



Residency Process

1. Attend Orientation

You must attend an orientation before you begin your residency. If you cannot attend a scheduled orientation, contact Kim Knowles, kim@af-oregon.org, 503-317-7537.

2. Plan Your Residency

- Complete the "Classroom Questionnaire," found in your orientation folder, with your teacher/design professional team.
- Discuss each participants' residency goals.
- Decide what theme, final project or existing classroom curriculum to tie the residency to. When planning a 3-D final project, remember to keep it to 2 feet by 8 feet per class if you plan to exhibit the students' work at an AFO sponsored exhibit.
- Plan each session and decide what materials are needed, as well as who is responsible for preparing/collecting the materials. Plan any other lessons for the teacher to complete with the students in between sessions with the design professional.
- Ask Kim or Candice if you have any questions during planning.

3. Submit A Residency Plan

- Access the Residency Planning Form here: bit.ly/aisplanningform.
- Submit one Residency Plan per teacher/design professional team, including your session dates and times BEFORE your residency begins.

4. Begin Your Residency

- If you have ANY questions, concerns, issues or problems during your residency, please contact Kim or Candice. We are here to help!
- Start your residency sessions in the classroom at agreed upon time in residency plan. Plan check-ins with your team between sessions to adjust time or activities as necessary.

5. Submit Materials During Residency

Teachers will be sent pre and post residency student evaluations to complete with their class. Some teachers may also be required to submit image release forms. Please mail completed forms to AFO, P.O. Box 40230, Portland, OR 97240, or email them to candice@af-oregon.org.

6. Complete Your Residency

If you plan to participate in the AFO sponsored student exhibits, make sure you complete your residency by the deadline defined for your area.

7. Plan and Attend Student Exhibits

- More information about the exhibits will be sent in March and April. All exhibits will take place in May and June depending on your area.
- Once you're sent information from AFO staff, coordinate drop off and pick up of student projects with your team for the exhibit. Teachers - please inform students' parents of the exhibit. You will be sent flyers to send home with your students.
- Attend an exhibit reception, if possible.



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