

Vancouver Board of Education Artist-in-Residence Payment Form 2009/ 2010

To be Completed by the Artist

ARTISTS'S VSB EMPLOYEE NO. (if applicable e.g. Night school Instructor): _____

LAST NAME: _____ FIRST NAME: _____

PHONE NUMBER: _____ BUSINESS PHONE: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

EMAIL: _____ GST NUMBER: _____

SIN: _____

CHEQUE PAYABLE TO: _____

Honorarium: **\$ 500.00** (6 hours of Artist in Residence services)

5% GST: \$ _____ (if applicable, GST # must be provided, see above)

Total \$ _____

All Material Fees must be paid by the school directly to the artist.

1. The artist whose name appears on this document has taken to provide the Artist in Residences services as per this document There is no commitment on the part of the Vancouver Board of Education to utilize the artist for additional classes during this term succeeding terms.

2. Payment will be made upon completion of the residency and submission of this form in the blue bag or by fax (604-713-5076) to the Coordinator, Artist in Residence Program, Learning Services, VSB, 1580 West Broadway, Vancouver, BC, V6J 5K8.

Please note that all honorarium payments to the VSB employees must be processed by the VSB payroll department and are subjected to Canada pension Plan and Employment Insurance and Income Tax Deductions.

School: _____

Signed: _____

Contact Teacher

Date

Signed: _____

School Principal

Date

Have you paid the artist directly for additional fees for materials and or hours?

For District Use Only:

COA: 11 2009 112 000 9569 \$ 500.00
 11 2009 112 000 1750 \$ _____ GST
 11 6120 GST

Approved: _____
 Peggy Bochun/ Carolyn Sullivan
 District Fine Arts Dept., VSB