



Mid-South Scholastic Art Awards Teachers' Checklist: Submissions

Did you remember to . . . ?

Student Submissions:

- Register yourself and all of your students at www.artandwriting.org
- Register all of your students' artwork submissions at www.artandwriting.org
- Upload jpeg images of all of your students' submissions at www.artandwriting.org
- Print 2 copies of the submission form for each individual submission and portfolio (**KEEP one copy; SEND one copy to the Brooks – THIS STEP IS VERY IMPORTANT!**)
- Collect all the appropriate signatures on each individual and portfolio submission form (teacher, student, parent)
- For those paying online and opting to upload their ORS scantron online, the ORS form must still be signed by all parties in order to be marked as complete. If the signed paper has been uploaded to ORS, no printed copy is needed when turning in your other paperwork.
- Place all forms in alphabetical order for submission to the museum

Portfolios: National and Regional Review Form

- Portfolio submission and review is eligible to high school seniors
- Portfolios must have a title
- Include each of the following with paperwork
 - 1 completed copy of the National Portfolio Form (keep a second copy for your records)
 - 1 completed copy of the Regional Portfolio Review Form
 - Include one paper copy with regular student artwork submissions (keep a second copy for your records)
- **Upload portfolio images and writable PDF review form to your Brooks Museum Dropbox link**
- Please see second page of REGIONAL PORTFOLIO REVIEW FORM for more information about portfolio requirements (Available for download at <http://www.brooksmuseum.org/midsouth-art-awards>)

Fee Form and Submission Fees:

- Fill out your fee form (make a copy of this form for your records)
- Collect all submission fees, and double-check that your submission totals match your fee totals
- Complete fee waivers for any students who qualify, one fee waiver per student (if there are multiple submissions for one student—put student's tally on their individual waiver form)

Before you Drop Off your Forms at the Museum on December 14:

- **Alphabetize all of your students' submission forms**
- Sign all of your paperwork and collect fees
- **Double-check that your submission totals match your fee totals on your fee form**
- Only turn in one set of forms (Keep all second copies for your records, and to turn in with any Gold Key winning work at art drop-off in January)