




ANNUAL PLANNING CALENDAR

-  = Flag Design Contest
 = Artwork, Exhibitions, and Celebrations
 = Fundraising, Endorsements, Special Materials



SEPTEMBER / OCTOBER

SEPTEMBER



State Chairperson:

Establish goals for Flag/Banner Design Contest

Review updates from The Council for Art Education (CFAE) with the latest info and forms for this year's Flag/Banner Design Contest

State Chairperson:

Select the national theme or a state specific theme for the Flag/Banner Design Contest

The national theme for 2015/2016 is "The Power of Art"



State Chairperson:

Communicate Flag/Banner Design Contest

Plan a lesson for the Flag/Banner Design Contest and distribute to local coordinators and art educators across the state

State Chairperson:

Distribute "How to" materials to all art educators and local coordinators

This includes:

Flag/Banner Overview and Guidelines

Flag/Banner Requirements

Flag/Banner Entry Form



State Chairperson:

Establish goals for Exhibitions and Observances

For example:

- Increase district participation by 25%
- Increase media coverage by 50%
- Increase observances and events by 50%

Identify local coordinators and communicate goals

Review updates from The Council for Art Education (CFAE) with the latest info and forms for this year's program

State Chairperson:

Establish a date and location for a statewide exhibition event or observance (ideally March) to display artwork. Possible locations include the state capitol, museums, libraries, and art centers

Local Coordinators:

As early as possible, establish dates and locations for local events and observances



State Chairperson:

Communicate statewide event/location to art educators so they can prepare throughout the school year

State Chairperson:

Distribute "How to" materials to all art educators and local coordinators

This includes:

Youth Art Month Quickstart Guide

Activity Tracking Sheet

Report Form

If possible, create online survey or form that local coordinators can use to track information



State Chairperson:

Establish goals for Fundraising and Endorsements

Review updates from The Council for Art Education (CFAE) with the latest info and forms for this year's program



State Chairperson:

Distribute "How to" materials to all art educators and local coordinators

This includes:

Funding Tracking Sheet

Issuing and Using a Proclamation

Endorsement Certificate




Certificate of Participation

Sample Letter

If possible, create online survey or form that local coordinators can use to track Funding information



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SEPTEMBER / OCTOBER

OCTOBER



State Chairperson:

Attend the State Education Association Convention

Distribute information about the Youth Art Month Program:

Flag/Banner Overview and Guidelines

Flag/Banner Requirements

Flag/Banner Entry Form

Receive Flag/Banner entries from across the state October through January

Determine process for selecting statewide winner



State Chairperson:

Remind art educators to create artwork throughout the year to submit for display at NAEA 2015

Attend the State Education Association Convention

Distribute information about the Youth Art Month Program:

Artwork Entry Form

State Exhibit



State Chairperson:

Obtain Governor's Proclamation (see sample letter and sample proclamation in materials)

State and Local Coordinators:

Obtain other endorsements, including the Mayor, State Representatives, members of Congress, Superintendent, and other School officials

Create special materials with your logo for promotion and fundraising, including Buttons, Letterhead, Balloons, Posters, Pens, and Postcards to special events

Fundraising:

Initiate fundraising for your program.
(see list of ideas for fundraising)

Use the Youth Art Month Funding Tracking Form to *keep track of donations and fundraising activities* at the state and local level

NOVEMBER



Receive Flag/Banner entries from across the state from October – December



Check in with local media to identify time frame and requirements for Public Service Announcements and articles related to Youth Art Month Activities



Fundraising:

Continue fundraising for your program

DECEMBER



Receive Flag/Banner entries from across the state from October – December



Fundraising:

Continue fundraising for your program

JANUARY



State Chairperson:

Select your state's winning Flag or Banner design

Submit electronic image of design, student's artwork permission form, and the student's statement to CFAE

Make a Flag/Banner from the winning state design
(Allow 4 -6 weeks. See resource list for options)



Secure dates, times and speakers for *statewide events*
Secure dates, times and speakers for *local events*





Fundraising:

Continue fundraising for your program



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FEBRUARY



State Chairperson:

By February 1, submit actual Flag to CFAE for display at NAEA

Send Flag or Banner to:

Attn: Julie Ryno
Diversified Woodcrafts Inc.
300 S. Krueger St.
Suring, WI 54174



State and Local Chairpersons:

Finalize marketing plans for Special Exhibits and Events
- Promote via posters, state association website, and local town websites
- Send invitations for event(s) to VIP's
- Send press releases to all media outlets

State Chairperson:

By February 1, submit artwork to CFAE for display at NAEA (Request artwork from Local Coordinators and local events).

Send artwork to:

Attn: Julie Ryno
Diversified Woodcrafts Inc.
300 S. Krueger St.
Suring, WI 54174



Fundraising:

Continue fundraising for your program

MARCH - JUNE



State and Local Chairpersons:

Document activities through photos, newspaper articles, web articles, radio/TV, and other publications

Use the Activity Tracking Sheet and Report Forms, or create an online form to track this information

MARCH



Winning state Flag or Banner on display at NAEA in Chicago



Fundraising:

Continue fundraising for your program

APRIL/MAY



CFAE returns state Flag/Banner to the state Youth Art Month Chairperson.



Send Thank You letters and Certificates of Commendation to all who contributed to your program

MAY/JUNE



Local Coordinators:

Submit area documentation to State Chairperson for digital scrapbook.

