

**STATE BOARD OF EDUCATION
PERMANENT SCHOOL FUND ARTWORK COMPETITION
PROCEDURES**

1. This is a project of the State Board of Education (SBOE). All rules and procedures related to this project shall be adopted by the board.
2. Entries shall be submitted, judged and selected pursuant to rules adopted by the State Board of Education. (See attached.)
3. Student Award:: Funds to support a \$3,000 award presented to the student who submitted the successful entry will be raised from private sources. Donations will not be accepted from entities that do business with the SBOE. SBOE members are encouraged to make a contribution of at least \$200. Funds will be deposited in an account housed by the Texas Association of School Administrators Texas Leadership Center. The Texas Leadership Center will hold and disburse the funds pursuant to procedures established by this document. Donations will be made payable to the Texas Leadership Center with "PSF Student Contest" in the memo line. Excess funds not to exceed \$250 may be retained by the Texas Leadership Center to offset staff time and audit expenses associated with carrying these funds on the TLC balance sheet. Periodic updates will be provided by the TLC to the SBOE Committee on School Finance/Permanent School Fund until the account is closed. Other excess funds raised may be paid to the campuses from which the winning entry and finalist entries are submitted.
4. Use of Award: Funds will be disbursed directly to the student during the February 1, 2019 State Board of Education meeting. If the student recipient is unable to attend the meeting, a check will be dispersed to the student via certified mail.
5. Promotional and Collateral Materials: To facilitate instruction concerning the mission and history of the PSF, free collateral materials for teachers and students will be made available via the PSF Logo Art Competition page on the Texas Education Agency website.
6. Communication and promotion related to the competition will be requested by, but not limited to:
 - Texas Association of School Administrators
 - Texas Secondary Administrators Association
 - Texas Art Education Association
 - Texas Industrial Vocational Association
 - Career and Technical Association of Texas
 - Texas Association of School Boards
 - Texas Charter Schools Association
 - Education Service Centers

7. The State Board of Education chair will appoint an initial judging panel comprised of a State Board of Education member, a PSF staff member and three graphic artists or branding professionals who shall evaluate the entries and narrow the field to no more than 10 designs using the procedure outlined in the *PSF Branding Art Student Competition*. The State Board of Education shall make the final selection at its November 16, 2018 meeting via a voting process to be determined by the chair in collaboration with the TEA legal staff and the contract parliamentarian.
8. The State Board of Education shall engage the volunteer services of a professional graphic artist to act as an advisor and facilitator to the process and to render the final product into a usable form. Files shall be submitted to the PSF and SBOE staff.
9. TEA legal staff will re-check the selected artwork to ensure there are no infringement issues and file the required documents to trademark the artwork.
10. After final rendering and trademark filing, the final product shall be submitted to a vendor for creation of the wall art--a rendition for display in the PSF office and a smaller rendition for presentation to the student artist.
11. An unveiling shall be staged at the February 1, 2019 State Board of Education meeting. The student shall be recognized at this meeting with the presentation of the finalized artwork, a resolution and a check. A plaque to be affixed in the PSF office near the displayed artwork will be completed by this time as well.