

Individual Sales and Usage Policy of Student-Produced Artwork

STUDENT-PRODUCED ART

Snow City Arts (SCA) Teaching Artists work with students across a wide variety of artistic mediums including but not limited to visual art, music, theater, creative writing, video based work, performance, and/or dance. For the purpose of this document, an artwork shall be deemed as student-produced if the work(s) were created by the student as part of an SCA art-based program

DIGITIZATION OF STUDENT-PRODUCED ART

When the student-produced work is completed and SCA has obtained a signed SCA Artwork Release Form or Media Release Form if voice is recorded from the student's parent or guardian, the student-produced artwork will be digitized in a non-damaging way through the process of scanning, copying, photographing, recording, transcribing and/or the method of documentation deemed appropriate for that specific artwork by SCA staff. Once digitized, the file containing the student-produced artwork(s) will be stored in SCA's Art Archive which is a HIPAA-secure cloud-based storage system.

If SCA has not yet obtained a signed release, the Teaching Artist may digitize the student-produced artwork(s) so long as they reasonably believe a signed release can be obtained within two weeks of the student-produced artwork(s) creation date. If the release is not obtained within that time, the Teaching Artist must destroy the documentation of the student-produced artwork(s).

SCA intends for the vast majority of students to take their original piece of artwork home. If a student is working on a group project, SCA may request that the original remain at the hospital. When this type of group project is initiated, SCA Teaching Artists are clear with students about leaving their work at the hospital. In line with Snow City Arts' Best Practices, students always have a choice about the project they engage with.

REQUEST OF RELEASE STATUS & REVOCATION

A parent, guardian, and/or student may revoke consent for the use and/or sale of the artwork at any time by contacting SCA's Executive Director via email at info@snowcityarts.org. This revocation will not be retroactively applied for any student-produced artwork(s) that have been previously sold, posted, installed, or shared in any way. Upon receiving the revocation request, SCA will confirm receipt within 5 business days. SCA will remove the digital documentation of the artwork from its Archive and any files, therefore destroying it. SCA will refrain from sharing, displaying,

and/or selling the student-produced artwork(s) as of the date SCA confirmed receipt of the revocation email onwards.

REQUEST OF ARTWORK DOCUMENTATION

SCA will do everything within its capacity to send digital copies of the student-produced artwork(s) and/or any signed releases upon request. However, SCA does not guarantee that all artwork(s) will be available.

MANAGING PROCEEDS FROM INDIVIDUAL ARTWORK SALES VS. CURATORIAL PROJECTS

A sale of student-produced artwork occurs whenever a replica, print, copy, rendering, or recording derived from a student-produced artwork is sold either as part of a curated collection or individually.

For the purpose of this document, Individual artwork sales may exist of a single sale including up to 5 SCA student produced Artworks. The net proceeds of individual artwork will be allocated in the following manner: 100% towards SCA Miguel Sandoval Scholarship (Scholarship).

Individual artwork sales, as defined, up to 5 artworks at one time, will also include those sales made at SCA's annual events, both Gallery Night and Snowcase, with proceeds being allocated 100% to the Scholarship

Curatorial Projects are defined as the sale of six pieces or more at one time and typically include additional labor in the form of sales, relationship management, project management, curatorial efforts, installation, and documentation. The net proceeds of the artwork sales that are a subset of the overall project fee will be allocated in the following manner: 50% towards SCA general operating funds and 50% towards SCA Miguel Sandoval Scholarship.

Net proceeds are defined as the total sale price minus the expenses to produce the work(s) such as printing, framing, paper, ink, and related labor.

MIGUEL SANDOVAL SCHOLARSHIP

The Miguel Sandoval Scholarship, named for the first ever Snow City Arts student who worked with SCA's founder Paul Sznewajs, is designed to offer current students (those

who have had a workshop with SCA in the previous six months) and wish to extend their time with SCA via an independent study in their chosen artistic discipline.

Students may apply for a dollar amount up to \$250.00. Applications are accepted on a rolling basis and decisions about awarding funding will be made within 4 weeks of receiving a completed application.

The Miguel Sandoval Scholarship shall remain open and accessible to all current SCA students via the application process available on SCA's website.

FINANCIAL MANAGEMENT OF THE MIGUEL SANDOVAL SCHOLARSHIP FUND

Snow City Arts will aim to maintain a minimum of \$500 in the fund annually.

At the end of each FY, the SCA Board will assess the balance of the funds dedicated to the scholarship. If the balance is less than 2x the amount of the scholarships spent in the year before, all funds will rollover into the next fiscal year for the Scholarship.

If the balance of dedicated scholarship funds is more than 2x the amount of the scholarships spent in the previous year, excess funds will be rolled over into SCA's General Operating Funds to support future programming overall.

The Miguel Sandoval Scholarship Fund shall be managed as a component of SCA's funds, and not as a separate trust, until The Miguel Sandoval Scholarship Fund is terminated, pursuant to guidelines to be set forth below.

SCA intends that the administration and allocation of expenses of The Miguel Sandoval Scholarship Fund will occur until the earlier to occur of (i) the exhaustion of the balance of The Fund and SCA is not able to replenish it out of general funds due to hardship, (ii) the balance of The Miguel Sandoval Scholarship Fund reaches a significantly low amount which makes it unsustainable in SCA's discretion and the SCA elects to close The Miguel Sandoval Scholarship Fund. Upon termination of The Miguel Sandoval Scholarship Fund, the remaining monies will be applied to SCA's own purposes at SCA's discretion. Should SCA no longer do business as an arts education non-profit organization, the remaining funds in The Miguel Sandoval Scholarship Fund will be donated to a similar arts-education non-profit organization based in the Chicago area.

ARTWORK USAGE

SCA may use student-produced artwork for the following purposes, including but not limited to SCA's social media channels, SCA's Website, media/press coverage, printed and digital marketing materials, exhibitions, partner and donor based artwork purchases.

While externally showcasing student-produced artwork SCA will not publicly display the student's last name, disclose any medical information about the student, including which hospital the artwork was created in, alter the student's artwork in ways that are not in alignment with the student's original intention, crop and/or add/remove individual elements from the original student-produced artwork, or obstruct major portions of the artwork (e.g., using it as background for text or design).

Preliminary Approval by the Partnership Committee August 18, 2025

Approved by the Board of Directors September 10, 2025

Policy to be reviewed: Annually