

## 2020 Air Academy Federal Credit Union Art Scholarship Checklist

Please make sure to deliver the following items along with the artwork when delivering pieces to the show:

1. Signed permission slips for all students participating in the 2020 Air Academy Federal Credit Union (AAFCU) Art Scholarship program. Please **do not** attach permission slips directly to the artwork. **Also, please do not put up the artwork of students who do not have signed permission slips, because I will not be able to contact their parents/guardians.**
2. **All permission slips should be organized in alphabetical order by grade level and by school.**
3. An inventory sheet listing the following information:
  - a. Teacher Name
  - b. School
  - c. School Phone Number
  - d. Number of Being Submitted
  - e. Person Delivering Artwork
  - f. Piece Number
  - g. Student's Full Name
  - h. Grade Level
  - i. Medium/ Description
4. All inventory sheets should be listed in order by piece number.

For example:

*100   John Doe   1<sup>st</sup> Grade   Pencil drawing of dog*

*105   Jane Doe   1<sup>st</sup> Grade   Watercolor painting of flower*

If you have any questions, please feel free to contact me at [mwestphal@aafcu.com](mailto:mwestphal@aafcu.com) or **719-592-1048** at your earliest convenience.

Thank you so much for your hard work and for all that you do!

Madison Vistuba,

Marketing Coordinator

Air Academy Federal Credit Union