



Community Arts Resource Exchange

Program Overview

The **Community Arts Resource Exchange** – “C.A.R.E.” – program at The Art Institute of Vancouver provides students with opportunities to apply their art and design talents to projects that support the needs of the community. The school selects community outreach projects that are a good fit with their educational programs and goals.

Not-for-profit groups, arts organizations and other community groups may apply for project assistance from students, faculty and staff at The Art Institute of Vancouver.

Areas of assistance may include the following:

- Logo Development
- Poster Design
- Brochures
- Flyers
- Business Cards
- Postcards
- Other Marketing Collateral Material
- Illustrations
- Computer Animation Sequences
- Multimedia Projects (e.g., Streaming Audio or Video for Web)
- Web Site Recommendations or Development Assistance
- Other Student Volunteer Projects

To apply for project assistance from the school, please fill out the following Community Service Project Request Form, available from Cliff Jones, Director of Public Relations at The Art Institute of Vancouver, c/o 3264 Beta Avenue, Burnaby, BC V5G 4K4 tel. 604-639-5117, fax 604-288-5403, or e-mail cjones@edmc.edu For more information about the school, visit www.aivan.artinstitutes.edu



Community Service Project Guidelines

Who we are:

The Art Institute of Vancouver is a diverse, dynamic institution of higher education whose mission is to educate creative professionals. The school offers diploma programs in areas of design, culinary arts and recording arts (programs may vary by campus location). Graduates are trained for entry-level positions in their chosen fields through curricula that emphasize actual job skills and competencies necessary for success in the field.

Community Outreach Focus:

The Art Institute of Vancouver provides students with opportunities to apply their talents to projects that support the needs of the community, while at the same time advancing their educational progress and career goals. The school carefully selects community outreach projects that are a good fit with its educational programs and goals.

Criteria for Selection:

- **Educational fit.** Requests must be consistent with our applied arts focus and programs of study. The Dean of Education, Academic Director and sponsoring faculty member must approve the project, in consultation with the Director of Public Relations.
- **Feasibility.** The project must fit into our educational calendar. Therefore, please submit proposals at least two months in advance of project start. Quarter starts occur in January, April, July and October, and projects should be completed by the end of an 11-week quarter.
- **Learning opportunities.** Students should be given the opportunity to expand their knowledge and skills through the completion of the project.
- **Partnerships with non-profit organizations.** The schools prefer to work with not-for-profit organizations that are focused on service to the community.
- **Client Responsibilities.** Clients should meet with the students in class and/or at their offices during class hours at onset and approval stages of the projects. Clients must provide all copy for informational materials and supply digital files of text and images as needed. Outside costs, such as supplies and printing, will be paid by client. Proofreading is the sole responsibility of the client.
- **Opportunity for student recognition.** Clients should provide students and The Art Institute of Vancouver copies of all printed materials and letters of appreciation whether or not the work is used. As appropriate, all materials designed or created by students must identify students by name and affiliation with the schools and include the schools logo where possible.
- **Publicity opportunities.** The schools welcome any opportunity to publicize student contributions to the community. The schools will retain the right to use the project in its marketing materials and students will retain the right to use the project in their personal portfolios.

Community Service Project Request Form

Please complete this form or use it as a guideline for a written proposal. Submit all paperwork to Cliff Jones, Director of Public Relations, The Art Institute of Vancouver, c/o 3264 Beta Avenue, Burnaby, BC V5G 4K4, tel. 604-639-5117, fax: 604-298-5403 or e-mail:cjones@edmc.edu

Contact information:

Name _____ Title _____

Organization _____ Phone _____

Fax _____ Email _____ Web Site _____

Address _____

Short Description of Organization: _____

Are you the sole contact for approval? ___yes ___ no If not, who else is responsible? _____

Project information:

Please give a short description of the project including whom it benefits. Include materials, size, number to be printed, number of colors, other design specs, etc.

What is your requested date of completion? _____

Is there any budget for implementing the project? Misc. supplies, etc. _____

Are there opportunities for recognition for students who work on the project? If so, please describe. _____

For School Use Only

Project Sponsor: _____ Signature: _____ Date: _____

Score (1-5)

Educational fit: _____ Feasibility: _____ Learning: _____ Partnership: _____ Student Recognition: _____