

## SEPTEMBER / OCTOBER

### SEPTEMBER



**State Chairperson:**  
**Establish goals** for Flag/Banner Design Contest

**Review updates** from The Council for Art Education (CFAE) with the latest info and forms for this year's Flag/Banner Design Contest

**State Chairperson:**  
**Select the national theme or a state specific theme** for the Flag/Banner Design Contest

**The national theme for 2016/2017 is "United through Art"**



**State Chairperson:**  
**Establish goals** for Exhibitions and Observances

For example:  
 - Increase district participation by 25%  
 - Increase media coverage by 50%  
 - Increase observances and events by 50%

**Identify** local coordinators and communicate goals

**Review updates** from The Council for Art Education (CFAE) with the latest info and forms for this year's program

**State Chairperson:**  
**Establish a date and location** for a statewide exhibition event or observance (ideally March) to display artwork. Possible locations include the state capitol, museums, libraries, and art centers

**Local Coordinators:**  
 As early as possible, establish dates and locations for local events and observances



**State Chairperson:**  
**Establish goals** for Fundraising and Endorsements

**Review updates** from The Council for Art Education (CFAE) with the latest info and forms for this year's program

### SEPTEMBER - OCTOBER



**State Chairperson:**  
**Communicate** Flag/Banner Design Contest

**Plan a lesson** for the Flag/Banner Design Contest and distribute to local coordinators and art educators across the state

**State Chairperson:**  
**Distribute "How to" materials** to all art educators and local coordinators

This includes:  
**Flag/Banner Overview and Guidelines**  
**Flag/Banner Requirements**  
**Flag/Banner Entry Form**



**State Chairperson:**  
**Communicate statewide event/location** to art educators so they can prepare throughout the school year

**State Chairperson:**  
**Distribute "How to" materials** to all art educators and local coordinators

This includes:  
**Youth Art Month Quickstart Guide**  
**Activity Tracking Sheet**  
**Report Form**

If possible, create online survey or form that local coordinators can use to track information



**State Chairperson:**  
**Distribute "How to" materials** to all art educators and local coordinators

This includes:  
**Funding Tracking Sheet**  
**Issuing and Using a Proclamation**  
**Endorsement Certificate**  
**Certificate of Participation**  
**Sample Letter**

If possible, create online survey or form that local coordinators can use to track Funding information



## SEPTEMBER - OCTOBER



**State Chairperson:**  
 Attend the State Education Association Convention

Distribute information about the Youth Art Month Program:  
**Flag/Banner Overview and Guidelines**  
**Flag/Banner Requirements**  
**Flag/Banner Entry Form**

**Receive Flag/Banner entries** from across the state from  
 October through December

Determine process for selecting statewide winner



**State Chairperson:**  
 Remind art educators to create artwork throughout the year  
 to submit for display at NAEA 2017

Attend the State Education Association Convention

Distribute information about the Youth Art Month Program:  
**Artwork Entry Form**  
**State Exhibit**



**State Chairperson:**  
**Obtain Governor's Proclamation** (see sample letter and  
 sample proclamation in materials)

**State and Local Coordinators:**  
**Obtain other endorsements**, including the Mayor, State  
 Representatives, members of Congress, Superintendent,  
 and other School officials

**Create special materials** with your logo for promotion and  
 fundraising, including Buttons, Letterhead, Balloons, Posters,  
 Pens, and Postcards to special events

**Fundraising:**  
**Initiate fundraising** for your program.  
 (see list of ideas for fundraising)

Use the Youth Art Month Funding Tracking Form to **keep  
 track of donations and fundraising activities** at the state  
 and local level

## NOVEMBER



**Receive Flag/Banner entries** from across the state from  
 October – December



**Check in with local media** to identify time frame and  
 requirements for Public Service Announcements and articles  
 related to Youth Art Month Activities



**Fundraising:**  
**Continue fundraising** for your program

## DECEMBER



**Receive Flag/Banner entries** from across the state from  
 October – December



**Fundraising:**  
**Continue fundraising** for your program

## JANUARY



**State Chairperson:**  
**Select your state's winning Flag or Banner design**

Submit electronic image of design, student's artwork  
 permission form, and the student's statement to CFAE

**Make a Flag/Banner from the winning state design**  
 (Allow 4 -6 weeks. See resource list for options)



Secure dates, times and speakers for **statewide events**  
 Secure dates, times and speakers for **local events**



**Fundraising:**  
**Continue fundraising** for your program



# ANNUAL PLANNING CALENDAR

-  = Flag Banner Design Contest
-  = Artwork, Exhibitions, and Celebrations
-  = Fundraising, Endorsements, Special Materials



## FEBRUARY



State Chairperson:  
By **February 1, 2017** submit actual Flag to CFAE for display at NAEA



State and Local Chairpersons:  
**Finalize marketing plans** for Special Exhibits and Events

- Promote via posters, state association website, and local town websites
- Send invitations for event(s) to VIP's
- Send press releases to all media outlets

State Chairperson:  
By **February 1, 2017** submit artwork to CFAE for display at NAEA (Request artwork from Local Coordinators and local events).



Fundraising:  
**Continue fundraising** for your program

## MARCH - JUNE



State and Local Chairpersons:  
**Document activities** through photos, newspaper articles, web articles, radio/TV, and other publications

Use the Activity Tracking Sheet and Report Forms, or create an online form to track this information

## MARCH



Winning state Flag or Banner on display at NAEA in New York



Fundraising:  
**Continue fundraising** for your program

## APRIL / MAY



CFAE returns state Flag/Banner to the state Youth Art Month Chairperson.



**Send Thank You letters** and Certificates of Commendation to all who contributed to your program

## MAY / JUNE



Local Coordinators:  
**Submit area documentation to State Chairperson** for digital scrapbook.

## AUGUST



State Chairperson:  
**Complete digital scrapbook** and submit to CFAE.

