



**OnBoarding for staff and contractors,
board members and community ambassadors,
volunteers and interns**

Welcome

Welcome to ArtsEd Washington! **We are excited to have you as a part of our growing team** and look forward to having you join us in our mission to advocate for equitable arts education within our communities throughout Washington State. Before you begin, we want to introduce you more thoroughly to our organization and the other people you might be interacting with in the months ahead.

This document is designed for: **ArtsEd Washington staff and contractors, volunteers and interns, board members and community ambassadors.** We are growing, but are still a remarkably small organization, considering all the work we do for Washington's K-12 arts programs, so it is important that all of our team members know how their role supports AEW's mission, and how YOU can help us grow our impact.

We also deeply value the uniqueness of the people we work with and we aim to maintain a collaborative community where everyone feels valuable and supported. We welcome bi-directional feedback, hold each other accountable to our commitments, and offer grace when needed. We hope you will see our [Community Norms & Expectations](#) reflected throughout this onboarding packet.

Arts Ed Washington Overview

Our history: Founded in 1982 as the **Washington Alliance for Arts Education**, and now known as ArtsEd Washington, our organization was formed as part of a national program led by the John F. Kennedy Center called the **Kennedy Center Alliances for Arts Education**. Originally there were organizations like AEW in almost every US state, but in the '90s when the funding ended for the nationwide network, many of our sister organizations in other states were discontinued. Thankfully, AEW persisted, and we now rely primarily on regional grants, foundations, and donations from individual supporters to ensure our work can continue.

Our team now utilizes a combination of **digital communications and statewide travel** to connect with school programs and education leaders throughout the state, in addition to advocating directly with **legislative decision makers**. As a 501(c)(3), we are a nonpartisan organization, representing constituents in every school district in Washington, and we do not endorse or oppose any candidate or legislative party. As a **grassroots organization**, we work through community-driven efforts to address local needs and issues, often initiated and led by individuals or groups who are directly affected by or passionate about equity in arts education.

Washington State law defines the arts as a core subject, a part of basic education for all students, and equally important is the widespread research showing that effective arts education can improve academic and personal success for all students, particularly students of color and students from low socio-economic backgrounds. Equity, advocacy, and collaboration are the values that drive our mission to ensure arts education for all Washington students.

Our Vision: We envision a future where Washington’s education system provides high quality arts education for every student, every year, at every school across our state. Every school should be able to provide arts programming that is meaningful to their community, including but not limited to dance, media arts, music, theatre, and visual arts. Equitable, high-quality, sequential arts learning keeps students engaged in school, improves academic and personal success, and ignites the creativity that develops them into leaders in work and in life.

As our organization grows, we hope to expand our support of equitable arts access to other environments such as early childhood programs, after school programs, private schools, and/or universities. However, our current capacity limits us to focusing on the primary goal of arts in K-12 public schools. These [2025-2027 Legislative and Programmatic Priorities](#) guide most of our current work. In the meantime, other groups are still welcome to utilize our resources, and we are always happy to connect with people in any part of the arts and education ecosystem!

Growing Leadership: During the global challenges of and following 2020, our board functioned entirely as a “working board” rather than the kind of “governance” board common among larger, more institutional non-profits. During that time, most board members volunteered between 5 and 25 hours per month to keep AEW afloat, and we are eternally grateful for their efforts! We also recognize that people’s needs have changed in the last few years and the working board model has become unsustainable for us. **To provide organizational stability, longevity, and statewide representation, our leadership model is evolving.**

In 2023, we began by hiring several part-time paid staff and contractors, and redefining the work of our Board of Directors toward more of a “governance” model. In summer 2024, we welcomed our first cohort of Community Ambassadors, under a new ambassador model, and in 2025, we received funding from ArtsWA to further develop the Ambassador program. We have also expanded with several project-based volunteers and part time student interns! **We are still a small, grassroots organization, but we are certainly growing—in our numbers and in how our stakeholders work together to support our mission.**

The fields of arts, education, and nonprofit leadership are each complex and nuanced. ArtsEd Washington lives at the intersection of all 3, so we understand that our teammates might feel they have a lot to learn. The great news is that we each play our own unique role in this organization, and through our collaborative efforts, we learn from each other and we lead with collective strength. No one is expected to know it all or do it all alone.

Office & Communications

As of 2024, AEW team members are living, working, and volunteering in 10 counties throughout the state of Washington! Most work is done remotely, and we are currently staffed by 4 part-time people: Executive Director, Operations Manager, Development Manager, and Accountant. Our schedules are flexible, so we rely on effective communication and we trust that everyone will complete their work in a timely manner. If you need to reschedule anything, please email operations@artsedwashington.org and execd@artsedwashington.org as soon as possible.

Our mailing address is 1723 31st Ave, Seattle, WA 98122. With prior arrangement, we are also able to utilize that address for events. We are also a part of the [ACE program](#) at Tacoma Arts Live and are able to utilize offices at that location as well. If you see a need for meeting in person, please email operations@artsedwashington.org to coordinate a possible reservation.

Our phone number is 206-395-8770, but most of our communication is done via email, shared cloud-based projects, and Zoom video/audio meetings. As a small team, we aim to respond to messages within 1-2 business days.

We encourage all AEW members to sign up for our [ArtsEd Newsletter](#) and connect with us via [Facebook](#), [Instagram](#), [LinkedIn](#), and [YouTube](#). Please also review our [website](#) so you have a thorough understanding of the work we are doing and resources we actively share with the public. External-facing questions should be sent to office@artsedwashington.org.

Getting Started in Your Role

Equipment & Online access

At this time, we do not have a way to provide laptops or other physical equipment to our members but we are happy to help you secure access through libraries or other community supports. Online permissions and passwords will be added based on the projects you sign on for; if you need access to additional information in order to complete your work, please email operations@artsedwashington.org for assistance.

As a reminder, we expect all members and volunteers to operate with **integrity regarding confidentiality and conflicts of interest**. If you believe your privacy or access has been compromised, please contact operations@artsedwashington.org immediately.

Membership Paperwork

Please complete the following paperwork based on your role. For easy reference, all forms are available on the [Membership Materials](#) page of the AEW Website.

| Starting Forms | Staff/Contractor | Board | Ambassador | Volunteer |
|---|------------------|-------|------------|-----------|
| Confidentiality Form | x | x | x | |
| Conflict of Interest Form | x | x | | |
| Direct Deposit Form | x | | | |
| Volunteer Release Form | | x | x | x |

| Forms for Later | Staff/Contractor | Board | Ambassador | Volunteer |
|---|------------------|-------|------------|-----------|
| Community Calendar Proposal | x | x | x | x |
| Event/Fundraiser Proposal | x | x | x | |
| Reimbursement Request | x | x | | |
| Returning Leader Interest | | x | x | |
| Travel Honorarium Request | | x | x | |
| Volunteer Hours Tracking | | x | x | x |

Email Set-Up

For most roles, we will continue to **use your personal email address unless requested** otherwise. These are the organization’s addresses currently in use:

office@artsedwashington.org – For general questions about the organization; also external facing communications

operations@artsedwashington.org – For tech support or operational requests by AEW teammates; also business-to-business communications

execd@artsedwashington.org– For communications with all AEW teammates (volunteer and paid) and collaborating organizations

president@artsedwashington.org – For communications with board members and E.D., including executive duties

accounting@artsedwashington.org – Used only for financial communications among the executive board and staff

development@artsedwashington.org – Used only for fundraising communications

Zoom Set-Up

We conduct most of our meetings via Zoom. We understand that we all have varying experiences and needs when it comes to technology, and we encourage you to utilize [Zoom’s Accessibility](#) and/or [Learning Center](#) to ensure that you feel as comfortable as possible when participating with us. Please RSVP as “yes,” “maybe,” or “no” in each calendar event to help us plan effectively and create backup plans when needed.

Calendar Set-Up

Based on your own personal email address, you likely have access to [Google Calendar](#), [Microsoft Outlook Calendar](#), or something similar. Teammates with an AEW email address have access to a shared Google Calendar set up. ALL AEW members also have access to the [AEW Community Calendar](#) where YOU can submit, share, and support regional arts education events!

When you receive a calendar invitation from AEW, **please RSVP as yes/no/maybe ASAP** so that we know everyone is available. You are also encouraged to set up your own calendar notifications in a manner that works well with your style of organization.

Board Members: Board members are leaders who volunteer their time and expertise to ensure the successful implementation of our mission, engaging in Organizational Development, Regional Advocacy, Community Engagement & PR, Financial Oversight, and Fundraising. If you'd like more in depth information about successful boards, we recommend this [video on board development](#), starting around 0:30.

Each board member's informed participation is critical to our success. If you become unavailable for one of the meetings, please change your meeting RSVP to "no" and email execd@artsedwashington.org right away. [AEW bylaws](#) describe the importance of board attendance and provide guidance for reviewing and terminating a board member's term after multiple absences.

If a life situation arises in which you need to request a brief sabbatical or step down from the board before the end of your 2 year term, please email president@artsedwashington.org AND execd@artsedwashington.org so that we can arrange next steps with you.

In 2025-2026, the **first and last board meetings will be 2 hours**. A possible "remote retreat" is still TBD. All other monthly meetings will be 90 minutes. If changes are needed, we will will notify the board as soon as feasible:

- Wed., Aug. 20 (5:00-7:00 PM) – Onboarding & Board goal setting
- TBD– Back to School event (with Ambassadors, et. al)
- Wed., Sept. 17 (5:00-6:30 PM) – Board Governance
- *Wed., Oct. 15 (5:00-6:30 PM)– Artivism 101 for Board & Ambassadors*
- TBD– Possible Board retreat on a Saturday or Sunday
- Wed., Nov. 19 (5:00-6:30 PM)--Board Governance
- *December– Asynchronous one-on-ones with President and/or ED*
- Wed., Jan. 21 (5:00-6:30 PM) – Board Governance & Advocacy Prep
- Wed., Feb. 18–(5:00-6:30 PM) – Board Governance & Advocacy Reflection
- Wed., March 18 (5:00-6:30 PM) – Board Governance & Recruitment Planning
- *Wed., April 15 (5:00-6:30 PM)–Member Meeting w/Ambassadors & Community Partners*
- Wed., May 20 (5:00-6:30 PM) – Board Governance, review budget & board applications
- Wed., June 17 (5:00-7:00 PM) – Board Governance, approve budget & board applications
- *July– No meeting– Summer break for board of directors!*

Community Ambassadors: Community Ambassadors serve as a liaison between AEW and their local artistic and/or education communities, helping us expand statewide representation and resource sharing, identify regional strengths and needs, and overarching priorities. Monthly Ambassador sessions will be virtual, typically on Thursdays with a few exceptions. If you believe you will not be able to attend one of the meetings, please RSVP “no” in the calendar event right away so we can adjust as needed.

Please note: The **October and April meetings will be on Wednesday** with other AEW community members.

- Thurs., Aug. 21 (5:00-6:30 PM)– Onboarding & Ambassador goal setting
- TBD– Optional Back to School event! (W/Board, et. al)
- Thurs., Sept. 18 (5:00-6:30 PM)– per Ambassador goals
- **Wed., Oct. 15 (5:00-6:30 PM)– Artivism 101 for Board and Ambassadors**
- Thurs., Nov. 20 (5:00-6:30 PM)– per Ambassador goals
- *December– No meeting–Winter break for ambassadors!*
- Thurs., Jan. 22 (5:00-6:30 PM)– Advocacy Prep for Arts & Heritage week
- *February– Arts & Heritage Advocacy week & Padlet report out*
- Thurs., Mar. 19 (5:00-6:30 PM)– per Ambassador goals
- **Wed., Apr. 15 (5:00-6:30 PM)– Member Meeting with Board & Community Partners**
- Thurs., May 21 (5:00-6:30 PM)– Program reflection

Volunteers and Interns: Your schedule will be unique to your project and coordinated with either the **Executive Director or Operations Manager**. Most of your interactions will likely be conducted via **Zoom, Asana, and email**. You are also welcome to attend Community Ambassador meetings and AEW community events. This is certainly not required, but if you are interested in learning more about AEW or nonprofits in general, this is a great opportunity. Please email execd@artsedwashington.org to schedule.

Conferences and In-Person events

There are a number of in-person events that our Executive Director or appointee will attend in various parts of the state, and we welcome participation from Board Members, Ambassadors, Volunteers, and Interns. Before and after each event, AEW is also likely to visit nearby schools! Not only is it a great way to strengthen our impact at each event, but it is a great chance to *build our community within AEW*, and with other people in attendance. Each February, ArtsEd Washington also joins other leaders and organizations for a series of online events, legislative updates, and even some in-person advocacy during Arts, Heritage, and Science week in Olympia. (Remote events are also available.) Inspire Washington leads the charge during this powerful season, so sign up to participate through [Inspire Washington](#), and maybe we’ll see you all in Olympia!

There is a small travel honorarium available for Board Members and Ambassadors who want to travel to represent AEW. We do not yet have travel funds for Volunteers and Interns, but we would love to have you join us locally if possible.

These are our most common annual events, although the locations often rotate between eastern, western, and central Washington. If you are interested in joining and representing AEW at any of these events, **please email execd@artsedwashington.org to coordinate.**

- August–WA–ACTE conference, Spokane
- August–Migrant Education Program Conference, Yakima
- September–ArtsEd Partnership Convening, Denver, CO
- October– A4A, Bellingham
- November–WAEA Conference, Seattle
- November–WSSDA Conference, Seattle
- February–Arts & Heritage events, Olympia
- February–WMEA, Yakima
- March–WA Thespians, Seattle

Social Media

Following: Please follow, like, and interact with our accounts! This is an important way to stay current on our updates, events, news, and announcements, and the more you interact with our content, the more our content is shown to people in your circles. YOU are quite literally our greatest mechanism for organic growth, and we need you to help us reach your community.

Commenting: Responding and reposting are welcome! You are also welcome to comment on someone else’s post and tag us into the conversation if you believe it is in support of our mission. Be sure to identify yourself as an Ambassador, Volunteer, etc., but be careful not to over promise what you–or AEW–can deliver. If you are unsure whether a certain statement is mission-aligned, or whether it upholds our values, please refrain from reacting, and reach out to execd@artsedwashington.org to figure that out together.

Logging your Volunteer Hours

You are investing in our mission each time you collaborate with us, support our events, manage individual projects, advertise for our organization, and contribute during our meetings. Likewise, when you volunteer or support events for arts, education, or equity ***in your community***, you are moving Washington closer to our vision of fully supported and equitable arts education. We strongly encourage members to attend **at least one school arts event or district board meeting each fall**, and to participate with us in **legislative advocacy each winter**. All those **efforts “count” toward your volunteer hours** with ArtsEd Washington, and are a great opportunity to identify meaningful scenes or quotes that could be useful for PR and fundraising.

We depend on the data you report from those volunteer hours to support our applications with funders, taxes, and other important conversations each year. We encourage you to set a personal alarm or calendar event for the end **of each month to report your volunteer details** on our [Volunteer Hours Tracking Form](#). Each month should be submitted separately. (Example: If reporting hours for May through June, submit ONE form for May and ONE for June. Thank you for contributing to equitable arts access in your community, and for supporting AEW’s work!

Closing

Thank you for investing in our organization by learning about your role. We are honored to have you in ArtsEd Washington's community, helping us expand arts education access for millions of students and future generations. After a term of service ends, AEW community members are welcome to extend your role another term, to apply for a different role, or to take time away and consider returning down the road. To help us plan for the future, Board Members and Ambassadors are asked to indicate their [interest to return](#) in the month of May.

If any questions or concerns arise during your time here, please email execd@artsedwashington.org, president@artsedwashington.org, or operations@artsedwashington.org. We aim to support our members as best we can, and your voice matters.

We look forward to spending time in community with you!



ArtsEd Washington (Washington Alliance for Arts Education) is a 501(c)(3) non-profit organization, registered in King County and serving schools throughout Washington State. Tax ID: 91-1189441.