

CalArts Community Arts Partnership (CAP)

Request for Proposal

Web Application Design, Development, Training, and Support

December 15, 2009

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1. SUMMARY

The CalArts Community Arts Partnership (CAP) is accepting proposals to implement a web-based application that can escalate the reach, integration and efficiency of our information gathering, information analysis and information reporting processes.

We are looking to establish a strong working relationship with a web application design firm that we can count on to handle a large volume of superb quality work in a very responsive, timely, and professional manner. Attention to detail, information security, and an adherence to an agreed upon budget and timeline are essential.

2. PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive process.

Proposals received after January 15, 2010 will not be considered.

Each bidder/vendor shall bear own costs and expenses incurred in preparing and submitting the bid. It should be understood and agreed that CalArts and CAP accepts no responsibility for any costs and expenses incurred by bidders in preparing and submitting such bids.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

If you wish to submit alternate solutions, please do so.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

The following document contains specifications for the CAP web-based application. It is understood that these specifications are preliminary and subject to change at the discretion of CAP, the client.

The attached descriptions and outlines of the application are intended to give the general scope of work required for bidding purposes. It is understood that meetings will need to be held with Vendor and Client groups to refine requirements for specific work plans.

Vendor is required to bid on the requirements as detailed in this RFP. However, if they so wish, Vendor is encouraged to offer technologies and solutions beyond those specified in this document.

All materials, ideas, designs, code, and products created or developed during work on this project are the sole property of CalArts and CAP. It is agreed that CalArts and CAP will hold the copyright for any and all work related to this project.

All materials will be delivered to CAP's contact person at each major benchmark point in the work (prototype, staging, and production), in both printed and common electronic formats.

It is *essential* that the vendor follow the technical requirements outlined in this document. CAP must approve any deviation from these requirements *before* any work is done.

Finally, CalArts and CAP reserve the right to reject any and all bids. Award shall be made in accordance with the best interests of CalArts and CAP, which in most cases shall be deemed to be the most responsible bidder that meets or exceeds specifications. The bidder understands that written notice of award will constitute acceptance of the bid offer, subject to such changes as may have been negotiated.

3. CONTRACT TERMS

CAP will negotiate contract terms upon selection. All contracts are subject to review by CAP's legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items.

4. PURPOSE, DESCRIPTION, AND OBJECTIVES

a. Purpose

CAP currently has a web presence at <http://calarts.edu/cap>, which describes what CAP is and how students can participate. CAP participants also use the site register for classes via Survey Monkey.

CAP staff currently:

- Use Survey Monkey to gather information from CAP youth participants.
- Use Survey Monkey to gather information from CAP Instructors (Faculty, Alumni, and Student)
- Store all collected information in File Maker Pro.
- Export survey monkey results to Microsoft Excel spreadsheets.
- Contact CalArts Office of Advancement via email and send Excel files.

An opportunity exists to engineer a web application to produce a better workflow for CAP and incorporate the latest web technologies. Upon completion of the development of the site, CAP will assume full responsibility for web site content maintenance and administration. The vendor is expected to train CAP staff in the use and maintenance of the application. Additionally, the vendor may be requested to support the application for a period of time after completion of the production web application.

b. Description

Create a flexible, informative web application that is sustainable. We must develop a friendly site that can deliver information to our key audiences. The site must capture and gather information from our audiences through a set of fields that can be easily modified. Finally, the key audiences need to easily view the relative gathered in a flexible way.

The vendor will be expected to:

- Assess and evaluate usage of the existing File Maker Pro Databases.
- Assess and evaluate usage of Survey Monkey.
- Work with CAP Staff to determine information collection needs and requirements.
- Design, build, and implement a flexible web application that will allow CAP staff to maintain, update, and make changes to content as needed.
- Migrate information from existing File Maker Pro, MS Excel, and Survey Monkey into the new database.

c. Objective

- **Our Vision**
 - Maximize web-based technologies.
 - Enhance participant relationships.
 - Improve program delivery and service.
 - Provide streamlined solutions.
- **Specific Strategies**

- Improve business efficiencies.
- Increase site promotion activities.
- Deliver a scalable, maintainable foundation.
- Provide a secure backend where the wrong audience may not view sensitive information.
- **Make it flexible**
 - Prior to the beginning of classes, CAP Participants are asked to fill out pre-registration surveys. Depending on the class, and the information being gathered, survey questions may receive additional questions or have a removal of prior questions. As a result, the reports that would be generated from this survey would also change. The web application needs to have flexibility in changing the fields of information being gathered in a survey.
 - Various roles within the project need to generate different set of views based on the information users fill in during registration, for the courses students are enrolled in, etc.
 - Configurable roles so they may not see particular types of information.
- **Make it easy**
 - Do not need to know how to code in HTML to create content.
 - Do not need to know how to write a SQL query to gather a set of information.
 - Provide clear directions through icons and text.

In short, we need an application that can escalate the reach, integration, and efficiency of our information gathering, information analysis, and information reporting processes.

5. TIMELINE

- This RFP is dated December 15, 2009. Candidates may also request a copy to be sent via email by contacting Evelyn Serrano at eserrano@calarts.edu
- Proposals are due no later than 12:00pm PST, Friday, January 15, 2010.
- Proposals will be evaluated immediately thereafter.
- The candidate will be selected on January 29, 2010.
- Engagement work complete and web site live – project phases I – V must be completed by April 15, 2010 which consist of:
 - Phase I: Discovery, Requirements Planning and Application Definition.
 - Phase II: Site Development and testing.
 - Phase III: Information migration.
 - Phase IV Site Deployment.
 - Phase V: Training and Knowledge Transfer.
- Proposals must provide an accurate representation of when they will achieve completion of the above phases.
- April 15 – July 15, 2010
 - Phase VI: Support and Maintenance.

6. BUDGET

Please provide several cost proposals to accomplish the scope outlined below. The budget must encompass all design, production, training, and support necessary for development and maintenance of the web site.

List pricing for:

- Phase I: Discovery, Requirements Planning and Application Definition
- Phase II: Site Development and testing
- Phase III: Information migration
- Phase IV: Site deployment
- Phase V: Training
- Phase VI: Support and Maintenance

7. BACKGROUND OF ORGANIZATION

a. CalArts Community Arts Partnership (CAP)

The CalArts Community Arts Partnership (CAP), a program of the California Institute of the Arts (CalArts), links the Institute and the diverse communities of Los Angeles County through free, after-school, school-based, and summer arts programs for youth. CAP provides the youth in these communities challenging learning environments for artistic experimentation and creates access to higher education. Through these CalArts faculty-mentored programs, CAP provides CalArts students the opportunity to teach, to refine their artistic abilities and to redefine the role of artists, arts education, and the arts in society.

CAP, now in its 20th year, is a partnership between CalArts and 41 public high schools and community-based arts and youth organizations. CAP offers in-depth arts training programs free-of-charge for elementary, middle and high school students in painting, chamber music, jazz and world music, printmaking, photography, video, drawing, graphic design, dance, digital media, theater, puppetry, animation, and creative writing in 60 neighborhoods throughout Los Angeles County.

CALARTS COMMUNITY ARTS PARTNERSHIP (CAP)

24700 McBean Parkway, Santa Clarita, CA 91355

Tel: 661 222 2708

Fax: 661 222 2726

cap@calarts.edu

www.calarts.edu/cap

www.youtube.com/CalArtsCAP

On Facebook: CalArtsCAP

On MySpace: www.myspace.com/calartscap

b. California Institute of the Arts (CalArts)

California Institute of the Arts educates professional artists in a unique learning environment founded on the principles of art making excellence, experimentation, critical reflection and the diversity of voices. Throughout its history, CalArts has sought to advance the practice of art and promote its understanding in a broad social, cultural and historical context. CalArts offers students the knowledge and expertise of leading professional artists and scholars and a full complement of art making tools. In return, it asks for the highest artistic and academic achievement. Reflecting its longstanding commitment to new forms and expressions in art, CalArts invites creative risk-taking and urges active collaboration and exchange among artists, artistic disciplines and cultural traditions.

8. AUDIENCE

a. CAP Youth Participants (or CAP participants)

CAP's programs enroll approximately 2000 CAP youth participants (grades 4-12) per year in 46 in-school, after-school and summer programs throughout the year. Many of these participants have been with CAP for more than 1 year, and many more are part of several CAP programs in any given year.

Once a participant has graduated from high school or has stopped attending CAP programs for more than 2 years, the new web application will automatically put them into a new category: "CAP alumni".

b. CAP Faculty and CAP Alumni Instructors

CAP works with approximately 85 CalArts faculty and CalArts alumni per year. They are identified as CAP Faculty and CAP alumni instructors respectively, and are responsible for leading and implementing all CAP programs. They are also mentors for all CAP Student Instructors (current CalArts students hired by CAP to teach in a CAP program) teaching in the CAP programs. In most cases, CAP programs are led by a single CAP faculty or CAP alumni instructors who oversees a team of CAP Student Instructors (CSIs). In some cases, these instructors might lead more than one CAP program at any given time.

CAP Faculty currently use separate proprietary software to manage program syllabi.

c. CAP Student Instructors (CSIs)

CAP Student Instructors (CSIs) are current CalArts students hired by CAP to teach as part of a CAP faculty-led team of instructors. CAP hires approximately 300 a year. Many of CAP CSIs teach with CAP for more than 1 year, and some teach in more than one program at any given time. CalArts alumni also fill some CSI positions.

Once a CSI has graduated from CalArts or has stopped their involvement with CAP programs, the web application will automatically put them into a new category: "Former CAP Student Instructors"

d. CAP Partners

CAP is currently working with 41 CAP partners in LA County, including:

- Community Centers
- Arts Centers
- Schools and school districts
- Social Service Agencies

e. CAP Staff

The CAP staff includes:

- Glenna Avila, Director
- Wendy Vazquez, Assistant Director of Operations
- Evelyn Serrano, Assistant Director of Programs

- Drew Jorgensen, Public Programs Coordinator and SCVAP Music Program Coordinator
- Carribean Fragoza, Summer Arts Program Coordinator
- Betty Lee, ArtsCOOL Program Coordinator
- Jan Smail, Administrative Assistant

They interact with participants, faculty and instructors in coordinating programs offered, participant registrations, ensuring program quality through program evaluations. They maintain a history of the participants and instructors from starting in the program through graduation from high school and/or college and beyond.

f. CalArts Office of Advancement

The CalArts Office of Advancement currently uses the data gathered by CAP staff to generate reports based on the following criteria:

- Participants by program.
- Participants by program based on zip codes.
- Participants by program based on zip codes and schools.
- Participants by partner programs.

9. SCOPE AND GUIDELINES

The scope of this project is to create a web application for CAP. CAP will provide the successful candidate with any additional needs, requirements, and other pieces of information. CalArts' IT department will provide the necessary environment based on the technology configuration in section 10 along with any additional input / guidelines.

a. Discovery

Confirm audiences, objectives, graphic look and feel, navigation, technology issues and assumptions, required functionality, phasing, and budgetary constraints, resulting in a creative brief.

b. Design

Web application information architecture, graphic look and feel, user navigation, home page and main navigation templates for each of the main navigation links.

c. Development Guidelines

The web application designed by the successful candidate must meet the following criteria:

- Create a content management system that will permit non-technical CAP staff to instantly update web site content.
- Easy to gather content – Once the site has been completed and accepted by CAP, CAP Youth Participants will use the site to fill out a registration form, update account information, pre course registration surveys, post-course evaluations. CAP Faculty, Student Instructors, and Staff will also be entering data as shown in sub-section (e) of Section 9.
- Easy to create views – Once the site has been completed and accepted by CAP, CAP Instructors, Evaluators, Staff, and CalArts Office of Advancement will be presented with different reports of the gathered information depending on their allowed level of information access, and depending on the type of information they need to view.
- Migrate substantial amount of existing FileMaker Pro databases data to new database schema.
- Migrate excel information to new database schema.
- Visually Appealing.
- Consistent Design – Each section of the site should have a common look and feel.
- Easy to Navigate – The site should be easy to navigate. Information should be grouped and presented in a logical manner.
- Once the web application has been completed and accepted by CAP, the web site design and all of its contents, software, and architecture become property of CAP.

d. Site Specifications

- Web application must be compatible with IE 6+, Mozilla-based browsers, and Webkit-based browsers.

- Web application must gracefully degrade in the event the user browser does not additional functionality such as Flash or JavaScript.
- Web application must be built in accordance to the Web Content Accessibility Guidelines 2.0, provided by the W3C.
- Web application must be in compliance with COPPA regulations – CAP Youth Participants range from grade 4 through grade 12 and as such, certain types of data cannot be collected. As an example, a participant under the age of 13 may not be requested to provide their email address; however, they may be requested to provide the email address of their parent/guardian.

e. Web Application Access and Functional Specifications

I. CAP Youth Participants (or CAP participants)

The application will allow CAP participants to enter and submit the following information:

- Youth participant registration form (a single form used for all CAP programs).
- Youth participant pre-survey (this is a program-specific form).
- Post-Program Evaluation Form (this is a program-specific form).

II. CAP Faculty and CAP Alumni Instructors

The application will allow CAP Faculty and CAP Alumni Instructors to enter and submit the following information:

- Program syllabi (one per CAP program).
- Lesson plans for each CAP program.
- Youth participants' attendance records.

The application will allow CAP Faculty and CAP Alumni Instructors to have access to:

- Youth participants' information by program, including contact, pre-survey and program evaluation information.
- Access to program evaluation surveys completed by CAP Student Instructors (CSIs).
- Payroll forms.

III. CAP Student Instructors (CSIs)

The application will allow CAP Student Instructors to have access to:

- Youth participants' emergency information by program (only for the duration of their work with CAP).
- CAP CSI Registration Form.
- CAP CSI Post-Program Evaluation Form (program specific form).
- Payroll forms.

IV. CAP Partners

The application will allow CAP Partners to have access to:

- Youth participants' information by program, including contact, pre survey, attendance records, and post-program evaluations.

V. CAP Staff

The application will allow CAP Staff to:

- Have access to CAP participants' registration information, which includes contact information, parent/guardian information, emergency contacts, demographic information, family's educational background, current school, CAP program they are enrolled in, etc. This registration form also allows CAP to gather information about participants' expectations, college plans, artistic training, etc. This information is ideally collected within the first 2-3 weeks of the program. Information is entered by the participant and is supervised by a CAP faculty or CAP Student Instructor (CSI). We are currently using Survey Monkey to gather registration and pre-survey information from our youth participants. CAP plans to have different registration forms for each of its programs. This will allow staff to gather information that's specific to each of the programs. Appendix 1 illustrates CAP's current registration/pre-survey forms.
- Have access to history of individual CAP participants' enrollment in CAP programs over the years through registration process.
- Have access to CAP participants' evaluation of the CAP program they participated in. This information is collected towards the end of each of the programs. Evaluation forms would be designed according to each of the programs. Appendix 2 is the general evaluation form currently used for the purpose of assessing all CAP programs.
- Have access to CAP faculty contact information, which will be entered by the faculty members themselves and updated periodically.
- Have access to record or history of individual CAP faculty or CAP alumni instructor's involvement in CAP programs and events.
- Have access to CAP Program Syllabi. Each CAP faculty is required to submit a class syllabus every year. Appendix 3 shows form currently used for this purpose.
- Have access to attendance records for individual CAP youth participants.
- Have access to Youth participants' information by program, including contact, pre-survey and post-program evaluation information.
- Have access to post-program evaluation surveys completed by CAP Student Instructors (CSIs)
- Have access to payroll forms and information submitted by CAP faculty, alumni and CSIs.
- Have access to CSIs' contact information, which will be entered by the CSIs themselves prior to the start of their teaching assignments. See Appendix 4 for CSI Registration Form currently in use.
- Have access to record or history of individual CSIs' CAP involvement in programs and events.
- Have access to individual CSIs' evaluation of the CAP program they taught in. See Appendix 5 for CAP CSI Evaluation Form currently in use. CAP would like for these evaluation forms to be web-based.
- Keep track of the different CAP programs at each CAP partner site.

- Equipment inventory by partner site.
- Gather and update contact information for each of our partner sites.
- Store contact information for:
 - CAP Council members.
 - CAP contractors.
 - Former CAP participants currently attending CalArts.
 - Former CAP participants attending other universities/colleges.
 - CAP Newsletter mailing list.
 - CAP program-specific or event-specific mailing lists (i.e. Share the World).
 - CalArts students involved with CAP in jobs other than teaching (i.e. office support, van driving, exhibition installation, etc.).
- Capture information about CAP scholarship recipients attending CalArts.
- Contact CAP Scholarship recipients (in and outside CalArts).
- Access and update inventory of CAP equipment at each site and on campus. See *Appendix 6* for desirable categories.
- Process CAP payroll for CAP faculty, student instructors, vendors, contractors and non-CalArts staff.
- Access contact information and longitudinal information for all CAP constituencies, including entries that record multi-year engagement/participation.
- Generate mailing and e-mailing lists.
- Access and generate reports based on all collected information.
- Access enrollment and instructional information for each term.
- Access information per program.
- Modify existing surveys and design new surveys and new information collection instruments.
- Define access to information by individual users.
- Ability to generate statistics in a flat file such as PDF, Excel, or CSV.
- Ability to create programs and assign CAP Faculty and Instructors.

VI. CalArts Office of Advancement

The application will allow The CalArts Office of Advancement to:

- Access and generate reports based on all collected information and ability to generate simple descriptive figures/charts (bar charts, pie charts, and X/Y plots) using the web application or Microsoft Excel.
- Access to program syllabi.
- Generate queries that pull from existing database fields related to CAP programs, youth participants, instructors, alumni and former instructors.

- Snapshot enrollment and instructional information for each term.
- Snapshot information per program.
- Migrate information into Microsoft Word / Excel.
- Export reports in PDF, Excel, and txt formats.
- Export CalArts students who were previously in CAP into a format that can be imported into the Raiser's Edge.

f. Testing

Testing of web application on all applicable platforms to ensure it works as promised.
Explain testing plan through development process.

g. Delivery

Delivery and uploading of site to client for internal hosting, migration of content from FileMaker Pro and Excel into database.

10. AVAILABLE TECHNOLOGY RESOURCES / INTEGRATION ISSUES

- The web application must run on our servers with the following configuration:
 - Operating System: FreeBSD
 - Web Server: Apache
 - Database Server: MySQL
 - Server-side Languages: PHP. Depending on the quality of proposed software architecture, we will consider proposals implementing the Web Application in other Server-side languages.
- We strongly promote and encourage the use of open source software. Specifically, we promote the usage of Drupal and will favor a proposal that implements the web application using Drupal. Depending on the quality of the software and database architecture proposed, we will consider proposals implementing the web application using another open source or custom CMS.
- We require an evaluation and knowledge transfer during the first five phases (mentioned in Section 5 and Section 6) to ensure the software architecture is sound and makes sense (in the event that the chosen candidate opts to use Drupal, we will help to ensure that the open sourced modules that are chosen will continue to be supported).
- We can accommodate most supported Apache modules, PHP Extensions (from PEAR or PECL library), and some *nix packages.
- Migration/Integration Issues
 - Current data from survey monkey and FileMaker Pro databases will need to be migrated into new database schema.
 - User data (CAP Student Instructors, former CAP Participants who are now CalArts students) will need to be exported to a file that can be easily imported into the Raiser's Edge.

11. STAFF RESOURCES

A large team of participants drives a successful planning effort. The core team will be driven by two roles:

- Project Lead: Responsible for sign-off on key decisions with CAP Directory, providing project steering and maintaining relationships with various stakeholders – Evelyn Serrano with Glenna Avila.
- Technical Lead: Responsible for keeping the project on schedule. Responsible for server setup and technical assistance for candidate. Maintains communication between candidate and other team members – Ashok Modi.

Other team members and content stakeholders will include (as a summary of abilities from section:

- CAP Staff – Access to all collected information and will have ability to create reports based on collected information.
- CAP Faculty, CAP Instructors – Access to all collected information concerning specific CAP programs they are teaching.
- CAP Evaluators – Access to collected information concerning CAP programs they are evaluating. Do not have access to participant-specific information.
- CalArts Office of Advancement – Access to all collected information and will have ability to create reports based on collected information. Do not have access to participant-specific information.

12. QUALIFICATIONS

- List at least 3 websites and/or web applications your firm has produced that best reflect your work and relevancy to this project. Briefly list the role your firm has played in each project. The URL should be submitted and only sites that are live will qualify during evaluation.
- Describe your experience in producing web applications for non-profit and/or community focused projects.
- Provide current reference information for three current or former clients.
- Briefly describe your firm's capacity to produce our web application (e.g. staff, equipment, software, office location, etc.).
- Provide a company profile, length of time in business and core competencies.
- What type of team will be assigned to this project? What will each person's role be?
- Your experience with COPPA regulations. As some of the users of the site will be under the age of 13, having an understanding of COPPA regulations and how it may change some of the processes on the site will be evaluated.
- Briefly describe your firm's project management process.
- Please discuss your testing strategy.
- Please discuss your training strategy.
- Please discuss your support plan.
- Time frame for completion. The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is requested.
- Process to include input from all program areas. Please state how you intend to communicate with all program areas to gather all of the required information.
- Terms and Conditions.

13. EVALUATION CRITERIA

The following criteria will form the basis upon which CalArts and CAP will evaluate proposals. The mandatory criteria must be met and include:

Three copies of your proposal must be received no later than 12:00pm PST, Friday, January 15, 2010. Your proposal must include a cost proposal as describe above in Section 6. All costs associated with the delivery should be broken down over the various phases.

Deliver proposals to the attention of:

Evelyn Serrano
California Institute of the Arts
Community Arts Partnership (CAP)
24700 McBean Parkway
Valencia, CA 91355

Alternatively, you may send a copy of your proposal via email to eserrano@calarts.edu.

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by the proposal and references.
- Technical Capabilities – Prior work demonstrates user-friendly applications that are flexible for modification and sustainable by the client after completion of project.
- Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value / Pricing Structure and Price Levels – The price is commensurate with the value offered by the candidate.
- Depth and Breadth of Staff – The candidate firm has appropriate staff to develop the site in the proposed time frame.
- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.
- Demonstrated commitment to high service level agreements (SLA).

14. FORMAT FOR PROPOSAL

Please use the following as a guideline to format your proposal:

Length and Font Size:

Please use fonts no smaller than 10 point. Maximum proposal length including title page, cover letter, qualifications, and budget should not exceed 40 pages (not including appendices).

Title Page:

CAP, Web Application Development Proposal, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

Cover Letter:

Signed by the person authorized to sign on behalf of the company (1 – 2 pages).

Proposal:

Discuss your proposed solution, including the features, benefits, and uniqueness of your solution. You should also touch on your ability to deliver the project in the timeframe noted in Section 5 (5 – 15 pages).

Qualifications:

Provide the information requested in section 12 (10 – 20 pages).

Budget and Fees:

List budgets as requested above. Identify staff you anticipate working on the project and their hourly rates for work that may be needed for Phase I – IV.

Appendices:

Provide any extra information that you were referencing within your proposal in this section:

- Please describe your technical support.
- Please describe your methodology and service level agreements.
- Pricing, terms, and conditions.

15. APPENDIXES

APPENDIX 1. CAP Youth Participant Registration Form

APPENDIX 2. CAP Youth Participant Pre-survey Form

APPENDIX 3. CAP Participant Post-Program Evaluation Form

APPENDIX 4. CAP Student Instructor Syllabus Template

APPENDIX 5. CAP Student Instructor Registration Form

APPENDIX 6. CAP Instructor Evaluation Form

APPENDIX 7. CAP Inventory

APPENDIX 8. CAP Roles and tentative abilities of roles in web-based application.

RFP: Youth Participant Registration Form

1. CAP Program Participant Registration

Dear CAP Program Participant:

CAP, a program of CalArts, is dedicated to providing innovative and challenging learning environments for artistic experimentation and creating access to higher education for youth.

This registration form is very important. By filling it out you are helping us make this CAP program better. Your answers will be kept confidential, which means that we will not share your individual responses.

CAP PROGRAM POLICIES

1. Registration is required in person on the first day.
2. Please call or provide a note to the instructor if you will be missing class and/or leaving the program.
3. CAP classes are designed for youth only. If parents wish to observe a class, please make arrangements with the instructor.
4. Because the CAP classes offer high level training, please make the commitment to attend all sessions and special events.
5. Your instructor will give you a release form that must be signed by a parent or guardian. **YOUR REGISTRATION IS NOT COMPLETE UNTIL YOU TURN IN THIS SIGNED FORM.**

If you have any questions concerning this survey, feel free to contact CAP Director Glenna Avila at (661) 222-2709 or glenna@calarts.edu

* 1. I understand the CAP program policies and agree with them

- ☐ Agree
- ☐ Disagree

2. Tell us about you

* 1. My name (Please use your full first name!)

First name	
Middle name	
Last name	
Nickname	

* 2. My contact information

E-mail address	
Address	
City	
State	
Zip Code	
Home Phone	
Cell Phone	

RFP: Youth Participant Registration Form

* 3. My date of birth

MM DD YYYY
Date of Birth / /

4. My gender

- ☐ Female
☐ Male

5. My race/ethnicity is: (choose all that apply)

- ☐ African American/Black ☐ Native American/American Indian
☐ Asian/Asian American/Pacific Islander ☐ Middle Eastern
☐ Caucasian/European American/White ☐ Multiracial
☐ Latino/Hispanic ☐ I'd rather not say

Other (please specify)

3. About your family

* 1. My parent's or guardian's contact information

Parent/Guardian's Name	
Parent/Guardian's E-mail	
Parent/Guardian's Work Phone	
Parent/Guardian's Home Phone	
Parent/Guardian's Cell Phone	
Parent/Guardian's Other Phone	

RFP: Youth Participant Registration Form

2. My MOTHER's or guardian's highest educational achievement:

(Please select only one choice)

- ☐ Some high school
- ☐ Graduated from high school
- ☐ Some college
- ☐ Graduated from college
- ☐ Obtained a graduate degree
- ☐ I do not know

3. My FATHER's or guardian's highest educational achievement:

(Please select only one choice)

- ☐ Some high school
- ☐ Graduated from high school
- ☐ Some college
- ☐ Graduated from college
- ☐ Obtained a graduate degree
- ☐ I do not know

RFP: Pre-Survey Form

1. My Family

1. I have sisters and/or brothers who have gone to college

- ☐ Yes
- ☐ No
- ☐ I do not know

2. Tell us about your school

1. How much do you like school?

- ☐ A lot ☐ Some ☐ Not very much ☐ Not at all

2. I would describe my current achievement in school as

- ☐ Excellent ☐ Above average ☐ Average ☐ Below average

* 3. I am in

- ☐ Elementary School
- ☐ Middle School
- ☐ High School

4. My grade is

5. The name of my school is

3. Which CAP programs have you participated in?

1. Have you participated in CAP before?

- ☐ Yes
- ☐ No

RFP: Pre-Survey Form

2. I have previously attended the following CAP program (s): (check all that apply)

- ☐ Arroyo Seco Junior High School Theater Program
- ☐ Art-in-the-Park Music Program
- ☐ ArtsCOOL Program in Continuation High Schools
- ☐ Banning's Landing Community Center Sony Pictures Media Arts Program (SPMAP)
- ☐ CalArts Digital Media Program
- ☐ CalArts Saturday Music Program (SCVAP Music)
- ☐ CAP Summer Arts Program (CAPSA)
- ☐ Center for the Arts Eagle Rock/Sony Pictures Media Arts Program (SPMAP)
- ☐ Franklin High School/Playwriting Program
- ☐ Gertz-Ressler High School/Vocal Program
- ☐ Inner-City Arts Elementary Animation Program
- ☐ Inner-City Arts High School Animation Program
- ☐ Los Angeles Center for Photographic Studies Youth Photography Program
- ☐ Central Los Angeles High School #9 Digital Video and Animation Program
- ☐ My Friend's Place/Creative Writing Program
- ☐ Plaza de la Raza Creative Modern Dance Program
- ☐ Plaza de la Raza Music Programs
- ☐ Plaza de la Raza Puppetry Program
- ☐ Plaza de la Raza Youth Theater Program
- ☐ San Fernando Gardens Community Service Center/Sony Pictures Media Arts Program (SPMAP)
- ☐ Santa Clarita Valley Boys and Girls Club Photography Program (SCVAP Photo)
- ☐ Santa Clarita Valley Youth Orchestra
- ☐ Self-Help Graphics and Arts Digital Media Program
- ☐ Share the World Program
- ☐ Watts Towers Arts Center/Jazz and World Music Program
- ☐ Watts Towers Arts Center / Piano Program
- ☐ Watts Towers Arts Center/Sony Pictures Media Arts Program (SPMAP)
- ☐ William Reagh Los Angeles Photography Center/ Sony Pictures Media Arts Program (SPMAP)

RFP: Pre-Survey Form

☐ William S. Hart High School/Creative Writing Program

Other CAP Program (please specify):

4. More about you, your plans and expectations

1. My interest in college

	Yes	No
My friends have influenced my plans about college	☐	☐
My teachers have influenced my plans about college	☐	☐
My parents/guardians talk to me about college	☐	☐
My parents/guardians encourage me to consider going to college	☐	☐
My parents/guardians have influenced my plans about college	☐	☐
I would like to receive more information about college	☐	☐

2. Part 1) After I graduate high school I plan to: Answer all that apply, then answer Part 2 (below)

- ☐ Get a full-time job
- ☐ Go into military service
- ☐ I would like to take some time off
- ☐ I do not have definitive plans yet
- ☐ Other (please specify)

* 3. Part 2) After I graduate high school I plan to:

- ☐ Attend College right after High School
- ☐ Attend College after I take some time away from school
- ☐ I do not plan to attend College

5. College Plans

RFP: Pre-Survey Form

1. If I go to college, I want to consider the following majors: (Check all that apply)

- | | |
|---|---|
| ☐ Animation | ☐ History |
| ☐ Art | ☐ Journalism |
| ☐ Biology | ☐ Law |
| ☐ Business/management | ☐ Mathematics |
| ☐ Chemistry | ☐ Medicine |
| ☐ Computer sciences | ☐ Music |
| ☐ Dance | ☐ Nursing |
| ☐ Design | ☐ Philosophy |
| ☐ Economics | ☐ Physical sciences |
| ☐ Education | ☐ Psychology |
| ☐ Engineering | ☐ Social sciences (excluding Economics and Psychology) |
| ☐ English/Literature | ☐ Theater |
| ☐ Film/Video | ☐ Writing |
| ☐ Foreign languages/literature | |

Other (please specify)

6. Register for a CAP program

RFP: Pre-Survey Form

* 1. This is the CAP program I am registering for

- ☐ Arroyo Seco Junior High School Theater Program
- ☐ Art-in-the-Park Music Program
- ☐ CalArts Digital Media Program
- ☐ CalArts Saturday Music Program (SCVAP Music)
- ☐ CAP Summer Arts Program (CAPSA)
- ☐ Franklin High School/Playwriting Program
- ☐ Gertz-Ressler High School/Vocal Program
- ☐ Inner-City Arts Elementary Animation Program
- ☐ Inner-City Arts High School Animation Program
- ☐ Los Angeles Center for Photographic Studies Youth Photography Program
- ☐ Los Angeles Central High School Digital Media Program
- ☐ My Friend's Place/Creative Writing Program
- ☐ My Friends' Place Creative Writing Program
- ☐ Plaza de la Raza Creative Modern Dance Program
- ☐ Plaza de la Raza Music Programs
- ☐ Plaza de la Raza Puppetry Program
- ☐ Plaza de la Raza Youth Theater Program
- ☐ Santa Clarita Valley Boys and Girls Club Photography Program (SCVAP Photo)
- ☐ Santa Clarita Valley Youth Orchestra
- ☐ Self-Help Graphics & Arts - Digital Media Program
- ☐ Watts Towers Arts Center / Piano Program
- ☐ William S. Hart High School/Creative Writing Program

2. This semester is:

- ☐ Fall
- ☐ Spring
- ☐ Summer

RFP: Pre-Survey Form

3. This year is:

☐ 2009

☐ 2010

4. My previous art experience (choose all that apply)

	Yes	No
I am at a beginner's level	☐	☐
I have been learning my art form at home	☐	☐
I have taken art-related workshops or classes before registering with CAP	☐	☐
I often go to museums, concerts, galleries, and attend theaters to see plays and other art and performance events	☐	☐
Other previous art experience		

5. I have been learning my art form for

☐ Less than a year

☐ 1 year

☐ 2 years

☐ 3 years

☐ 4 years or more

6. I learned about CAP through (choose all that apply)

☐ Friend

☐ Parent

☐ Teacher

☐ Class schedule

☐ School

☐ CAP website/YouTube/My Space/Facebook

☐ Local Arts Organization/Arts Center

☐ Previous CAP workshops

☐ Newspaper

☐ Other website

☐ Flyer

Other (please specify)

RFP: Pre-Survey Form

7. My T-shirt size:

(CAP provides t-shirts for all participants at the end of the program)

- ☐ Small
- ☐ Medium
- ☐ Large
- ☐ X-Large
- ☐ XX-Large

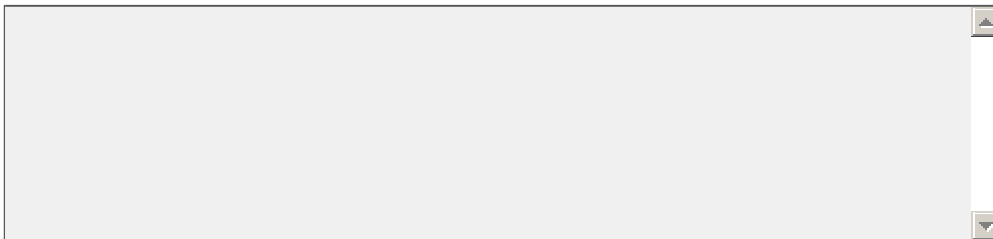
7. Your goals

RFP: Pre-Survey Form

1. These are my goals in taking this this class (Check all that apply)

- ☐ To grow as an artist
- ☐ To have fun
- ☐ To learn animation skills
- ☐ To learn visual arts skills
- ☐ To learn about design
- ☐ To learn music skills
- ☐ To learn theater/acting skills
- ☐ To learn filmmaking/editing skills
- ☐ To learn dance/choreography skills
- ☐ To learn computer-based design skills
- ☐ To learn computer-based animation skills
- ☐ Personal expression
- ☐ Creativity
- ☐ Critical thinking
- ☐ To learn collaboration skills
- ☐ To learn leadership skills
- ☐ To learn writing skills
- ☐ To learn about storytelling
- ☐ For Fine Arts credit
- ☐ To learn social skills

Other (please specify)



8. Tell us in your own words

RFP: Pre-Survey Form

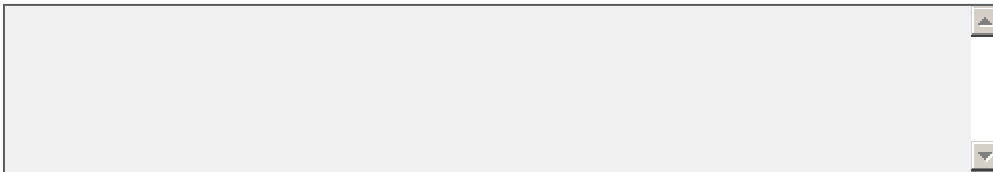
1. What do you want to learn in this program?

A large, empty rectangular text input area with a light gray background and a thin black border. On the right side, there are small upward and downward arrow icons indicating a scrollable area.

9. Thank you very much for your time!

Please click on "Done" when you have completed this survey

1. OPTIONAL: These are my comments and suggestions about this survey

A large, empty rectangular text input area with a light gray background and a thin black border. On the right side, there are small upward and downward arrow icons indicating a scrollable area.

2009-2010 CAP Evaluation Form for Youth Participants K-12

1. 2009-2010 CAP Program Evaluation Form

Dear CAP Program Participant:

This program evaluation form is very important. By filling it out you are helping us make this CAP program better. Your answers will be kept confidential, which means that we will not share your individual responses.

As a student participant in the Community Arts Partnership (CAP) workshops, you had a unique opportunity to learn from CalArts students, faculty and artists at community centers and schools. Your thoughts about the programs are very important to us. We will use your ideas and input in planning future sessions.

2. Tell us about you

* 1. My name

(Please use your full first name!)

First name

Middle name

Last name

Nickname

* 2. My contact information

E-mail address

Address

City

State

Zip Code

Home Phone

Cell Phone

* 3. My date of birth

MM DD YYYY
Date of Birth / /

3. Tell us about your school

1. How much do you like school?

☐ A lot

☐ Some

☐ Not very much

☐ Not at all

2009-2010 CAP Evaluation Form for Youth Participants K-12

2. I would describe my current achievement in school as

- ☐ Excellent ☐ Above average ☐ Average ☐ Below average

4. More about you, your plans and expectations

1. My interest in college

	Yes	No
My friends have influenced my plans about college	☐	☐
My teachers have influenced my plans about college	☐	☐
My parents/guardians talk to me about college	☐	☐
My parents/guardians encourage me to consider going to college	☐	☐
My parents/guardians have influenced my plans about college	☐	☐
CAP has influenced my plans about college	☐	☐
I would like to receive more information about college	☐	☐

2. Part 1) After I graduate high school I plan to:

Answer all that apply, then answer Part 2 (below)

- ☐ Get a full-time job
- ☐ Go into military service
- ☐ I would like to take some time off
- ☐ I do not have definitive plans yet
- ☐ Other (please specify)

* 3. Part 2) After I graduate high school I plan to:

- ☐ Attend College right after High School
- ☐ Attend College after I take some time away from school
- ☐ I do not plan to attend College

5. College Plans

2009-2010 CAP Evaluation Form for Youth Participants K-12

1. If I go to college, I want to consider the following majors:

(Check all that apply)

- | | |
|---|---|
| ☐ Animation | ☐ History |
| ☐ Art | ☐ Journalism |
| ☐ Biology | ☐ Law |
| ☐ Business/management | ☐ Mathematics |
| ☐ Chemistry | ☐ Medicine |
| ☐ Computer sciences | ☐ Music |
| ☐ Dance | ☐ Nursing |
| ☐ Design | ☐ Philosophy |
| ☐ Economics | ☐ Physical sciences |
| ☐ Education | ☐ Psychology |
| ☐ Engineering | ☐ Social sciences (excluding Economics and Psychology) |
| ☐ English/Literature | ☐ Theater |
| ☐ Film/Video | ☐ Writing |
| ☐ Foreign languages/literature | |

Other (please specify)

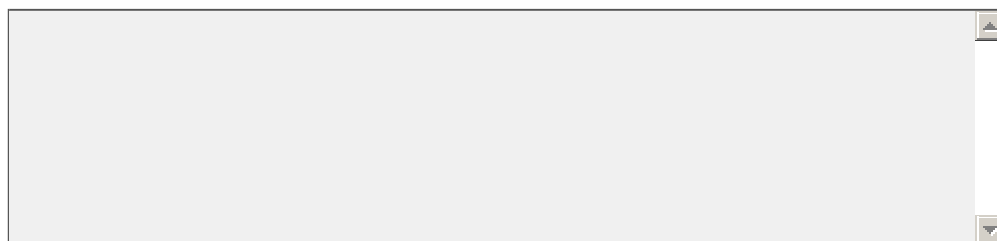
6. Your goals

2009-2010 CAP Evaluation Form for Youth Participants K-12

1. These is what I gained in taking this class (Check all that apply)

- ☐ I grew as an artist
- ☐ I had fun
- ☐ I learned animation skills
- ☐ I learned visual arts skills
- ☐ I learned about design
- ☐ I learned music skills
- ☐ I learned theater/acting skills
- ☐ I learned filmmaking/editing skills
- ☐ I learned dance/choreography skills
- ☐ I learned computer-based design skills
- ☐ I learned computer-based animation skills
- ☐ Personal expression
- ☐ Creativity
- ☐ Critical thinking
- ☐ I learned collaboration skills
- ☐ I learned leadership skills
- ☐ I learned writing skills
- ☐ I learned about storytelling
- ☐ I received Fine Arts credit
- ☐ I learned social skills

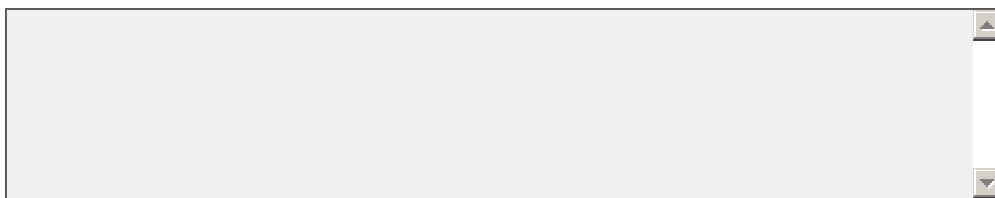
What new ideas or skills did you learn through the workshop? (please specify)



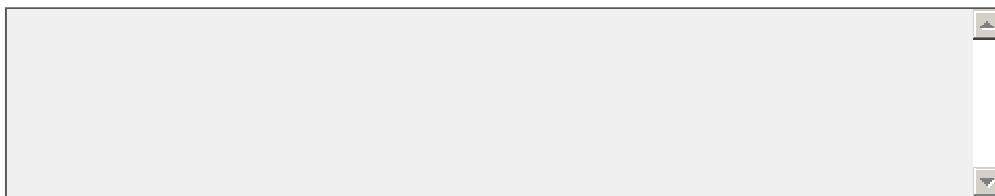
7. Tell us in your own words

2009-2010 CAP Evaluation Form for Youth Participants K-12

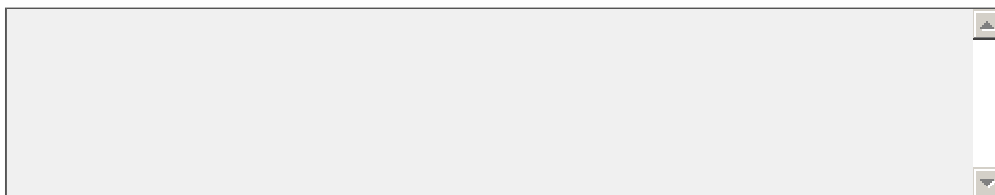
1. What do you think about your instructors?

A large rectangular text area with a light gray background and a vertical scrollbar on the right side.

2. What was the most memorable experience you had during the program?

A large rectangular text area with a light gray background and a vertical scrollbar on the right side.

3. Please list any improvements we can make for the next session.

A large rectangular text area with a light gray background and a vertical scrollbar on the right side.

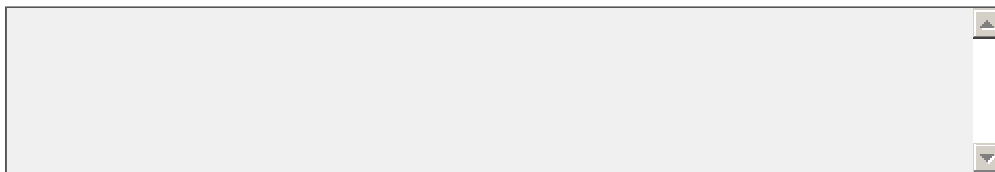
4. Would you participate in this program again?

- ☐ Yes
- ☐ No
- ☐ Maybe

8. Thank you very much for your time!

Please click on "Done" when you have completed this survey

1. OPTIONAL: These are my comments and suggestions about this survey

A large rectangular text area with a light gray background and a vertical scrollbar on the right side.

[illegible]

SEMESTER & YEAR: BEGINNING & ENDING DATES:

(This section provides the conceptual framework and timeline for the program. Content should be organized into weekly sessions. Include planned field trips and visiting artists presentations in this section. If applicable, you can include assignment information in this or in a separate section.)

LEARNING TOOLS

(This section lists the course materials that the instructor and the students will be using throughout the year to support the learning process, ie.: bibliography, videos, audio pieces, class blog, online resources, equipment and supplies needed, etc.)

PROGRAM POLICIES

(This section can include information about course-specific ground rules, class attendance, classroom citizenship, class participation, safety issues, and student conduct and discipline.)

CALIFORNIA STATE STANDARDS FOR THE VISUAL AND PERFORMING ARTS

(Include a list and description of the Standards that your course addresses. The Standards are available for download from <http://www.cde.ca.gov/be/st/ss/>)

FROM THE CALARTS COMMUNITY ARTS PARTNERSHIP (CAP) OFFICE:

(to be included in all CAP program syllabi):

- All CAP participants need to complete a CAP Participant Registration Form online or in paper form.
- The CAP Medical and Standard Appearance Release form must be completed and signed by a parent or guardian (if student is under age 18) in order for the student to be enrolled in the class, and forms must be turned in to the CAP office.
- All CAP participants and instructors need to complete an evaluation form at the end of the class and turn it in to the CAP office.
- All CAP participants who go on a field trip must turn in a field trip permission slip signed by a parent or guardian and turned in to the CAP office.
- The CAP Program reserves the right to substitute instructors when necessary.
- Because the CAP classes offer sequential training, we expect all participants to make the commitment to attend all sessions and culminating events.
- If you have any questions or concerns please contact the instructor or the CAP Office at 661.222.2710
- You can find information about other free arts programs offered by CAP at HYPERLINK "<http://www.calarts.edu/cap>" www.calarts.edu/cap
- Visit CAP's MySpace site at <http://www.myspace.com/calartscap>

*Please give a copy of this syllabus to the CAP office at :

CalArts Community Arts Partnership (CAP)
24700 McBean Parkway
Santa Clarita, CA 91355
Fax: 661 222 2726
Tel: 661 222 2708
Email: cap@calarts.edu

2009-2010 CAP CSI Registration

1. Basic Information

1. Name:

First Name

Last Name

2. CalArts Student ID

3. School

- ☐ Art
- ☐ Critical Studies
- ☐ Dance
- ☐ Film/Video
- ☐ Music
- ☐ Theater

4. Degree

- ☐ BFA
- ☐ Certificate
- ☐ MFA
- ☐ MA
- ☐ Advance Certificate
- ☐ Special Non-Degree
- ☐ CalArts Alumni

5. Year

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5+

2009-2010 CAP CSI Registration

6. Workstudy Approved

- ☐ Yes
- ☐ No
- ☐ International

2. Regular and Emergency Contact Information

1. Where can we reach you?

Street Address	
Apartment/Dorm number	
City	
State	
Zip Code	
Phone Number	
Cell Number	
CalArts Email Address	
Alternate Email Address	
CalArts Mailbox Number	
Permanent Home Address	

2. Emergency Contact Information

Person to contact	
Apartment/Dorm number	
City	
State	
Zip Code	
Daytime Phone Number	
Evening Phone Number	

3. Interests and Skills

2009-2010 CAP CSI Registration

1. Are you a registered CalArts Driver?

- ☐ Yes
- ☐ No
- ☐ Pending

2. List of Skills (check all areas of expertise):

- | | | |
|---|---|---|
| ☐ Animation | ☐ Video Editing | ☐ Writing |
| ☐ Sound Design | ☐ Video Taping | ☐ Dance |
| ☐ Sound Production | ☐ DVD Authoring | ☐ Choreography |
| ☐ Graphic Design | ☐ Web Design | ☐ Van Driving |
| ☐ Printmaking | ☐ Theater Production | ☐ Gallery Sitting |
| ☐ Painting | ☐ Stage Management | ☐ Music |
| ☐ Mural Art | ☐ Costume Design | ☐ Playwriting |
| ☐ Public Art | ☐ Set Design | ☐ Music Composition (for film/video) |
| ☐ Photography | ☐ Lighting | ☐ Writing |
| ☐ Performance Art | ☐ Acting | ☐ Creative Writing |
| ☐ Digital Media Arts | ☐ Puppetry | |

Other (please specify)

2009-2010 CAP CSI Registration

3. CAP Programs (check all areas of interest):

- | | |
|--|---|
| ☐ Arroyo Seco Junior High School Improvisation and Theater Games | ☐ LACPS/Santa Clarita Valley Boys & Girls Club Photography |
| ☐ Art-in-the-Park Music | ☐ My Friend's Place Creative Writing |
| ☐ ArtsCOOL Program for LAUSD (17 continuation high schools) | ☐ Plaza de la Raza Dance |
| ☐ Banning's Landing Community Center Media Arts | ☐ Plaza de la Raza Music |
| ☐ CalArts Digital Media | ☐ Plaza de la Raza Puppetry |
| ☐ CAP Arts Pedagogy Training Course at CalArts | ☐ Plaza de la Raza Theater |
| ☐ CAP Summer Arts Program | ☐ San Fernando Gardens Community Service Center Media Arts |
| ☐ Center for the Arts Eagle Rock Media Arts | ☐ Santa Clarita Valley Music Programs |
| ☐ Gertz-Ressler High School Vocal Program | ☐ Self-Help Graphics Digital Media |
| ☐ Franklin High School Playwriting Program | ☐ Watts Towers Arts Center Piano |
| ☐ Inner-City Arts High School Animation | ☐ Watts Towers Arts Center Media Arts |
| ☐ Inner-City Arts Elementary School Animation | ☐ William Reagh Los Angeles Photography Center Media Arts |
| ☐ LA Central High School for Visual and Performing Arts Digital Video and Animation Program | ☐ William H. Hart High School Creative Writing Program |

4. Please tell us about your teaching experience and other relevant skills.

Teaching Experience:

Primary Instruments (if any):

Spoken Languages:

Software Application Experience:

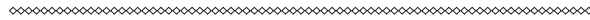
4. When are you available?

1. Availability (Please list days & times available):



INSTRUCTORS EVALUATION FORM

California Institute of the Arts Community Arts Partnership (CAP)



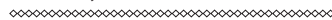
As a CAP instructor, you had a unique experience in the CAP program. The CAP staff is very interested in your assessment of the program. We will implement your ideas and input in planning future sessions. Your time and careful thought in filling out this questionnaire are appreciated.

FIRST NAME: LAST NAME: DATE:

CALARTS SCHOOL & YEAR: NUMBER OF YEARS TEACHING IN THE CAP PROGRAM:

YOUR CAP PROGRAM/SITE & ART FORM TAUGHT:

QUESTIONNAIRE



1. What are your thoughts on the preparation and support you received to teach in the CAP Program both from the CAP Office and from your CAP faculty advisor?
2. What do you like most about your CAP teaching experience?
3. What are some of the most unexpected outcomes of your CAP teaching experience?

4. What have you learned through your participation in CAP?

5. How has participating in CAP changed your thinking about art, teaching and community engagement?

6. How has teaching in this program affected your goals for the future?

7. What suggestions do you have for improving the program?

8. Would you teach in this program again?

9. Additional Comments:

Please return this form to the CAP office at:
CalArts Community Arts Partnership (CAP)
24700 McBean Parkway
Santa Clarita, CA 91355
Fax: 661 222 2726
Tel: 661 222 2708
Email: cap@calarts.edu

*Please feel free to use a separate page for more extensive answers.

CAP Inventory

1. Item Description

*** 1. Item:**

*** 2. Category:**

Other (please specify)

3. Brand:

4. Model Number:

5. Serial Number:

6. List parts included with this item (ie. charger, power cord, etc.)

7. Location/CAP Site:

2. Overall Condition/Appearance

1. Item's condition is

☐

Excellent

☐

Fair

☐

Damaged

2. Describe issues with this item

