



Business Volunteers for the Arts Checklist

During your time as a BVA volunteer or participating arts professional, you will be asked to complete the following for the Arts Council of Fort Worth. Any extra work to enhance your project is certainly welcome and encouraged. The following is used for our records and reported to our supporters and to Americans for the Arts. If you have any questions, please contact the Arts Council at bva@artscouncilfw.org.

The following are to be completed by the volunteer and arts professional:

- Application
 - Preliminary Meeting
 - Project Agreement Form
 - Progress Report
 - Project Submission
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Application: All arts professionals must complete an application to be considered for volunteer matching. Also, volunteers must turn in an application to be considered to work on projects. Once you have submitted your BVA application and it has been approved, you will receive monthly updates and may e-mail Arts Council staff regarding active opportunities.

Preliminary Meeting: In order to tailor our services to the needs of a volunteer and an arts professional, we like to schedule a preliminary meeting with both parties. We use this time to gauge how each entity may work together.

Project Agreement Form: Following a meeting, we will send out an agreement form to a volunteer and arts professional summarizing the terms that may have been agreed upon, along with the general scope or vision for the project. Also, we will include how the BVA Manager can be used as a resource, important contact information, and any other important deadlines or dates.

Progress Report: Approximately 3-4 weeks later, we will send out a progress report asking for updates on hours, and any assistance we can provide for moving the project towards completion. We can schedule another meeting if necessary at this point.

Project Submission: There is no absolute deadline for a submission. We determine this by progress report(s) and talking with each party involved to see when a project may be able to wrap up. Ultimately, we hope that these partnerships can be fun, inspire creativity, and encourage great work.

If you have questions regarding these materials, you can find more information at artsfortworth.org/bva. Also, we frequently update the page with project templates that have been offered as examples.

Volunteer resources, BVA affiliates, and the general FAQ's can be found on the Arts Council's website or at www.americansforthearts.org/by-program/networks-and-councils/business-volunteers-for-the-arts-and-volunteerism.