years, the merits of such a program were discussed and debated. It was decided that to really have a true picture of how such a program would work in art, a pilot would have to be conducted. Houston area art supervisors were asked to conduct this pilot.

In the fall of 1990, with input from art educators across the state, music directors who had conducted UIL events, and UIL representatives, policies and procedures were developed. The criterion in this pilot was that it would be good for students, teachers, and art programs in Texas. These objectives were of primary importance and greatly influenced how the UIL pilot was developed for art.

Judges were critical to the success of this program. They were selected for their expertise in one of the ten entry categories as well as their sensitivity to students. They went to a training program with emphasis on making students feel good about themselves and their art while helping them grow and expand their skills. This took place several weeks prior to the district event.

On the day of the event each school was assigned a time and each student assigned eight minutes with a judge. The interview was private with the exception of ESL students who were allowed to bring an interpreter. The judge completed a Juror's Rating Form on each student that was one-third weighted on the student's interview and two-thirds weighted on the work of art. The components on the form were based on the Texas Essential Knowledge and Skills (TEKS) in art for Texas.

After the interview the student rejoined his classmates until all interviews for their school were completed. Students were not competing against each other at this level — as many rating of I (one) were given as were earned. Every student receiving a I (one) received a medal. All students were given copies of their Juror's Rating Form with suggestions and positive feedback included. All artwork remained at the meet site after students and teachers left, along with evaluation sheets and medals. All student pieces that received a I Rating were placed in the correct class, and the top 50 in each class were selected to go to the State VASE Event.

The state event included a week long exhibit at the University of St. Thomas, an awards night with students, parents, and teachers invited, and medals and ribbons for all participants as well as plaques for top state winners. All teachers who participated in the event were asked to complete a survey. This information helped to modify and adjust the second year pilot that was held in February of 1992.

After the second year pilot was successfully completed, the survey results and comments showed a strong desire on the part of the teachers to see this become an official UIL event. The results of these pilots were presented to the Council at Large on Thursday, November 8, 1992, and it was decided to

have UIL include visual arts. This would be a three-year pilot under UIL, with TAEA receiving the results at the end of that time.

Unfortunately for TAEA, the timing couldn't have been worse for the UIL State Board, as many new events added to the UIL official docket would not only have to be approved by the UIL board, but also by the State Board of Education. With state funding for schools being in such an ambiguous state, it was felt by those officials that the Visual Arts would have a better chance of being approved, if it waited until the state financial issues with school funding were resolved. The UIL and TAEA had several points in which agreement could not be made. And therefore the VASE event is under the sole direction of TAEA.

1. The UIL separates "competition" for high schools according to the size of the school. In example: 2A schools would only enter VASE with 2A schools, 5A with 5A, etc. TAEA believes the art department of all schools can be equally as strong with no regard to size.
2. UIL would require Art I Beginning students to enter the event with AP or Advanced students with no regard to ability, level in art, or training. TAEA believes that beginning, middle, and advanced level students should enter the event with students of like art maturation and skills.

The UIL Visual Arts committee then decided on behalf of TAEA that it would establish its own Visual Arts Event for students in the state of Texas. This event would be the outgrowth of the successful pilot that was conducted for two years in the Houston area. So, the name TAEA Visual Arts Scholastic Event was chosen to replace the UIL Pilot title, but the basic structure of the competition has remained the same.

In 1994 the Juror's Rating Form was altered to represent a truer authentic assessment rubric and to align with the AP Art rubric. A new rating scale was created and established a IV Rating as being Superior. The State VASE Event was moved to the University of Texas at Arlington.

The 1996 State Event saw the edition of cash scholarships awarded to students. \$2000 in scholarships was awarded to art students in each division at the state event.

The VASE Needs A Face campaign was established in 1998 encouraging student artists to submit logo designs that would be used to select a logo to represent the VASE program.

As the High School VASE program continued to grow, there was increasing interest in establishing a VASE program for Junior High and Middle School art students. The first successful VASE Middle School pilot was held on April 24, 1999. The pilot was designed to determine if a VASE program would benefit the students in middle school art. The event was a tremendous success with 6 districts, 9 schools, and 10 teachers represented. 57 Middle School art students submitted their works of art for the interview process. Junior VASE became an official program for intermediate and middle schools in Texas in 2001. Middle School regional events will now be called Junior VASE and will encompass grades 6 through 8. The regional event is the culminating event for Junior VASE, there is no state event at this level.

In the spring of 2000, the State VASE Event was moved to the University of Houston - Clear Lake. VASE added a website in 2000. The website provided a virtual tour of the State Results, The Gold Seal Exhibition, and many other details of the VASE program. The website also enabled VASE participating teachers to register online.

The 2002 state event included 945 students and was moved to a two-day event, April 12-13 at the University of Houston-Clear Lake. The State Jury process was held on Friday and the exhibition, awards, and workshops were held on Saturday. Workshops, art supplies for workshops, and technical

support for the state event were made possible through a \$6,092 grant from the Texas Commission on the Arts, and a donation of \$5,000.00 from Rohm and Haas of Houston. The State Workshops Chair, Cheryl Evans contacted Rohm and Haas to help fund the state workshops and they were happy to help out. A special Power Point Slide show of the artworks being recognized was added to this year's award ceremony.

High School VASE Background

Texas Visual Art Scholastic Event will begin its 23rd season in January of 2017. The first VASE event was held in 1994 with just over 400 student entries. In 2016 the Texas VASE hosted 29 Regional High School events with 31,423 registered entries. 2,048 entries advanced to the State Event held in San Antonio, TX, at James Madison High School, April 22-23. At the state event 1,190 artworks were awarded an All-State Superior Rating and 150 artworks were granted Distinguished Status with the coveted Gold Seal Award. In addition, 48 students were awarded scholarships based on works they created on-site at the State Event Scholarship Workshops. Scholarships ranged from \$100 to \$1,000.

The Texas Art Education Association (TAEA) has sponsored the Visual Art Scholastic Event (VASE) since 1994. VASE is the only art event of its kind in the nation. Students are provided the opportunity to bring artworks created in their art classes to their regional event where they are interviewed by a certified juror who evaluates their work based on a standard based rubric and their understanding of the art processes involved in the development of their artwork. Only academically eligible high school students in grades Pre-K-12 from throughout Texas can participate in VASE.

To participate in VASE teachers must be a member in good standing with TAEA and submit all required participation information online at <http://www.taea.org/vase>. Teachers or sponsors must register and set up a teacher page that will provide vital information including important dates, invoices, documents, and feedback opportunities. An entry fee of **\$15** for each high school and Jr VASE Regional entry, **\$10** for a TEAM entry, and **\$20** for each State entry is also required. Each student can submit a maximum of two art entries. The artworks are juried by a team of certified adjudicators comprised of art educators, university instructors, and area artists.

Regional events are scheduled based on the 20 TEA Education Service Center regions and zones in each region. Each region has a Regional Director responsible for the planning and running of the event. Regional Directors can be located on the VASE website through the [Regional Locator](#). The locator will list the director's name, contact information, and the date and location for each regional event. The Regional Director will schedule student participation by school district and teacher and provide the teacher sponsor with a schedule of when each student will be juried and where.

Jurors will look for originality of concept, technical expertise, understanding of the Texas Essential Knowledge and Skills (TEKS) for visual art, and the interpretation of the student's stated intent. Jurors at the regional level will evaluate student artwork using the following standard:

- **Rating 4** Superior
- **Rating 3** Excellent
- **Rating 2** Average
- **Rating 1** Below Average

At the state level the following rating system is used:

1. **Rating 5** Distinguished (*given only to Gold Seal artwork*)

2. **Rating 4** Exemplary (*in meeting the criteria*)
3. **Rating 3** Superior (*in meeting the criteria*)
4. **Rating 2** Excellent (*in meeting the criteria*)
5. **Rating 1** Accomplished (*in meeting the criteria*)

Students compete on four different experience levels depending on the credits in art that the student has received at the time of the regional event:

- 0 to 1 credit in art are juried on the Division I level
- 1.5 to 2 credits in art are juried on the Division II level
- 2.5 to 3 credits in art are juried on the Division III level
- 3.5+ credits in art and/or AP/IB/DualCredit/Studio are juried on the Division IV level

Medals are awarded to those students receiving a Superior (Rating 4) rating in each division at the regional event and medallions are awarded to those students receiving an Exemplary (Rating 4) rating at the state event. The "Gold Seal" medallion is the top state award presented to Distinguished works of art chosen by the state jury panel.

Junior VASE Background

The Texas Art Education Association (TAEA) has sponsored the Junior Visual Art Scholastic Event (JrVASE) since 2000. The JrVASE program (formerly Junior VASE) is the only art event of its kind in the nation. Students are provided the opportunity to bring artworks created in their art classes to a regional event where they are interviewed by a certified juror who evaluates their work based on a standard based rubric and their understanding of the art processes involved in the development of their artwork. Only academically eligible 6th, 7th, and 8th grade students enrolled in Texas schools can participate in JrVASE. The JrVASE event is held at an area school on a Saturday in April or May. The Regional JrVASE Event is the culminating event for this grade level. There is no State Event for JrVASE.

To participate in JrVASE teachers must be a member in good standing with the Texas Art Education Association (TAEA) and submit all required participation information online at <http://www.taea.org/vase>. Teachers or sponsors will set up a teacher page that will provide vital information including important dates, invoices, documents, and feedback opportunities. An entry fee of **\$15** for each Regional entry is also required. Each student can submit a maximum of two art entries. The artworks are juried by a team of certified adjudicators comprised of area artists, university instructors, and art educators.

Regional events are scheduled based on the 20 TEA Education Service Center regions. Each region has a Regional Director responsible for the planning and running of the event. Regional Directors can be located on the VASE website through the [Regional Locator](#). The locator will list the director's name, contact information, and the date and location for the regional event. The Regional Director will schedule student participation by school district and teacher and provide the teacher sponsor with a schedule of when each student will be juried and where.

The jurors look for originality of concept, technical expertise, understanding of the Texas Essential Knowledge and Skills (TEKS), and the interpretation of the student's stated intent. The jurors evaluate the art using the following standard:

- **Rating 4** Superior

- **Rating 3** Excellent
- **Rating 2** Average
- **Rating 1** Below Average

Students compete on four different experience levels depending on the student's art level. All level 1 students participate in Division I, all level 2 students participate in Division II, all level 3 students participate in Division III, and Art 1 for High School credit, Pre-AP and IB students participate in Division IV. Medals are awarded to those students receiving a superior (Rating 4) rating in each division at the regional event. A Silver Medal is awarded to a percentage of artworks receiving a Superior rating and selected by the juror panel.

All artwork receiving a superior rating will then be judged again by the juror panel. Those artworks selected by this panel based on a percentage will receive a Silver Medal. Images of these artworks will be posted on the TAEA website.

TEAM Background

Mission Statement: The purpose of TEAM is to provide a collegiate assessment for an individual elementary art student based on the standards of TEKS, Bloom's Taxonomy and the Feldman Model. Additionally, TEAM provides constructive criticism (actual feedback) for the student's literary and expressive process.

Join the TEAM

On April 25, 2009, TAEA achieved another milestone in the long road to providing exemplary opportunities for art teachers and students in the state! It piloted the first ever standards based Elementary Art Event. Using the quality and standards of VASE as a model, the elementary event was uniquely designed to accommodate the needs and learning styles of the elementary student.

For many years, Elementary Art Teachers in Texas have requested that TAEA provide them and their students the same opportunities for recognition and growth that high school students have in VASE and middle school students have with Junior VASE and so here it is. In its second year in the Houston Area, it will be replicated by Denton and perhaps other districts in 2010 AS the last year of the pilot, before the TAEA board makes a decision in November to take it to the next level.

The program is designed with the following goals:

- To recognize elementary art students in the state
- To recognize quality elementary art instruction
- To recognize art instructors for providing student opportunities
- To inform school administrators of the contributions being made on behalf of their art instructors and define a standards based program
- To reinforce state and national standards in elementary art programs
- To increase TAEA membership at the elementary level
- To provide the same benefits to TAEA members in the elementary division that are experienced at secondary
- Encourage students to elect visual arts classes at secondary levels
- To provide a safe venue for a quality program that achieves all of the above

Participating teachers received the following: Certificates for all participating students, award ribbons for entries receiving a rating Good or Grow, and medals for those that rated Exemplary, a juror rating

form on each entry (like VASE there are 2 strokes and a grow), a commendation letter to the principal, an evaluation form to be completed by the teacher, and a list of the "Top of the Team" (top 10%) works that will possibly be on the TAEA web page.

The juror form is based on the state art TEKS and has 3 ratings: exemplary, good and growing. Jurors are all experienced art educators that understood the needs of the elementary student.

II. VASE Organizational Chart

Visual Art Scholastic Event (VASE)



III. VASE Blue Ribbon Board

A. VASE Blue Ribbon Board:

1. Composition of VASE Board: 1 State VASE Director, 1 High School State Event Director, 1 State Jr VASE Director, 1 State TEAM Director, 10 TAEA Executive Board members (12 Ex Board members less the 2 Elect positions), 4 Regional VASE Directors (a combination of HS & Jr VASE appointed by State VASE Director & approved by Board), 1 High School and 1 Middle School Division chair or their elect, 1 non-TAEA-Executive-Board TAEA Fellow (selected by the Fellows), 3 at large members appointed by State VASE Director & approved by the TAEA Executive Board, and an optional content specialist appointed by the State VASE Director and approved by the TAEA Executive Board. A total of 24 or 25 members – all voting members with one vote each. With the exception of the HS and MS Division Chairs, there will be no replacement appointed to the BR Board for a board member serving in 2 positions.
2. According to the TAEA Fellows' program guidelines, any Fellow above the 1 voting Fellow may attend Blue Ribbon as an observer. TAEA members may appeal to the TAEA/VASE Blue Ribbon Board and be placed on the agenda for consideration.
3. Serving Term: TAEA Executive Board members, High School and Middle School Division Chairs will serve on the VASE Blue Ribbon Board for the 2 years of their term in office. The 4 Regional Directors, 3 at large members, and optional Content Specialist will serve a 3-year term for continuity and will be reviewed and appointed anew or general members may remain according to appointment and approval of State VASE Director and TAEA Executive Board. Because meetings are only once each year, all members must be in attendance or forfeit their place on the VASE Board. Exceptions to this attendance policy may be made at the discretion of the State VASE Director and the TAEA President.
4. Meeting Date, Place & Time: The VASE Blue Ribbon Board will meet the 2nd Wednesday and Thursday of every July at a location selected by the State VASE Director. Meeting time will be 1:00 PM – 6:00 PM on Wednesday and 9:00 AM – 4:00 PM on Thursday. Lunch will be provided on Saturday using funds from the State VASE account. Housing will be arranged by the Executive Director of TAEA and paid for using funds from State VASE.
5. Business: State VASE Director will set the agenda and conduct the business. VASE Blue Ribbon Board agenda will be made available to members one week prior to the meeting so members have time to review the agenda. All VASE Blue Ribbon Board decisions are subject to the voted approval of the TAEA Executive Board and review by the TAEA Council-at-Large. These will be presented at the September TAEA Board meeting and the November Council-at-Large meeting. Upon approval, VASE policies will then be implemented for the following VASE season.

IV. General Policies

1. Any entity involved in VASE and/or a TAEA member may submit a suggestion to the VASE State Director for additions or revisions to the TAEA/VASE Policies & Procedures. Suggestions will be considered by the VASE Blue Ribbon Board for rejection or implementation.
2. All proposals for new items and/or revisions to anything pertaining to VASE to be presented before any TAEA organization and/or event must first be vetted and approved for presentation by the State VASE Director, the TAEA Executive Board and the VASE Blue Ribbon Board before presenting to the TAEA organization and/or event.
3. All TAEA/VASE Policies & Procedures will be enacting by majority vote of the VASE Blue Ribbon Board; either a physical or electronic vote.
4. All VASE Blue Ribbon Board-approved TAEA/VASE Policies & Procedures will be presented to the TAEA Executive Board for final approval. The TAEA Executive Board has final approval of all TAEA/VASE Policies & Procedures.
5. It is the policy of TAEA and VASE not to allow any entity to pursue financial benefit and/or benefit financially from VASE participating students and their VASE student artwork. Student and parent choice outside of VASE is not included in this prohibition.

V. Procedures for Addressing & Resolving Complaints or Challenges

1. Any complaint or challenge brought before a VASE regional worker will be referred to the VASE Regional Director. Any complaint or challenge is encouraged to be brought directly to the Regional Director; preferably on the day of the VASE event. If not resolved to the satisfaction of the complainant, the complaint may be brought to the attention of the State VASE Director.
2. In all correspondence by the State VASE Director with a complainant, responses must be cc to the TAEA President and the TAEA Executive Director. The State VASE Director is directed by the TAEA Executive Board and the VASE Blue Ribbon Board to use her/his understanding of and familiarity with the VASE Policies and Procedures and the VASE Rules & Policies (or Guidelines) to make accurate judgment concerning the complaint or challenge.
3. If the complainant persists in the challenge after the State VASE Director has already rendered fair judgment, the TAEA President and/or TAEA Executive Director are to communicate with the complainant while cc the State VASE Director to support the given judgment and to ask that the challenge be resolved and cease.
4. If the complainant continues to persist or is threatening in any way after the TAEA President and/or TAEA Executive Director has communicated with the complainant; disciplinary action will be taken according to the VASE Rules & Policies Section II.1(h) which involves sanctions from participation in VASE.

VI. VASE High School Rules & Policies 2017-18

PURPOSE: This event will officially be named the *Visual Art Scholastic Event (VASE)* and shall be under the supervision and direction of TAEA. The purpose of the Texas Art Education Association *Visual Art Scholastic Event* is to recognize exemplary student achievement in visual art through individual and original expression of ideas applying the elements and principles of art based upon research of art media and art history.

Blue Ribbon Board, Guideline & Policy Setting. The *Blue Ribbon Board* shall propose technical and administrative rules for the official event, and address any concerns, appeals, complaints, and infractions of the rules of VASE brought to the attention of the State VASE Director and/or TAEA. The *Blue Ribbon Board* shall be comprised of 1 State VASE Director, 1 High School State Event Director, 1 State Jr VASE Director, 1 State TEAM Director, 10 TAEA Executive Board members (12 Ex Board members less the 2 Elect positions), 4 Regional VASE Directors (a combination of HS & Jr VASE appointed by State VASE Director & approved by Board), 1 High School and 1 Middle School Division chair or their elect, 1 non-TAEA-Executive-Board TAEA Fellow (selected by the Fellows), 3 at large members appointed by State VASE Director & approved by the TAEA Executive Board, and an optional content specialist appointed by the State VASE Director and approved by the TAEA Executive Board. A total of 24 or 25 members – all voting members with one vote each. With the exception of the HS and MS Division Chairs, there will be no replacement appointed to the BR Board for a board member serving in 2 positions.

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Section I.1: GENERAL REGULATIONS

- (a) **TEACHER ELIGIBILITY:** The *Visual Art Scholastic Event* shall be open only to full time students in grades 9-12 in all Texas public, private, charter or homeschools. The sponsor teacher must be a current member of TAEA and accept the responsibility of students, procedures, and entries. A school may participate in VASE whether or not a formal art program is in place on the campus. It is prohibited for a member teacher to register any other teacher's students with their TAEA number. A TAEA member/teacher may enter student artwork produced under their direct supervision as long as the student is not also working on that same artwork under a nonmember's supervision. A violation of this rule will result in disqualification of the TAEA member's students, and the second art teacher's students.
- (b) **STUDENT ELIGIBILITY:** All participating students must be academically eligible on the day of the VASE event, in accordance with the TEA UIL Side by Side Academic Requirements (**No Pass/No Play**) TEC 33.08C. A student need not be enrolled in an art class to have his/her work considered for submission but must be supervised and sponsored by a TAEA member teacher or administrator. Participating students must be enrolled in the sponsoring school for 30 calendar days prior to the Regional Event. Artwork entered in a Regional Event and advancing to State will automatically be entered in the State Event and is subject to rules, procedures and fees that apply at the State Event.

- (c) **SUPERVISION OF STUDENTS:** TAEA and host sites will not take responsibility for students. All participating students must have district approved adult supervision at all VASE events, at all times. It is the Sponsor/Teacher's responsibility to have students checked in and at their assigned adjudication location 30 minutes before they are to be juried. Failure of the Sponsor/Teacher to do so will result in disqualification.
- (d) **NUMBER OF ENTRIES:** Any student who participates may enter a total of two works of art. No more than one student may work on a single entry.

Section I.2: ENTRY REGULATIONS

(a) **RULES AND GUIDELINES**

(1) **Originality:**

- (A) All student artwork in its entirety must have only original sources (original with the student).
- No published sources of any kind may be used.
 - Students must create the artwork from observation, their imagination, their experiences, or a photograph taken by the student who produced the artwork.
 - A **source** photograph taken by another individual, including candid family photographs, may be used if the artwork is a self-portrait and the student is in the original photograph. These photographs used as self-portrait sources may not be taken by a professional artist or photographer including photographs taken at a professional photography studio.
 - Composition and/or concept of the artwork must be original and may not replicate the artwork of another artist.
 - If a teacher has any doubt about the originality of an artwork, the work should not be submitted (refer to the Qualifications Checklist in Addendum B).
 - Photographs taken by an art instructor are considered professional and are not allowed as references, unless the photograph is of the student and is student-directed.
 - Artwork including any licensed character is strictly prohibited.
- (B) *No Laser Photocopied Artworks* may be submitted as a substitute for the actual artwork.
- (C) **All** artwork must have resources and references attached to the back of the artwork (or in the case of 3D artwork, must be included with the other attached form) such as photographs, rough drafts, thumbnail sketches, and/or production/reflection notes.
- These include but are not limited to the students' own photographs, student sketches, student-directed photographs, and production/reflection notes. If a photograph was used as a source for any part of the student artwork, the photo **must be** attached. Student sketches and/or production/reflection notes may not be used as a substitute for a photographic reference image.
 - The appropriate box or boxes on the Student Intent and Artwork Identification Form must be checked citing the source or sources for the artwork.
 - A detailed description of the source of the image (for example, who took the photo and where it was taken) must be written in the appropriate section on the Student Intent and Artwork Identification Form.
- (D) Tracing from any photograph and/or non-original sources with any means is prohibited.
- (E) No one other than the artist of record may work directly on or manipulate any artwork entered in VASE; this includes parents, teacher/sponsors, mentors, and other collaborators.

(2) **Art Production:**

- (A) Artwork previously entered in a Jr VASE or High School VASE event cannot be re-entered in another VASE event.
- (B) All artworks submitted must be completed between the previous year's Regional Event and the current year's Regional Event.
- (C) The number of credits for a student entered must be according to the current number of credits at the time of the regional event. Each semester counts as .5 (half) credit.
- (D) It is the responsibility of the student artist to secure direct permission from any model who poses or whose image is utilized within their artwork.

- (E) A TAEA member/teacher may enter student artwork produced under their direct supervision as long as the student is not also working on that same artwork under a non-member's supervision.
- (3) ***Inappropriate/Offensive Works of Art:*** TAEA/VASE adheres to displays of artwork that are family friendly.
- (A) The following subject matter are inappropriate for VASE and are prohibited:
- Artworks that include profane references to a deity, obscene language, drug abuse or drug paraphernalia, images of suicide or criminal violence.
 - Artworks that include completely exposed female breasts (with or without nipples), imagery of any gender genitalia including bare buttocks, and/or suggestive or explicit sexuality.
- (B) Teachers must receive campus principal's signature on the *Regional Entry Certification Form* verifying the artwork has been reviewed and the content is approved.
- (4) ***Specifications of Two-dimensional Artwork (including Digital):***
- Two-dimensional artwork must be no larger than 24" X 36", including mat or mount
 - Artwork cannot exceed a weight of 50 pounds.
 - Textiles, canvas paintings, and shaped canvases do not require mats.
 - All other 2D artworks must be matted or mounted with sturdy white or black mat board or poster board with full supportive attached backing.
 - No liners or additional inner mats allowed
 - No frames, glass or acetate coverings will be accepted in the preparation of artworks. A student-constructed frame or box may be used as long as the frame is included as part of the artwork imagery.
 - All artworks must be dry or fixed
 - The Regional Director keeps and transports all State-qualifying artwork, but at the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.
 - 2D pieces that are delicate or fragile or are in relief must be in a box to protect other artwork.
 - Artworks must not have anything attached or protruding that would be dangerous to handle. All parts of the artwork must be safely secured.
 - All 2D artworks entered must have a protective fold-over/flap cover to protect the artwork.
 - Digital Art & Media music must not exceed 10% of original work or 30 seconds.
 - Digital Art & Media entry must not be longer than 5 minutes.
 - Filmmaking and/or animation projects must not include live actors.
 - Animation and interactive media entries must be accompanied by 1-4 still images no larger than 8.5"x11".
 - Student must provide their own platform for presenting their interactive media entry. In case entries are being considered during area or state judging, students must provide a word-processed document with operating instructions for playing the entry.
 - DVD or external portable storage device for a digital still image or animation must be put in a bubble padded, 9 x 12 envelope with a copy of the *Student Intent and Artwork Identification Form* and still image printed and attached to the front of the envelope.
- (5) ***Specifications of Three-dimensional Artwork (including Digital):***
- Three-dimensional artwork must be no larger than 24" X 24" X 36" in total dimensions including the base.
 - Artwork cannot exceed a weight of 50 pounds including the base.
 - Must be sturdy and able to stand alone without other means of support.
 - Artworks may not have anything attached or protruding that would be dangerous to handle. All parts of the artwork must be safely secured.
 - Greenware, oil-based clay, or unfired clay will not be accepted.
 - All work including casting must be done by the student.
 - If a sculpture has a base, the base must be attached. Installations not attached to a base must meet all size specifications and the student must set up and dismantle the installation.
 - Must be transported to the juror in an enclosed corrugated cardboard or wooden box with adequate packing materials. All boxes must be suitable for shipping. Each artwork must be in its own individual box (do not put more than one artwork in a box).

- The *Student Intent and Artwork Identification Form* along with all references must be attached to the artwork.
- A duplicate *Student Intent and Artwork Identification Form*, an 8½" X 11" photo of the artwork, and copies of all references for the artwork must be attached on the outside of the box.
- Three-dimensional artworks arriving without the proper packing will be disqualified.
- The Regional Director keeps and transports all State-qualifying artwork, but at the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.
- Digital Art & Media music must not exceed 10% of original work or 30 seconds.
- Digital Art & Media entry must not be longer than 5 minutes.
- Filmmaking and/or animation projects must not include live actors.
- Animation and interactive media entries must be accompanied by 1-4 still images no larger than 8.5"x11".
- Student must provide their own platform for presenting their interactive media entry. In case entries are being considered during area or state judging, students must provide a word-processed document with operating instructions for playing the entry.
- DVD or external portable storage device for a digital still image or animation must be put in a bubble padded, 9 x 12 envelope with a copy of the *Student Intent and Artwork Identification Form* and still image printed and attached to the front of the envelope.

(6) **Specifications of Functioning Artworks:**

Any 2D or 3D artwork with functionality and the student/teacher would like the functionality to be considered in the judging process there are several options below. In all instances where functionality is supposed to be considered, instructions must be provided with the artwork.

- a QR code may be provided on the paperwork that shows the artwork functioning
- a URL link to a video showing the artwork functioning
- if artwork is to actually function during judging and display, all items needed must be provided (e.g. electrical extension cord, electrical power strip, water, etc.)

The VASE officials will do their best to consider this functionality when judging and displaying the artwork, but circumstances might make this consideration not possible.

(7) **Accurate Entry Regulations:** Any artwork not submitted accurately with correct paperwork having all required signatures will be disqualified. This includes an inaccurate student division or any hand alterations to any form after the edit deadline.

(8) **Durability Policy:** All submitted artworks, both 2-D and 3-D, must be durable enough to withstand handling and transportation. The structural integrity and durability is the sole responsibility of the student under the direction of their sponsor teacher. In an effort to protect student artworks, all 2D artworks entered must have a protective fold-over/flap cover to protect the artwork and a backing that will make the artwork sturdy. Greenware, oil-based clay, or unfired clay will not be accepted. All 3D artwork entered that is too fragile to travel may not be transported or exhibited at selected venues outside of the state event, including *Gold Seal* winners.

(b) **DISQUALIFICATION POLICY:** Artworks **not** meeting the VASE entry and eligibility regulations will be disqualified. However, disqualified artwork will be allowed to complete the jury process with a "No Rating" status. Jurors will interview the student and place comments on the Regional Juror Rating Form for student growth, but no numeric rating will be given. The artwork will not be considered for advancement to the State VASE Event. The *Regional Juror Rating Form* will be marked with a DQ in the Rating Box. Only a Jury Foreman or Qualifications Foreman in caucus with the Regional Director may officially disqualify artwork.

(c) **DAMAGE OR LOSS POLICY:** While every effort will be made to prevent damage to any work of art, neither TAEA nor the host School/District will be held responsible for the theft, loss or damage of works entered in VASE.

Section I.3: ARTWORK CATEGORIES DEFINED

(a) **CATEGORY 2D – Two-Dimensional Design**
Artwork that primarily has two dimensions (width and height).

- (b) **CATEGORY 3D – Three-Dimensional Design**
Artwork that has three dimensions (height, width and depth). The understanding is that the structure of the 3D artwork is constructed by the student.
- (c) Students may choose to enter an artwork in the 2D or 3D category; but students should consider that entering it in a non-traditional format could make it difficult to meet the criteria according to the standards.
- (d) A student using an object as the surface for a traditional 2D medium may choose to enter it as a 3D artwork or as a 2D artwork. However, the student should consider that entering it as a 3D artwork will make it difficult to meet the criteria because jurors consider 3D artwork as that which is constructed by the student. An example of this type of artwork is a painting done on an actual guitar.

Section II: POLICY, PROCEDURES AND CODE OF ETHICS

- (a) **Entry Certification:** All official Regional entries in VASE must be entered on-line in the official TAEA/VASE website. All official forms will be generated through the data submitted. Any changes made to any official entry forms will result in disqualification. All entries must be listed on the *Regional Entry Certification Form* **signed by the school principal**. Artwork that is confirmed on the *Regional Entry Certification Form* must be the same artwork that is juried at the event. No artwork will be juried without a properly completed *Regional Entry Certification Form*. This form not only certifies that the students are academically eligible but also that the artworks have been carefully examined and found to be acceptable by the school administration for students, the school, and the community. Deadlines are firm and must be met without exception. It is the responsibility of the teacher to ensure that the artwork that is adjudicated at the event is the same as the artwork registered on-line in the TAEA/VASE website.
- (b) **Entry Fees:** An entry fee per student, per entry is required to cover VASE expenses (medals, jurors, printing, etc.). The State VASE Director and *Blue Ribbon Board* will set the entry fee for the regional and state events. All entry fees are non-refundable. All entry fees and Regional invoices must be received by the Regional Director before an artwork can be juried. **Once a Reservation has been confirmed, the teacher/sponsor is required to pay for that entry even if the confirmed entry *Did Not Attend (DNA)* the event.**
 - (1) **Regional Event** entry fees will be **\$15.00** per entry. Make checks payable to TAEA. Payment must be mailed to the TAEA office a minimum of ten days prior to the Regional Event and accompanied by a Regional Invoice. No cash payments are accepted.
 - (2) **State Event** Entry fees for works advancing to the state level will be **\$20.00** per entry. Make checks payable to TAEA. Payment must be mailed to the TAEA office a minimum of ten days prior to the State Event and accompanied by a Regional Invoice and a signed *State Entry Certification Form*. No cash payments are accepted.
 - (3) TAEA headquarters will coordinate funds for the Regional and State events.
- (c) **Entry Categories: (As defined in Section I.3)**
Category 2D -Two Dimensional Design
Category 3D -Three Dimensional Design
- (d) **Entry Procedures**
 - (1) It is understandable that problems may arise during the process of preparing student artworks; however, prior to teacher check in and/or entering the qualifications area, the following must be completed.
 - (A) Student names will be sorted alphabetically. Students who enter two artworks must be listed twice.
 - (B) Teachers/Sponsors must register upon arrival at event.
 - (C) All entries must be qualification-ready by the time they go through the qualifications area (paperwork, artwork specifications, and durability)
 - (D) Artwork must be inspected at the qualification tables and certified by a Qualifications Member according to the VASE Rules, Guidelines, and Policies before it can be juried.

- (E) Each sponsor teacher must sign out and pick up their medals and completed *Juror Rating Forms* at the completion of the Area event.

(2) ***Student Intent and Artwork Identification Form:***

- A *Student Intent and Artwork Identification Form* (from this point on to be called the *Form*) is required for each entry.
- The *Form* must be signed by the teacher of record prior to the event certifying that, "I certify that this artwork was produced under my direct supervision and that I have examined it and its sources and found it to be acceptable for students, our school, and our community. I have read and agree to uphold all rules, regulation, policies and the Code of Ethics of the TAEA Visual Arts Scholastic Event."
- Students should complete a *Form* for each artwork entered before arriving at the regional event site, answering the questions asked in complete sentences and in their own words. Jurors will use this written information to develop questions and evaluations during the interview. Students must use only the space provided; no additional sheets can be attached.
- Each two-dimensional artwork entered must have an official *Form* and all reference materials securely attached to the center back of the artwork.
- Three-dimensional artwork, must have a *Form* and copies of all reference materials glued or stapled to stiff board and tied to the artwork with string or wire.
- A copy of the *Form* along with an 8½ X 11" photo of the 3D artwork and all of its reference materials must be attached to the outside of the packing box.

- (3) ***Titles:*** The *Student Intent and Artwork Identification Form* calls for a title or description. For identification purposes, each entry is required to have one or the other. Students may not use generic descriptors such as *Painting, Drawing #1, Untitled, Self-portrait, Still Life*. Each piece of artwork registered by the same teacher must have a one-of-a-kind title.

- (4) ***Student Agreement and Artwork Release Form:*** Each student must provide a signed *Student Agreement and Artwork Release Form*. A student who is not 18 by the time of the event must have a parent signature. Release forms will be collected and alphabetized by sponsoring teacher. All *Student Agreement and Artwork Release Forms* must be presented to the Regional Director during check-in at the Regional Event.

(e) ***Disqualification Due Process: Procedure, Disciplinary Action, and Addressing and Resolving Challenges***

- (1) ***Procedure:*** Failure by any VASE participant to uphold these rules, guidelines, or policies will result in disqualification of the artwork. The teacher/sponsor is notified of the disqualification and the teacher must then communicate the rationale for the disqualification to the student and parents (if applicable) because the compliance to VASE rules and guidelines is the responsibility of the teacher/sponsor. Teacher/sponsors may challenge a disqualification with the regional director, but final judgment must be accepted professionally and with integrity. Disqualified artworks will be allowed to complete the jury process with a "No Rating" status. Jurors will interview the student and place comments on the Regional Juror Rating Form for student growth, but no numeric rating will be given. The artwork will not be considered for advancement to the State VASE Event.
- (1) ***Disciplinary Action for Continued Disqualification:*** Continued failure by the teacher/sponsor to uphold these policies will result in an infraction email or letter from the State VASE Director, the TAEA President, and/or the TAEA Executive Director sent to the teacher/sponsor, campus principal, superintendent, and district supervisor (if applicable). The teacher/sponsor has the right to contest disciplinary action by bringing the issue before the *VASE Blue Ribbon Board*.
- (2) ***Sanctions for Continued Disqualification:*** If after "Continued Disqualification" infraction notification to supervisors the teacher/sponsor continues to have disqualifications in subsequent years, disciplinary probation/sanctions will be imposed on the teacher/sponsor. The teacher/sponsor has the right to contest disciplinary action by bringing the issue before the *VASE Blue Ribbon Board*.
- (3) ***Cause for Immediate Sanctions:*** If at any time a teacher/sponsor or parent complaint escalates in a threatening or unprofessional manner towards a worker at a VASE event, the regional director, or any State VASE official after the complaint has already been judged and the result

communicated with the teacher/sponsor or parent; that teacher representing herself/himself or the parent will be subject to sanctions prohibiting involvement in future events for a determined number of years set by the TAEA Executive Board. Professional and respectful challenges of qualifications or adjudications are allowed.

- (4) **VASE Blue Ribbon Board Review:** Any entity involved in VASE and/or a TAEA member may at any time submit a suggestion to the VASE State Director for additions or revisions to the TAEA/VASE Policies & Procedures and/or the VASE Rules & Policies (Guidelines). Suggestions will be considered by the VASE Blue Ribbon Board for rejection or implementation.
- (f) **Code of Ethics:** The policies and code of ethics as outlined in the following sections will be observed by all VASE participants.
- (1) **School Officials**
- (A) provide support
 - (B) create a climate of professional concern
 - (C) strive to assure that teachers and directors are aware of and observe the letter and intent of all TAEA/VASE rules and regulations; and
 - (D) provide professional district employees as aids and/or interpreters when necessary
- (2) **Event Officials** administer the event with a spirit of courtesy and cooperation among participants
- (3) **Jurors (adjudicators)** will observe the policy and ethic codes of TAEA and VASE
- (4) **Visual Arts Teachers/Sponsors**
- (A) Know and uphold all rules as stated in the TAEA/VASE Policy and Ethics and General Regulations.
 - (B) Foster a spirit of artistic involvement and aesthetic achievement for all participants in the event.
 - (C) Instill by word and example the respect for, and compliance with, all event regulations and the graceful acceptance of qualification and adjudication.
 - (D) Abstain from any practice that makes a student feel pressured to participate in non-school activities.
 - (E) Abstain from any practice which allows **plagiarism** to violate the ethical standards of quality art education and the VASE program.
 - (F) Appropriately supervise all participating students.
 - (G) All teachers/sponsors are required to be present during the check-in and checkout process, collecting all artwork not advancing to State and completing any necessary paperwork.
 - (H) If the teacher of record is unable to be present at check out, a campus designee must be appointed by the campus administrator prior to the event to collect the artwork. The appropriate designee form must be presented at registration.
 - (I) The Regional Director keeps and transports all State-qualifying artwork, but at the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.
- (5) **Students**
- (A) know and respect the rules and regulations.
 - (B) maintain a sense of educational purpose while participating in VASE.
 - (C) failure to uphold the Policy and Code of Ethics will result in a disqualification and/or probation recommendation being forwarded to the State VASE Director and TAEA Executive Board.

Section III.1: CRITERIA FOR ADJUDICATION

(a) **VASE STANDARDS/CRITERIA:**

- (1) The **Texas Essential Knowledge and Skills** (*State Board of Education, Chapter 117*) will form the nucleus of the evaluation standards for the juried competition.
- (2) The **TAEA/VASE Artwork Standards** set by the VASE Blue Ribbon Board

Artwork will be evaluated on the following criteria:

- (A) **Student Research and Application to Work**
The purpose or message of the artwork or any artist's works or styles that influenced it.
- (B) **Sources for Artwork**
Detailed explanation for the sources of the artwork. If a photo was used, who took the photo and where was it taken? If from observation or imagination, what was the idea behind the work?
- (C) **Execution and Technique**
The steps for using the technique, the medium/media, technology applications, and the elements of art and principles of design.
- (D) **Aesthetics and Critical Judgment**
The aesthetic and critical decisions made while creating the artwork and why they were made.
- (E) **Personal Expression**
How the artwork represents the student's individual point of view, imagination, creativity, and individuality?

(b) **VASE DIVISIONS:**

When determining which division to place a student's artwork in, teachers will count the number of High School art credits (including those earned in middle school) earned by February 1st of that year's event. Each semester completed counts as .5 (half) credit. Any student enrolled in any Studio AP or preparing for submission of artworks or portfolios for AP or professional review, Dual/Concurrent Credit course, enrolled full time in outside private Art Studio will automatically be placed in Division 4.

- (1) The Visual Art Scholastic Event will have four divisions:
 - (A) **Division 4 - (Advanced)** 3.5 or more Credits earned in High School Art or enrolled in any Studio AP course or preparing for submission of artworks or portfolios for AP and/or professional review, Dual/Concurrent Credit Course, or enrolled full time in an outside private Art Studio
 - (B) **Division 3 - (Difficult)** 2.5 - 3 Credits earned in High School Art
 - (C) **Division 2 - (Intermediate)** 1.5 - 2 Credits earned in High School Art
 - (D) **Division 1 - (Beginning)** 0 - 1 Credits earned in High School Art
- (2) Teachers may advance a student to a higher division at their discretion, but they may not place them in a lower division.

Section III.2: REGIONAL ADJUDICATION

(a) **REGIONAL ADJUDICATION PROCEDURE**

- (1) **Jurors:** Each event will have a team of qualified jurors composed of certified public school art educators, supervisors and/or, **if available**, college faculty, university faculty, or art professionals. It is recommended that jurors be selected from outside the district or region that is being juried, **if possible**.
- (2) Participants must be present for an eight-minute individualized interview with a juror on the **day of their assigned Regional Event**, at which time the juror will score the elements of the *Juror Rating Form*. There are no exceptions to this requirement.
 - (A) The **Student Interview** will receive a score for each of the five sections based on a point system of 4 (highest) to 1 (lowest).
 - (B) The **Artwork Evaluation** will receive a score for each of the five sections based on a point system of 8 (highest) to 2 (lowest) for that student's division.
- (3) Scoring Criteria, Student Expectations, and Rating Descriptors
 - (A) The juror will assign **Student Interview** scores based on the following criteria:
 - **Student research and application to work**
Explain purpose (assignment or individual) in developing art work and describe how one achieved their desired goal.
 - **Artwork Sources**
Explain in detail the sources for your artwork.
 - **Execution and technique**

Identify the technical skills related to the media/medium employed in this artwork.

- **Use of elements and principles of art**
Explain the process used to select and organize the visual aspects of this work.
- **Aesthetics and critical judgment**
Describe the aesthetic and critical decisions involved in developing this work from original concept to finished product.
- **Personal Expression**
In what ways does the artwork represent individual point of view, imagination, creativity, and individuality?

(B) The juror will assign **Artwork Evaluation** scores based on the following criteria while considering the rating descriptors:

- **Student Research and Application to Work**
The purpose or message of the artwork or any artist's works or styles that influenced it.
- **Sources for Artwork**
Detailed explanation for the sources of the artwork. If a photo was used, who took the photo and where was it taken? If from observation or imagination, what was the idea behind the work?
- **Execution and Technique**
The steps for using the technique, the medium/media, technology applications, and the elements of art and principles of design.
- **Aesthetics and Critical Judgment**
The aesthetic and critical decisions made while creating the artwork and why they were made.
- **Personal Expression**
How the artwork represents the student's individual point of view, imagination, creativity, and individuality?

(C) **Student Expectations according to Division Level.** Jurors keep student level expectations in mind as they consider whether or not the student meets the scoring criteria.

- **Division IV**
Students demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, and display highly advanced technical skill in the production of quality works of art.
- **Division III**
Students demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, and display advanced technical skill in the production of quality works of art.
- **Division II**
Students demonstrate an understanding of, and ability to apply the elements and principles of design in their own individual creative style, and display technical skill in the production of quality works of art.
- **Division I**
Students demonstrate an understanding of, and ability to apply the elements and principles of design in their own individual, creative style.

(D) **Rating Descriptors:** Jurors will evaluate art work in each classification by employing the following rating system to designate the degree of proficiency in which the student developed the VASE standards leading to the level of artistic quality within their work:

- **RATING IV** – Superior (*in meeting the criteria*)
- **RATING III** – Excellent (*in meeting the criteria*)
- **RATING II** – Strong (*in meeting the criteria*)
- **RATING I** – Accomplished (*in meeting the criteria*)

Scoring Continuum

IV	III	II	I
Superior			Accomplished

- (4) The juror will include written comments with suggestions as a positive and immediate feedback. **The juror's decision is final.** The Jury Foreman for each Regional Event will certify all Regional and Area results.
- (5) The Regional Director or appointee will be responsible for tabulating the *Jurors Rating Form* and medals and/or certificates by division for the participants entered in the event from the various schools.
- (6) **Scheduling Formula** - Forty (40) entries on a ten-minute schedule per juror.
- (7) Jurors will evaluate artwork by employing the following rating system to designate the assessment score assigned to an artwork:

Points on <i>Jurors Rating Form</i> for <u>Regional/Zone Event</u>			
Rating IV Superior	=		60 – 51
Rating III Excellent	=		50 - 37
Rating II Average	=		36 - 25
Rating I Below Average	=		24 - 15

- (8) To maintain the integrity of the jury process, only jurors and designated event officials are permitted in any area where the jury process is in progress.
- (9) **No awards or results will be given until after area judging and student artwork not advancing to state is removed from the regional site. All sponsors must checkout through the regional director.**
- (10) **AWARDS: Regional Medals** are awarded at the Regional Event to those students receiving a Rating IV-Superior in any Division (1, 2, 3 or 4). All other students will receive a Regional Participation Certificate from the Teacher/Sponsor.
- (11) Student Entry Fees cannot be used to fund or support optional student activities, concessions, or promotional items (T-shirts, buttons, ribbons, pencils, notepads, etc.).

Section III.3: AREA EVENT (STATE ADVANCEMENT)

- (a) The Regional Event may also serve as the Area Event and the selection of the State finalists. All regional entries receiving a Rating IV-Superior qualify for the Area jury process. When all regional artworks have been juried, and all scores have been entered on-line, the Area jury process may begin.
 - (1) Regional artworks that have received a Rating IV-Superior will be juried again, by a select group of designated jurors, to determine the Area finalists. No artwork with a rating less than a Rating IV qualifies for the Area event.
 - (2) Artwork must be juried in the same Division that qualified it for Area adjudication. No artwork may be moved up or down a division once a Regional rating has been given.
 - (3) To insure consistency across the State in selecting artworks to advance from Area to State the following formula must be followed:
Ten percent (10%) of the actual number of artworks receiving a 4 at the Regional event in each division (Divisions 1 through 4) may advance to State.
 - (3) Jurors are allowed one vote for each artwork in a Division for each artwork selected for advancement. The artworks receiving the majority, consensus of votes will advance to the State event. Artworks that do not advance to state are returned with their school entries.

- (4) VASE maintains exclusive exhibition rights for all artwork advancing to State until the conclusion of the State event. Selected artwork is not accessible to anyone for any other venue.
- (5) **AWARDS: Area Medals** are awarded at the conclusion of the Regional Event to students who qualify for State VASE.

Section IV.1: STATE VASE

- (a) The *State Visual Art Scholastic Event* is held annually, in April, at a site recommended by the State VASE Director and approved by the TAEA Executive Board. All of the same rules and policies for the Regional Events apply to the State Event.
- (b) Regional Directors are required to re-qualify all artwork advancing to the State VASE event in collaboration with the region's Jury Foreman and Qualifications Foreman. If any work is discouraged to be in violation of any VASE rules, it will be disqualified and teachers will be notified immediately. All artworks disqualified through re-qualification will not be taken to the State VASE event.
- (c) The Regional Director keeps and transports all State-qualifying artwork to the State Event. At the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.
 - (1) There is no student interview at the State Event. Jurors will assign each artwork a Rating using the *State VASE Juror Rating Form* based on the quality of the work as it meets the criteria or standard for State VASE artwork and the student's written comments on the *Student Intent and Artwork Identification Form*.
 - (2) A separate entry fee is required for each artwork that advances to the State Event.
 - (3) Students artists who receive a Rating IV-Superior at the State Event will be awarded with a state medallion at an awards ceremony at the conclusion of the State Event and will be named an *All State Artist* by TAEA and VASE. The artwork created by these students will be featured on the VASE website.
 - (4) **AWARDS: State Medallions** are awarded at the State Event to those students receiving a Rating IV, Superior; or a Rating V, Gold Seal.
- (d) Teacher responsibilities for State VASE:
 - (1) All entry fees and State invoices must be received by the Regional Director before an artwork can be juried.
 - (2) Sponsor Teachers must check-in and check-out with their Regional Director at the State Event and provide a *State Entry Certification Form* and *State Teacher Checklist*.
 - (3) All artwork, awards, *State Juror Rating Forms*, and packing materials must be removed from the event site at the conclusion of the Awards Ceremony, on the day of the event.

Section IV.2: STATE ADJUDICATION PROCEDURE

- (a) Student participants are not present for the State Adjudication process.
- (b) A juror will score the artworks based on the *State Jurors Rating Form*.
- (c) Artwork may be disqualified at the State VASE event. The State VASE Director, the State VASE Event Director, and the State Jury Foreman will collaborate to determine qualification. The artwork may be referred for qualifications review by a State VASE Juror, Regional Director, or State VASE Worker. Regional Directors will be consulted before disqualification is determined. If artwork is disqualified, jurors will still give student growth comments on the State Juror Rating Form, but a status of "No Rating" will be given in lieu of a numeric rating. The artwork will still be hung in the State VASE show. Regional Directors with disqualified artwork must notify the teacher of the disqualified artwork by 2:00PM on the Friday of the State VASE event in order for the student and parents to be notified by the teacher in a timely manner.
- (d) The artwork will receive a score based on a point system of 8 (accomplished) to 20 (exemplary) for that

student's division.

(1) Scoring Criteria, Student Expectations, and Rating Descriptors

(A) The juror will assign **Artwork** scores based on the following criteria while considering the rating descriptors:

- **Purpose**
Execution of intent (State of Research & Application to Work). There is evidence in the artwork of the student's mastery in achieving the stated and visual purpose.
- **Technique**
The use of media and tools (Execution & Technical Skill). The student chooses and controls media and tools with mastery in order to enhance the appearance of the work while exhibiting a high level of skill.
- **Personal Expression**
The degree of imagination, creativity and individuality. Expression is unique and fully developed to present fresh concepts in ways that are imaginative, original and innovative.
- **Organization**
The use of elements and principles of art. Uses elements and principles with mastery, choosing those which enhance the overall appearance of the work.
- **Integration**
Suitability of expression, organization and technique to purpose through aesthetic and critical judgment. The work integrates expression, organization and technique through evaluation, revision and elaboration to achieve and communicate an effective interpretation of all aspects of the creative process.

(B) **Student Expectations according to Division Level.** Jurors keep student level expectations in mind as they consider whether or not the student masters the scoring criteria.

- **Division IV**
Students demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, display highly advanced technical skill in the production of quality works of art, and impact the viewer by: successfully communicating intent, the overall aesthetic appearance, and the uniqueness of vision.
- **Division III**
Students demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, and display highly advanced technical skill in the production of quality works of art.
- **Division II**
Students demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, and display advanced technical skill in the production of quality works of art.
- **Division I**
Students demonstrate an understanding of, and ability to apply the elements and principles of design in their own individual creative style, and display technical skill in the production of quality works of art.

(C) **Rating Descriptors:** Jurors will evaluate art work in each classification by employing the following rating system to designate the degree of proficiency in which the student developed the VASE standards leading to the level of artistic quality within their work:

- **RATING V** – Distinguished (*given only to Gold Seal Artwork*)
- **RATING IV** – Exemplary (*in meeting the criteria*)
- **RATING III** – Superior (*in meeting the criteria*)
- **RATING II** – Excellent (*in meeting the criteria*)
- **RATING I** – Accomplished (*in meeting the criteria*)

Addendum: Qualification Criteria

Violations include but are not limited to the following:

General

- ❑ Artwork is produced from a non-original source (source not original with the student). If source found on the Internet – URL for image _____.
- ❑ Artwork is produced from a photograph not taken by the student who created the artwork; the student is not in the photograph or the artwork.
- ❑ In the case of a self-portrait artwork, the source photo was taken by a professional photographer or studio.
- ❑ Artworks have pieces attached or protruding that would be dangerous to handle. Pieces not safely secured.
- ❑ Artwork weighs more than 50 pounds.
- ❑ Artwork contains image of a licensed character or characters.
- ❑ References are not attached to the artwork.
- ❑ A photograph was used as a reference, but a copy of the photograph was not provided on the artwork.
- ❑ Artwork *Student Intent and Artwork Identification Form* does not have its source(s) marked and explained.
- ❑ Teacher has not signed the *Student Intent and Artwork Identification Form* prior to the event.
- ❑ Artwork was previously entered in Jr VASE or a previous High School VASE
- ❑ Artwork was completed before last year's Regional VASE. [Reference last year's Regional Event date].
- ❑ Printed information on any VASE form was manually altered.
- ❑ Artwork and/or student information entered inaccurately (e.g. student division).
- ❑ Inappropriate/Offensive work of art violation.
- ❑ Student artist is ineligible in accordance with the **UIL No Pass No Play Academic Requirements**.
- ❑ Entry Fees are not paid.
- ❑ Teacher/Sponsor is not a member in good standing with TAEA.
- ❑ *Regional Entry Certification Form* is not signed by principal.

Two-Dimensional Artwork

- ❑ Artwork is not matted or mounted. [Canvas paintings, textiles and odd shaped paintings do not need to be matted].
- ❑ Mat is not black or white.
- ❑ Artwork does not have a sturdy backing.
- ❑ Artwork and mat exceeds 24" x 36", including mat.
- ❑ Artwork is framed or covered with glass, acetate or cellophane that cannot be removed.
- ❑ Drawings are not properly *fixed* and are in danger of damaging other artworks.
- ❑ Mat on artwork includes a liner or additional inner [double] mat.
- ❑ Artwork is wet. [Paint, ink or other medium has not completely dried before being *qualified*].
- ❑ 2D pieces that are delicate, fragile, or relief with pieces that stick up are not in a box to protect the artwork.
- ❑ Protective fold-over/flap cover is not attached to the artwork as a protection for the work.
- ❑ Artwork photographic source was traced using mechanical device.

Three-Dimensional Artwork

- ❑ Artwork dimensions exceed 24" x 24" x 36".
- ❑ Artwork is not transported in an acceptable corrugated cardboard or wooden box suitable for shipping.
- ❑ Artwork does not have proper packing ensuring it can withstand handling and transportation.
- ❑ Artwork does not have duplicate *Student Intent and Artwork Identification Form*, an 8½" X 11" photo of the artwork, and all artwork references attached to the box (as well as attached to the artwork).
- ❑ Artwork is not sturdy and cannot stand alone without other means of support.
- ❑ If the sculpture has a base, the base is not attached.
- ❑ Artwork is wet or not fired. Greenware, oil-base clay, or unfired clay will not be accepted.

Digital Art & Media

- ❑ Digital Art & Media music that exceeds 10% of original work or 30 seconds.
- ❑ Digital Art & Media entry is longer than 5 minutes.
- ❑ Not Presented in a padded 9"x12" envelope with a copy of the *Student Intent and Artwork Identification Form* and still image printed and attached on the outside of the of the envelope.
- ❑ Filmmaking and/or animation projects that include live actors.
- ❑ Animation and interactive media entries are not accompanied by 1-4 still images no larger than 8.5"x11".
Artwork is not matted or mounted. [Canvas paintings, textiles and odd shaped paintings do not need to be matted].

VII. High School VASE

Timeline for High School Regional Directors

1. **March:** procure site for next year's event (talk to potential Site Director, then visit principal). Book entire campus including gyms, library, auditorium, etc. Email State Director to tell site and date of the event.
2. **August 1:**
 - submit VASE Director application for that year
 - let State Director know your Jury Foreman, Site Director, and Qualifications Foreman.
3. **Mid-August:** Update or Construct regional VASE website (Google sites are good)
4. **August 20:** update email groups (regional teachers & adult workers)
5. **August 20:** update juror email groups (Jury Foreman does this)
6. **September 15:** send to teachers the changes in VASE Rules & Policies along with the link where the new rules are posted on the VASE website. Email one change at a time for better chance that they will be read thoroughly and implemented.
7. **Mid October:** Solicit for event jurors (Jury Foreman does this)
8. **November:** Teacher registration begins the week following conference.
9. **November:** Solicit for adult event workers
10. **November:** Acknowledge jurors committed, send link to Juror Application on the TAEA or VASE site and encourage certification (Jury Foreman does this)
11. **December 1:** Email – encourage teachers, workers and jurors to make an Email VASE Folder
12. **December 5:** Remind teachers of the Originality Rule and its importance
13. **December 10:** Remind teachers of VASE event and deadline dates
14. **Mid-December:** Thank and confirm adult event workers
15. **Mid-December:** Solicit for event jurors again, saying how many you have and how many more needed (Jury Foreman does this)
16. **December 15:** Remind teachers again of 1st Entry Deadline
17. **December 18:** Give teachers info on getting students involved in VASE
18. **January (first part):**
 - Remind teachers of approaching 1st Entry Deadline (all entries after this date must be paid for)
 - Accurate Divisions for Medal ordering
 - no competing in other events with VASE work
 - Send adult event workers job descriptions, arrival time, applicable Support Staff Payment Form, event maps
19. **Mid-January:**
 - Thank jurors who have committed
 - Solicit for the last few needed
 - Send maps, documents with juror info – or send link to these documents (Jury Foreman does this)
20. **Mid-January:**
 - Solicit for student event workers – artwork runners and direction folks (Art Club, NHS, or ROTC are good sources)

- Procure security
- Procure custodial staff for set up and clean up
- Reserve 4 flatbed carts (for Delivery teams) and 4 AV carts (for runners) for event
- Reserve walkie talkies for event (8)
- Reserve elevator keys for event (5)
- Reserve laptops for event (4) (Site Director does this)

21. Mid-January:

- contact Qualifications Team and verify their participation at the event
- send Qualifications Team the link to the Preparing for VASE online course. All qualifications team members must complete this course as a review each year
- send maps of the site (Qualifications Foreman does this)

22. **Mid to Late January, a Wednesday:** Remind teachers the next day is deadline; give contact info

23. **1st Deadline Day (Entry Deadline):** Remind teachers they have until midnight to put in entries & must pay for these number of entries – give contact number to call if help is needed

24. **Day After 1st Deadline:**

- New group email with just participating teachers
- Congratulate them for making it through 1st deadline and give entry number
- Remind them to send payment and invoice to the Dallas office

25. **Day 2 After 1st Deadline:**

- Give editing instructions, Edit deadline, Remind of payment
- Order medals according to numbers from VASE Budget Sheet

26. **Late January:**

- Confirm all jurors (you should have them all at this point)
- Juror Certification required – may be obtained through online course
- Put Jurors in the VASE website **WITH the room numbers** – pull these in from the State Juror Pool
- Make sure all Jurors have correct Assignments and that all have 2D listed along with others.
- Make sure 3D Jurors are on the first floor. If you have more Jurors with 3D as a listed Assignment than you have first floor rooms, then change their Assignment in your Juror Pool so that 3D isn't one of their Assignments (Jury Foreman does this using director's login)

27. **Early February:** send link to Preparing for VASE online course to teachers to help them with entry preparations

28. **Early February:** remind teachers to attach all images on back of artwork

29. **Early February:** remind teachers to make sure all info is correct in computer, especially divisions

30. **Early February:** remind teachers of 2D guidelines

31. **Early February:** remind teachers of 3D guidelines

32. **Early February:** remind teachers of photography and digital art & media guidelines

33. **Early February:** send student practice forms for the Student Intent and Artwork Identification Form

34. **Early February:** procure student helpers from your art classes or from host school to serve in Sort, Delivery Teams, Art Show workers, and Control Room

35. **Early February:** confirm with site Principal and thank him/her for use of campus

36. **Early February:** Print signage for the event (Site Director does this)

37. **3 Wks Prior to Event:** remind teachers to send payments and invoices to Dallas office. **CHECK daily** for payment status from teachers (find this in the Regional Payment Status link). **Remind, remind** teachers to get payments in.

38. **3 Wks Prior to Event:** input room numbers for the jurors in the VASE website
39. **2 Wks Prior to Event:**
- Re-confirm jurors
 - Send maps & info again – or direct to the regional website for info
 - Send Google Form with lunch food requests
 - Send hotel information if needed (Jury Foreman does this)
 - Make sure Juror Rooms are accurate in the VASE website
40. **2 Wks Prior to Event:** In the VASE Scheduler -
- Email teachers and ask their preferred arrival time
 - Put schools in order using school arrival preferences as close as possible (make sure teachers on the same campus have the same campus name)
 - Run the Scheduler
 - Send teachers preliminary schedule – telling them it is preliminary
NOTE: Scheduler will not run correctly if there are no room numbers for the jurors or your Jury Foreman doesn't have the Assignments accurate for your type and number of entries.
41. **2 Wks Prior to Event:** remind teachers of final edit deadline (no changes after this deadline – so check all entries)
42. **2 Wks Prior to Event:** send maps and other event info
43. **2 Wks Prior to Event:** Order food for event using juror lunch information received by Jury Foreman – Juror & adult worker breakfasts, juror lunch, juror snacks, adult worker lunch, student helpers lunch (Site Director does this)
44. **Day before Edit Deadline:** remind teachers of final edit deadline
45. **Day of Edit Deadline (10 days out):** remind teachers of editing until midnight – give contact information for help
46. **8 Days Out:** send Congratulations and explain Print menu and what to print
47. **8 Days Out:**
- send a day schedule
 - send “How To On VASE Day”
48. **7 Days Out:**
- clear schedule and run again
 - Save spreadsheet from the VASE Print Menu of arrival times – send to teachers
 - Save arrival spreadsheet as Teachers 20__ - collect cell phone numbers to add to spreadsheet
 - Confirm workers
49. **6 Days Out:**
- ask for those students needing Priority Passes – need student name, needed interview time, how many entries
 - add these to a spreadsheet as they come in
 - Email to these teachers – the priority pass form, maps, Priority Pass instructions
50. **5 Days Out (Monday before event):**
- Email teachers – General Instructions for VASE Day, Student General Instructions for VASE Day, maps, VASE Day Schedule
 - Give teachers concession information
 - Remind teachers to photograph all AP artwork being used at VASE in case these become Gold Seal artworks
51. **5 Days Out (Monday before event):**
- Print folder labels for Registration files, organize folders into a tub for the Registration station
 - Print Entry Certification Forms (ECF) for teachers and put into the folders in the Registration tub
 - Get missing teacher cell phone numbers
 - Print badges for Workers

- Send worker arrival times along with worker job descriptions, maps, applicable Support Staff Payment Form
- Send other regional asst directors (Jurors, Qualifications, Site) their payment forms

52. 5 Days Out (Monday before event):

- Confirm food
- Confirm security, custodial, flatbed carts, AV carts, elevator keys, laptops
- Procure building's wireless passcode for the Saturday event – send to Director (Site Director does this)

53. 5 Days Out (Monday before event):

- Confirm jurors again
- Print badges for Jurors
- Print all documents for Jurors and load into packets (the suggestion is to use a gallon-size clear Ziploc bag with the Juror Cover Page that has Juror Name and Room Number on it – done with a Mail Merge – the first sheet so that the Juror can find their packet alphabetically). Documents should include list of student artworks to juror, juror payment form, and other documents found in the “Juror” section of the Director Files (Jury Foreman does this)
- Bundle at least 24, 10X13 envelopes to give jurors to use to put the student juror rating forms in. A suggestion is to punch holes in the envelopes so workers can see if there is a form in it.

54. 5 Days Out (Monday before event): Qualifications Foreman makes sure all supplies are there and ready for Qualifications – prints copy of rules for that year – prints Disqualification Forms (Qualifications Foreman does this)

55. 4 Days Out (Tuesday before event): send teachers basic instructions for VASE day including maps, arrival schedules, and qualifications checklist. Check payment status – remind teachers payments must be in for their students to participate.

56. 3 Days Out (Wednesday before event): print Juror Rating Forms (JRF) and put alphabetically into tubs for the Form Station. If the event is large, divide the alphabet up into separate tubs (e.g. A-F tub 1, G-M tub 2, etc.)

57. 2 Days Out (Thursday before event):

- print Teacher labels and attach to large brown grocery bags for Control Room sorting
- print extra worker job descriptions, support staff payment forms, ECFs for Control Room, signs for Sort, wireless passcode instructions
- meet with your student workers to go over job descriptions and instructions

58. 1 Day Out (Friday before event): load and transport all VASE materials to site, set up Control Room and Registration, help Site Director place signage, give “unlock” order to opening custodian

59. 1 Day Out (Friday before event): Qualifications team meets to set up Qualifications area and review procedures and VASE artwork guidelines (Qualifications Foreman does this)

60. Day of Event: arrive at 6:00, run event, put out “fires,” load and take State VASE qualifying artwork – see other job descriptions for event jobs. Spend majority of your morning at Qualifications.

61. Day after Event: compile data from event, build State VASE Qualifying Teacher email group

62. Monday after Event:

- Send Congratulations to Teachers and District Administrators with event stats
- Thank you to: Jurors, Workers, Principal, other Directors
- Mail off to TAEA in Dallas: Juror Payment Forms, all other payment forms, reimbursement requests + receipts
- Send email to State VASE Qualifying Teachers
 - a. Place and Dates for State VASE – encourage to get hotel room arrangements quickly
 - b. Encourage all to attend
 - c. Documents to print and send to Director – deadline for documents (2 weeks prior to State Event)

63. Within 2 Weeks following Event:

Directors review and re-qualify state-advancing artwork along with the regional Qualifications Foreman and the Jury Foreman. Teacher will be notified if a work is disqualified and it will not go to State. It will be reported to the State VASE Director as DNA.

64. **Early March:**
- print State Juror Rating Forms – attach to back of artwork with blue tape (for 3D put form in box)
 - print 2 X 4" labels – affix to front bottom right corner of artwork (or 3D put on tent cards)
 - organize the artwork into boxes by division
65. **Mid-March:**
- Send reminder to teachers about online paperwork and payments
 - Instruct qualifying teachers to go to their State VASE page and mark all of their qualifying students – either attending or not attending. Also, mark if the teacher is attending.
66. **3rd Monday in March Prior to State VASE:** alert State VASE Qualifying teachers that Activity Events will be posted for selection on the VASE website and remind them that the teacher must mark the students “attending” in order for them to choose activities.
67. **Week Following Workshop Registration Prior to State VASE:** directors mark “N” – no, not attending – for all teachers and students who have not marked their attendance (workshop/tour registration opens at 4:00 PM that day)
68. **First of April:** Directors need to mark who their state workers are (adults and students) and who is the paid position
69. **Thursday Before State VASE:**
- arrive at event by 4:30 PM
 - move artwork to various 4 juror rooms (plus space for 3D) – equally divide artworks into the available stacks per room (number of stacks posted in each room)
 - turn in all forms (except Teacher Checklists) to the State Set-up Coordinator
70. **Friday of State VASE:**
- you will do one or many of the following – monitor a juror room, run artwork and/or rating forms from juror rooms to display area, hang artwork, help in photography room
 - 8:00 AM – meet with State Event Director for instructions for Friday jury day
 - Receive bag with teacher/student badges, agendas and maps at closing meeting of the day
71. **Day of State VASE:**
- 6:45 AM breakfast and meeting with State Event Director about the check-in process, processional, other Saturday duties, awards, and other closing instructions
 - Check in teachers – give badges & agendas. Remind them to look for Golden Tickets for Gold Seals. Let them know how Rating 4 artwork will be shown in the Exhibition.
 - Help student Gold Seal winners for your region to find their seats before Orientation.
 - Lead procession for your Region for Orientation. Help drape medals with State Event Director
 - Supervise your teachers and students
 - Receive bags with Rating 4 medals, JRFs and ECFs for your region at lunch meeting
 - Contact all teachers with disqualified artwork from your region – by 1:00 PM
 - Check out artwork during art show striking
 - Check out teachers:
 - a. make sure all of your regional artwork has been taken and if some is left behind, you take it
 - b. give teachers their bags of Rating 4 medals, JRFs and ECFs with their final information on it
 - c. teachers sign off on receipt of all things and check out of artwork on their Teacher Checklist – turn these Checklists in to State Event Director when all is finished
 - Help pack up and clean up State Event
72. **Sunday after State VASE:** Compile all State VASE stats for your region
73. **Monday after State VASE:** Send to all VASE teachers in your region the final results stats for the region – tell them the site and date for your regional VASE event for the next year

KEY TO COLORS:

	Regional Director		Jury Foreman
	Qualifications Foreman		Site Director

High School Regional VASE Director & Foremen Job Descriptions

Region VASE Director

- Procures site, sets date in collaboration with surrounding regions
- Corresponds with regional teachers
Reminders, instructions, deadlines, rules, payments, maps, schedules, encouragement
- Procures adult workers for the event
- Corresponds with workers
Recruit, reminders, job descriptions, instructions, encouragement
- Maintains user list consistency
- Keeps regional budget and budget sheet
- Orders medals
- Badges for workers
- Runs Scheduler
- Set up and run Control Room: bags, office supplies, signs, boxes, medals
- Runs event the day of VASE (staying in Qualifications until 11:00)
- Keeps track of teachers who have paid VASE fees to the Dallas office
- Mails all materials to TAEA office within 2 weeks after regional event

Region Jury Foreman

- Procures jurors
- Corresponds with jurors
Reminders, instructions, certification, maps, support, encouragement
- Inputs jurors into VASE website: setting rooms and judging areas (using director's login)
- Prepares training and trains jurors morning of VASE
- Prepares juror packets including juror badges
- Bundles at least 24, 10X13 juror form envelopes to give to each juror to use for the students' rating forms
- Prints juror payment forms, juror schedules, juror sign in from the website
- Maintains and distributes: calculators, timers, envelopes for juror forms
- Distributes and collects juror payments form: accuracy, social security number, 100 miles plus
- Oversees juror halls – moving students when needed

Site Director

- Procures site maps for director
- Gives director accurate juror rooms and room numbers
- Prepares signage
- Procures runners and other student helpers (from NHS, ROTC, Art Club, etc)
- Procures walkie talkies, laptops or tablets, elevator keys
- Arranges for food – has delivered or pick up
- Arranges for juror and worker snacks
- Arranges for custodial and security staff
- Arranges the site the Friday evening before VASE: chairs, tables, signs

Qualifications Foreman

- Trains Qualifications team (having qualifications workers complete the Preparing for VASE online course)
- Brings Qualifications items: scales, measurement systems, copy of rules, OK stamps, No Rating Stamps, DQ forms
- Checks questionable artwork online
- Recommends disqualification of artwork – disqualification is by director only

High School VASE Regional Procedures & Worker Guide

VASE – 7:00 AM to approx. 5:00 PM

1. Registration (1 worker per 500 entries): At Stations at 6:50am!

Registration workers check in teachers:

- Receive signed Entry Certification Form from teachers, marked with DNAs (did not attend)
- Check Entry Certification Forms and all Student Agreement and Artwork Release Forms to make sure all are there and signed

- Make sure all have name badges
- Enter all DNAs in computer (or turn into the control room for the data entry folks to enter into the system)
- When complete, report to Control Room to help with additional paperwork.

2. Form Station (1 worker per 400 entries): **At Stations at 6:50am!**

- Hand out *Juror Rating Forms* to students attending (these organized alphabetically by student last name)
- When complete, report to Control Room to help with additional paperwork.

3. Qualifications (1 worker per 200 entries): **At stations at 7:00am!**

Qualification workers check to see if all artworks meet the guidelines. Artworks in violation of guidelines are disqualified. Students line up with their artwork and juror forms and wait for a qualification person to check their artwork:

- Worker checks physical characteristics of the artwork
 - a. are the dimensions accurate
 - b. is it matted and using the correct color mat board (black or white only)
 - c. if charcoal or pastels, was fixative used
 - d. if oil paint, is it dry
 - e. does it weigh less than 50 lbs., etc.
- Worker checks the paperwork accuracy
 - a. is the “Student Intent Form” in place & does it match the artwork, is it signed by the teacher
 - b. is the division accurate – ask student number of art credits
.5-1.0=Division 1, 1.5-2.0=Division 2, 2.5-3.0=Division 3, AP-3.5+=Division 4
 - c. does the artwork number, division, media, name, etc. on the “Student Intent Form” match the same on the Juror Rating Form
 - d. does the artwork have sources on the back or attached to the 3D – is the source explained on the 2nd question on the intent form
- Worker certifies the originality of the sources for the artwork (look at checkboxes & 2nd question on intent form)
- Worker stamps Juror Rating Form if artwork is “OK”
- Worker instructs the student (after work is qualified) to be seated in the waiting area until the judging time listed on their Juror Rating Form.
- In case of Disqualification:
 - a. Qualifications Worker gets Foreman
 - b. Foreman contacts Director – Director makes final DQ decision
 - c. Foreman talks to the student’s teacher without the student present! Teacher may appeal to the Director
 - d. After Foreman notifies the teacher, the Disqualification Form will be filled out, attached to the juror rating form which will then be stamped with the “NO RATINGS: Comments Only” stamp in the area right over the numeric ratings along the side.
 - e. The artwork and form will NOT be held.
 - f. The student will be allowed to go through the interview process with the juror. The juror will only make comments and not mark the form with a rating.
 - g. Foreman will enter a DQ in the laptop computer for that artwork.
- When complete, report to Control Room to help with additional paperwork.

4. Traffic Control (1 worker per 1,000 entries) **At post at 7:00 am**

Traffic Control workers are stationed at the entryway to the judging (jurying) areas.

- Worker makes sure only students being judged are in the judging hallways
- Worker makes sure students are there at the correct time by looking at the time listed on their Juror Rating Form
- Worker reminds students that if they have a second artwork, they are to proceed directly to their next juror room after they have finished with the first juror.
- When complete, report to Control Room to help with additional paperwork.

5. Jury Foreman (1 per event) **Arrive at 6:00 am**

Jury Foreman procures all jurors, trains them, enters them into computer, and monitors the jury process during the event.

Before the event:

- Foreman sends out email requests at least 3 months prior to the event. 1 juror is needed per every 28 entries.
- Foreman enters the jurors from the Juror Pool using the director’s login, places room numbers, sets what juror will judge
- Foreman prepares a packet for each juror containing: juror payment form (to be signed and turned into the foreman before going to juror rooms), calculator, pen/pencil, list of students that juror will interview, map of the juror area with their room number marked, a few post it notes for juror questions to the Director, bundle of at least 24 10X13 juror rating form envelopes that have been hole-punched, timer if possible

During the event:

- Foreman trains the jurors from 7:00-8:00 AM in the Juror Room.
- Collects all juror payment forms, making sure the juror has signed it and listed his/her social security number so that they can be paid. Jurors are paid \$150 (only certified jurors will be used). Foreman gives these forms to the Director following the event.
- Monitors the jurying hallways to make sure: students are at the correct room, students are being quiet, there is not a backlog at one particular juror's room (if there is, the foreman reminds the juror to stay with the "8-2" minute schedule), move a backlogged student to another judge with less students (changing the room number on the student's Juror Rating Form). Only move a student if absolutely necessary.

During area judging:

- Briefly trains the jurors on this second juror process.
- Foreman helps the Director monitor the process.
- Reminds jurors not to confer with each other during the judging.
- Helps Director enter advancing artwork into the database and helps pack the state advancing artwork.
- Foreman is not to interfere with the judging process or influence the decisions. Monitor from the side only.

6. Control Room **At stations at 8:00am!**

This is the main hub for the event. The Director is in charge with many different aspects.

Student Runners: *(1 runner per 100 entries)*

- Runners circulate jurying hallways picking up artwork along with that artwork's brown juror's envelope. Jurors keep the artwork/envelopes in the juror rooms until the runners come by.
- Runners take the artwork + envelope to the Control Room and place it in the "IN" sections in front of one of the math personnel (whichever one has the least work). **Important that the artwork and its brown envelope are kept together!!**
- After all jurying is over, student runners go through all juror rooms and make sure all artwork has been taken from the area and nothing belonging to the jurors has been left behind. Make sure room is neat.
- Runners may also serve as guides. They don't have to be art students, but could be from service organizations like National Honor Society, ROTC, etc.

Math Personnel: *(1 per 400 entries)*

- Math workers double check the addition on Juror Rating Forms. Their station is right outside the Control Room.
- They take the artwork that runners have placed (with their rating form) on the table in front of them in the "IN" section. Math people will re-add scores and initial the score. If score was added wrong on a Juror Rating Form, correct it and initial it if it doesn't change the main rating. If it changes the main rating, the artwork & rating form must be taken back to the juror for correction.
- If the artwork has earned a 4, a sticker is placed on the Student Response Form on the back of the artwork: yellow, division 4; blue, division 3; red, division 2; and green, division 1.
- Rating 4 artwork is placed back on the table in front of them in the "OUT" section. Rating 1-3 artwork is placed on a separate table to go inside the Control Room.
- Juror rating forms are placed in a box to go inside the Control Room.
- Empty envelopes are kept in a box – sent to jurors if needed.
- Encourage all math and sort personnel to let the Director or Troubleshooter know if there is a questionable artwork or a question about the rating an artwork was given.

Troubleshooter (Head Sort):

This worker takes care of many things for the Director, but these specific ones:

- Math score is wrong enough to change the rating so artwork/rating form must be taken back to juror
- Juror rating form is missing comments so is taken back to the juror
- Artwork clearly appears to have the wrong rating (a 2 that should be a 3, a 3 that should be a 4) so this worker brings it to the Director's attention
- Wrong artwork is with the wrong rating form or artwork is missing a form so works to find the missing form or artwork.

Sort (these are student helpers): *(1 per 200 entries – in other words, 2 per math person)*

The rating form has been re-added and math people have put a colored sticker on the back of the artwork if it has received a rating of 4. Math people have put the artwork on the "OUT" section on the table in front of them.

- Sort student takes the artwork that has earned a 4 and puts it on the designated division table for Rating 4 artwork (Yellow sticker, division 4; blue sticker, division 3; red sticker, division 2; green sticker, division 1).
- Sort student puts all rating forms in the box outside the Control Room.
- Sort students place all Rating 1-3 artwork on the table outside the Control Room.

Data Input: *(1 per 350 entries)*

- Take the Juror Rating Forms that have come into the Control Room.
- Input the score into the VASE website using the Artwork ID number.
- After inputting the score, initial the form in the upper right corner.

- Place juror rating form in an alphabetizer according to the teacher's last name.

Control Room Personnel: (1 per 350 entries)

- Collect artwork and Juror Rating Forms from the table right outside the Control Room.
- Place the forms in the box for the data in-putters.
- Collect the Juror Rating Forms from the data in-putters by taking the alphabetizer with the forms inside and giving the data in-putter an empty alphabetizer. Place the juror rating forms in the appropriate teachers' sacks.
- Place a medal in the teacher's sack if the student received a 4 rating. White ribbon on the medal for Division 1, red for Division 2, blue for Division 3, and gold for Division 4.
- At about 3:00, check out teachers according to alphabetical listing of teacher's last name. Teachers check their sacks and artwork to see if everything is there.
- Teachers sign final teacher certification form.
- State Qualifying Teachers sign State VASE Entry Certification Form.

7. Art Show Personnel: At posts by 8:30 am

Art Show Set Up: (4 workers...1 per each division) Art set up usually in gymnasiums.

- Set up personnel take the Rating 4 sorted artwork and set it out for display and area judging.
- 2D artwork will be set up on the floor in rows.
- 3D work will be set up on the tables located in the same area as that division's artwork. The boxes for the 3D artwork will be put under the table directly below the artwork. For 3D, make sure tags are accessible to the judges.
- Double-check divisions on the artwork so they are not in the wrong place.
- After Art Show closes, guard doors during Area Judging.

Student Transport Teams:

- Students pick up artwork from the Control Room using flatbed carts. There will be 4 tables set up outside the Control Room – one for Division 1, one for Division 3, one for Division 2, and one for Division 4.
- Do not mix up the divisions.

8. Site Director: (1 person)

The Site Director is the host/hostess. It is their school where the event is held.

Site Director procures:

- custodians
- security - police officer
- student runners & guides
- nurse (nurse can serve as a data input person as well as nurse)

Juror Rooms:

- Provide Director building maps
- Locate juror rooms – 1 room per juror

Building set up:

- Tables – registration, form station, qualifications, control room, art show, traffic control
- Chairs – all places plus 2 chairs outside each juror room

Signage:

- All juror rooms
- *Registration, qualifications, traffic control, control room, waiting area, art shows, free-standing directional signs, maps with "You Are Here"*

Food: (paid for out of VASE fees)

- Breakfast for jurors and workers
- Lunch for jurors and workers
- *Snacks for jurors throughout the day*

9. Jurors (1 per 28-30 entries)

In separate rooms one-on-one, jurors interview students with their artwork. The interview counts one third, the artwork two thirds. Jurors ask students a series of questions with the interview lasting no more than 8 minutes. Students then leave the room – leaving their artwork and Juror Rating Form with the juror – and the jurors score the artwork with the remaining 2 minutes (10 minutes total per student). Juror then invites the next student in for another interview. At the end of the day, jurors go back through the artwork that has earned a 4 and select 10% of that artwork to advance to the state competition. These ideals must be followed:

- VASE will be carried out in the spirit of a positive learning experience.
- Jurors are to be mindful that the spirit of the event is to help students grow in their knowledge and application of the visual arts.

- Jurors should be honest, fair and NURTURING as they judge the student's art production and encourage the students to verbalize their personal art experience.
- Jurors are to refrain from judgmental comments and anti-teacher/program remarks.
- VASE is to be a motivating experience for each student regardless of his or her ability or art level.
- Competition is a real world activity and this event should be encouraging and serve as a growth experience.
- Jurors are to provide support, create a climate of reassurance and concern, and encourage young artists to reach for the highest standard of excellence in their artworks.

Jurors will be paid \$150 for their day (certified jurors only). Certification may be earned by going through the Online Juror Training Course which takes from 1.5 to 2 hours to complete. Refresher training is also provided one hour prior to the event. Certification must be renewed every 3 years.

10. Director

Director is responsible for the entire event.

- 2 months out, Director emails all teachers in the region – inviting them to VASE. Give dates, deadlines, and how to start. Refer all teachers and workers to the Preparing for VASE online course.
- Email reminders to teachers of rules and deadlines.
- Procure workers.
- Work with site director with flow of the event through the building, signage, and rooms for jurors.
- After first deadline: order medals, remind teachers to send in invoice and payment, narrow email group to just those participating, double-check to see if jurors are in the system accurately, email teachers reminding them to edit entries before edit deadline, prepare maps.
- After edit deadline: send out maps to jurors and teachers, send out the schedule for the event day, send instructions to all workers.
- Event day: coordinate all of the event with phone and walkie talkie, check on all stations periodically, be available in the Control Room for all needs, DQ artwork if needed, make sure jurors are judging according to standard.
- Make sure all artwork is accounted for.
- Announce state advancing artwork, pack up state advancing artwork and store for State event.
- Email state bound teachers for dates, times, maps, hotel information, payments & invoices, state paperwork, and other state information.
- Label all state artwork and attach state juror rating form.
- Take all state artwork to the state event and work at the state event.

VIII. High School State VASE

Timeline for State Event

74. **August of Preceding Year:** procure site for next year's event. Bookings should be for at least 2 years. Book (all rooms in close proximity):
 - Library for Director Staging Area (and food service) (Thurs evening through Saturday)
 - Library for Control Room (Thursday evening through Saturday)
 - 4 Juror Rooms (will become Workshop Rooms on Saturday) (Thursday evening - Sat)
 - 1 Box Room (Thursday evening through Saturday)
 - 1 Juror Training Room (could be one of the Juror Rooms) (Thursday evening - Saturday)
 - 1 Photography Room (could be a workshop room) (Thursday evening – Saturday)
 - 1 Portfolio Review Room (could be a Juror Room) (Saturday)
 - 43 Workshop Rooms (other than the 7 already listed – 42 total) (Saturday only)
 - 1 Competition Gym (for Orientation/Awards – Saturday only), 1 Regular Gym (for the exhibit & Gold Seal photography – Thursday - Saturday)
 - 1 Auditorium, 1 Band Hall, 1 Orchestra Rm, 2 other Large Classrooms for Scholarship Workshops (Saturday only)
75. **August of Preceding Year:** Book venues for Gold Seal Exhibition – 4 venues in all (last 2 are the TEA show at the Travis Building in Austin and the TAEA show at the fall Conference in November). Bookings should be for at least 2 years in advance. (Gold Seal Foreman does this)
76. **2nd Week of July:** Blue Ribbon Board Meeting; approved rule changes to TAEA Executive Board for electronic approval; after TAEA Ex Board approval send to TAEA Council-at-Large for electronic approval
77. **August 1:** Update VASE Rules for final publishing after approval; get Jr VASE and TEAM rules updated by those directors; update VASE Policies & Procedures; update both Moodle online courses; update Director Files
78. **Mid-August:** Archive VASE Site; update VASE site (including State VASE info)
79. **September 1:** Have new Rules posted. Update director email group (State Director does this)
80. **September 1:** Update and send Timeline to all Foremen and Site Coordinator
81. **September 1:** update state juror email group (State Jury Foreman does this)
82. **Mid September:** send website updates to directors (State Director does this)
83. **October 1 –** contact teachers to make arrangements to pick up Gold Seal artwork at state conference. Print form to bring to conference
84. **October 1 –** contact teachers with Gold Seal artwork to pick up artwork at conference or send arrangement details for who will pick the artwork up (give this to Gold Seal Foreman) (State Director does this)
85. **Mid October:** Solicit for event jurors (State Jury Foreman does this)
86. **Mid October:** procure maps of State VASE site with rooms – send to State Event Director (State Director does this)
87. **November:** Teacher registration begins the week following conference.
88. **December:** Acknowledge jurors committed – how many you have and how many more needed (State Jury Foreman does this)
89. **December:** have all Gold Seal venues, letters, calendar ready for State VASE
90. **December 1:** Solicit for Workshop presenters (even though most of these will come from State VASE-qualifying teachers) – start selecting and organizing tours and experience activities (2 State Activity Foremen do this)

91. **December 5:** Remind directors of the Originality Rule and its importance – encouraging directors to give out extra info to their teachers about it; extra info to their qualifications team; the goal to have no work DQed at State
92. **Mid-December:** Prepare maps for State VASE – Thursday unpacking, room deliveries & unpacking, Friday juror rooms & parking, Saturday all event rooms and spaces & parking – send maps to State Director and all Foremen
93. **January:** Solicit for extra adult event workers
94. **January:**
- Procure custodial, security, nurse, runners, and artwork hangers for State Event
 - Order food for VASE event:
 - a. breakfast Fri & Sat for directors, workers & jurors
 - b. snacks for all day Fri for directors & workers (State Jury Foreman provides for jurors)
 - c. lunch for Fri & Sat for directors, workers & jurors – presenters on Saturday (Site Coordinator does this)
95. **January:** Confirm Workshop presenters and seek final numbers as needed – finalize tours and experience activities (State Activity Foreman does this)
96. **January 10:** Confirm keynote speaker and any supplies needed for keynote – also hotel room if needed
97. **Mid-January:**
- Thank jurors who have committed
 - Solicit for the last few needed
 - Send maps, documents with juror info to the jurors and the High School State Event Director and State VASE Director (State Jury Foreman does this)
98. **Late February:** Confirm Workshop presenters – procure supplies for Keynote speaker only – send final list of activities and workshops to State Event Director (State Activity Foreman)
99. **March:**
- Collect and compile records from the VASE website concerning number of state qualifying students statewide – send spreadsheet to State Director and all State Foremen (including Site Coordinator)
 - Determine how many in the different jurying areas (2D Div 1-4, 3D Div 1-4) to determine the number of Gold Seal from each area (found on VASE website)
 - Send Don all Activity information to start building the qualifying student choices to become live mid to late March
 - Email all directors to remind them of the paperwork and fees that were sent to the Dallas office – to be due to the directors 14 days out from event
 - Prepare signage and placement according to the site map already prepared - email to Site Coordinator to be printed.
100. **March:** Order supplies – paper, card stock, badge holders, gallon Ziplocs, Medals, etc.
101. **March:** Select and order meals & snacks (Site Coordinator can help if needed)
102. **March:** contact Tech Coordinator and Control Rm Coordinator to get materials ready
103. **March:**
- Have signs printed according to State Event Director instructions
 - Confirm all workers: custodial, security, nurse, and site helpers who will help cover tables and other local jobs (Site Coordinator does this)
104. **March:**
- Using number of artworks, check to make sure number of jurors is accurate and procure more if needed. If there are extra already committed, leave them in place.
 - Prepare the “Juror By Division” spreadsheet with room numbers and number of Gold Seals (use the Juror and Gold Seal Calculator spreadsheet to determine distribution of the Gold Seal selections across the divisions and categories). Email the jurors with their assignments and send to the High School State Event Director and State VASE Director
 - Purchase juror supplies (post its, pencils, stickers) (State Jury Foreman does this)

105. **March:** confirm with Gold Seal Manager the plans and procedures for the Gold Seal exhibition at State VASE – send maps (Gold Seal Foreman does this)
106. **Mid-March:**
- Prepare State VASE Agenda – email to State Director, State Foremen, Regional Directors and Site Coordinator – if all is correct, have printed along with maps
 - Contact Regional Directors (through the State Director because State Director is the contact for the Directors) with job assignments and timeline
 - Contact Regional Directors (through the State Director) and ask them to go online and list all of their helpers who will work with them at the State event.
107. **Mid-March: Plan and coordinate:**
- Arrival of directors
 - Distribution of artwork
 - Check in of paperwork
 - Supervision of runners and hanging of artwork (Set-Up Coordinator)
108. **Mid-March:**
- Prepare all Juror Materials (load into gallon Ziplocs),
 - Ready PowerPoint & other training materials – bring projector & computer for training
 - Email final confirmation to jurors
 - Purchase Juror Snacks (crackers, Cheez-its, candy, mints, nuts, waters, etc) (State Jury Foreman does this and is reimbursed)
 - Inputs state jurors into the State Event Scheduler (along with their room numbers) and prints State Juror Payment Form and State Juror Sign In
 - Figure mileage on jurors for accurate payment - +100 miles round trip
 - Send list of jurors with their addresses and payment information (+100 miles or not) to Jody Henry and Gay Selman so checks may be cut for the event.
109. **Late March:** remind directors to make sure qualifying teachers have gone into website and marked all attending State Event (by the 3rd Monday in March) (State Director does this)
110. **Late March:** online activity choices go live (Last Monday in March at 4:00 PM)
111. **2 Wks Prior to Event:** (*get a team together to help with these things*)
- Print worker, coordinator, foremen, and presenters tags
 - Print qualifier nametags – load and organize by region & teacher (prepare 2 sets of region bags)
 - Fold & load agenda/brochures/maps into teacher envelopes and into region bags
112. **2 Wks Prior to Event:** inventory and pack all materials for State VASE event
113. **2 Wks Prior to Event:** remind directors to send email to qualifying teachers with the agenda and maps (State Director does this)
114. **1 Wk Prior to Event:**
- confirm workers
 - prepare worker payment forms and envelopes
 - script orientation and awards ceremony with the State Director
115. **1 Wk Prior to Event:** confirm jurors last time (State Jury Foreman does this)
116. **1 Wk Prior to Event:** confirm workers (Site Coordinator)
117. **1 Wk Prior to Event:** confirm workshop presenters and all other activities (2 State Activity Foremen do this)
118. **Thursday of Event:** State Event Director will arrive at noon and make sure Directors will:
- Site Director sets up all signs
 - Jury Foreman sets up signs and rooms as well as prepare training room

- Check in with Set-up Coordinator who will give each Regional Director a checklist for all three days of the State Event – to be turned in with the Teacher Checklists at the end of the event on Saturday.
- Check in with State VASE Set-Up Coordinator on Thursday afternoon. State paperwork should be turned in at this time to designated areas (with the exception of the **State Teacher Checklist** which will be held until Saturday check-out).
 - 1) State Entry Certification Form:** Collated by Teacher's last name, Placed in Regional hanging file for State VASE Director records.
 - 2) Student Agreement and Artwork Release Forms** (for each State qualifier): Collated by Student's Last Name, placed in hanging file designated for this form, only.
 - 3) Check-in/Check-out Attendance Verification Form:** collated by Teacher last name and placed in the hanging file for Regional Directors.
- Regional Directors receive nametags & badge holders for themselves & their workers
- Directors and their helpers will move all qualified artwork to **assigned** juror rooms:

3D artwork: removed from their box, set up correctly with label tent in front of artwork, small boxes placed under the table directly below the artwork, large boxes placed in box room in the area designated for that region

State Juror Rating Form placed under tent label

2D Artwork: in assigned rooms by division. (Place in stacks according to the number on the sign).
- After setting up their regional artwork in the designated rooms, oversee one juror room – according to Event Director's assignment – to make sure it is set up correctly and ready for jurors on Friday.

119. **Friday of Event:** State Event Director will arrive at 6:00 and make sure the directors will:

STATE EVENT DIRECTOR

- In charge of all workers on site (refer to State Director with questions)
- Work as a team with State Director and State Jury Foreman to DQ artwork
- Receive spreadsheet of Gold Seal Winners from Gold Seal Foreman
- Prepare or oversee production of items for Orientation and Awards Ceremony

DIRECTORS

- Directors will follow Friday's portion of the Regional Director checklist for the day's procedures.
- Breakfast is at 7:30 in the Directors' Staging Area; meeting with State Event Director at 8:00. Those exempt from the meeting: Jury Foreman.
- Directors will be assigned to monitor each assigned jury area – 8 areas with one or two directors at each area: specific jobs within the juror rooms are listed in the job descriptions
- Supervise student helpers who serve as "Runners" to pick up artwork and **State Juror Rating Forms** from the assigned juror rooms and move to either the photography room or the exhibit hall
- Serve as Helpers for other areas: Rating 4 photography room, Sort in the Control Room, Art exhibition 3D area, Hanging art exhibition, Velcro stations (stations set by State Event Director)
- Eat lunch at noon – staggered so that juror rooms are not left unattended
- **No** Regional Director should leave the event site until all work is done.
- Artwork may be disqualified at the State VASE event. The State VASE Director, the State VASE Event Director, and the State Jury Foreman will collaborate to determine qualification. The artwork may be referred for qualifications review by a State VASE Juror, Regional Director, or State VASE Worker. Regional Directors will be consulted before disqualification is determined. If artwork is disqualified, it will still be hung in the State VASE show, but will only go through the state jury process to get Juror Comments. Comments ONLY – no rating. Regional Directors with disqualified artwork must notify the teacher of the disqualified artwork by 2:00PM on the Friday of the State VASE event in order for the student and parents to be notified by the teacher in a timely manner.
- After judging portion of the event is done, Regional Directors will receive a bag with name badges, agendas/programs, and maps for their State VASE qualified students and teachers – to be distributed on Saturday morning.
- Directors will be provided breakfast and lunch both days of the event. Any helpers brought to help with the event will also be fed. An accurate count of the helpers must be provided online to the Event Director no later than mid-March.
- Director's Staging Area is the site for Lost and Found.

CONTROL ROOM (Thurs-Sat)

- Control Room personnel will be recruited by the State Director and State Event Director.
- There will be 1 Technology Coordinator in charge of all computer data entry and processing; and 1 Control Room Coordinator in charge of the room's operations.
- There will be at least 10 adult workers other than the 2 Coordinators working in this room (4 for technology, 6 for sort)

- The Control Room will be the main operations area and is central for problems or questions.
- Problems and/or questions will be directed to the State Director, State Event Director, and/or the State Jury Foreman – mainly located in the Director’s Staging Area or Control Room.
- Control Room personnel take in State VASE Juror Rating Forms, record them on the VASE site, cross-check all scores & reports, reconcile any “0s”, run copies of state award reports, sort all rating forms by Region then teacher.

ACTIVITIES FOREMAN: 1 State Activity Foreman (workshops, tours, scholarship workshops) (provide maps, parking info, loading/unloading locations, contact phone numbers)

- Post all signs after jurying is complete and then collect workshop signs
- Set up tour departure station
- Set up check-in/check-out station for workshop presenters

SITE DIRECTOR

- Set Up Committee - Cover tables and/or floors with plastic after jurying complete
- Move in any supplies sent by workshop presenters
- Set up box room – space and signage

120. **Saturday of Event:** State Event Director will arrive at 6:00 AM and make sure:

STATE EVENT DIRECTOR

- Conduct Orientation with Welcome, Parade of Regions (set up by Scholarship Foreman and led in by TAEA Executive Director) (share this responsibility with TAEA President and State VASE Director)
- Facilitate creation of PPT
- State Director and State Event Director share responsibilities for the closing awards ceremony

DIRECTORS

- Directors will follow Saturday’s portion of the Regional Director checklist for the day’s procedures.
- Breakfast is at 6:45; meet with State Event Director
- Directors will report to their Check-in table at 7:30 to check-in attendees. A helper from their region is recommended.
 - a. Mark off the names of the attendees as they check in
 - b. Give attendees badges, agenda fliers, and maps
 - c. Direct teachers to look for Golden Tickets for Gold Seal and to get those students to the assigned seating for Orientation; to find Rating 4 notification on the artwork in the Exhibition.
 - d. Direct attendees to the Orientation areas
 - e. Tell attendees where and when the Awards Ceremony will be
 - f. Instruct teachers how to and where to check out at the end of the day
- State Jury Foreman and Helper will alphabetize the students in the Gold Seal area for their region.
- Directors will attend Orientation and be the Parade of Regions along with a student chosen from their region who will hold their region’s banner. They will help drape their Region’s Gold Seal award winners.
- Directors take care of their own teachers and students during the workshop time.
- Control Room workers print State Entry Certification Forms for all teachers and check and organize them in hanging files according to region, count out all medals earned and put in teacher bags, organize State Juror Rating Forms and put in teacher bags.
- All Directors will meet with the State Event Director at noon for lunch and a meeting. Director checklists will be reviewed and further instructions given. Exempt attendee is Site Coordinator.
- Directors check out artwork after striking exhibition.
- Directors will Check-out all attendees after the awards ceremony using the Teacher Checklists. Directors will check to make sure teachers have all of their students’ artwork (except for Gold Seal artworks) that the teachers have taken down from the exhibition. Directors will give attendees their bags with State Juror Rating Forms, final teachers’ State Entry Certification Forms, and Rating 4 medals. Teachers responsible for checking out an absent teacher’s work will collect student artwork, forms and medals for the absent teacher.
- Directors will turn in their State Teacher Checklists to the Set Up Coordinator along with the completed Regional Director Event Checklist and honorarium payment form.
- ALL Directors help pack up, load, and clean after State Event is over

WORKSHOP/ACTIVITIES – State Activity Foreman

- State VASE Activities & Workshops will be set up by the State VASE Activities Foreman according to the criteria set forth by the State Event Director.
- All State VASE Workshop procedures will be written by the State Activities Foreman and the State Event Director.
- Workshop presenters will be recruited from the attending state qualifying teachers – 20 workshops which will be presented twice

- Workshop presenters purchase their own supplies and then are reimbursed up to \$120 - \$2 per attendee with a maximum of 30 attendees in each session
- Activities will be a combination of 43 Student Workshops (presented twice), 10 Teacher Workshops, Tours, Experience Activities, 2D, 3D, and Sketchbook Scholarship Workshops, and/or a Come and Go or Make and Take large workshop that are supplied by the presenters (and reimbursed up to \$120)
- Assign rooms & send room signs to Site Coordinator to produce
- Make folders for check in on the day of the event for all presenters. Include: Payment form, Map, Presenter Name tag, Reimbursement form, Agenda/Program. Workshop presenters fill out and turn in payment form and reimbursement form with accompanying receipts at that time
- Scholarship Coordinator oversees judging of 2D, 3D, and Sketchbook Scholarship Workshops and purchases supplies for these workshops with the help of the Event Director
- Scholarship Selection Coordinator
 - a. oversees judging of scholarship selection with a team of 3 – 1 team for each scholarship area: 2D, 3D, Sketchbook, Digital (including the coordinator)
 - b. select an agreed upon number of works as scholarship winners; number to be determined by State Director (16 Scholarships for 2D – 4 for each division: 4-\$600, 4-\$400, 4-\$200, 4-\$100; the same 16 for 3D Scholarships; 12 Scholarships for Sketchbook, 12-\$100)
 - c. Organizes the selection of the Memorial Scholarship choices (4 done on Friday evening, 1 done on Saturday morning with Lee Henderson): 2 appointed by the coordinator select the 2 works chosen for the Jim Henderson Memorial Scholarship (\$1,500 & \$1,000) and the 1 work selected for the Joey Doyle Memorial Scholarship (\$500); the Bill Bagley Scholarship (\$500), Sara Chapman selects the work chosen for the Christina Rich Memorial Scholarship (\$500); Best Landscape (\$500), Best Still Life (\$500), Best Expressive Artwork (\$500), Best Electronic Media (\$500).
 - d. **Criteria for selecting Scholarship Winner pieces:**
Does the composition fill the space? Is there a strong focal point? Is there a range of value from light to dark? Evidence of strong technique? Creativity? Good use of proportion? Modeled using light to give a sense of mass, texture?
 - e. Coordinator of each scholarship workshop area enters winners into the VASE website.
 - f. Winners photographed by 3D Rating 4 Photographer
 - g. Coordinator and teams input award winners into VASE website
 - h. Winners announced at Awards Assembly:
Scholarship winner names & amounts are entered in VASE site by lead Scholarship Judge for each team
A spreadsheet is provided by a function of the VASE website
Letters and Certificates are printed for each student by a function of the VASE website and will be presented to them at the Awards Ceremony
Address labels are printed by the management office as a function of the VASE website and checks will be mailed to the teacher of record to be given by the teacher to the student
 - i. Selection Coordinator & team arranges for return of all student work
- State Activity Foreman will arrange all tours for the State VASE event (if there are tours). These tours will work in exact coordination with the times of the workshops. The Foreman should set up and man a check-in/departure station for all tours.
 - a. Set up tours with places such as area museums, galleries, studios and/or gardens
 - b. Arrange for buses to take attendees to and from tours
 - c. The departure time for the tour should be the normal start time of each of the 2 workshops (therefore, the tours will last approximately 1 hour and the distance from the State VASE event should not be so far that it takes longer than 15 minutes travel time)
 - d. The return time for the tour should be the normal end time of each of the 2 workshops
 - e. These tours should be set up as student tours and should not cost the students or VASE anything – they should be free tours
- Walk the sessions to see that everything is running smoothly.
- Remove plastic and clean all areas with the help of the Site Director and team

121. **Sunday after State VASE:** Compile all State VASE event stats for the State VASE Director

122. **Monday after State VASE:** Send to all State VASE workers and TAEA Executive Board the final result stats for the State – tell them the site and date for the State Event next year – thank them for their hard work – have **Jury Foreman** and other **Foremen & Coordinators** send thank yous to their jurors and helpers

123. **Late April:** information sent to Gold Seal teachers

124. **June:** Gold Seal and State Rating 4 images sent to Don for posting to the VASE website – PowerPoint to Gold Seal Manager for the creating of labels for Gold Seal Exhibition – spreadsheet of Gold Seal winners (sorted by artwork number) sent to State Director and Gold Seal Manager (Gold Seal Foreman does this)
125. **Mid-May:** contact previous year's regional directors to remind them to apply for the director's position for the current year and solicit regional date and site, with address – if no longer going to serve as director, they must suggest a replacement (State Director does this)
126. **Mid-May:**
- State VASE statistics compiled
 - State VASE report made by State Director for TAEA Executive Board & taxes
 - State VASE date and site for next year posted on website (State Director does this)
127. **Mid-May:** Scholarship winners sent to Don for posting to the VASE website

KEY TO COLORS:

	High School State Event Director		State Activity Foreman
	State VASE Director		Site Coordinator
	State Jury Foreman		Set-Up Coordinator
	Gold Seal Foreman		

State VASE Event

Job Descriptions

1. State VASE Director:

- Procure site for next year's event. Bookings should be for at least 2 years. Book (all rooms in close proximity):
 - A. Library for Director Room (and food service) Staging Area (Thurs evening through Saturday)
 - B. Library for Control Room (Thursday evening through Saturday)
 - C. 4 Juror Rooms (will become Workshop Rooms on Saturday) (Thursday evening through Saturday)
 - D. 1 Box Room (Thursday evening through Saturday)
 - E. 1 Juror Training Room (could be one of the Juror Rooms) (Thursday evening through Saturday)
 - F. 1 Photography Room (could be a workshop room)(Thursday evening – Saturday)
 - G. 1 Portfolio Review Room (could be a Small Gym)(Saturday)
 - H. 43 Workshop Rooms (other than the 7 already listed – 43 total)(Saturday only)
 - I. 1 Competition Gym (for Orientation/Awards – Saturday only), 1 Regular Gym (for the exhibit & Gold Seal photography – Thursday & Saturday)
 - J. 1 Auditorium, 1 Band Hall, 1 Orchestra Rm, 2 other large rooms for Scholarship Workshop Rooms (Saturday only)
- Direct all regional directors including: seeking new directors, approval of directors, releasing directors, working with directors, and all correspondence to directors
- Plan, coordinate, and conduct the TAEA/VASE Blue Ribbon Board meeting the **Second Wednesday & Thursday in July** (includes hotel rooms, meeting room, and food)
- Approval for VASE updated rules from TAEA Executive Board and the TAEA Council-at-Large
- Represent VASE and report to TAEA Executive Board and the TAEA Council-at-Large for all meetings.
- Update VASE website: directors and regions, post new rules
- Update and create VASE online trainings on Moodle
- Create new video for posting in VASE News section that explains new rules
- Monitor VASE Director credit cards
- Remind directors of the Originality Rule and its importance – encouraging directors to give out extra info to their teachers about it; extra info to their qualifications team; the goal to have no work DQed at State
- Send website updates to webmaster and inform Event Director of changes
- Procure maps of State VASE site with rooms – send to State Event Director and State Jury Foreman
- Support High School State Event Director
- Email all directors to remind them of the paperwork and fees to be collected by them and turned in at the State Event – to be due to the directors 14 days out from event

- Notify directors of the online activity choices going live on the website 14 days out from event
- Contact Regional Directors with job assignments provided by the Event Director and timeline
- Work as a team with High School State Event Director and State Jury Foreman to DQ artwork
- Help with creation of Gold Seal Spreadsheet
- Work with State Event Director to script Orientation and Awards Ceremony.
- Along with the State Event Director and TAEA President conduct Orientation with Welcome, Parade of Regions, and Awards Ceremony
- Send all Regional Directors procedures for State VASE
- Remind directors to go into website and make sure all teachers have entered those attending State Event (14 days out from event)
- Send agendas and instructions for the State VASE event to Regional Directors and TAEA Executive Board at least 10 days prior to the event
- Send maps of the State VASE facilities (with juror room numbers for Friday and workshop room numbers for Saturday) to Regional Directors and TAEA Executive Board at least 5 days prior to the event.
- Remind directors to send email to qualifying teachers with the agenda and maps
- Troubleshoot issues at State VASE – the final word if necessary
- State VASE statistics compiled
- Final State VASE Yearly report made by State Director for TAEA Executive Board & taxes
- State VASE date and site for next year posted on website
- In early May, contact previous year's regional directors to remind them to apply for the director's position for the current year and solicit regional date and site, with address – if no longer going to serve as director, they must suggest a replacement
- In May, Scholarship winners sent to Don for posting to the VASE website
- Request archival of online VASE site

2. High School State VASE Event Director:

- Update State Chairs, Coordinators, and Foremen email group
 - Send Timeline from the VASE Policies and Procedures to all Chairs, Foremen, and Coordinators
 - Prepare maps for State VASE (and edit when necessary) – Thursday unpacking, room deliveries & unpacking, Friday juror rooms & parking, Saturday all event rooms and spaces & parking – send maps to State Director and all State Staff
 - Solicit for extra adult event workers
 - Collect and compile records from the VASE website concerning number of state qualifying students statewide – send spreadsheet to all State Staff
 - As directed by the State Director, send all Activity information to the VASE webmaster to start building the qualifying student choices to become live mid to late March
 - Order supplies for State VASE: paper, card stock, badge holders, hanging file folders, tubs, Medals (determine number of medals by using the Juror & Gold Seal Calculation spreadsheet), etc
 - Contact Tech Coordinator and Control Room Coordinator so they can start getting materials ready
 - Prepare State VASE Agenda – email to State Director, State Foremen, Regional Directors and Site Coordinator – if all is correct, have printed along with maps
 - Send State Director the job assignments for the regional directors (State Director emails these to the directors)
 - Put a team together to help with these things: Print worker, coordinator, foremen, and presenters tags
 - Print qualifier nametags – load and organize by region and teacher (put in teacher bags)
 - Fold & load agenda/brochures/maps into teacher bags
 - Contact MCC office with names of all workers and the amount to be paid – so they can prepare checks.
 - Prepare envelopes with payment forms for all State workers to be given out when workers check in with State Set-up Coordinator. These will be filled out and turned in at end of event.
 - Send agendas and instructions for the State VASE event to the State Chairs at least 10 days prior to the event
 - Send maps of the State VASE facilities (with juror room numbers for Friday and workshop room numbers for Saturday) to the State Chairs at least 5 days prior to the event.
 - Inventory and pack all materials for State VASE event
 - 1 Week Prior to event: script orientation and awards ceremony with the State Director
 - **Thursday of Event:** arrive at State VASE site at noon, unload all materials, set up Control Room, Directors Staging Area; and make sure the foremen, coordinators, regional directors, and workers/helpers do their duties
 - **Friday of Event:** arrive at State VASE site at 6:00, help Site Coordinator with food set-up; make sure the foremen, coordinators, regional directors, and workers/helpers do their duties
6. In charge of all workers on site (refer to State Director with questions)
 7. Work as a team with State Director and State Jury Foreman to DQ artwork
 8. Receive spreadsheet of Gold Seal Winners from Gold Seal Foreman

- **Saturday of Event:** arrive at State VASE at 6:00 AM and make sure the foremen, coordinators, regional directors, and workers/helpers do their duties
 - Along with the State VASE Director and TAEA President conduct Orientation with Welcome, Parade of Regions, Keynote speaker
 - Create PPT with Rating 4 student names, alphabetized by region.
 - State Director and State Event Director share responsibilities for the closing awards ceremony
- Collects all Control Room payment forms
- Sunday after State VASE, compile all State VASE event stats for the State Director
- Monday after State VASE, send to all State VASE workers and TAEA Executive Board the final result stats for the State – tell them the site and date for the State Event next year – thank them for their hard work – have Jury Foreman and other Foremen & Coordinators send thank yous to their jurors and helpers

3. State VASE Jury Foreman

- Update state juror email group
- Solicit for event jurors in mid-October
- Contract final jurors according to number and division of entries advancing to state
- Using maps provided by the High School State Event Director confirm juror rooms and assignments. Send maps and other juror informational documents to jurors.
- Use the VASE website to find the total entries in each area for State VASE then use the Juror & Gold Seal Calculation spreadsheet to determine how many jurors are needed in the different jurying areas (2D Div 1-4, 3D Div 1-4) and to determine the number of Gold Seal from each area (this info available in VASE website).
- Prepare “State Juror by Division” spreadsheet and send to jurors, State VASE Director and State Event Director
- Purchase juror supplies
- Make instructional packets for Jurors
- Ready PowerPoint and other training materials – bring projector & computer for training
- Purchase/Acquire and distribute juror snacks (turn in reimbursement form and receipts for this)
- Input state jurors into the State Event Scheduler (along with their room numbers) and print State Juror Payment Forms and State Juror Sign In.
- Send list of jurors with their addresses and payment information to the TAEA/MCC Dallas office so checks can be prepared for jurors
- Train jurors on Friday morning and monitor all day
- Consult with State Director and State Event Director on questionable entries including qualification violations, moral issues, and potential disqualifications. All 3 are required to DQ an artwork.
- Collects juror payment forms
- Send thank yous to jurors

4. State VASE Gold Seal Foreman

- Book 3 extra venues for the showing of the Gold Seal Exhibition (5 venues in all)
- The venues will be: 1. Southwest School of Art in San Antonio (right after State VASE), 2. Glassell School of Art at the Museum of Fine Arts, Houston, 3. ?, 4. TEA Travis Building, Austin, and 5. TAEA State Conference
- Pick up Gold Seal artwork and paperwork from the juror rooms upon completion of selection (during the first part of the jurying process). Before leaving juror room, check for accuracy of paperwork and artwork. Artwork goes to Gold Seal photography area. Paperwork goes to Control Room and is given directly to Data Coordinator.
- Track and record the Gold Seal artwork processing during the State VASE Event – tracking Artwork ID number and Student Name.
- Facilitate the photographing and display of the Gold Seal artwork during the State VASE event
- Recruits 1 assistant
- Confirm the selected Gold Seal entries with State Jury Foreman and Control Room – check for accurate number of entries
- Provide State VASE Director with the completed Excel spreadsheet of all artworks sorted according to the order the photographs appear on the jump drive provided by the photographer. This spreadsheet should include artwork ID number first and then student name (last name first).
- Pull **Student Agreement and Artwork Release Forms** of Gold Seal winners from Regional Director files. Make 2 copies (sets) of the original forms. Give two sets to the Gold Seal Manager to use as the exhibit travels and keep the originals for official TAEA/VASE records.
- Prepare for the Gold Seal Manager (after the Gold Seal Photographer gives GS Foreman all the Gold Seal artwork images organized by Artwork ID number) a PowerPoint of the Gold Seal artwork images along with the descriptors which include: Artwork ID#, artist name, artwork medium(ia), artist school, artist district, artist's teacher
- Store and maintain all Gold Seal Artwork records.

- Collects payment forms for workers in that area

5. State VASE Activity Foreman:

- State VASE Workshops, Scholarship Workshops, and/or Tours will be set up by the State VASE Activity Foreman according to the criteria set forth by the High School State Event Director.
- All State VASE Workshops, Scholarship Workshops, and/or Tours procedures will be written by the State Activity Foreman and the High School State Event Director.
- Activities will be a combination of Tours, 2D/3D/Sketchbook Scholarship Workshops, at least 43 Student Workshops, and at least 10 Teacher Workshops presented twice.
- Activity Foreman recruits at least 43 workshop presenters from the participating teachers. Teacher Workshop presenters may be recruited from jurors and other sources. State Director provides the foreman the list of participating teachers along with contact information
- Activity Foreman recruits at least 4 participating teachers to coordinate the Sketchbook Scholarship activity
- Activity Foreman will arrange all tours for the State VASE event. These tours will work in exact coordination with the times of the workshops. The Foreman sets up and mans a check-in/departure station for all tours.
 - a. Set up tours with places such as area museums, galleries, studios and/or gardens
 - b. Arrange for buses to take attendees to and from tours
 - c. The departure time for the tour should be the normal start time of each of the 2 workshops (therefore, the tours will last approximately 1 hour and the distance from the State VASE event should not be so far that it takes longer than 15 minutes travel time)
 - d. The return time for the tour should be the normal end time of each of the 2 workshops
 - e. These tours should be set up as student tours and should not cost the students or VASE anything – they should be free tours
- Workshop presenters purchase their own supplies and then are reimbursed up to \$120 for both presentations of the workshop
- Activity Foreman – in cooperation with the Scholarship Workshop facilitators – will create the prompts and activities for the Scholarship Workshops.
- Activity Foreman purchases all supplies needed for the various Scholarship Workshops through TAEA and makes sure the supplies are available at the presenter check in.
- Assign rooms & send room signs to Site Coordinator to produce
- Get helpers for the Saturday of VASE (especially the Tours/Activities Table) and to work with the Site Coordinator team to cover tables and set out signage on Friday evening
- Make folders for check in on the day of the event for all presenters. Include: Payment form, Map, Presenter Name tag, Reimbursement form, Agenda/Program
- Collect completed reimbursement forms and receipts from the presenters at the check in

6. State VASE Control Room Coordinator

- Control Room Coordinator will be recruited by the High School State Event Director who will in turn recruit at least 7 more helpers for work with paperwork sorting and 1 of these will be for re-adding of scores. Workers will arrive at 11:00 AM on Thursday and work until 7:00 PM. Workers will arrive at 9:00 AM on Saturday and work until 3:00 PM.
- Control Room Coordinator will be in charge of the room's operations.
- The Control Room will be the problem-solving area.
- The Math Re-Adding person takes in State VASE Juror Rating Forms and checks for correct adding of the score and if there are comments and signature of the juror. If the score is incorrect, but doesn't change the rating, the re-adder corrects the score and initials. If the score is incorrect and the correct score changes the rating, the rating form must be sent back to the juror for the intended rating score. All forms ready for data entry must be initialed by the re-adder with the initial next to the score. Re-adder then gives finished forms to the technology team for input into the VASE website. This must be done continually so that data is inputted immediately.
- All Gold Seal rating forms are given directly to the Technology Coordinator by the Gold Seal Foreman and doesn't go through the re-adder first.
- Take inputted and initialed State Juror Rating Forms from the Technology Team and put them in the hanging files for that region and that teacher. Check that entry off of the State Entry Certification Form that accompanies that teacher's folder. When all forms are present, alphabetize the forms within the teacher files by student last name.
- After all forms are processed, put the teacher's forms in their bag along with the medals earned (not Gold Seal medals).
- Cross-check all scores & reports, reconcile any "0s", run copies of state award reports
- Control Room places each teachers final Entry Certification Forms (that shows final ratings and medals earned), State Jury Rating Forms, and rating 4 medals in bags labeled with teacher names and region. This process starts Friday evening.

- Regional directors turn in to the Control Room Coordinator the Regional Director Event Checklist and the Teacher Checklists at the end of the State Event.
- Clean up Control Room and return to its original state

7. State VASE Technology Coordinator

- Technology Coordinator will be recruited by the High School State Event Director who will in turn recruit at least 4 more helpers for inputting artwork scores.
- Technology Coordinator will be in charge of all data entry, reports, and processing.
- There will be 4 helpers for technology. Workers will arrive at 11:00 AM on Thursday and work until 7:00 PM. Workers will arrive at 9:00 AM on Saturday and work until 3:00 PM.
- Technology Coordinator will bring equipment and paper to State VASE as needed. State Event Director may be the one to provide equipment and paper.
- Technology Coordinator and team will receive State Juror Rating Forms and will input the scores into the VASE website. They will initial the form when the score has been inputted. Initialed forms will be picked up by control room sort team.
- Gold Seal juror rating forms will be given by the Gold Seal Foreman directly to the technology coordinator without going through the re-ader. Technology Coordinator will check all Gold Seal forms for accurate math and then process them into the computer – double-checking for accuracy and count.
- Run various reports to aid in double-checking accuracy (Gold Seal group, Rating 4s, etc)
- Aid in reconciling entries with “0s”
- Print final Entry Certification Forms for teacher check-out
- Print Scholarship Awards list along with Scholarship Letters and Certificates
- Print Gold Seal Awards list

8. State VASE Site Coordinator

- Work with State VASE Director & State Activity Director to confirm room requests for jurors, juror training, directors’ staging area, activities & workshops, orientation, check-in/check-out, student exhibits, storage, operations and awards.
- Provide digital maps to State VASE Director by mid-October.
- Provide signage for all doors and directional signage (outside & in hallways) for jurors and attendees. Recruit and director adult to set up and take down signs. Store signs between events.
- Arrange for food for jurors and workers on Friday and Saturday (breakfast and lunch), snacks for all day Friday
- Contract and organize local adult workers for running & hanging artwork on Friday and directions on Saturday. These workers will be paid for their work. Here are the workers needed and the number for each area: Activities Helpers Saturday (2), Artwork/Forms Runners Friday (5), Show Setup Friday (6), Directions Saturday (4)
- Recruits and coordinates Student Helpers during the event. For Thursday 8 needed to oversee drop-off of student work in the juror rooms/areas and 10 needed to help directors unload. For Friday 8 needed at Velcro stations and 10 needed to run and hang artwork and run forms. For Saturday, 10 needed to give directions.
- Contract custodial staff and security for Thursday night, Friday and Saturday – a nurse for Saturday.
- Contract air for Thursday evening, Friday all day and evening, Saturday all day.
- Confirm all workers several weeks before State VASE event.
- Send invoices for reimbursement and payment forms for worker payments to TAEA Headquarters.
- During State VASE Event: Maintain site and workers – available for emergencies
- Have set if entire campus keys (including several elevator keys).

9. State Event Executive Assistant

- Assists State High School VASE Event Director with all functions of State VASE
- With guidance from State Event Director will create PowerPoints for Awards Ceremony which includes the Rating 4 winners divided by Region then student names listed alphabetically and all Scholarship winners (Memorial Scholarships first; then 2D/3D workshops by division with smallest award amount first; and finally sketchbook scholarships)
- Helps technology and control room coordinators with their duties as needed

10. State VASE Set-Up Coordinator

- Supervise check in of Regional Directors and State qualified artwork on Thursday afternoon. They give to directors a Regional Director Event Checklist to be turned in with the Teachers Checklists to the Control Room at the end of the event. Located in the Directors’ Staging Area. (see attachments for event checklist)
- Receive paperwork from regional directors: **State Entry Certification Form**: Collated by Teacher’s last name, Placed in Regional hanging file for State VASE Director records; **Student Agreement and Artwork Release**

Forms (for each State qualifier): Collated by Student's Last Name, placed in hanging file designated for this form, only. **Check-in/Check-out Attendance Verification Form**: Collated by Teacher's last name

- Regional Directors will receive from the set-up coordinator nametags, badge holders, agendas and programs for themselves and their accompanying workers at check-in
- Regional Directors will receive from the set-up coordinator nametags, badge holders, agendas and programs for their State VASE qualified students and teachers at the end of the jurying day on Friday. Directors will distribute them on Saturday morning.
- Direct the placement of artwork into assigned juror rooms on Thursday afternoon (number of artworks in each stack in the 2D rooms is designated on a sign in each juror room) – on the tables around the edges of the Exhibit gym for 3D). After directors distribute their artwork, assign one to each juror room to supervise the rest of the artwork organization.
- Oversee the *running* of artwork on Friday
- Oversee the hanging and display of the artwork on Friday according to assignments given by the Event Director
- Turns in payment form to State Event Director

11. State VASE Scholarship Selection Coordinator

- Scholarship Selection Coordinator is recruited by the High School State Event Director and in turn recruits jurors and helpers
- Oversees judging of 2D and 3D scholarship workshop artworks and the Sketchbook Scholarship workshops with a team of 3 – one team per area (including the coordinator). Scholarship Jurors Saturday (15 judges)
- Select an agreed upon number of works as scholarship winners; number to be determined by State Director (16 Scholarships for 2D – 4 for each division: 4-\$600, 4-\$400, 4-\$200, 4-\$100; the same 16 for 3D Scholarships; 12 Scholarships for Sketchbook, 12-\$100)
- Organizes the selection of the Memorial Scholarship choices: 2 appointed by the coordinator select the 2 works chosen for the Jim Henderson Memorial Scholarship (\$1,500 & \$1,000) and the 1 work selected for the Joey Doyle Memorial Scholarship (\$500); Sara Chapman selects the work chosen for the Christina Rich Memorial Scholarship (\$300).
- **Criteria for selecting Scholarship Winner pieces:**
 - Does the composition fill the space? Is there a strong focal point? Is there a range of value from light to dark? Evidence of strong technique? Creativity? Good use of proportion? Modeled using light to give a sense of mass, texture?*
- Coordinator of each scholarship workshop area makes a list of winners
- Winners photographed by Rating 4 Photographer
- Coordinator turns list into Control Room
- Collects worker payment forms for area

13. State VASE Photography Coordinator

- Supervises and does all photography of Gold Seal artwork for the State VASE event and is recruited by the High School State Event Director.
- Works directly with the Gold Seal Foreman who records all artwork ID numbers and student names as work is being photographed.
- Photography Coordinator recruits: 1 more photographer for 2D Rating 4 artworks and the Scholarship artwork winners on Saturday, 1 photographer for 3D Rating 4 artworks, 1 recorder for recording artwork ID numbers and student names to match images of Rating 4 artwork, 4 helpers to move Rating 4 artwork around (can include Regional Directors)
- Provides Gold Seal Foreman and State VASE Director (who will in turn give to the VASE webmaster for input on the VASE website) with Gold Seal images labeled with the artwork ID numbers no later than May 1
- Rating 4 Photographer works with team and sets up and photographs all rating 4 artwork (in their own room)
- Rating 4 Photographer provides to the State VASE Director (who will in turn give to the VASE webmaster for input on the VASE website) the Rating 4 images labeled with the artwork ID numbers no later than May 1
- Rating 4 Photographer photographs all scholarship winning artwork from 2D, 3D, and Sketchbook on Saturday
- Coordinator collects and turns in all worker payment forms

14. Regional Directors:

- All state-advancing artworks must be reviewed and re-qualified along with the regional Qualifications Foreman and the Jury Foreman within 2 weeks following the regional event. Teacher will be notified if a work is disqualified and it will not go to State. It will be reported to the State VASE Director as DNA.
- All artworks must be labeled using **Avery 5163** size labels. These labels are printed from the Regional Director's Print Menu – State Event Print Documents section. Labels must be attached to the bottom right corner, on the front, of the artwork. If the artwork will not hold the label (e.g. no label should be put directly on an artwork), the label should be attached to black cardstock or poster board and attached to the back of the artwork so that the

label can hang down and be visible from the front. These “hanging” labels must not fall off so attach well. All 3D labels should be put on a tent card, made from black cardstock or poster board that can be set up in front of the artwork when it is set up for display at the state event.

- All **State Juror Rating Forms** must be printed on **yellow paper** and lightly taped to the back of the artwork (using the blue “easy-to-remove” tape). These forms are printed from the Regional Director’s Pint Menu – State Event Print Documents section. They must be attached prior to arrival at State VASE
- All identifying markings and/or attachments (colored dots, post-it notes, etc.) placed on artworks during the regional event, for qualifications or judging, must be removed prior to arriving at the State event.
- All State VASE fees must be collected and sent with a **State Invoice** (check stapled to the teacher’s state invoice) to TAEA headquarters in Dallas. State fees and invoices must be sent no later than 10 days prior to State VASE.

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- All State forms must be collected from teachers and brought to the State VASE event including:
 - State Entry Certification Form** (from each teacher) signed and dated by teacher and procured at the close of the regional event
 - State Teacher Check List/Attendance Verification** filled out online by each qualifying teacher and printed by the director
 - Non-Attendance Verification Form** (from each non-attending teacher) filled out and signed by teacher, the teacher representing the absent teacher and the absent teacher’s principal. This form must be mailed to regional director.
 - Student Agreement and Artwork Release Forms** must be pulled from the Regional VASE event files for each state qualifying artwork and brought to the State Event by the regional directors. The Regional Directors will turn these forms in at the State Event Regional Director’s check-in.
 - Regional Director State Checklist** completed by Regional Director and turned in at Director’s check-in.
- **Set out artwork on Thursday of event.**
- **Work in various positions Friday and Saturday of event.**
- Artwork may be disqualified at the State VASE event. The State VASE Director, the State VASE Event Director, and the State Jury Foreman will collaborate to determine qualification. The artwork may be referred for qualifications review by a State VASE Juror, Regional Director, or State VASE Worker. Regional Directors will be consulted before disqualification is determined. If artwork is disqualified, it will still be hung in the State VASE show, but will not go through the state jury process. Regional Directors with disqualified artwork must notify the teacher of the disqualified artwork by 2:00PM on the Friday of the State VASE event in order for the student and parents to be notified by the teacher in a timely manner.

15. State VASE Gold Seal Manager (The Gold Seal Manager is directly responsible to the State VASE Director – working closely with the Gold Seal Foreman)

- Bring all VASE Display panels to the State VASE Event – arriving by 3:00 PM on Thursday
- Unload all panels – and set up panels (with the help of other State Staff) in the Exhibition area on Thursday
- Help hang all State VASE artwork on Friday
- Assists Gold Seal Foreman on the Saturday of the State VASE Event to pack Gold Seal artwork
- Load Gold Seal artwork and transport either to the 1st venue or to storage
- There will be 3 extra venues for the showing of the Gold Seal Exhibition other than the 2 standard venues (5 venues in all). These venues are scheduled by the Gold Seal Foreman.
- The venues will be: 1. Southwest School of Art in San Antonio (right after State VASE), 2. Glassell School of Art at the Museum of Fine Arts, Houston, 3. ?, 4. TEA Travis Building, Austin, and 5. TAEA State Conference
- Transport Gold Seal Exhibition (plus display panels & tables if needed) to the venue, unpack and set up the show for viewing
- Create and post Gold Seal artwork labels for the exhibition (using the spreadsheet and PowerPoint that the Gold Seal Foreman creates)
- Will maintain correspondence with the Gold Seal Foreman throughout the year.
- Provided by TAEA/VASE: Yearly stipend, Travel expenses: mileage (standard Texas rate), hotel if needed, food if needed, \$500 extra for working State VASE, Storage Unit – found and maintained by Gold Seal Manager; paid for by TAEA, all VASE Display Panels, 4 – 8’ Display tables, Drape & Runners for 4 Display tables, Packing Materials, Gold Seal Signs (2)

Procedures for Directors, Foremen, Coordinators, & Jurors

1. Regional Directors' Procedures Upon Arrival at State Event Site

- Check in with Set-up Coordinator Thursday afternoon who will give each Regional Director a checklist for all three days of the State Event – to be turned in to the Control Room with the Teacher Checklists at the end of the event on Saturday. (See this checklist as a separate page)
- State paperwork must be turned in to the Set-up Coordinator Thursday afternoon and includes:
 - 1) **State Entry Certification Form**: Collated by Teacher's last name, Placed in Regional hanging file for State VASE Director records.
 - 2) **Student Agreement and Artwork Release Forms** (for each State qualifier): Collated by Student's Last Name, placed in hanging file designated for this form, only.
 - 3) **Non-Attendance Verification Form**: collated Teacher last name and placed in the hanging file for Regional Directors.
- Regional Directors will receive nametags, badge holders, agendas and programs for themselves and their accompanying helpers
- Directors and their helpers must:
 - 1) Have all artwork labeled and with yellow State Juror Rating Forms attached before arriving at the state event
 - 2) Move all qualified artwork to assigned juror rooms and place in stacks
 - 3) 3D artwork: removed from their box, set up correctly with label tent in front of artwork, State Juror Rating Form placed under tent label, small boxes placed under table and large boxes moved to "box storage room" (region's boxes together in same area of the room)
 - 4) 2D Artwork: in assigned rooms by division (evenly distribute artwork into different stacks with the number of stacks designated on a sign in that juror room).
- After setting up their regional artwork in the designated rooms, oversee one juror room to make sure it is set up correctly and ready for jurors on Friday.

2. Regional Directors' Jobs on Juror Day

- Directors will follow Friday's portion of the Regional Director checklist for the day's procedures.
- Attend a Director's Meeting with the High School State Event Director at 8:30 AM – eat breakfast and have the meeting. Jury Foreman is exempt from the meeting.
- Serve as "Runners" to pick up artwork and **State Juror Rating Forms** from the assigned juror rooms and move to either the photography room or the exhibit hall.
- One director will be assigned by the State Event Director to monitor a juror room or 3D division area. Monitors are to make sure and artwork and juror rating form match, check to see accuracy of adding on the score, check to make sure comments are made (and that the comments are quality comments), and the rating form is signed. Rating 4 artwork is placed in one stack that will be taken by runners to be photograph. Rating 1-3 artwork is placed in a different stack to directly to be hung. All reviewed juror rating forms will go to the control room. Gold Seal artwork and juror rating forms MUST be kept separate and will be picked up only by the Gold Seal Foreman.
- Assist with the hanging of artwork for the State VASE Exhibit.
- Assist in the Control Room with sort or technology.
- Artwork may be disqualified at the State VASE event. The State VASE Director, the State VASE Event Director, and the State Jury Foreman will collaborate to determine qualification. The artwork may be referred for qualifications review by a State VASE Juror, Regional Director, or State VASE Worker. Regional Directors will be consulted before disqualification is determined. If artwork is disqualified, it will still be hung in the State VASE show, and will go to a juror to make comments. No Rating will be given. Regional Directors with disqualified artwork must notify the teacher of the disqualified artwork by 2:00PM on the Friday of the State VASE event in order for the student and parents to be notified by the teacher in a timely manner.
- **No** Regional Director should leave the event site until all work is done including packing up at the end of the event.
- Directors will be provided breakfast and lunch both days of the event. Any helpers brought to help with the event will also be fed breakfast and lunch. An accurate count of the helpers must be provided to the State Event Director no later than 15 days prior to the event. This is done in the VASE website.
- Regional Directors will receive nametags, badge holders, agendas and programs for their State VASE qualified students and teachers at the end of the jury day on Friday.

3. Juror's Procedures

- Trained by the State VASE Jury Foreman for 1 hour on Friday morning – Jurying Day – from 8:00-9:00 AM.
- Each juror will be in their assigned room, pick a stack of artwork (2D, divisions 1-4) or divide the work equally in the case of 3D (suggest pick an area to work).
- Jurors will go through all their artwork in their stack or section. They will select out all they feel will deserve the highest rating of 4 based on their knowledge of the standards, but not filling out the rubric. They will place the

Rating 4 stickers on the name label, BUT not covering any of the student information on the label. In the case of 3D artwork, they will place the sticker on the attached tag.

- All jurors will set up their Rating 4 artwork and as a group will look at all the 4s. NO hallways will be used for this. Artwork being considered for Gold Seal must remain in the juror rooms.
- Using the post-it method – where a juror receives the exact number of post-its for the number of Gold Seals allowed for their category – jurors will circulate through all the Rating 4 artwork and put post-its on the ones they feel should be Gold Seal. Jurors are not to talk to each other or advocate for artwork during this part of the process.
- When all Gold Seals are selected (according to the correct percentage of artworks at State), a team of 5 VASE officials will review Gold Seals one more time for qualifications issues. The team will be State VASE Director, State Event Director, State Jury Foreman, Gold Seal Foreman, and the current TAEA President.
- After Gold Seal Work has been re-qualified, the Head Juror for that category and one helper will input all Gold Seal artwork into the VASE site using the “Score by ID Number” option.
- Jurors take their artworks that were selected to be a Gold Seal back to their place and score **their State Juror Rating Forms**. They will mark all **Gold Seal State Juror Rating Forms** as Gold Seal in the designated space and give it a rating of 5.
- Jurors will take off the Rating 4 stickers and replace them with a Gold Seal sticker (again being careful not to cover up student information).
- **Gold Seal** artwork and **Gold Seal Juror Rating Forms** are kept in a designated area in the room apart from all other artwork or paperwork until the Gold Seal Foreman picks them up along with the list.
- Jurors will score all the rest of the artwork in their stack or section.
- Rating 4 artwork goes with a runner to the Rating 4 Photography room, and all other artwork goes to the Exhibit Area to be hung.
- All **State Juror Rating Forms** go in the tray to go to the Control Room.
- No juror leaves the event until ALL categories have been juried. When a juror finishes their category – they go to another one to help them finish. Juror checks in with State VASE Jury Foreman before they leave – leaving badges and folders in the Juror Room.
- If any juror has a question about whether an artwork should be disqualified, they will contact the State VASE Jury Foreman. The State VASE Jury Foreman, the State VASE Director, and the High School State Event Director will make the decision on the disqualification. All other questions also go to the State VASE Jury Foreman.
- If an artwork is in the wrong room or category, juror will take it to the correct room ASAP.
- Breakfast, snacks and lunch will be provided the jurors.

4. Directors’ Jobs on Saturday – Student Day

- Directors will follow Saturday’s portion of the Regional Director checklist for the day’s procedures.
- Directors will arrive at 6:45 AM to eat breakfast and meet with the State Event Director.
- Directors will report to their Check-in tables at 7:30 for check-in of teacher attendees. A helper from their region is recommended.
 - Mark off the names of the attendees as they check in
 - Give attendees badges and agenda/programs/maps
 - Direct attendees to the Orientation areas
 - Tell attendees where and when the Awards Ceremony will be
 - Instruct teachers how to, when and where check out at the end of the day
- Directors will attend Orientation and participate in the “Parade of Regions” at the beginning of Orientation.
- Directors will drape their regional Gold Seal during Orientation
- Directors should take care of their own teachers and their own students during the workshop time.
- Directors will Check-out all attendees after the awards ceremony using the Teacher Checklists. Directors will check to make sure teachers have all of their students’ artwork (except for Gold Seal artworks) that the teachers have taken down from the exhibition. Directors will give attendees their bags with State Juror Rating Forms, final teachers’ State Entry Certification Forms, and Rating 4 medals. Teachers responsible for checking out an absent teacher’s work will collect student artwork, forms and medals for the absent teacher.
- Directors will turn in their State Teacher Checklists to the Control Room Coordinator along with the completed Regional Director Event Checklist.
- All Directors pack, load up, and clean after State event is over.

5. State VASE Activities

Activities will be a combination of at least 43 Student Workshops, Tours, 2D/3D/Scholarship Workshops, and at least 10 Teacher Workshops. Artwork supplies for the Student Workshops will be provided by the presenters (and reimbursed up to \$120 for both presentations). Artwork supplies and prompts for the Scholarship Workshops will be provided by State VASE Activities Foreman.

Workshop Portion (Activities Foreman)

- Activities Foreman recruits at least 43 workshop presenters from the participating teachers. State Director provides the foreman the list of participating teachers along with contact information
- Workshop presenters will pick up folders in the Directors' Launching Area for check in on the day of the event. Packet includes: Payment form, Map, Presenter Name tag, Reimbursement form, Agenda/Program
- After workshop time is over, presenters will clean up area, dispose of plastic table coverings and return the room to its original order.

Tours Portion (Activities Foreman)

- Activities Foreman will arrange all tours for the State VASE event. These tours will work in exact coordination with the times of the workshops. The Foreman sets up and mans a check-in/departure station for all tours.
 - a. Set up tours with places such as area museums, galleries, studios and/or gardens
 - b. Arrange for buses to take attendees to and from tours
 - c. The departure time for the tour should be the normal start time of each of the 2 workshops (therefore, the tours will last approximately 1 hour and the distance from the State VASE event should not be so far that it takes longer than 15 minutes travel time)
 - d. The return time for the tour should be the normal end time of each of the 2 workshops
 - e. These tours should be set up as student tours and should not cost the students or VASE anything – they should be free tours
- State Activities Foreman team will man a Tours/Experience Activities Table and will: check student badges and lists for tour/activity reservations, guide students and teachers to buses, ride buses with groups and stay with them during tour

Scholarship Portion (Activities Foreman)

- Activities Foreman recruits at least 4 participating teachers to facilitate the Sketchbook Scholarship activities
- Purchases through TAEA supplies and helps create prompts for all Scholarship workshops. These are available for the workshop facilitators at the workshop check in
- Sets up with Scholarship Workshop areas
- Students in 2D and 3D areas are given the same materials with the same amount of time to create artwork. No other specifics are given – just what the student can create with the specified materials.

Scholarship Selection Coordinator

- A team of 3 jurors – one team for each of the 3 scholarship workshops (including coordinator) will select an agreed upon number of works as scholarship winners; number to be determined by State Director (35: 1-\$1000, 8-\$600, 1-\$500, 9-\$400, 1-\$300, 8-\$200, 7-\$100. Seniors receive the larger amounts, progressing down.
- **Criteria for selecting Scholarship Winner pieces:** *Does the composition fill the space? Is there a strong focal point? Is there a range of value from light to dark? Evidence of strong technique? Creativity? Good use of proportion? Modeled using light to give a sense of mass, texture?*
- Scholarship Selection Coordinator and jurors will input scholarship winners in the VASE website
- Rating 4 3D photographer photographs winning artworks
- Selection Coordinator and team input scholarship winners in the VASE website (names and amounts)
- Letters and Scholarship Award Certificates are available in the VASE website print menu to give students at the Awards Ceremony. Checks are printed after the event by MCC and then are mailed to the teachers to give to the student-winners.
- Winners announced at Awards Assembly:
- Selection Coordinator & team arranges for return of all student work
- Send thank yous to Jurors and helpers

Regional Director Event Checklist for State VASE

THURSDAY (4:00 PM – finished)

- Check in with State Set-up Coordinator in the Artwork Unloading Area.
- Turn in the following State VASE paperwork to the Set-Up Coordinator: State Entry Certification Forms, Student Agreement and Artwork Release Forms, Check-in/Check-out Attendance Verification Forms
- Receive Director & Helper nametags.
- All artwork was labeled and has yellow **State Juror Rating Forms** attached before arriving at the state event.
- Directors (and Workers) move all qualified artwork to **assigned** juror rooms –
2D in stacks on tables (number of artworks in each stack designated on sign in that juror room)
3D artwork removed from their box, set up by division with “ID tent” and juror rating form
- All small boxes placed under the 3D table directly below the artwork. All large boxes moved to “box storage area” with the region’s boxes together in one area.

FRIDAY (7:30 AM – finished)

- Attend the Director’s Meeting with State VASE Director at 8:30 AM.
- Serve as one (or more) of the following
 - “Runners” to monitor and pick up **Artwork** and **State Juror Rating Forms** from a Juror Room
 - “Helpers” for the Velcro, artwork hanging, and/or Photography rooms or areas
 - “Monitor” a Juror Room
 - “Control Room” helper either with sort or data input
- Assist with the hanging of artwork for the State VASE Exhibit.
- Call any teachers who have disqualified artwork (by 2:00 PM).
- Regional Directors receive nametags, badge holders, agendas/programs for their State VASE qualified students and teachers at the end of the work day. Directors will distribute them on Saturday morning.
- Regional Director remains until all work is done.

SATURDAY (6:45 AM – finished)

- Directors at breakfast/meeting with director at 6:45 AM.
- Check-in table at 7:30 AM
- Director checked in attendees:
 - Mark off the names of the attendees as they check in
 - Give attendees badges, agenda fliers, instructions for the day, and maps
 - Remind teachers to check for Golden Tickets for Gold Seal Artwork and direct those with tickets to have their student sit in special seating for Orientation

- Direct attendees to the Orientation areas
 - Tell attendees where and when the Awards Ceremony will be
 - Instruct teachers how to and where to check out at the end of the day
- Directors will attend Orientation – participating in “Parade of Regions” at the beginning.
 - Directors will drape their Region’s Gold Seal winners during Orientation.
 - Directors take care of their own teachers and their own students during the workshop time.
 - All Directors will meet with the State VASE Director at noon for lunch and a meeting.
 - Double-check Juror Rating Forms, medals and student artwork ID numbers in the packets to be given to teachers at the end of the Event.
 - Directors will Check-out all attendees after the awards ceremony using the Teacher Checklists.
 - Ask teacher if they have retrieved all artwork not advancing to the Gold Seal Exhibition.
 - Pull State Teacher Checklist from your files
 - Place a check-mark in the Teacher Checkout square
 - Ask teacher if all State and Gold Seal medals have been received.
 - Place a check-mark in the Medallion Issued square.
 - Have the teacher sign the State Teacher Checklist on the designated line.
 - Directors will turn in their State Teacher Checklists and Region Director Checklists to Set Up Coordinator in the Directors’ Staging Area and fill out honorarium payment form.

State VASE Director: *name & cell phone number*

(all executive decisions including DQ group)

High School State Event Director: *name & cell phone number*

(all event decisions including DQ group)

State Jury Foreman: *name & cell phone number*

(all juror questions including DQ group)

Gold Seal Foreman: *name & cell phone number*

(all Gold Seal questions)

Activities Foremen: *name & cell phone number*

(all workshop/tour/scholarship workshop questions)

Control Room Coordinator: *name & cell phone number*

(coordinates all control room activities, sort, central hub)

Technology Coordinator: *name & cell phone number*

(records data, produces reports)

Set-Up Coordinator: *name & cell phone number*

(checking in artwork, hanging show)

Site Coordinator: *name & cell phone number*

(building, food, facilities)

Scholarship Selection Coordinator: *name & cell phone number*

(plans, procures jurors, oversees selection of Scholarship Award Winners)

IX. JUNIOR VASE School Rules & Policies 2017-18

PURPOSE: This event will officially be named the *Junior Visual Art Scholastic Event (JV VASE)* and shall be under the supervision and direction of TAEA. The purpose of the Texas Art Education Association *Junior Visual Art Scholastic Event* is to recognize exemplary student achievement in visual art through individual and original expression of ideas applying the elements and principles of art based upon research of art media and art history.

Blue Ribbon Board, Guideline & Policy Setting. The *Blue Ribbon Board* shall propose technical and administrative rules for the official event, and address any concerns, appeals, complaints, and infractions of the rules of Junior VASE brought to the attention of the State VASE Director and/or TAEA. The *Blue Ribbon Board* shall be comprised of 1 State VASE Director, 1 High School State Event Director, 1 State Jr VASE Director, 1 State TEAM Director, 10 TAEA Executive Board members (12 Ex Board members less the 2 Elect positions), 4 Regional VASE Directors (a combination of HS & Jr VASE appointed by State VASE Director & approved by Board), 1 High School and 1 Middle School Division chair or their elect, 1 non-TAEA-Executive-Board TAEA Fellow (selected by the Fellows), 3 at large members appointed by State VASE Director & approved by the TAEA Executive Board, and an optional content specialist appointed by the State VASE Director and approved by the TAEA Executive Board. A total of 24 or 25 members – all voting members with one vote each. With the exception of the HS and MS Division Chairs, there will be no replacement appointed to the BR Board for a board member serving in 2 positions.

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Section I.1: GENERAL REGULATIONS

- (a) **TEACHER ELIGIBILITY:** The *Junior Visual Art Scholastic Event* shall be open only to full time students in grades 6-8 in all Texas public, private, charter or home schools. The sponsor teacher must be a current member of TAEA and accept the responsibility of students, procedures, and entries. A school may participate in VASE whether or not a formal art program is in place on the campus. It is prohibited for a member teacher to register any other teacher's students with their TAEA number. A TAEA member/teacher may enter student artwork produced under their direct supervision as long as the student is not also working on that same artwork under a nonmember's supervision. A violation of this rule will result in disqualification of the TAEA member's students, and the second art teacher's students.
- (b) **STUDENT ELIGIBILITY:** All participating students must be academically eligible on the day of the VASE event, in accordance with the TEA UIL Side by Side Academic Requirements (**No Pass/No Play**) TEC 33.08C. A student need not be enrolled in an art class to have his/her work considered for submission but must be supervised and sponsored by a TAEA member teacher or administrator. Participating students must be enrolled in the sponsoring school for 30 calendar days prior to the Regional Event.
- (c) **SUPERVISION OF STUDENTS:** TAEA and host sites will not take responsibility for students. All participating students must have district approved adult supervision at all Junior VASE events, at all times. It is the

Sponsor/Teacher's responsibility to have students checked in and at their assigned adjudication location 30 minutes before they are to be juried. Failure of the Sponsor/Teacher to do so will result in disqualification.

- (d) **NUMBER OF ENTRIES:** Any student who participates may enter a total of two works of art. No more than one student may work on a single entry.

Section I.2: ENTRY REGULATIONS

(a) **RULES AND GUIDELINES**

(1) **Originality:**

- (A) All student artwork in its entirety must have only original sources (original with the student).
- No published sources of any kind may be used.
 - Students must create the artwork from observation, their imagination, their experiences, or a photograph taken by the student who produced the artwork.
 - A **source** photograph taken by another individual, including candid family photographs, may be used if the artwork is a self-portrait and the student is in the original photograph. These photographs used as self-portrait sources may not be taken by a professional artist or photographer including photographs taken at a professional photography studio.
 - Composition and/or concept of the artwork must be original and may not replicate the artwork of another artist.
 - If a teacher has any doubt about the originality of an artwork, the work should not be submitted (refer to the Qualifications Checklist in Addendum B).
 - Photographs taken by an art instructor are considered professional and are not allowed as references, unless the photograph is of the student and is student-directed.
 - Artwork including any licensed character is strictly prohibited.
- (B) *No Laser Photocopied Artworks* may be submitted as a substitute for the actual artwork.
- (C) **All** artwork must have resources and references attached to the back of the artwork (or in the case of 3D artwork, must be included with the other attached form) such as photographs, rough drafts, thumbnail sketches, and/or production/reflection notes.
- These include but are not limited to the students' own photographs, student sketches, student-directed photographs, and production/reflection notes. If a photograph was used as a source for any part of the student artwork, the photo **must be** attached. Student sketches and/or production/reflection notes may not be used as a substitute for a photographic reference image.
 - The appropriate box or boxes on the Student Intent and Artwork Identification Form must be checked citing the source or sources for the artwork.
 - A detailed description of the source of the image (for example, who took the photo and where it was taken) must be written in the appropriate section on the Student Intent and Artwork Identification Form.
- (D) Tracing from any photograph and/or non-original sources with any means is prohibited.
- (E) No one other than the artist of record may work directly on or manipulate any artwork entered in VASE; this includes parents, teacher/sponsors, mentors, and other collaborators.

(2) **Art Production:**

- (A) Artwork previously entered in a Jr VASE event cannot be re-entered in another VASE event.
- (B) All artworks submitted must be completed between the previous year's Regional Event and the current year's Regional Event.
- (C) The number of credits for a student entered must be according to the current number of credits at the time of the regional event. Each semester counts as .5 (half) credit.
- (D) It is the responsibility of the student artist to secure direct permission from any model who poses or whose image is utilized within their artwork.
- (E) A TAEA member/teacher may enter student artwork produced under their direct supervision as long as the student is not also working on that same artwork under a nonmember's supervision.

- (3) ***Inappropriate/Offensive Works of Art:*** TAEA/VASE adheres to displays of artwork that are family friendly.
- (A) The following subject matter are inappropriate for VASE and are prohibited:
- Artworks that include profane references to a deity, obscene language, drug abuse or drug paraphernalia, images of suicide or criminal violence.
 - Artworks that include completely exposed female breasts (with or without nipples), imagery of any gender genitalia including bare buttocks, and/or suggestive or explicit sexuality.
- (B) Teachers must receive campus principal's signature on the *Regional Entry Certification Form* verifying the artwork has been reviewed and the content is approved.
- (4) ***Specifications of Two-dimensional Artwork (including Digital):***
- Two-dimensional artwork must be no larger than 24" X 36", including mat or mount
 - Artwork cannot exceed a weight of 50 pounds.
 - Textiles, canvas paintings, and shaped canvases do not require mats.
 - All other 2D artworks must be matted or mounted with sturdy white or black mat board or poster board with full supportive attached backing.
 - No liners or additional inner mats allowed
 - No frames, glass or acetate coverings will be accepted in the preparation of artworks. A student-constructed frame or box may be used as long as the frame is included as part of the artwork imagery.
 - All artworks must be dry or fixed
 - The Regional Director keeps and transports all State-qualifying artwork, but at the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.
 - 2D pieces that are delicate or fragile or are in relief must be in a box to protect other artwork.
 - Artworks must not have anything attached or protruding that would be dangerous to handle. All parts of the artwork must be safely secured.
 - All 2D artworks entered must have a protective fold-over/flap cover to protect the artwork.
 - Digital Art & Media music must not exceed 10% of original work or 30 seconds.
 - Digital Art & Media entry must not be longer than 5 minutes.
 - Filmmaking and/or animation projects must not include live actors.
 - Animation and interactive media entries must be accompanied by 1-4 still images no larger than 8.5"x11".
 - Student must provide their own platform for presenting their interactive media entry. In case entries are being considered during area or state judging, students must provide a word-processed document with operating instructions for playing the entry.
 - DVD or external portable storage device for a digital still image or animation must be put in a bubble padded, 9 x 12 envelope with a copy of the *Student Intent and Artwork Identification Form* and still image printed and attached to the front of the envelope.
- (5) ***Specifications of Three-dimensional Artwork (including Digital):***
- Three-dimensional artwork must be no larger than 24" X 24" X 36" in total dimensions including the base.
 - Artwork cannot exceed a weight of 50 pounds including the base.
 - Must be sturdy and able to stand alone without other means of support.
 - Artworks may not have anything attached or protruding that would be dangerous to handle. All parts of the artwork must be safely secured.
 - Greenware, oil-based clay, or unfired clay will not be accepted.
 - All work including casting must be done by the student.
 - If a sculpture has a base, the base must be attached. Installations not attached to a base must meet all size specifications and the student must set up and dismantle the installation.
 - Must be transported to the juror in an enclosed corrugated cardboard or wooden box with adequate packing materials. All boxes must be suitable for shipping. Each artwork must be in its own individual box (do not put more than one artwork in a box).
 - The *Student Intent and Artwork Identification Form* along with all references must be

attached to the artwork.

- A duplicate *Student Intent and Artwork Identification Form*, an 8½" X 11" photo of the artwork, and copies of all references for the artwork must be attached on the outside of the box.
- Three-dimensional artworks arriving without the proper packing will be disqualified.
- The Regional Director keeps and transports all State-qualifying artwork, but at the Regional Director's discretion, the assistance of the teacher may be required to transport any artwork that is large, fragile, valuable, and/or exceptionally heavy.
- Digital Art & Media music must not exceed 10% of original work or 30 seconds.
- Digital Art & Media entry must not be longer than 5 minutes.
- Filmmaking and/or animation projects must not include live actors.
- Animation and interactive media entries must be accompanied by 1-4 still images no larger than 8.5"x11".
- Student must provide their own platform for presenting their interactive media entry. In case entries are being considered during area or state judging, students must provide a word-processed document with operating instructions for playing the entry.
- DVD or external portable storage device for a digital still image or animation must be put in a bubble padded, 9 x 12 envelope with a copy of the *Student Intent and Artwork Identification Form* and still image printed and attached to the front of the envelope.

- (6) Any 2D or 3D artwork with functionality and the student/teacher would like the functionality to be considered in the judging process there are several options below. In all instances where functionality is supposed to be considered, instructions must be provided with the artwork.
- a QR code may be provided on the paperwork that shows the artwork functioning
 - a URL link to a video showing the artwork functioning
 - if artwork is to actually function during judging and display, all items needed must be provided (e.g. electrical extension cord, electrical power strip, water, etc.)
- The VASE officials will do their best to consider this functionality when judging and displaying the artwork, but circumstances might make this consideration not possible.
- (7) **Accurate Entry Regulations:** Any artwork not submitted accurately with correct paperwork having all required signatures will be disqualified. This includes an inaccurate student division or any hand alterations to any form after the edit deadline.
- (8) **Durability Policy:** All submitted artworks, both 2-D and 3-D, must be durable enough to withstand handling and transportation. The structural integrity and durability is the sole responsibility of the student under the direction of their sponsor teacher. In an effort to protect student artworks, all 2D artworks entered must have a protective fold-over/flap cover to protect the artwork and a backing that will make the artwork sturdy. Greenware, oil-based clay, or unfired clay will not be accepted. All 3D artwork entered that is too fragile to travel may not be transported or exhibited at selected venues outside of the state event, including *Gold Seal* winners.
- (b) **DISQUALIFICATION POLICY:** Artworks **not** meeting the VASE entry and eligibility regulations will be disqualified. However, disqualified artwork will be allowed to complete the jury process with a "No Rating" status. Jurors will interview the student and place comments on the Regional Juror Rating Form for student growth, but no numeric rating will be given. The artwork will not be considered for advancement to the State VASE Event. The *Regional Juror Rating Form* will be marked with a DQ in the Rating Box. Only a Jury Foreman or Qualifications Foreman in caucus with the Regional Director may officially disqualify artwork.
- (c) **DAMAGE OR LOSS POLICY:** While every effort will be made to prevent damage to any work of art, neither TAEA nor the host School/District will be held responsible for the theft, loss or damage of works entered in VASE.

Section I.3: ARTWORK CATEGORIES DEFINED

(1) CATEGORY 2D – Two-Dimensional Design

Artwork that primarily has two dimensions (width and height).

- (b) **CATEGORY 3D – Three-Dimensional Design**
Artwork that has three dimensions (height, width and depth). The understanding is that the structure of the 3D artwork is constructed by the student.
- (c) Students may choose to enter an artwork in the 2D or 3D category; but students should consider that entering it in a non-traditional format could make it difficult to meet the criteria according to the standards.
- (d) A student using an object as the surface for a traditional 2D medium may choose to enter it as a 3D artwork or as a 2D artwork. However, the student should consider that entering it as a 3D artwork will make it difficult to meet the criteria because jurors consider 3D artwork as that which is constructed by the student. An example of this type of artwork is a painting done on an actual guitar.

Section II: POLICY, PROCEDURES AND CODE OF ETHICS

- (a) **Entry Certification:** All official Regional entries in Junior VASE must be entered on-line in the official TAEA/VASE website. All official forms will be generated through the data submitted. Any changes made to any official entry forms will result in disqualification. All entries must be listed on the *Regional Entry Certification Form* **signed by the school principal**. Artwork that is confirmed on the *Regional Entry Certification Form* must be the same artwork that is juried at the event. No artwork will be juried without a properly completed *Regional Entry Certification Form*. This form not only certifies that the students are academically eligible but also that the artworks have been carefully examined and found to be acceptable by the school administration for students, the school, and the community. Deadlines are firm and must be met without exception. It is the responsibility of the teacher to ensure that the artwork that is adjudicated at the event is the same as the artwork registered on-line in the TAEA/VASE website.
- (b) **Entry Fees:** An entry fee per student, per entry is required to cover Junior VASE expenses (medals, jurors, printing, etc.). The State VASE Director and *Blue Ribbon Board* will set the entry fee for the regional and state events. All entry fees are non-refundable. All entry fees and Regional invoices must be received by the Regional Director before an artwork can be juried. **Once a Reservation has been confirmed, the teacher/sponsor is required to pay for that entry even if the confirmed entry *Did Not Attend* (DNA) the event.**
 - (1) **Regional Event** entry fees will be **\$15.00** per entry. Make checks payable to TAEA. Payment must be mailed to the TAEA office a minimum of ten days prior to the Regional Event and accompanied by a Regional Invoice. No cash payments are accepted.
 - (2) TAEA headquarters will coordinate funds for the Regional and State events.
- (c) **Entry Categories: (As defined in Section I.3)**
Category 2D -Two Dimensional Design
Category 3D -Three Dimensional Design
- (d) **Entry Procedures**
 - (1) It is understandable that problems may arise during the process of preparing student artworks; however, prior to teacher check in and/or entering the qualifications area, the following must be completed.
 - (A) Student names will be sorted alphabetically. Students who enter two artworks must be listed twice.
 - (B) Teachers/Sponsors must register upon arrival at event.

- (C) All entries must be qualification-ready by the time they go through the qualifications area (paperwork, artwork specifications, and durability)
- (D) Artwork must be inspected at the qualification tables and certified by a Qualifications Member according to the VASE Rules, Guidelines, and Policies before it can be juried.
- (E) Each sponsor teacher must sign out and pick up their medals and completed *Juror Rating Forms* at the completion of the Area event.

(2) **Student Intent and Artwork Identification Form:**

- (1) A *Student Intent and Artwork Identification Form* (from this point on to be called the *Form*) is required for each entry.
- (2) The *Form* must be signed by the teacher of record prior to the event certifying that, "I certify that this artwork was produced under my direct supervision and that I have examined it and its sources and found it to be acceptable for students, our school, and our community. I have read and agree to uphold all rules, regulation, policies and the Code of Ethics of the TAEA Visual Arts Scholastic Event."
 - (A) Students should complete a *Form* for each artwork entered before arriving at the regional event site, answering the questions asked in complete sentences and in their own words. Jurors will use this written information to develop questions and evaluations during the interview. Students must use only the space provided; no additional sheets can be attached.
 - (B) Each two-dimensional artwork entered must have an official *Form* and all reference materials securely attached to the center back of the artwork.
 - (C) Three-dimensional artwork, must have a *Form* and copies of all reference materials glued or stapled to stiff board and tied to the artwork with string or wire.
 - (D) A copy of the *Form* along with an 8½ X 11" photo of the 3D artwork and all of its reference materials must be attached to the outside of the packing box.
- (3) **Titles:** The *Student Intent and Artwork Identification Form* calls for a title or description. For identification purposes, each entry is required to have one or the other. Students may not use generic descriptors such as *Painting*, *Drawing #1*, *Untitled*, *Self-portrait*, *Still Life*. Each piece of artwork registered by the same teacher must have a one-of-a-kind title.
- (4) **Student Agreement and Artwork Release Form:** Each student must provide a signed *Student Agreement and Artwork Release Form*. A student who is not 18 by the time of the event must have a parent signature. Release forms will be collected and alphabetized by sponsoring teacher. All *Student Agreement and Artwork Release Forms* must be presented to the Regional Director during check-in at the Regional Event.

(e) **Disqualification Due Process: Procedure, Disciplinary Action, and Addressing and Resolving Challenges**

- (1) **Procedure:** Failure by any VASE participant to uphold these rules, guidelines, or policies will result in disqualification of the artwork. The teacher/sponsor is notified of the disqualification and the teacher must then communicate the rationale for the disqualification to the student and parents (if applicable) because the compliance to VASE rules and guidelines is the responsibility of the teacher/sponsor. Teacher/sponsors may challenge a disqualification with the regional director, but final judgment must be accepted professionally and with integrity. Disqualified artworks will be allowed to complete the jury process with a "No Rating" status. Jurors will interview the student and place comments on the Regional Juror Rating Form for student growth, but no numeric rating will be given. The artwork will not be considered for advancement to the State VASE Event.
 - (A) **Disciplinary Action for Continued Disqualification:** Continued failure by the teacher/sponsor to uphold these policies will result in an infraction email or letter from the State VASE Director, the TAEA President, and/or the TAEA Executive Director sent to the teacher/sponsor, campus principal, superintendent, and district supervisor (if applicable). The teacher/sponsor has the right to contest disciplinary action by bringing the issue before the *VASE Blue Ribbon Board*.
 - (B) **Sanctions for Continued Disqualification:** If after "Continued Disqualification" infraction

notification to supervisors the teacher/sponsor continues to have disqualifications in subsequent years, disciplinary probation/sanctions will be imposed on the teacher/sponsor. The teacher/sponsor has the right to contest disciplinary action by bringing the issue before the *VASE Blue Ribbon Board*.

(C) **Cause for Immediate Sanctions:** If at any time a teacher/sponsor or parent complaint escalates in a threatening or unprofessional manner towards a worker at a Junior VASE event, the regional director, the State Junior Vase or the State Vase official after the complaint has already been judged and the result communicated with the teacher/sponsor or parent; that teacher representing herself/himself or the parent will be subject to sanctions prohibiting involvement in future events for a determined number of years set by the TAEA Executive Board. Professional and respectful challenges of qualifications or adjudications are allowed.

(D) **VASE Blue Ribbon Board Review:** Any entity involved in JUNIOR VASE and/or a TAEA member may at any time submit a suggestion to the JUNIOR VASE State Director for additions or revisions to the TAEA/VASE Policies & Procedures and/or the JUNIOR VASE Rules & Policies (Guidelines). Suggestions will be considered by the VASE Blue Ribbon Board for rejection or implementation.

(f) **Code of Ethics:** The policies and code of ethics as outlined in the following sections will be observed by all VASE participants.

(1) School Officials

- (A) provide support
- (B) create a climate of professional concern
- (C) strive to assure that teachers and directors are aware of and observe the letter and intent of all TAEA/JUNIOR VASE rules and regulations; and
- (D) provide professional district employees as aids and/or interpreters when necessary

(2) **Event Officials** administer the event with a spirit of courtesy and cooperation among participants

(3) **Jurors (adjudicators)** will observe the policy and ethic codes of TAEA and JUNIOR VASE

(4) Visual Arts Teachers/Sponsors

- (A) Know and uphold all rules as stated in the TAEA/VASE Policy and Ethics and General Regulations.
- (B) Foster a spirit of artistic involvement and aesthetic achievement for all participants in the event.
- (C) Instill by word and example the respect for, and compliance with, all event regulations and the graceful acceptance of qualification and adjudication.
- (D) Abstain from any practice that makes a student feel pressured to participate in non-school activities.
- (E) Abstain from any practice which allows **plagiarism** to violate the ethical standards of quality art education and the VASE program.
- (F) Appropriately supervise all participating students.
- (G) All teachers/sponsors are required to be present during the check-in and checkout process.
- (H) If the teacher of record is unable to be present at check out, a campus designee must be appointed by the campus administrator prior to the event to collect the artwork. The appropriate designee form must be presented at registration.

(5) Students

- (A) know and respect the rules and regulations.
- (B) maintain a sense of educational purpose while participating in JUNIOR VASE.
- (C) failure to uphold the Policy and Code of Ethics will result in a disqualification and/or probation recommendation being forwarded to the State JUNIOR VASE Director, STATE VASE DIRECTOR and TAEA Executive Board.

Section III.1: CRITERIA FOR ADJUDICATION

(a) VASE STANDARDS/CRITERIA:

(1) The **Texas Essential Knowledge and Skills** (*State Board of Education, Chapter 117*) will form the nucleus of the evaluation standards for the juried competition.

(2) The **TAEA/VASE Artwork Standards** set by the VASE Blue Ribbon Board Artwork will be evaluated on the following criteria:

Student Research and Application to Work

The purpose or message of the artwork or any artist's works or styles that influenced it.

(B) Sources for Artwork

Detailed explanation for the sources of the artwork. If a photo was used, who took the photo and where was it taken? If from observation or imagination, what was the idea behind the work?

(C) Execution and Technique

The steps for using the technique, the medium/media, technology applications, and the elements of art and principles of design.

(D) Aesthetics and Critical Judgment

The aesthetic and critical decisions made while creating the artwork and why they were made.

(E) Personal Expression

How the artwork represents the student's individual point of view, imagination, creativity, and individuality?

(b) JUNIOR VASE DIVISIONS:

When determining which division to place a student's artwork in, teachers will count the number of Levels that a student is enrolled in or has completed in grades 6-8 Each semester completed counts as .5 (half) credit. Any student enrolled in any Pre- AP, High School Art, or **enrolled** full time in outside private Art Studio will automatically be placed in Division 4.

(1) The Junior Visual Art Scholastic Event will have four divisions:

(A) Division 4 - (Advanced) Enrolled in any Pre AP course, High School Art I, or enrolled full time in an outside private Art Studio

(B) Division 3 - (Difficult) Enrolled in Level 3

(C) Division 2 - (Intermediate) Enrolled in or completed Level 2

(D) Division 1 - (Beginning) Enrolled in or completed Level 1

(2) Teachers may advance a student to a higher division at their discretion, but they may not place them in a lower division.

Section III.2: REGIONAL ADJUDICATION

(a) REGIONAL ADJUDICATION PROCEDURE

Jurors: Each event will have a team of qualified jurors composed of certified public school art educators, supervisors and/or, **if available**, college faculty, university faculty, or art professionals. It is recommended that jurors be selected from outside the district or region that is being juried, **if possible**.

Participants must be present for an eight-minute individualized interview with a juror on the **day of their assigned Regional Event**, at which time the juror will score the elements of the *Juror Rating Form*. There are no exceptions to this requirement.

(A) The **Student Interview** will receive a score for each of the five sections based on a point system of 4 (highest) to 1 (lowest).

- (B) The **Artwork Evaluation** will receive a score for each of the five sections based on a point system of 8 (highest) to 2 (lowest) for that student's division.
- Scoring Criteria, Student Expectations, and Rating Descriptors
- (A) The juror will assign **Student Interview** scores based on the following criteria:
- Student research and application to work**
Explain purpose (assignment or individual) in developing art work and describe how one achieved their desired goal.
 - Artwork Sources**
Explain in detail the sources for your artwork.
 - Execution and technique**
Identify the technical skills related to the media/medium employed in this artwork.
 - Use of elements and principles of art**
Explain the process used to select and organize the visual aspects of this work.
 - Aesthetics and critical judgment**
Describe the aesthetic and critical decisions involved in developing this work from original concept to finished product.
 - Personal Expression**
In what ways does the artwork represent individual point of view, imagination, creativity, and individuality?
- (B) The juror will assign **Artwork Evaluation** scores based on the following criteria while considering the rating descriptors:
- Student Research and Application to Work**

The purpose or message of the artwork or any artist's works or styles that influenced it.
 - Sources for Artwork**

Detailed explanation for the sources of the artwork. If a photo was used, who took the photo and where was it taken? If from observation or imagination, what was the idea behind the work?
 - Execution and Technique**

The steps for using the technique, the medium/media, technology applications, and the elements of art and principles of design.
 - Aesthetics and Critical Judgment**

The aesthetic and critical decisions made while creating the artwork and why they were made.
 - Personal Expression**

How the artwork represents the student's individual point of view, imagination, creativity, and individuality?
- (C) **Student Expectations according to Division Level.** Jurors keep student level expectations in mind as they consider whether or not the student meets the scoring criteria.
- Division IV**
Students demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a variety of visual phenomena, and display highly advanced technical skill in the production of quality works of art.
 - Division III**
Students demonstrate an understanding of and ability to apply the elements and principles of design in their own creative style, display a disciplined attitude toward a

- (11) Student Entry Fees cannot be used to fund or support optional student activities, concessions, or promotional items (T-shirts, buttons, ribbons, pencils, notepads, etc.).

Section III.3: PLATINUM EVENT

- (a) The Regional Event concludes with the Platinum Event. All regional entries receiving a Rating IV-Superior qualify for the Platinum jury process. When all regional artworks have been juried, and all scores have been entered on-line, the Platinum jury process may begin.
- (1) Regional artworks that have received a Rating IV-Superior will be juried again, by a select group of designated jurors, to determine the Platinum finalists. No artwork with a rating less than a Rating IV qualifies for Platinum status consideration.
 - (2) Artwork must be juried in the same Division that qualified it for Regional adjudication. No artwork may be moved up or down a division once a Regional rating has been given.
 - (3) The following formula must be followed:
Ten percent (10%) of the actual number of artworks receiving a 4 at the Regional event in each division (Divisions 1 through 4) may earn a Platinum Medal.
 - (3) Jurors are allowed a % vote for each artwork in a Division for each artwork selected for advancement. The artworks receiving the majority, consensus of votes will earn a Platinum Medal.

Addendum: Qualification Criteria

Violations include but are not limited to the following:

General

- Artwork is produced from a non-original source (source not original with the student). If source found on the Internet – URL for image _____.
- Artwork is produced from a photograph not taken by the student who created the artwork; the student is not in the photograph or the artwork.
- In the case of a self-portrait artwork, the source photo was taken by a professional photographer or studio.
- Artworks have pieces attached or protruding that would be dangerous to handle. Pieces not safely secured.
- Artwork weighs more than 50 pounds.
- Artwork contains image of a licensed character or characters.
- References are not attached to the artwork.
- A photograph was used as a reference, but a copy of the photograph was not provided on the artwork.
- Artwork *Student Intent and Artwork Identification Form* does not have its source(s) marked and explained.
- Teacher has not signed the *Student Intent and Artwork Identification Form* prior to the event.
- Artwork was previously entered in Jr VASE or a previous High School VASE
- Artwork was completed before last year's Regional VASE. [Reference last year's Regional Event date].
- Printed information on any VASE form was manually altered.
- Artwork and/or student information entered inaccurately (e.g. student division).
- Inappropriate/Offensive work of art violation.
- Student artist is ineligible in accordance with the **UIL No Pass No Play Academic Requirements**.
- Entry Fees are not paid.
- Teacher/Sponsor is not a member in good standing with TAEA.
- Regional Entry Certification Form* is not signed by principal.

Two-Dimensional Artwork

- Artwork is not matted or mounted. [Canvas paintings, textiles and odd shaped paintings do not need to be matted].
- Mat is not black or white.
- Artwork does not have a sturdy backing.
- Artwork and mat exceeds 24" x 36", including mat.
- Artwork is framed or covered with glass, acetate or cellophane that cannot be removed.
- Drawings are not properly *fixed* and are in danger of damaging other artworks.
- Mat on artwork includes a liner or additional inner [double] mat.
- Artwork is wet. [Paint, ink or other medium has not completely dried before being *qualified*].
- 2D pieces that are delicate, fragile, or relief with pieces that stick up are not in a box to protect the artwork.
- Protective fold-over/flap cover is not attached to the artwork as a protection for the work.
- Artwork photographic source was traced using mechanical device.

Three-Dimensional Artwork

- Artwork dimensions exceed 24" x 24" x 36".
- Artwork is not transported in an acceptable corrugated cardboard or wooden box suitable for shipping.
- Artwork does not have proper packing ensuring it can withstand handling and transportation.
- Artwork does not have duplicate *Student Intent and Artwork Identification Form*, an 8½" X 11" photo of the artwork, and all artwork references attached to the box (as well as attached to the artwork).
- Artwork is not sturdy and cannot stand alone without other means of support.
- If the sculpture has a base, the base is not attached.
- Artwork is wet or not fired. Greenware, oil-base clay, or unfired clay will not be accepted.

Digital Art & Media

- Digital Art & Media music that exceeds 10% of original work or 30 seconds.
- Digital Art & Media entry is longer than 5 minutes.
- Not Presented in a padded 9"x12" envelope with a copy of the *Student Intent and Artwork Identification Form* and still image printed and attached on the outside of the of the envelope.
- Filmmaking and/or animation projects that include live actors.
- Animation and interactive media entries are not accompanied by 1-4 still images no larger than 8.5"x11".
- Artwork is not matted or mounted. [Canvas paintings, textiles and odd shaped paintings do not need to be matted].

X. JUNIOR VASE

Timeline for Jr VASE Regional Directors

1. May: procure site for next year's event (talk to potential Site Director, then visit principal). Book entire campus including gyms, library, auditorium, etc.
2. August 1:
 - submit JR.VASE Director application for that year
 - email State JV Director to tell site and date for the event
 - let JV State Director know your Jury Foreman, Site Director, and Qualifications Foreman if you have a large event.
3. Mid-August: Update or Construct regional JV VASE website - <http://www.weebly.com/> (look at <http://region20wvase.weebly.com/> as a sample) (Google also has sites available)
4. November: update email groups (regional teachers & adult workers)
5. November: update juror email groups (jury foreman does this)
6. September 15: send to teachers the changes in JR. VASE Rules & Policies along with the link where the new rules are posted on the VASE website. Email one change at a time for better chance that they will be read thoroughly and implemented.
7. Mid November: Solicit for event jurors (Jury Foreman does this)
8. November: Teacher registration begins the week following conference.
9. January: Solicit for adult event workers
10. November: Acknowledge jurors committed, send link to Juror Application on the TAEA or VASE site and encourage certification (Jury Foreman does this)
11. December 1: Email – encourage teachers, workers and jurors to make an Email JR. VASE Folder
12. December 5: Remind teachers of the Originality Rule and its importance
13. December to March: Remind teachers of JR.VASE event and deadline dates
14. Mid-March: Thank and confirm adult event workers
15. Mid-January: Solicit for event jurors again, saying how many you have and how many more needed (Jury Foreman does this)
16. March to April: Remind teachers again of 1st Entry Deadline
17. January: Give teachers info on getting students involved in VASE
18. March to April:
 - Remind teachers of approaching 1st Entry Deadline
 - Accurate Divisions for Medal ordering
 - no competing in other events with JR. VASE work
 - Send adult event workers job descriptions, arrival time, applicable Support Staff Payment Form, event maps
19. Mid-March:
 - Thank jurors who have committed
 - Solicit for the last few needed

- Send maps, documents with juror info – or send link to these documents (Jury Foreman does this)

20. Mid-February to March:

- Solicit for student event workers – artwork runners and direction folks (Art Club, NHS, or ROTC are good sources)
- Procure security
- Procure custodial staff for set up and clean up
- Reserve 4 flatbed carts (for Delivery teams) and 4 AV carts (for runners) for event
- Reserve walkie talkies for event (8) (if needed)
- Reserve elevator keys for event (5) (if needed)
- Reserve laptops for event (4) (Site Director does this)

21. Mid-February:

- contact Qualifications Team and verify their participation at the event
- send Qualifications Team the Qualifications PowerPoint (will have to be through a Dropbox type of carrier because too large to email) OR give access to your regional VASE website where the PP is posted – have them review the information
- send maps of the site (Qualifications Foreman does this)

22. March to April: Remind teachers the next day is deadline; give contact info

23. 1st Deadline Day: Remind teachers they have until midnight to put in entries & must pay for these number of entries – give contact number to call if help is needed

24. Day After 1st Deadline:

- New group email with just participating teachers
- Congratulate them for making it through 1st deadline and give entry number
- Remind them about payment

25. Day 2 After 1st Deadline: Give editing instructions, Edit deadline, Remind of payment

26. Late February-March:

- Confirm all jurors (you should have the all at this point)
- Encourage certification through online course
- put them in the JR. VASE website without the room numbers – pull these in from the State Juror Pool, only manually inputting jurors if they are not certified (Jury Foreman does this)

27. Early March: send link to Qualifications PowerPoint to teachers to help them with entry preparations. Link may be found on the VASE website.

28. Early March to April: order medals according to numbers from JR. VASE Budget Sheet

29. Early March to April: remind teachers to attach all images on back of artwork

30. Early March to April: remind teachers to make sure all info is correct in computer, especially divisions

31. Early March: remind teachers of 2D guidelines

32. Early March: remind teachers of 3D guidelines

33. Early March: remind teachers of photography and digital art & media guidelines

34. Early March: send student practice forms for the Student Intent and Artwork Identification Form

35. Early March to April: procure student helpers from your art classes or from host school to serve in Sort, Delivery Teams, Art Show workers, and Control Room

36. EarlyMarch: purchase office supplies for event

37. Early March to April: confirm with site Principal and thank him/her for use of campus
38. Early March: Print signage for the event (Site Director does this) (lamine and save)
39. 3 Wks Prior to Event: remind teachers to get their payments and invoices in – list all teachers who have paid
40. 2 Wks Prior to Event:
 - Re-confirm jurors
 - Send maps & info again – or direct to the regional website for info
 - Send Google Form with lunch food requests
 - Send hotel information if needed
 - Remind jurors who are not certified to complete course by the Thursday before the event (Jury Foreman does this)
41. 2 Wks Prior to Event: input room numbers for the jurors in the JR. VASE website
42. 2 Wks Prior to Event: In the JR. VASE Scheduler -
 - Email teachers and ask their preferred arrival time
 - Put schools in order using school arrival preferences as close as possible (make sure teachers on the same campus have the same campus name)
 - Run the Scheduler
 - Send teachers preliminary schedule – telling them it is preliminary
43. 2 Wks Prior to Event: remind teachers of final edit deadline (no changes after this deadline – so check all entries)
44. 2 Wks Prior to Event: send maps and other event info
45. 2 Wks Prior to Event: Order food for event using juror lunch information received by Jury Foreman – Juror & adult worker breakfasts, juror lunch, juror snacks, adult worker lunch, student helpers lunch (Site Director does this)
46. Day before Edit Deadline: remind teachers of final edit deadline
47. Day of Edit Deadline (10 days out): remind teachers of editing until midnight – give contact information for help
48. 8 Days Out: send Congratulations and explain Print menu and what to print
49. 8 Days Out:
 - send a day schedule
 - send “How To On VASE Day”
50. 7 Days Out:
 - clear schedule and run again
 - create spreadsheet of arrival times – send to teachers
 - Save arrival spreadsheet as Teachers 20__ - collect cell phone numbers to add to spreadsheet
 - Confirm workers
51. 6 Days Out:
 - ask for those students needing Priority Passes – need student name, needed interview time, how many entries
 - add these to a spreadsheet as they come in
 - Email to these teachers – the priority pass form, maps, Priority Pass instructions
52. 5 Days Out (Monday before event):
 - Email teachers – General Instructions for JR.VASE Day, Student General Instructions for JR. VASE Day, maps, JR. VASE Day Schedule
 - Give teachers concession information
 - Remind teachers to photograph all artwork being used at JR VASE. (in case you need to find a piece)
53. 5 Days Out (Monday before event):

- Print folder labels for Registration files (2 sets for each teacher), organize folders into 2 tubs for each Registration station
- Print Entry Certification Forms (ECF) for teachers and put into the folders in one of the tubs
- Print badges for Teachers and put in Registration tub with ECF
- Get missing teacher cell phone numbers
- Print badges for Workers
- Send worker arrival times along with worker job descriptions, maps, applicable Support Staff Payment Form
- Send other regional Directors (Jurors, Qualifications, Site) their payment forms

54. 5 Days Out (Monday before event):

- Confirm food
- Confirm security, custodial, flatbed carts, AV carts, elevator keys, laptops
- Procure building's wireless passcode for the Saturday event – send to Director (Site Director does this)

55. 5 Days Out (Monday before event):

- Confirm jurors again
- Print badges for Jurors
- Print all documents for Jurors and load into packets (the suggestion is to use a gallon-size clear Ziploc bag with the Juror Cover Page that has Juror Name and Room Number on it – done with a Mail Merge – the first sheet so that the Juror can find their packet alphabetically). Documents should include list of student artworks to juror, juror payment form, and other documents found in the “Juror” section of the Director Files (Jury Foreman does this)

56. 5 Days Out (Monday before event): Qualifications Foreman makes sure all supplies are there and ready for Qualifications – prints copy of rules for that year – prints Disqualification Forms (Qualifications Foreman does this)

57. 4 Days Out (Tuesday before event): send teachers basic instructions for JR. VASE day including maps, arrival schedules, and qualifications checklist

58. 3 Days Out (Wednesday before event): print Juror Rating Forms (JRF) and put into the teacher folders in the 2nd Registration tub (use colored paper-not white)

59. 2 Days Out (Thursday before event):

- print Teacher labels and attach to large brown grocery bags for Control Room sorting
- print extra worker job descriptions, support staff payment forms, ECFs for Control Room, signs for Sort, wireless passcode instructions
- meet with your student workers to go over job descriptions and instructions

60. 1 Day Out (Friday before event): load and transport all JR. VASE materials to site, set up Control Room and Registration, help Site Director place signage, give “unlock” order to opening custodian

61. 1 Day Out (Friday before event): Qualifications team meets to set up Qualifications area and review procedures and VASE artwork guidelines (Qualifications Foreman does this)

62. Day of Event: arrive at 6:00, run event, put out “fires,” -see other job descriptions for event jobs. Photograph all silver medallion winning pieces-front and back. (wear comfortable shoes!)

63. Day after Event: compile data from event.

64. Monday after Event:

- Send Congratulations to Teachers and District Administrators with event stats
- Thank you to: Jurors, Workers, Principal, other Directors
- Mail off to TAEA in Dallas: regional JR. VASE fees + invoices with Regional Invoice, Juror Payment Forms, all other payment forms, reimbursement requests + receipts
- Send photographs of Silver Medallion winners to Don Dinnerville. Photographs should be in a straight vertical line with the Student ID number below or next to the photograph.

Junior Vase Regional VASE Director & Foremen Job Descriptions

Region JUNIOR VASE Director

- Procures site, sets date in collaboration with surrounding regions
 - Corresponds with regional teachers
Reminders, instructions, deadlines, rules, payments, maps, schedules, encouragement
 - Procures workers for the event
 - Corresponds with workers
Recruit, reminders, job descriptions, instructions, encouragement
 - Maintains user list consistency
 - Keeps regional budget and budget sheet
 - Orders medals
 - Badges: teachers, jurors, workers
 - Sets up and runs Scheduler
 - Set up and run Control Room: bags, office supplies, signs, boxes, medals
 - Runs event the day of VASE
65. Mails all materials to TAEA office

Region Jury Foreman (if event is large enough-many JV Director do this themselves)

- Procures jurors
- Corresponds with jurors
Reminders, instructions, certification, maps, support, encouragement
- Inputs jurors into VASE website: setting rooms and judging areas
- Prepares training and trains jurors morning of VASE
- Prepares juror packet
- Prints juror payment forms, juror schedules, juror sign in from the website
- Maintains and distributes: calculators, timers, envelopes for juror forms
- Distributes and collects juror payments form: accuracy, social security number, 100 miles plus?
- Oversees juror halls – moving students when needed
- If you do not have a formal jury foreman-have one person do these last two jobs on the day of the event.

Site Director

- Procures site maps for director
- Gives director accurate juror rooms and room numbers
- Prepares signage
- Procures runners (from NHS, ROTC, Art Club, etc)
- Procures walkie talkies and laptops
- Arranges for food – has delivered or pick up
- Arranges for juror and worker snacks
- Arranges for custodial and security staff
- Arranges the site the Friday evening before VASE: chairs, tables, signs

Qualifications Foreman

- Trains Qualifications team
- Brings Qualifications items: scales, measurement systems, copy of rules, OK stamps, DQ forms
- Checks questionable artwork online
- Disqualifies artwork – when the ruling is tight or teacher appeals, disqualification is by director only

Junior VASE Procedures & Worker Guide

VASE – 7:00 AM to approx. 5:00 PM

1. Registration (1 worker per 400 entries): At Stations at 6:50am!

Registration workers check in teachers and their students:

- Receive signed Entry Certification Form from teachers, marked with DNAs (did not attend)
- Check Entry Certification Forms and all Student Agreement and Artwork Release Forms to make sure all are there and signed
- Hand out judge's forms for students attending (hold onto DNA forms)
- Make sure all have name badges
- Enter all DNAs in computer

2. Qualifications (1 worker per 300 entries): **At stations at 7:00am!**

Qualification workers check to see if all artworks meet the guidelines. Artworks in violation of guidelines are disqualified. Students line up with their artwork and juror forms and wait for a qualification person to check their artwork:

- Worker checks physical characteristics of the artwork
 - a. are the dimensions accurate
 - b. is it matted and using the correct color mat board (black or white only)
 - c. is the medium accurate
 - d. if charcoal or pastels, was fixative used
 - e. if oil paint, is it dry
 - f. does it weigh less than 50 lbs., etc.
- Worker checks the paperwork accuracy
 - a. is the "Student Intent Form" in place & does it match the artwork, is it signed by the teacher
 - b. is the division accurate –6th grade-Division 1, 7th grade Division 2, 8th grade, Pre-AP or IB Division 3.
 - c. does the artwork number, division, media, name, etc. on the "Student Intent Form" match the same on the Juror Rating Form
 - d. is the form checked for "Using Photo" – if "yes" is the photo attached and has the studentwritten the source of the photo on the form
- Worker certifies the originality of the sources for the artwork
- Worker stamps Juror Rating Form if artwork is "OK"
- Worker instructs the student (after work is qualified) to be seated in the waiting area until the judging time listed on their Juror Rating Form.
- Only the Director of the event can actually disqualify an artwork so he/she is called if there is an infraction. The Director talks to the student's teacher and the teacher must inform the student of the disqualification. This is because the ultimate responsibility for disqualification lies on the shoulders of the teacher who allowed the student to bring the artwork.
- No disqualified artwork will be judged. Disqualified artwork and judge's forms will be kept and given to a runner to take to the Control Room.

3. Traffic Control (1 worker per 1,000 entries) **At post at 7:00 am**

Traffic Control workers are stationed at the entryway to the judging (juring) areas.

- Worker makes sure only students being judged are in the judging hallways
- Worker makes sure students are there at the correct time by looking at the time listed on their Juror Rating Form
- Worker gives students a large manila envelope for each artwork. The jurors put the Juror Rating Form in these envelopes after the judging is complete.

- Worker reminds students that if they have a second artwork, they are to proceed directly to their next juror room after they have finished with the first juror.

4. Jury Foreman (1 per event)

Jury Foreman procures all jurors, trains them, and monitors the jury process during the event.

Before the event:

- Foreman sends out email requests at least 2 months prior to the event. 1 juror is needed per every 28 entries.
- Foreman prepares a packet for each juror containing: juror payment form (to be signed and turned into the foreman before going to juror rooms), calculator, pen/pencil, list of students that juror will interview, map of juror area with their room number marked, a few post it notes for juror questions to the Director, timer if possible

During the event:

- Foreman trains the jurors from 7:00-8:00 AM in the Juror Room.
- Collects all juror payment forms, making sure the juror has signed it and listed his/her social security number so that they can be paid. Jurors are paid \$125 if certified, \$100 if not certified. Foreman gives these forms to the Director following the event.
- Monitors the jurying hallways to make sure: students are at the correct room, students are being quiet, there is not a backlog at one particular juror's room (if there is, the foreman reminds the juror to stay with the "8-2" minute schedule), move a backlogged student to another judge with less students (changing the room number on the student's Juror Rating Form)

During area judging:

- Briefly trains the jurors on this second juror process.
- Foreman helps the Director monitor the process.
- Reminds jurors not to confer with each other during the judging.
- Helps Director enter advancing artwork into the database and helps pack the state advancing artwork.
- Foreman is not to interfere with the judging process or influence the decisions. Monitor from the side only.

5. Control Room **At stations at 8:00am!**

This is the main hub for the event. The Director is in charge with many different aspects.

Student Runners: (1 runner per 200 entries)

- Runners circulate jurying hallways picking up artwork along with that artwork's brown juror's envelope. Jurors keep the artwork/envelopes in the juror rooms until the runners come by.
- Runners take the artwork + envelope to the Control Room and place it in the "IN" sections in front of one of the math personnel (whichever one has the least work). **Important that the artwork and its brown envelope are kept together!!**
- After all jurying is over, student runners go through all juror rooms and make sure all artwork has been taken from the area and nothing belonging to the jurors has been left behind. Make sure room is neat.
- Runners may also serve as guides. They don't have to be art students, but could be from service organizations like National Honor Society, ROTC, etc.

Math Personnel: (1 per 400 entries)

- Math workers double check the addition on Juror Rating Forms. Their station is right outside the Control Room.
- They take the artwork that runners have placed (with their rating form) on the table in front of in the "IN" section. Math people will re-add scores. If score was added wrong on a Juror Rating Form, correct it and initial it if it doesn't change the main rating. If it changes the main rating, the artwork & rating form must be taken back to the juror for correction.
- If the artwork has earned a 4, a sticker is placed on the Student Response Form on the back of the artwork: yellow, division 4; blue, division 3; red, division 2; green, division 1; and orange, photography/digital art & media.

- Rating 4 artwork is placed back on the table in front of them in the “OUT” section. Rating 1-3 artwork is placed on a separate table to go inside the Control Room.
- Juror rating forms are placed in a box to go inside the Control Room.
- After accumulation, empty envelopes are taken by a runner back to the Traffic Control Area.

Troubleshooter:

This worker takes care of many things for the Director, but these specific ones:

- Math score is wrong enough to change the rating so artwork/rating form must be taken back to juror
- Juror rating form is missing comments so is taken back to the juror
- Artwork clearly appears to have the wrong rating (a 2 that should be a 3, a 3 that should be a 4) so this worker brings it to the Director’s attention
- Wrong artwork is with the wrong rating form or artwork is missing a form so works to find the missing form or artwork.

Sort (these are student helpers): *(1 per 250 entries)*

The rating form has been re-added and math people have put a colored sticker on the back of the artwork if it has received a rating of 4. Math people have put the artwork on the “OUT” section on the table in front of them.

- Sort student takes the artwork that has earned a 4 and puts it on the designated division table for Rating 4 artwork (Yellow sticker, division 4; blue sticker, division 3; red sticker, division 2; green sticker, division 1; orange sticker, photography/digital art & media).
- Sort student puts all rating forms in the box outside the Control Room.
- Sort students place all Rating 1-3 artwork on the table outside the Control Room.

Data Input: *(1 per 600 entries)*

- Take the Juror Rating Forms that have come into the Control Room.
- Input the score into the VASE website using the Artwork ID number.
- After inputting the score, initial the form in the upper right corner.
- Place juror rating form in an alphabetizer according to the teacher’s last name.

Control Room Personnel:

- Collect artwork and Juror Rating Forms from the table right outside the Control Room.
- Place the forms in the box for the data in-putters.
- Collect the Juror Rating Forms from the data in-putters by taking the alphabetizer with the forms inside and giving the data in-putter an empty alphabetizer. Place the juror rating forms in the appropriate teachers’ sacks.
- Place a medal in the teacher’s sack if the student received a 4 rating. White ribbon on the medal for Division 1, red for Division 2, blue for Division 3, and gold for Division 4.
- At about 3:00, check out teachers according to alphabetical listing of teacher’s last name. Teachers check their sacks and artwork to see if everything is there.
- Teachers sign final teacher certification form.

6. Art Show Personnel: At posts by 8:30 am

Art Show Set Up: *(5 workers...1 per each division and 1 for photography/digital art & media)* Art set up usually in gymnasiums.

- Set up personnel take the Rating 4 sorted artwork and set it out for display and area judging.
- 2D artwork will be set up on the floor in rows.
- 3D work will be set up on the tables located in the same area as that division’s artwork. The boxes for the 3D artwork will be put under the table directly below the artwork. For 3D, make sure tags are accessible to the judges.
- Double-check divisions on the artwork so they are not in the wrong place.

Student Transport Teams:

- Students pick up artwork from the Control Room using flatbed carts. There will be 5 tables set up outside the Control Room – one for Division 1, one for Division 3, one for Division 2, one for Division 4, and one for Photo/DigArt.

- Do not mix up the divisions.

7. Site Director: (1 person)

The Site Director is the host/hostess. It is their school where the event is held.

Site Director procures:

- custodians
- security - police officer
- student runners
- nurse (nurse can serve as a data input person as well as nurse)

Juror Rooms:

- Provide Director building maps
- (1) Locate juror rooms – 1 room per juror

Building set up:

- Tables – control room, art show, traffic control
- (1) Chairs – all places plus 2 chairs outside each juror room

Signage:

- All juror rooms
- *Registration, qualifications, traffic control, control room, waiting area, art shows, free-standing directional signs, maps with “You Are Here”*

Food: (paid for out of VASE fees)

- Breakfast for jurors and workers
- Lunch for jurors and workers
- (A) *Snacks for jurors throughout the day*

8. Jurors (1 per 28-30 entries)

In separate rooms one-on-one, jurors interview students with their artwork. The interview counts one third, the artwork two thirds. Jurors ask students a series of questions with the interview lasting no more than 8 minutes. Students then leave the room – leaving their artwork and Juror Rating Form with the juror – and the jurors score the artwork with the remaining 2 minutes (10 minutes total per student). Juror then invites the next student in for another interview. At the end of the day, jurors go back through the artwork that has earned a 4 and select 10% of that artwork to advance to the state competition. These ideals must be followed:

- VASE will be carried out in the spirit of a positive learning experience.
- Jurors are to be mindful that the spirit of the event is to help students grow in their knowledge and application of the visual arts.
- Jurors should be honest, fair and NURTURING as they judge the student’s art production and encourage the students to verbalize their personal art experience.
- Jurors are to refrain from judgmental comments and anti-teacher/program remarks.
- VASE is to be a motivating experience for each student regardless of his or her ability or art level.
- Competition is a real world activity and this event should be encouraging and serve as a growth experience.
- (A) Jurors are to provide support, create a climate of reassurance and concern, and encourage young artists to reach for the highest standard of excellence in their artworks.

Jurors will be paid \$125 for their day if they are certified - \$100 if not certified. Certification may be earned by going through the Online Juror Training Course which takes from 1.5 to 2 hours to complete. Refresher training is also provided one hour prior to the event.

9. Director

Director is responsible for the entire event.

- 2 months out, Director emails all teachers in the region – inviting them to VASE. Give dates, deadlines, and how to start.
 - Email reminders to teachers of rules and deadlines.
 - Procure workers.
 - Work with site director with flow of the event through the building, signage, and rooms for jurors.
 - After first deadline: order medals, remind teachers to send in invoice and payment, narrow email group to just those participating, start inputting jurors into system, email teachers reminding them to edit entries before edit deadline, prepare maps.
 - After edit deadline: send out maps to jurors and teachers, send out the schedule for the event day, send instructions to all workers.
 - Event day: coordinate all of the event with phone and walkie talkie, check on all stations periodically, be available in the Control Room for all needs, DQ artwork if needed, make sure jurors are judging according to standard.
 - Make sure all artwork is accounted for.
 - Announce state advancing artwork, pack up state advancing artwork and store for State event.
 - Email state bound teachers for dates, times, maps, hotel information, payments & invoices, state paperwork, and other state information.
 - Label all state artwork and attach state juror rating form.
- (1) Take all state artwork to the state event and work at the state event.

XI. TEAM Elementary Rules & Policies 2017-18

PURPOSE: This event will officially be named the ***Texas Elementary Art Meet (TEAM)*** and shall be under the supervision and direction of TAEA. The purpose of the Texas Art Education Association *Texas Elementary Art Meet* is to recognize exemplary student achievement in visual art through individual and original expression of ideas applying the elements and principles of art based upon research of art media and art history.

Blue Ribbon Board, Guideline & Policy Setting. The *Blue Ribbon Board* shall propose technical and administrative rules for the official event, and address any concerns, appeals, complaints, and infractions of the rules of TEAM brought to the attention of the State TEAM Director and/or TAEA. The *Blue Ribbon Board* shall be comprised of 1 State VASE Director, 1 High School State Event Director, 1 State Jr VASE Director, 1 State TEAM Director, 10 TAEA Executive Board members (12 Ex Board members less the 2 Elect positions), 4 Regional VASE Directors (a combination of HS & Jr VASE appointed by State VASE Director & approved by Board), 1 High School and 1 Middle School Division chair or their elect, 1 non-TAEA-Executive-Board TAEA Fellow (selected by the Fellows), 3 at large members appointed by State VASE Director & approved by the TAEA Executive Board, and an optional content specialist appointed by the State VASE Director and approved by the TAEA Executive Board. A total of 24 or 25 members – all voting members with one vote each. With the exception of the HS and MS Division Chairs, there will be no replacement appointed to the BR Board for a board member serving in 2 positions.

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Section I.1: GENERAL REGULATIONS

- (a) **TEACHER ELIGIBILITY:** The *Texas Elementary Art Meet* shall be open only to full time students in grades PK-5 in all Texas public, private, charter or homeschools. The sponsor teacher must be a current member of TAEA and accept the responsibility of students, procedures, and entries. A school may participate in TEAM whether or not a formal art program is in place on the campus. It is prohibited for a member teacher to register any other teacher's students with their TAEA number. A TAEA member/teacher may enter student artwork produced under their direct supervision as long as the student is not also working on that same artwork under a nonmember's supervision. A violation of this rule will result in disqualification of the TAEA member's students, and the second art teacher's students.
- (b) **STUDENT ELIGIBILITY:**
A student need not be enrolled in an art class to have his/her work considered for submission but must be supervised and sponsored by a TAEA member teacher or administrator. Participating students must be enrolled in the sponsoring school for 30 calendar days prior to the Regional Event.
- (c) **NUMBER OF ENTRIES:** Any student who participates may enter a total of two works of art. No more than one student may work on a single entry.

Section I.2: ENTRY REGULATIONS

(a) **RULES AND GUIDELINES**

(1) **Originality:**

- (A) All student artwork in its entirety must have only original sources (original with the student).
- No published sources of any kind may be used.
 - Students must create the artwork from observation, their imagination, their experiences, or a photograph taken by the student who produced the artwork.
 - A **source** photograph taken by another individual, including candid family photographs, may be used if the artwork is a self-portrait and the student is in the original photograph. These photographs used as self-portrait sources may not be taken by a professional artist or photographer including photographs taken at a professional photography studio.
 - Composition and/or concept of the artwork must be original and may not replicate the artwork of another artist.
 - If a teacher has any doubt about the originality of an artwork, the work should not be submitted (refer to the Qualifications Checklist in Addendum B).
 - Photographs taken by an art instructor are considered professional and are not allowed as references, unless the photograph is of the student and is student-directed.
 - Artwork including any licensed character is strictly prohibited.
- (B) *No Laser Photocopied Artworks* may be submitted as a substitute for the actual artwork.
- (C) Tracing from any photograph and/or non-original sources with any means is prohibited.
- (D) No one other than the artist of record may work directly on or manipulate any artwork entered in VASE; this includes parents, teacher/sponsors, mentors, and other collaborators.

(2) **Art Production:**

- (A) All artworks submitted must be completed between the previous year's Regional Event and the current year's Regional Event.
- (B) A TAEA member/teacher may enter student artwork produced under their direct supervision as long as the student is not also working on that same artwork under a nonmember's supervision.

(3) **Inappropriate/Offensive Works of Art:** TAEA/TEAM adheres to displays of artwork that are family friendly.

- (A) Teachers must receive campus principal's signature on the *Regional Entry Certification Form* verifying the artwork has been reviewed and the content is approved.

(4) **Specifications of Two-dimensional Artwork (including Digital):**

- Two-dimensional artwork must be no larger than 24" X 36", including mat or mount
- Artwork cannot exceed a weight of 50 pounds.
- Textiles, canvas paintings, and shaped canvases do not require mats.
- All other 2D artworks must be matted or mounted with sturdy white or black mat board or poster board with full supportive attached backing.
- No liners or additional inner mats allowed
- No frames, glass or acetate coverings will be accepted in the preparation of artworks. A student-constructed frame or box may be used as long as the frame is included as part of the artwork imagery.
- All artworks must be dry or fixed
- 2D pieces that are delicate or fragile or are in relief must be in a box to protect other artwork.
- Artworks must not have anything attached or protruding that would be dangerous to handle. All parts of the artwork must be safely secured.
- All 2D artworks entered must have a protective fold-over/flap cover to protect the artwork.

(5) **Specifications of Three-dimensional Artwork (including Digital):**

- Three-dimensional artwork must be no larger than 24" X 24" X 36" in total dimensions including the base.
- Artwork cannot exceed a weight of 50 pounds including the base.
- Must be sturdy and able to stand alone without other means of support.
- Artworks may not have anything attached or protruding that would be dangerous to handle. All parts of the artwork must be safely secured.
- Greenware, oil-based clay, or unfired clay will not be accepted.
- All work including casting must be done by the student.
- If a sculpture has a base, the base must be attached. Installations not attached to a base must meet all size specifications and the student must set up and dismantle the installation.
- Each artwork must be in its own individual box (do not put more than one artwork in a box).
- The *Student Intent and Artwork Identification Form* along with all references must be attached to the artwork.
- A duplicate *Student Intent and Artwork Identification Form*, an 8½" X 11" photo of the artwork, and copies of all references for the artwork must be attached on the outside of the box.
- Three-dimensional artworks arriving without the proper packing will be disqualified.

(6) **Specifications of Functioning Artworks:**

Any 2D or 3D artwork with functionality and the student/teacher would like the functionality to be considered in the judging process there are several options below. In all instances where functionality is supposed to be considered, instructions must be provided with the artwork.

- a QR code may be provided on the paperwork that shows the artwork functioning
- a URL link to a video showing the artwork functioning
- if artwork is to actually function during judging and display, all items needed must be provided (e.g. electrical extension cord, electrical power strip, water, etc.)

The TEAM officials will do their best to consider this functionality when judging and displaying the artwork, but circumstances might make this consideration not possible.

(7) **Accurate Entry Regulations:** Any artwork not submitted accurately with correct paperwork having all required signatures will be disqualified. This includes any hand alterations to any form after the edit deadline.

(8) **Durability Policy:** All submitted artworks, both 2-D and 3-D, must be durable enough to withstand handling and transportation. The structural integrity and durability is the sole responsibility of the student under the direction of their sponsor teacher. In an effort to protect student artworks, all 2D artworks entered must have a protective fold-over/flap cover to protect the artwork and a backing that will make the artwork sturdy. Greenware, oil-based clay, or unfired clay will not be accepted.

(b) **DISQUALIFICATION POLICY:** Artworks **not** meeting the TEAM entry and eligibility regulations will be disqualified. However, disqualified artwork will be allowed to complete the jury process with a "No Rating" status. Jurors will review the artwork and place comments on the Regional Juror Rating Form for student growth, but no numeric rating will be given. The artwork will not be considered for Top of TEAM. The *Regional Juror Rating Form* will be marked with a DQ in the Rating Box. Only a Regional Director may officially disqualify artwork.

(c) **DAMAGE OR LOSS POLICY:** While every effort will be made to prevent damage to any work of art, neither TAEA nor the host School/District will be held responsible for the theft, loss or damage of works entered in TEAM.

Section I.3: ARTWORK CATEGORIES DEFINED

(b) **CATEGORY 2D – Two-Dimensional Design**
Artwork that primarily has two dimensions (width and height).

(b) **CATEGORY 3D – Three-Dimensional Design**

Artwork that has three dimensions (height, width and depth). The understanding is that the structure of the 3D artwork is constructed by the student.

- (c) Teachers may choose to enter an artwork in the 2D or 3D category.

Section II: POLICY, PROCEDURES AND CODE OF ETHICS

- (a) **Entry Certification:** All official Regional entries in TEAM must be entered on-line in the official TAEA/TEAM website. All official forms will be generated through the data submitted. Any changes made to any official entry forms will result in disqualification. All entries must be listed on the *Regional Entry Certification Form signed by the school principal*. Artwork that is confirmed on the *Regional Entry Certification Form* must be the same artwork that is juried at the event. No artwork will be juried without a properly completed *Regional Entry Certification Form*. This form certifies that the artworks have been carefully examined and found to be acceptable by the school administration for students, the school, and the community. Deadlines are firm and must be met without exception. It is the responsibility of the teacher to ensure that the artwork that is adjudicated at the event is the same as the artwork registered on-line in the TAEA/TEAM website.
- (b) **Entry Fees:** An entry fee per student, per entry is required to cover TEAM expenses (medals, jurors, printing, etc.). The State TEAM Director and *Blue Ribbon Board* will set the entry fee for the regional and state events. All entry fees are non-refundable. All entry fees and Regional invoices must be received by the Regional Director before an artwork can be juried. **Once a Reservation has been confirmed, the teacher/sponsor is required to pay for that entry even if the confirmed entry *Did Not Attend (DNA)* the event.**
- (4) **Regional Event** entry fees will be **\$10.00** per entry. Make checks payable to TAEA. Payment must be mailed to the TAEA office a minimum of ten days prior to the Regional Event and accompanied by a Regional Invoice. No cash payments are accepted.
- (c) **Entry Categories: (As defined in Section I.3)**
Category 2D -Two Dimensional Design
Category 3D -Three Dimensional Design
- (d) **Entry Procedures**
- (6) It is understandable that problems may arise during the process of preparing student artworks; however, prior to teacher check in, the following must be completed.
- (A) Student names will be sorted alphabetically. Students who enter two artworks must be listed twice.
- (B) Artwork must be inspected at the qualification tables and certified by a Qualifications Member according to the VASE Rules, Guidelines, and Policies before it can be juried.
- (C) Each sponsor teacher must sign out and pick up their medals and completed *Juror Rating Forms* at the completion of the Area event.
- (7) **Student Intent and Artwork Identification Form:**
- A *Student Intent and Artwork Identification Form* (from this point on to be called the *Form*) is required for each entry.
 - The *Form* must be signed by the teacher of record prior to the event certifying that, "I certify that this artwork was produced under my direct supervision and that I have examined it and its sources and found it to be acceptable for students, our school, and our community. I have read and agree to uphold all rules, regulation, policies and the Code of Ethics of the TAEA Texas Elementary Art Meet."
 - Each artwork should have a complete *Form* before arriving at the regional event site, answering the questions asked in their own words. Jurors will use this written information to develop questions and evaluations during the interview. Students must use only the space provided; no additional sheets can be attached.
 - Each two-dimensional artwork entered must have an official *Form*.
 - Three-dimensional artwork, must have a *Form* glued or stapled to stiff board and tied to the artwork

- with string or wire.
 - A copy of the *Form* along with an 8½ X 11” photo of the 3D artwork and all of its reference materials must be attached to the outside of the packing box.
- (3) **Titles:** The *Student Intent and Artwork Identification Form* calls for a title or description. For identification purposes, each entry is required to have one or the other. Students may not use generic descriptors such as *Painting, Drawing #1, Untitled, Self-portrait, Still Life*. Each piece of artwork registered by the same teacher must have a one-of-a-kind title.
- (4) **Student Agreement and Artwork Release Form:** Each teacher must provide a signed *Student Agreement and Artwork Release Form*. All agreement forms must have a parent signature. Release forms will be collected and alphabetized by sponsoring teacher. All *Student Agreement and Artwork Release Forms* must be presented to the Regional Director during check-in at the Regional Event.
- (e) **Disqualification Due Process: Procedure, Disciplinary Action, and Addressing and Resolving Challenges**
- (1) **Procedure:** Failure by any TEAM participant to uphold these rules, guidelines, or policies will result in disqualification of the artwork. The teacher/sponsor is notified of the disqualification and the teacher must then communicate the rationale for the disqualification to the student and parents (if applicable) because the compliance to TEAM rules and guidelines is the responsibility of the teacher/sponsor. Teacher/sponsors may challenge a disqualification with the regional director, but final judgment must be accepted professionally and with integrity. Disqualified artworks will be allowed to complete the jury process with a “No Rating” status. Jurors will place comments on the Regional Juror Rating Form for student growth, but no numeric rating will be given.
- (5) **Disciplinary Action for Continued Disqualification:** Continued failure by the teacher/sponsor to uphold these policies will result in an infraction email or letter from the State TEAM Director, the TAEA President, and/or the TAEA Executive Director sent to the teacher/sponsor, campus principal, superintendent, and district supervisor (if applicable). The teacher/sponsor has the right to contest disciplinary action by bringing the issue before the *TEAM Blue Ribbon Board*.
- (6) **Sanctions for Continued Disqualification:** If after “Continued Disqualification” infraction notification to supervisors the teacher/sponsor continues to have disqualifications in subsequent years, disciplinary probation/sanctions will be imposed on the teacher/sponsor. The teacher/sponsor has the right to contest disciplinary action by bringing the issue before the *TEAM Blue Ribbon Board*.
- (7) **Cause for Immediate Sanctions:** If at any time a teacher/sponsor or parent complaint escalates in a threatening or unprofessional manner towards a worker at a TEAM event, the regional director, after the complaint has already been judged and the result communicated with the teacher/sponsor or parent; that teacher representing herself/himself or the parent will be subject to sanctions prohibiting involvement in future events for a determined number of years set by the TAEA Executive Board. Professional and respectful challenges of qualifications or adjudications are allowed.
- (8) **VASE Blue Ribbon Board Review:** Any entity involved in TEAM and/or a TAEA member may at any time submit a suggestion to the TEAM State Director for additions or revisions to the TAEA/TEAM Policies & Procedures and/or the TEAM Rules & Policies (Guidelines). Suggestions will be considered by the VASE Blue Ribbon Board for rejection or implementation.
- (f) **Code of Ethics:** The policies and code of ethics as outlined in the following sections will be observed by all TEAM participants.
- (2) **School Officials**
- (D) provide support
 - (E) create a climate of professional concern
 - (F) strive to assure that teachers and directors are aware of and observe the letter and intent of all TAEA/TEAM rules and regulations; and
- (2) **Event Officials** administer the event with a spirit of courtesy and cooperation among participants

- (3) **Jurors (adjudicators)** will observe the policy and ethic codes of TAEA and TEAM
- (4) **Visual Arts Teachers/Sponsors**
- (A) Know and uphold all rules as stated in the TAEA/TEAM Policy and Ethics and General Regulations.
 - (B) Foster a spirit of artistic involvement and aesthetic achievement for all participants in the event.
 - (C) Instill by word and example the respect for, and compliance with, all event regulations and the graceful acceptance of qualification and adjudication.
 - (D) Abstain from any practice that makes a student feel pressured to participate in non-school activities.
 - (E) Abstain from any practice which allows **plagiarism** to violate the ethical standards of quality art education and the TEAM program.
 - (F) Appropriately supervise all participating students.

Section III.1: CRITERIA FOR ADJUDICATION

(a) **TEAM STANDARDS/CRITERIA:**

- (1) The **Texas Essential Knowledge and Skills** (*State Board of Education, Chapter 117*) will form the nucleus of the evaluation standards for the juried competition.
- (2) The **TAEA/TEAM Artwork Standards** set by the VASE Blue Ribbon Board Artwork will be evaluated on the following criteria:
 - (F) **Student Research and Application to Work**
The purpose or message of the artwork or any artist's works or styles that influenced it.
 - (G) **Execution and Technique**
The steps for using the technique, the medium/media, technology applications, and the elements of art and principles of design.
 - (H) **Aesthetics and Critical Judgment**
The aesthetic and critical decisions made while creating the artwork and why they were made.
 - (I) **Personal Expression**
How the artwork represents the student's individual point of view, imagination, creativity, and individuality?

Section III.2: REGIONAL ADJUDICATION

(a) **REGIONAL ADJUDICATION PROCEDURE**

- (4) **Jurors:** Each event will have a team of qualified jurors composed of certified public school art educators, supervisors and/or, **if available**, college faculty, university faculty, or art professionals. It is recommended that jurors be selected from outside the district or region that is being juried, **if possible**.
- (5) Scoring Criteria, Student Expectations, and Rating Descriptors
 - (E) The juror will assign **Artwork Evaluation** scores based on the following criteria while considering the rating descriptors:
 - **Student Research and Application to Work**
The purpose or message of the artwork or any artist's works or styles that influenced it.
 - **Execution and Technique**
The steps for using the technique, the medium/media, technology applications, and the elements of art and principles of design.
 - **Aesthetics and Critical Judgment**

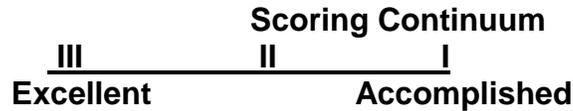
The aesthetic and critical decisions made while creating the artwork and why they were made.

- **Personal Expression**

How the artwork represents the student's individual point of view, imagination, creativity, and individuality?

(F) **Rating Descriptors:** Jurors will evaluate art work in each classification by employing the following rating system to designate the degree of proficiency in which the student developed the VASE standards leading to the level of artistic quality within their work:

- **RATING III** – Exemplary (*in meeting the criteria*)
- **RATING II** – Good (*in meeting the criteria*)
- **RATING I** – Growing (*in meeting the criteria*)



- (4) The juror will include written comments with suggestions as a positive and immediate feedback. **The juror's decision is final.**
- (5) The Regional Director or appointee will be responsible for tabulating the *Jurors Rating Form* and medals and/or certificates by division for the participants entered in the event from the various schools.
- (6) Jurors will evaluate artwork by employing the following rating system to designate the assessment score assigned to an artwork:

<i>Points on Jurors Rating Form</i>		
Rating III Exemplary	=	9-12
Rating II Good	=	5-8
Rating I Growing	=	1-4

- (8) To maintain the integrity of the jury process, only jurors and designated event officials are permitted in any area where the jury process is in progress.
- (9) **No awards or results will be given until after area judging and student artwork not advancing to state is removed from the regional site. All sponsors must checkout through the regional director.**
- (10) **AWARDS: Regional Medals** are awarded at the Regional Event to those students receiving a Rating III-Exemplary. All other students will receive a participation ribbon and a Regional Participation Certificate from the Teacher/Sponsor.
- (11) The top 10% of artworks will receive a Top of TEAM certificate and have their artwork placed on the TAEA website.

Addendum: Qualification Criteria

Violations include but are not limited to the following:

General

- Artwork is produced from a non-original source (source not original with the student). If source found on the Internet – URL for image _____.
- Artwork is produced from a photograph not taken by the student who created the artwork; the student is not in the photograph or the artwork.
- In the case of a self-portrait artwork, the source photo was taken by a professional photographer or studio.
- Artworks have pieces attached or protruding that would be dangerous to handle. Pieces not safely secured.
- Artwork weighs more than 50 pounds.
- Artwork contains image of a licensed character or characters.
- References are not attached to the artwork.
- A photograph was used as a reference, but a copy of the photograph was not provided on the artwork.
- Artwork *Student Intent and Artwork Identification Form* does not have its source(s) marked and explained.
- Teacher has not signed the *Student Intent and Artwork Identification Form* prior to the event.
- Artwork was previously entered in Jr VASE or a previous High School VASE
- Artwork was completed before last year's Regional VASE. [Reference last year's Regional Event date].
- Printed information on any VASE form was manually altered.
- Artwork and/or student information entered inaccurately (e.g. student division).
- Inappropriate/Offensive work of art violation.
- Student artist is ineligible in accordance with the **UIL No Pass No Play Academic Requirements**.
- Entry Fees are not paid.
- Teacher/Sponsor is not a member in good standing with TAEA.
- Regional Entry Certification Form* is not signed by principal.

Two-Dimensional Artwork

- Artwork is not matted or mounted. [Canvas paintings, textiles and odd shaped paintings do not need to be matted].
- Mat is not black or white.
- Artwork does not have a sturdy backing.
- Artwork and mat exceeds 24" x 36", including mat.
- Artwork is framed or covered with glass, acetate or cellophane that cannot be removed.
- Drawings are not properly *fixed* and are in danger of damaging other artworks.
- Mat on artwork includes a liner or additional inner [double] mat.
- Artwork is wet. [Paint, ink or other medium has not completely dried before being *qualified*].
- 2D pieces that are delicate, fragile, or relief with pieces that stick up are not in a box to protect the artwork.
- Protective fold-over/flap cover is not attached to the artwork as a protection for the work.
- Artwork photographic source was traced using mechanical device.

Three-Dimensional Artwork

- Artwork dimensions exceed 24" x 24" x 36".
- Artwork is not transported in an acceptable corrugated cardboard or wooden box suitable for shipping.
- Artwork does not have proper packing ensuring it can withstand handling and transportation.
- Artwork does not have duplicate *Student Intent and Artwork Identification Form*, an 8½" X 11" photo of the artwork, and all artwork references attached to the box (as well as attached to the artwork).
- Artwork is not sturdy and cannot stand alone without other means of support.
- If the sculpture has a base, the base is not attached.
- Artwork is wet or not fired. Greenware, oil-base clay, or unfired clay will not be accepted.

Digital Art & Media

- Digital Art & Media music that exceeds 10% of original work or 30 seconds.
- Digital Art & Media entry is longer than 5 minutes.
- Not Presented in a padded 9"x12" envelope with a copy of the *Student Intent and Artwork Identification Form* and still image printed and attached on the outside of the of the envelope.
- Filmmaking and/or animation projects that include live actors.
- Animation and interactive media entries are not accompanied by 1-4 still images no larger than 8.5"x11".
- Artwork is not matted or mounted. [Canvas paintings, textiles and odd shaped paintings do not need to be matted].

TEAM Procedures

WHAT A TAEA visual arts event recognizing exemplary elementary student art work.

WHO Any elementary art teacher that is a *current TAEA member* may enter works of *as many students as you wish, but no more than 2 works per individual student*.

COST *Each individual entry will require a \$10 entry fee to cover cost of judging, webmaster, accounting, certificates, ribbons and or medals and handling.*

WHERE All artwork needs to be mailed or delivered to the address on the Instructions page for your Regional Event.

WHEN All work, forms, and fees must be **received** by the date on the Instructions page for your Regional Event.

EACH WORK MUST INCLUDE:

- An entry and release form
- A completed lesson intent form
- An entry fee
- A scoring rubric

ATTACHING FORMS

- The **Student Intent and Artwork Identification** form — tape securely on the back of the artwork, side by side when possible. If not possible, on tape the front sheet at the top, so it can be flipped back to see the second sheet.
- The Juror Rating form — paperclip or "lightly attach" with masking tape to the back of art work so it is easily removed. Place over the Student Intent and Artwork Identification form.
- **Student Agreement and Artwork Release** form — Paperclip all together with the *payment* and **Entry Certification** form and place in large envelope.
- Bring work in portfolio that is clearly labeled with your name, school, and district.

Suggestions for selecting art work for contest:

- Select a variety of works of art.
- Try to stay away from entering only one assignment.

JUDGING By grade level based on **TEAM** standards.

AWARDS

All entries will receive a certificate and either a ribbon or a medal.

- Participation ribbons or medals will be awarded according to rating
- Certificates will be awarded to all entries
- All works receiving an outstanding rating will receive a medal
- All other entries will receive participation ribbons
- Top 10% of works will receive top of Team certificate and possibly have work placed on the TAEA website
- Letters of congratulations will go to the principals

Pick-up Work within the allotted time.

Rule of Thumb: “Originality, Copyright and Breaking the Law”

Copying a photograph exactly, either a professionally created photograph or a photograph taken by an art teacher, in any media for any work entered is not acceptable.

*Secondary references are used to assist with accurate representation of the subject matter, and not for the purpose of direct copying of the composition. A secondary reference may not **constitute the main idea**, main composition, the arrangement, the layout!*

Bottom line: You can only “COPY” your own student direct image. When in doubt, don’t use it!

Acceptable	Unacceptable
Students may copy a photograph as long as it is a photograph taken by the teacher, student artist or is student-directed.	Use of images from art history are not acceptable.
Use of a consumer product with a logo	To copy anyone’s art work from any source
Use of consumer products in a still life	To photo copy anyone’s art work and attach the image in art work.
Using a commercial product as surface for 2D work, drawing, painting, etc.	Students cannot copy a published photograph, album/CD/DVD cover, magazine, or any other form of published media.
Direct observation is encouraged	Direct copies of professional, published and/or copyrighted photographs of celebrities
Public domain can be used as a secondary source as long as it is not the main idea.	Artwork <u>including</u> any licensed character
	Use a how-to book to create art work, 2-D 3-D or electronically.

TEAM TIPS- HELPFUL IDEAS FOR TEACHERS

This is a learning process for all of us. Please know that these are meant to help you, not to be critical.

1. **COPYRIGHT:** There were many artworks that used licensed images too literally. I.e. - Disney, Keith Haring, Matisse, Starry Night, any published artwork by artists. We can use artists as a lesson, but our students should not be creating artwork that looks like these pieces. The students should be creating their own **original** artwork. Pieces that are obviously based on these artists/artwork, will be disqualified.

2. **ORIGINALITY:** An original work of art does not include any of the following;

- a. Any work created with purchased or teacher created “kits”.
- b. Artwork created with teacher or purchased patterns or “tracers”.
- c. Coloring pages
- d. Works of art which embody the concept of “follow me and copy exactly what I do”.
- e. Work created from teacher photos, internet images or other copyright sources.
- f. Any work created with any electronic assistance.
- g. Any and all work on the artwork was not performed only by the student submitting the artwork.

3. The artwork has to be **SOLELY AND EXCLUSIVELY** under the supervision of a teacher from a participating school district or private school. The artwork can never be supervised or critiqued outside the school district or private school by any person, teacher or instructor.

4. **SELECTING ARTWORK PROJECTS:** Admitting multiple copies of the same project (1 project, 10 students artwork all the same). We ask that you only enter 1 of each project or make sure there is enough differences in work that it is difficult to see they are connected.

- a. If students are creating their own **original** artwork, then no 2 projects should look alike.
- b. With our limited number of jurors, it gets very difficult for us to write comments for projects that are so similar. We don't want to penalize a student for a lack of creativity. This is not a student issue, it is a teacher issue.
- c. When you submit multiples of the same project, the students end up competing against each other. You then have to explain to students why one gets a better rating than another. In addition, to give one student one score and another student a different score, it begins to look like we are "grading".

5. **OFFICIAL TEAM FORMS:** Please do not cross out information on the forms and handwrite new information. The reason for this is, we have all of the information in the system and everything needs to match at the end of the event. When you change info, our records do not match. If you need to change, you can email the regional director and they can change it for you. Art work will be disqualified if changed.

6. **QUESTIONS ON STUDENT INTENT FORM,** how you could work with students in answering questions:

- a. Answers to the questions **MUST** be from the students, please no coaching to produce the "right" answers and do not list the TEKS or other lesson objectives.
- b. Students can verbally tell you the answers.
- c. Teacher can transcribed the answers onto the official TEAM forms.
- d. If you transcribe student written answers, both of student and teacher written forms are to be taped onto the artwork, so that we could see the students writing and look at the teacher's form if we had questions.

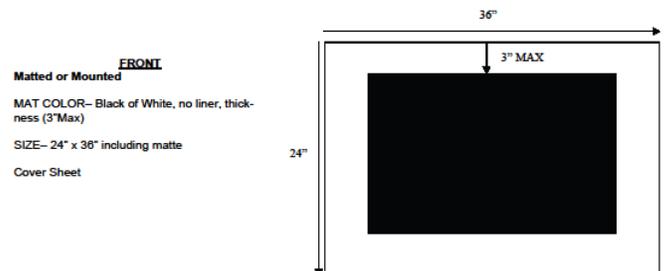
*d. Start Early- as students finish a work of art you might want to bring to TEAM, put it aside and perhaps have student answer questions right then while the "project" is fresh in their mind.

*e. You could printed out the student questions in a larger font and had let their students write out their answers with plenty of room.

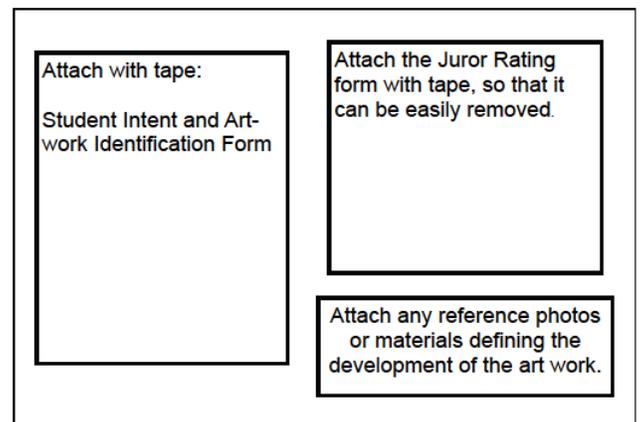
7. **DEADLINES:**

- a. 1st deadline- the number of "spots" you wish to reserve for the competition.
- b. Once the 1st deadline has passed you are responsible for **the FULL payment** of each reservation; whether the student participates or not. There are no refunds or partial payments.
- c. **Payments cannot be in cash.**
- d. 2nd deadline- the number of reservations is sets now you have to finalize the specific information for each work of art- student info, title, media, etc.

2-D FRONT AND BACK OF ARTWORK



BACK OF REGULAR 2-D ART WORK



TEAM Adjudication Process

TEAM ARTWORK IS ASSIGNED TO THE GRADE LEVEL THE STUDENT IS CURRENTLY ENROLLED.

Jurors: Each event will have a team of qualified jurors composed of certified public school art educators and supervisors.

ADJUDICATION CRITERIA:

(1) The **Texas Essential Knowledge and Skills** (State Board of Education, Chapter 117) will form the nucleus of the evaluation standards for the juried Visual Art Event.

(2) Artwork should demonstrate proficiency in the following categories:

- Critical Thinking
- Aesthetic Judgment
- Analysis
- Awareness of Natural and Manufactured Environment
- Influence - Cultural Heritage, Art History
- Elements of Art and Principles of Design
- Technical Skills and Execution
- Problem-solving and creative skills

(3) **Artwork will be evaluated on the following criteria:**

(A) Personal Expression/ Purpose- (This is why I did the art work ,and What it means to me?)

There is evidence of problem solving, critical thinking, imagination, individuality.

(B) Technique- (How I created the artwork?) *The student exhibits understanding of the processes used by demonstrating control of the materials and tools in the composition at an age appropriate level.*

(C) Craftsmanship- (What does the end product look like ,and How well I did the artwork?) *There is evidence in the artwork of the student's skill in the uses of media and tools producing a quality product reflecting neatness and comprehension.*

(D) Elements of art and Principles of design – (What Elements of Art and Principals of Design are present in the artwork?) *The student understands and organizes the elements of art and principals of design appropriate with their instruction.*

ADJUDICATION PROCEDURE:

- (1) The participating teacher will submit the artwork for her students with all the required paperwork attached.
- (2) All the artwork submitted for the event will be separated by grade level.
- (3) The artwork will be adjudicated according to the expectations of that grade level.
- (4) The artwork will receive a score based on a point system of 3 (highest- exemplary), 2 (good) and 1 (lowest- growing) in each category.
- (5) The overall scoring will be as follows: Exemplary rating (9-12), Good (5-8) and Growing (1-4).
- (6) The juror will include written comments with suggestions (2 glows and a grow).
- (7) **The juror's decision is final.**

AWARDS:

- Certificates or Top of TEAM medals will be awarded to Top of the TEAM and the images will be on the TEAM website.
- Medals will be issued to all Exemplary rated works of art.
- Ribbons will be awarded to Good and Growing rated works of art.

XII. TEAM

Timeline for TEAM Regional Directors

September: Apply for your region

September: Set your dates

September: Begin recruiting Jurors

November: Have info on the website after conference

January-March: Teachers register

March: Order medals and ribbons

March: Set budget

April: Check memberships and receipt of fees

April: Event Days

Pre-Days of Event:

- Sort work according to grade level
- Order lunch for Jurors

Days of Event:

- Train Jurors-vocabulary, strokes and polish input-age appropriate, scoring
- Choose top 10% of each grade level for Top of TEAM
- Sort judged work by teacher portfolio in district areas
- Print out results for each teacher
- Distribute medals, ribbons, and certificates
- Photograph top of TEAM

Note to Directors on paying Jurors: If you are providing a sub for a teacher to Juror, you CANNOT BY LAW also pay that teacher. Many teachers are happy to serve as a juror if provided lunch and a sub.

XIII. VASE Jurying

Juror Adjudication Philosophy

It is the sincere belief that the Visual Arts Scholastic Event is carried out in the spirit of a positive learning experience. We want all the activities to benefit all students as they go through this visual arts event. Jurors need to be mindful of the spirit of the event, both regional and state, and that is to help students grow in their knowledge and application of the visual arts.

We wish jurors to be honest, fair and NURTURING as they judge the student's art production and encourage the students to verbalize their personal art experience. Jurors are to refrain from judgmental comments and anti-teacher/program remarks. It is to be a motivating experience for each student regardless of his or her ability or art level. Competition is a real world activity and this event should be encouraging and serve as a growth experience. Jurors are to provide support, create a climate of reassurance and concern, and to encourage young artists to reach for the highest standard of excellence in their artworks. They are to write a minimum of one strong positive statement regarding the student's artwork. Write a minimum of one statement on an area to strengthen in the artwork.

TAEA is committed to the following objectives:

- a. to recognize exemplary student achievement in the visual arts.**
- b. to encourage critical and creative thinking.**
- c. to inspire curiosity, inventiveness, creativity in our students, and provide an atmosphere in which they feel free to take a risk, feel support when they are motivated to stretch their boundaries.**
- d. to recognize their chronological and development levels in their art production.**

While not all of our students will become professional artists, some may go into art related jobs, but whatever they do in their life after high school we want their lives to be much richer for having had this visual art experience and for them to retain a love and appreciation of the visual arts.

Any juror not upholding these guidelines or in the Regional or State Director's opinion is not maintaining a climate of support, a spirit of courtesy, is not writing a positive comment, or is using unreasonable judgment in the adjudication process will be asked to leave the event and may no longer serve as a TAEA juror.

Please incorporate these indicators in the juror process:

- **Critical Thinking**
- **Cultural Heritage**
- **Creative Thinking**
- **Principles and Elements of Art and Design**
- **Problem Solving**
- **Technical Skills and Execution**
- **Aesthetic Judgment**
- **Analysis**
- **Awareness of Natural and Manufactured Environments**

Regional Juror Adjudication Procedures and Scoring

Each juror will:

- have a room with chairs, a table and a place to set the artwork
- receive pens/pencils, timer, calculator, clipboard and large envelopes
- receive the first student promptly at 8:00 a.m. or event beginning
- look at and discuss the artwork with the student, ask questions, etc.
- need to save a little time at the end of each session to complete the rating form and write comments and/or suggestions
- excuse the student when ready to complete the rating form
- tabulate and put your rating on each form
- put completed form in the envelope provided (a runner will collect them)
- give artwork and envelope with completed jury form to a student runner
- signal the next contestant (who will be just outside the door) to come in

It is important to:

- set the timer each time a student enters enabling you to stay on schedule
- **stay on schedule**, the schedule is tight and it is extremely easy to get so involved you lose track of time
- be aware that the next student will be waiting outside your room
- write comments and/or suggestions to the students for feedback

Arrival at 7:00 a.m. is important. Last minute details will be given. Continental breakfast will be provided for you. You will have refreshments as you jury. Lunch will be provided for you also.

We wish to encourage critical and creative thinking. We would like to inspire curiosity, inventiveness, and creativity in our students. It is our goal to provide an atmosphere in which they feel free to take a risk and feel support when they are motivated to go out on a limb. Very few of these students will become artists, some may go into art related jobs, but whatever they do in their life after high school we want their lives to be much richer for having had this experience.

In a world of words it is important to help those of us who sometimes have difficulty verbalizing learn how. This is part of the process of this event but not the whole focus.

It is most important for the jurors to be honest, fair, and nurturing. Competition is the real world; this one should be a positive learning experience.

For area judging (takes place after all student interviews are over), jurors will start the selection process to choose which Rating 4 artworks will advance to the state event. Jurors are divided into teams by division and will be given a number of post-its depending on the number from that division that will advance. They will put their initials on each post-it so they can keep track of which artworks they voted for. SILENTLY, the jurors look through their division artworks and will select by placing their initialed post-its which artworks they deem are the best to advance to state. The artworks are set aside starting with the ones with the most post-its and then going down until the prescribed number is reached.

Standards

1. Artwork will be evaluated by each juror on its merits as to the degree it demonstrates originality of concept, technical expertise, and understanding of the Essential Knowledge and Skills (TEKS), as well as interpretation of stated intent. Jurors will evaluate artwork by employing the following rating system to designate the quality of work.

Points on Jurors' Form for:

Regional Event		
Rating 4	Superior	= 60 - 51
Rating 3	Excellent	= 50 - 37
Rating 2	Average	= 36 - 25
Rating 1	Below Average	= 24 - 15

Points for State Event		
4	Superior	= 17 - 20
3	Excellent	= 13 - 16
2	Strong	= 9 - 12
1	Good	= 5 - 8

2. Guidelines for Jurors

A cover letter will be provided to jurors regarding the objectives of the event such as:

- Critical Thinking
- Creative Thinking
- Aesthetic Judgement
- Analysis
- Awareness of Natural and Manufactured Environment
- Cultural Heritage
- Principles and Elements of Art and Design
- Technical Skills and Execution
- Explanation of Rating and the Computing of Rating

You will be responsible for tabulating the Jurors Rating Form. Use the calculator and the conversion chart, which is on the bottom of each rating form.

State Juror Adjudication Procedures

Jurors go to assigned juror room.

1. Choose a stack of artwork. *For 3D – choose a section of artwork to jury, roughly dividing it into sections according to the number of jurors in your group.*
2. Spread yourselves out and find a space in the room to call your own for the next couple of hours. Make yourself at home!
3. Look through all of the artwork in your stack. I suggest you NOT spread it out too much yet, just look through it. Choose which pieces you would give a Rating of 4. Be careful here! Do not adhere to a quota system or choose a percentage or think to yourself, “I’m giving too many 4s.” This is criteria-based judging and should be judged purely on the basis of whether it meets the criteria (use your “cheat card”). If you find you have given mostly 4s, so be it!! When in doubt, err on the side of the student.
4. Place all of the work not getting a 4 into a neat stack.
5. Spread out the artworks you feel should have a rating of 4 – either onto tables or on the floor in a designated area. You will view each other’s 4s to select Gold Seal. Don’t take too long!
6. Now is the time for SILENT Gold Seal selection. You will travel around viewing all of the artwork your fellow jurors have selected as receiving a 4. After your initial “run-through” go back and place your prescribed number of post-it notes (that you have already written your initials on) on the artwork you believe should be Gold Seal. Remember, there is NO talking or collaborating at this point.
7. When everyone has placed all of their post-its, pull out the artworks with the most post-its in descending order until you have the prescribed number of Gold Seal artworks. If you are at the final few and have 2 spots left, but 6 artworks with the same number of post-its, you may do one of 2 things; you may pick up 2 of your used post-its and everyone select again OR you may collaborate to choose the 2 out of the 6. Place with a Gold Star sticker on the ID label (don’t cover the ID info).
8. After Gold Seals are selected, several jurors will input these scores into the computer. You could start completing the Juror Rating Forms for your remaining Rating 4 artworks while you wait for the completion of the computer data input.
9. Place the appropriate “Rating 4” sticker on the ID label (don’t cover the ID info).
10. After the Date Input of Gold Seals, you should take “your” artworks that were selected as Gold Seal back to your spot, check the Gold Seal box at the bottom of these Rating Forms and change the rating to the 5 that is just for Gold Seal, complete the forms with ratings and comments. Gold Seal pieces should then be sent to the Gold Seal Photography Room and the Juror Rating Forms should be placed in the box to go to the Control Room. Check with the helper in your room as to where to put artwork and forms.
11. Now fill out your Juror Rating Forms for your remaining Rating 4 pieces (should already have an Encouragement Sticker on the artwork ID label). Send artwork to be photographed (Rm 4148 for 2D, 4153 for 3D) and Juror Rating Forms to the Control Rm.
12. Now fill out Juror Rating Forms for all remaining artwork. Send this artwork to be hung and Juror Rating Forms to the Control Room. These artworks are not photographed.

Jurying with Dignity

1. Be warm and friendly (handshake, small talk, etc.)
2. Identify time constraints.
3. Explain the process:
 - Discuss work.
 - Identify strengths.
 - Identify an area to “polish”.
4. Ask student what they liked the best in their piece and why.
5. Ask student if he/she could change one thing, what would it be.
6. Student then tells how and why the piece was created.
7. Juror identifies strengths.
8. Juror probes for more information as the rubric is used to discuss the elements and principles of art, etc. related to the art work.
9. Juror identifies area that can be polished.
10. At closure, have student repeat back what the strengths in the piece are.
11. Thank student for work. Smile!

Juror Dialog Sample

1. Hi, I'm (your name) _____
2. Your name is? (Referring to the student)
3. You're in level (_____) art? (Check on number of years or credits)
4. Welcome to VASE!
5. Have you been to a VASE event before?
6. Let me explain (or review) the process...
 - We will be talking about your art work and...
 - What you did to create it.
 - Why you created it.
 - How you did it (the process).
 - What you like best (i.e. what is most successful artistically?)
 - If you could change anything, what would it be? Why?
 - Then we will identify strengths of piece and perhaps an area to polish.*
7. Conclude with having the student identify the strengths of the work.
8. Thank them for participating and tell them to return to their teachers!

* (Watch tone of voice and body language)

Juror Regional Rating Criteria

Rating of 1

*Exhibits No Attempts
at*

Concept or Purpose: there is evidence in the artwork of the student's effort to achieve the stated concept or purpose of the original artwork. The viewer is impacted by the work. Did they execute the intent?

Rating of 2

*Exhibits Inconsistent Attempts
at*

Expressions: the expression is unique and fully developed to present fresh concepts in ways that are imaginative and inventive. To what degree did they use their imagination and individuality?

Rating of 3

*Exhibits Consistent Skill
at*

Organization: the use of elements of art and principles of design effectively, choosing those which enhance the overall appearance of the work. How effectively did they use the elements of art and principles of design?

Rating of 4

*Exhibits Mastery
at*

Technique: the control of the media and tools effectively to enhance the appearance of the work. How effectively did they execute or use the technical skills?

Judgment: the overall appearance of artwork displays aesthetic decisions and judgments that display reflection by the artist. Were aesthetics considered and effective judgments made?

Juror State Rating Criteria

Rating of 1

Exhibits inconsistent attempts at

Concept or Purpose: there is evidence in the artwork that the student successfully communicated their initial visual intent or idea as it related to their chosen media, technique, and process. The intent is readily evident to the extent that the viewer is impacted by the artwork

Rating of 2

Exhibits consistent attempts at

Expressions: the expression is unique and fully developed to present fresh concepts in ways that are imaginative and inventive. Can the viewer glean something about the student through viewing the artwork?

Rating of 3

Exhibits advanced skills with

Organization: the use of elements of art and principles of design masterfully, choosing those which combine to enhance the overall appearance of the work. How masterfully did they use the elements of art and principles of design?

Rating of 4

Exhibits mastery of

Technique: the control of the media and tools masterfully and purposefully to ensure the success of the artwork. How effectively did they execute or use the technical skills & processes?

Rating of 5 Gold Seal

Distinguished as Exemplary in

Judgment: the overall appearance of artwork displays successful aesthetic decisions and judgments that display purpose and reflection by the artist. Were aesthetics considered and masterful judgments made? Did the student successfully solve visual problems?

Jurors, General Reminders

“Jurors Remember...”

- Jurors, do not disqualify students once the interview has begun. Only the Regional Director can DQ. If you have a question about disqualification of artwork, flag the jury foreman on duty in your hallway and ask to see the Regional Director after the student has left.
- Jurors, do not score disqualified artwork. Disqualified artwork will not be scored. If the artwork is questionable, contact the Jury Foreman first (after the student has left) before scoring.
- Jurors are not to make Inappropriate Comments regarding matting and preparation of work, poor technology, teacher’s skills, and/or overall campus art program.
- Jurors are not to fuss at students for not knowing the elements and principals of art...chances are they are nervous! Let them use your cheat sheet or look at their paperwork on the back of their artwork, if need be.
- Jurors, do not be stressed by time limitations.
- Jurors, do not concentrate on the negative. This is not a college critique. Every student should have a positive experience at VASE!
- Jurors, make sure to calibrate for the different levels of students. You will be interviewing students with different levels of experience. Make sure that you pay close attention to how many credits of art each student has.
- Jurors should support the growth of the students by writing comments from the interview process.
- Jurors should NEVER bring personal bias to the juror process
- Jurors, do not treat the interview and comment writing like a college critique
- Jurors should not try to maintain a quota system or bell curve when giving ratings (clarification below).
- Jurors should not think scores should be evenly distributed (quota system or bell curve). If you feel that every student you interview deserves a high rating, give them one! We do not require you to give a certain number of 1s, 2s, 3s and 4s. We do, however, encourage you to be careful awarding 1s & 2s. Remember that a “1” represents “Below Average - student exhibits no attempts at achieving the objectives” and if a student has done the work to come to VASE, he probably has made some attempt to achieve the objectives.

- Jurors should know what to do with the paperwork: add correctly, fill in and circle all rating numbers, make student comments, sign and date the form, give the artwork and form that is in an envelope to a runner (NOT the student)!
- Jurors will allow a school district designee in the interview room with them (for students whose IEP or 504 allows this).
- Jurors should not leave a score one point below what it takes to go to the next higher rating (a 48, 36, or 24), add one point to go up to the next level, or take one point away to make it solidly in the lower level. "One Point Misses" are very difficult for students and teachers to live with.
- Jurors should not interview the same student twice!
- Jurors should not interview a student they know. If you know the student you are supposed to interview please send them to the Jury Foreman to have them re-assigned to another juror.
- Jurors will not collaborate (talk or comment among themselves) during Area Judging.
- Jurors should never "No Show" on the day of the event without calling.

XIV. Forms



TAEA/VASE Reimbursement Request



Policy: TAEA/VASE will not be obligated to remit funds without the appropriate prior approval or in excess of budgetary limits or if turned in after deadline limitations.

Request for reimbursement should be made within 30 days of incurring an expense. All requests – accompanied by receipts – must be submitted no later than July 15th preceding the close of the TAEA budget year.

Date: _____

Name: _____

Position: _____

Phone: _____ Email: _____

Itemize Expense/ State Purpose of Expenditure:

Registration expense(s) - _____

Attach Receipts/Invoices to Back

Total Amount of Reimbursement: \$ _____

Mailing Address: _____

City/State/ZIP: _____

Signature: _____

Mail this request form for reimbursement to:

**TAEA/VASE
14070 Proton, Suite 100 LB9
Dallas, TX 75244**



Region

Rating IV Patch Order Form

Name:			
School District / Campus:			
Address:			
City / State / Zip Code:			
Phone / FAX:			



Regional Patch: White Trim

Area Patch: Gray Trim

State Patch: Black Trim

Number of State Patches Requested:	
<small>Send check and copy of State Student Rating Form with order.</small>	

Number of Area Patches Requested:	
--	--

Number of Region Patches Requested:	
<small>Attach Regional Entry Certification Form with check to order.</small>	

Patches are \$15.00 each.	Amount Due:			
	Paid:	Yes	<input type="checkbox"/>	No
Method of Payment:	Check #			
	School Purchase Order #			
	Cash \$			

Mail payment to:

Texas Art Education Association
 Attn: Jody Henry
 14070 Proton Rd Suite 100 LB 9
 Dallas, Texas 75244-3601



Texas Art Education Association
Visual Art Scholastic Event

Region

Regional Director Payment Form

Event Date ___ / ___ / _____

Regional Director Information

(Type or Print only)

Last Name:	First Name:	MI:	SS#: - -
Home Address:		Email:	
City:	State: Texas	Zip:	
Home Phone: () -	FAX: () -		
Work Address:			
City:	State: Texas	Zip:	
Work Phone: () -	FAX: () -		
_____			Date ___ / ___ / ___
Regional Director's Signature			

Payment Due

Regional Director Stipend ----- _____

VASE Regional Directors shall receive a stipend of not less than \$125.00 and no more than 10% of the total income of student entry fees collected.

I wish to donate \$ _____ of my honorarium/payment to the TAEA Visual Art Scholastic Event Student Scholarship Fund.

Total Payment Due ----- \$ _____

Date ___ / ___ / ___

Regional VASE Director Signature

Regional Director Payment Form must be submitted to:

TAEA/VASE
14070 Proton, Suite 100 LB9
Dallas, TX 75244
Office (972) 233-9107 x212
FAX (972) 490-4219

I have included my Regional Budget Form

(VASE Regional Directors will not receive their honorarium without submitting their Regional Budget Form)

For Office Use Only

Paid by Check # _____

Date ___ / ___ / ___



Texas Art Education Association
Visual Art Scholastic Event

Jury Foreman Payment Form

Region

Event Date ___ / ___ / _____

Jury Foreman Information

(Type or Print only)

Last Name:		First Name:		MI:	SS#: - -
Home Address:				Email:	
City:		State: Texas		Zip:	
Home Phone: () -		FAX: () -			
Work Address:					
City:		State: Texas		Zip:	
Work Phone: () -		FAX: () -			
_____ Jury Foreman Signature				Date ____ / ____ / ____	

Payment Due

Honorarium ----- \$400.00
I wish to donate \$ _____ of my honorarium/payment to the TAEA Visual Art Scholastic Event Student Scholarship Fund.
Total Payment Due ----- \$ _____
Date ____ / ____ / ____
_____ Regional VASE Director Signature

Jury Foreman Payment Form must be submitted to:

<p>TAEA/VASE 14070 Proton, Suite 100 LB9 Dallas, TX 75244 Office (972) 233-9107 x212 FAX (972) 490-4219</p>

For Office Use Only

Paid by Check # _____	Date ____ / ____ / ____
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Texas Art Education Association
Visual Art Scholastic Event

Region

Qualifications Foreman Payment Form

Event Date ___ / ___ / _____

Qualifications Foreman Information

(Type or Print only)

Last Name:	First Name:	MI:	SS#: - -
Home Address:		Email:	
City:	State: Texas	Zip:	
Home Phone: () -	FAX: () -		
Work Address:			
City:	State: Texas	Zip:	
Work Phone: () -	FAX: () -		
_____			Date ___ / ___ / ___
Qualifications Foreman Signature			

Payment Due

Honorarium ----- \$300.00
I wish to donate \$ _____ of my honorarium/payment to the TAEA Visual Art Scholastic Event Student Scholarship Fund.
Total Payment Due ----- \$ _____
Date ___ / ___ / ___

Regional VASE Director Signature

Qualifications Foreman Payment Form must be submitted to:

<p>TAEA/VASE 14070 Proton, Suite 100 LB9 Dallas, TX 75244 Office (972) 233-9107 x212 FAX (972) 490-4219</p>

For Office Use Only

Paid by Check # _____	Date ___ / ___ / ___
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Texas Art Education Association
Visual Art Scholastic Event
Site Director Payment Form

<u>Region</u>

Event Date ___ / ___ / _____

Site Director Information

(Type or Print only)

Last Name:	First Name:	MI:	SS#: - -
Home Address:		Email:	
City:	State: Texas	Zip:	
Home Phone: () -	FAX: () -		
Work Address:			
City:	State: Texas	Zip:	
Work Phone: () -	FAX: () -		
_____ Site Director's Signature		Date ____ / ____ / ____	

Payment Due

Honorarium	\$400.00
I wish to donate \$ _____ of my honorarium/payment to the TAEA Visual Art Scholastic Event Student Scholarship Fund.	
Total Payment Due ----- \$ _____	
Date ____ / ____ / ____	
_____ Regional VASE Director Signature	

Site Director Payment Form must be submitted to:

<p>TAEA/VASE 14070 Proton, Suite 100 LB9 Dallas, TX 75244 Office (972) 233-9107 x212 FAX (972) 490-4219</p>

For Office Use Only

Paid by Check # _____	Date ____ / ____ / ____
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Texas Art Education Association
Visual Art Scholastic Event

Region

Support Qualifications Staff Payment Form

Event Date ___ / ___ / _____

Support Qualifications Staff Information

(Type or Print only)

Last Name:		First Name:		MI:	SS#: - -
Home Address:				Email:	
City:		State: Texas		Zip:	
Home Phone: () -		FAX: () -			
Work Address:					
City:		State: Texas		Zip:	
Work Phone: () -		FAX: () -			
<p>_____</p> <p>Support Qualifications Staff Signature</p>					<p>Date ___ / ___ / ___</p>

Payment Due

<p>Honorarium ----- \$150.00</p> <p>I wish to donate \$_____ of my honorarium/payment to the TAEA Visual Art Scholastic Event Student Scholarship Fund.</p>	<p>Total Payment Due ----- \$ _____</p>
<p>_____</p> <p>Regional Director Signature</p>	<p>Date ___ / ___ / ___</p>

Support Qualifications Staff Payment Form Must Be Submitted To:

<p>TAEA/VASE 14070 Proton, Suite 100 LB9 Dallas, TX 75244 Office (972) 233-9107 x212 FAX (972) 490-4219</p>

For Office Use Only

<p>Paid by Check # _____</p>	<p>Date ___ / ___ / ___</p>
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Texas Art Education Association
Visual Art Scholastic Event
Support Staff Payment Form

<u>Region</u>

Event Date ___ / ___ / _____

Support Staff Information

(Type or Print only)

Last Name:	First Name:	MI:	SS#: - -
Home Address:		Email:	
City:	State: Texas	Zip:	
Home Phone: () -	FAX: () -		
Work Address:			
City:	State: Texas	Zip:	
Work Phone: () -	FAX: () -		
_____ Support Staff Signature			Date ___ / ___ / ___

Payment Due

<p>Honorarium ----- \$125.00 (full day) \$75.00 (half day) I wish to donate \$ _____ of my honorarium/payment to the TAEA Visual Art Scholastic Event Student Scholarship Fund.</p> <p style="text-align: right; margin-top: 20px;">Total Payment Due ----- \$ _____</p> <p style="text-align: right; margin-top: 10px;">Date ___ / ___ / ___</p> <p>_____ Regional Director Signature</p>
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Support Staff Payment Form Must Be Submitted To:

<p>TAEA/VASE 14070 Proton, Suite 100 LB9 Dallas, TX 75244 Office (972) 233-9107 x212 FAX (972) 490-4219</p>
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For Office Use Only

<p>Paid by Check # _____ Date ___ / ___ / ___</p>

Pay-Scale for VASE

VASE HS Regional Pay Scale	*Large Regions (1000-1800)	Mid Regions (600-1000)	Small Regions (100-600)
Director	10% entry fees	10% entry fees	10% entry fees, but no less than \$400
Jury Foreman	\$400	\$400	\$400
Site Director 1	\$400	\$400	\$400
Site Director 2 (lrg reg only)	\$400	NA	NA
Qualifications Foreman	\$300	\$300	\$300
Qualifications Worker	\$150	\$150	\$150
Event Worker 1/2 Day	\$75	\$75	\$75
Event Worker Full Day	\$125	\$125	\$125
Nurse	\$225	\$225	NA
Jurors (for ALL event sizes)	\$150 certified		*plus \$25 travel

*For high school regions with over 1800 entries, additional workers may be allowed with State VASE Director approval

Jr VASE Pay Scale	Large Regions (800-1200)	Mid Regions (500-800)	Small Regions (100-500)
Director	10% entry fees	10% entry fees	10% entry fees, but no less than \$400
Jury Foreman	\$400	\$400	\$400
Site Director	\$400	\$400	\$400
Qualifications Foreman	\$300	\$300	NA
Qualifications Worker	\$150	\$150	\$150
Event Worker 1/2 Day	\$75	\$75	\$75
Event Worker Full Day	\$125	\$125	\$125
Nurse	\$225	\$225	NA
Jurors (for ALL event sizes)	\$150 certified		plus \$25 travel

TEAM Pay Scale	Large Regions (600-800)	Mid Regions (400-600)	Small Regions (100-400)
Director	10% entry fees	10% entry fees	10% entry fees, but no less than \$400
Jury Foreman	\$300	\$300	\$200
Site Director	\$200	\$200	\$150
Event Worker 1/2 Day	\$50	\$50	\$50
Event Worker Full Day	\$100	\$100	\$100
Jurors (for ALL event sizes)	\$150 certified		plus \$25 travel

Budget Sheet (not interactive, for interactive sheet see VASE website)

HS BUDGET SHEET, Region ??	2017	Proj Entries	Division	Actual Entries, 2018	Medal %	Medals	Area Med%	Area Med	TotalMed	2019
Regional Entries	1,200	1,248	Total Entries	0						0
			Division 1		82%	0	10%	0		
Date of Event: ?/??/2018			Division 2		88%	0	10%	0		
			Division 3		90%	0	10%	0		
			Division 4		94%	0	10%	0		
Total Medals - Div + Area				0	SubTotal	0	SubTotal	0	0	
Cost/medal + Total Cost		0				\$2.10	per medal	TOTAL	\$0.00	
Projected Growth, 4%	104%			2018						
Line Item		Number	Cost/Item	Expense						
Revenue		0	\$15.00	\$0.00						
Security		0	\$0.00	\$0.00	Total Proj	Jurors	45	Actual Jurors	3	
Custodial		0	\$0.00	\$0.00	Total Ask	Jurors	48	(entries/28 + 3)		
Nurse		1	\$225.00	\$225.00	Total	Jurors	48			
Jurors - Certified Distance		0	\$200.00	\$0.00	ActualMedals	Medals	AreaMedals	Edited Medals	Medals	
Jurors - Certified Local		0	\$150.00	\$0.00	Division 1	0	0	Div 1		
Helpers - Adult, half		0	\$75.00	\$0.00	Division 2	0	0	Div 2		
Helpers - Adult, qualificat		0	\$150.00	\$0.00	Division 3	0	0	Div3		
Helpers - Adult, whole day		0	\$125.00	\$0.00	Division 4	0	0	Div4		AreaMedals
Medals		0	\$2.10	\$0.00	Total	0	0	Edit Total	0	0
Breakfast		0	\$4.00	\$0.00	Total Medals		0	Edit Total Medals	0	
Snacks/Hospitality		0	\$1.00	\$0.00				<i>For edited medals-total on left minus what you have in stock. Then, edit number in cell C20</i>		
Lunch		0	\$6.00	\$0.00						
Lunch (student help, like pizza)		0	\$2.00	\$0.00	Area Judges	Div 1	#DIV/0!			
Director Fee		1	10%	\$0.00	Area Judges	Div 2	#DIV/0!			
Jury Foreman Fee		1	\$400.00	\$400.00	Area Judges	Div 3	#DIV/0!			
Site Director Fee		1	\$400.00	\$400.00	Area Judges	Div 4	#DIV/0!			
Qualifications Foreman Fee		1	\$300.00	\$300.00						
Supplies - Director		1	\$0.00	\$0.00						
Supplies - Jury Foreman		1	\$0.00	\$0.00						
Supplies - Site Director		1	\$0.00	\$0.00	(not for small regions)					
TOTAL Expenses				\$1,325.00						
Variance				-\$1,325.00						
Just for Your Information										
Subsidy for State Event		10%		\$0.00						
Crouch Management fee		1	\$104.00	\$104.00						
Website Maintenance		1	\$250.00	\$250.00						