

SHARE 2011
PROJECT GUIDELINES
* Items on CD
-Public School Coordinator-



1. Your district may submit as many as 75 artworks.
2. Use Blue Packet #1 to communicate responsibilities to participating teachers.
Complete information in **Teacher Letter***.
Copy and distribute with the following:

Artwork Criteria*	Teacher Inventory List*
Parent Release Form*	Artwork Labels* (color-coded for each District;
SHARE Site List*	do not photocopy)
3. Collect original artwork.
4. Check artwork for:
 - Complete and correct forms.
 - a. Tape photocopies of completed **Release Forms** to backs of artworks.
 - b. Send pack of original **Parent Release Forms** with **District Inventory List**.
 - **Glue label securely to front at bottom right corner** of the mat (not artwork).
5. **MAKE ANY NECESSARY CORRECTIONS.**
6. Use Yellow Packet #2 when preparing portfolio for delivery to Woodridge.
Sort artwork by schools and complete the **District Inventory List** (not to exceed 75 artworks).
Place art, **District Inventory List***, and original **Release Forms** in a portfolio.
Tape color-coded Portfolio Label on front of portfolio.
NOTE: ARTWORK WITHOUT REQUESTED PAPERWORK WILL NOT BE CONSIDERED.
7. **March 7-8:** Deliver portfolio to Woodridge Elementary School, 100 Woodridge Street, 7:00 am – 4:30 pm. (Please call 826-8021 if you need to arrange an alternate drop-off time.)
8. **March 21-26:** 2011 SHARE EXHIBITION at Say Sí, Wednesday through Thursday, 9:00 a.m. to 7:00 p.m, Friday, 9:00 a.m. to 5:00 p.m, and Saturday, 9:00 a.m. – 12:00 p.m.

March 22, Tuesday: Viewing for all students and their families from 5:30 p.m. to 7:00 p.m.
9. **March 31 or April 1:** Pick up portfolio from Woodridge Elementary School, 7:00 am – 4:30 pm. Please return the following items to the teachers:
 - Unselected artwork
 - Certificates of Merit
 - Teacher “Thank You” Letter
 - List of selected artwork
 - Invitations for teachers, faculty, and school staff to the dedication of the 2011 SHARE Collection
10. Students with selected artwork will receive invitations by mail to the SHARE ceremony, where the student artists will be recognized and awarded a Certificate of Honor.