

2009 Congressional Art Competition - Staff Briefing Notes, February 4th

Deadlines:

May 20, Wednesday – 2nd Briefing

May 27, Wednesday– Student Release Form and Member Approval Form Due

June 3-4, Tuesday and Wednesday– Art Intake Days

June 24, Wednesday– Official Reception

Welcome and Contest Overview

Staff Co-Chairs:

Julie Housh

Rep. Rick Larsen (D-WA)

Christina Crooks

Rep. Mike Castle (R-DE)

Contact us: Art2009@mail.house.gov

- If you have not provided us with 2 points-of-contact for your office (1 in DC, 1 in the District) please e-mail art2009@mail.house.gov with that information ASAP.

It is essential that we have 2 POC's so we may insure coordination between DC and the District.

- What you'll see in the coming weeks from Art Competition :
 - 1 – Regular e-mails with frequently asked questions.
 - 2 – A website with all information we've provided your offices.** We are encouraging offices to create their own websites for their district's art competition – this avoids confusion on deadlines that fall in advance of official CAC deadlines.

Art Criteria

Barbara A. Wolanin, Ph.D.

Curator, Architect of the Capitol

bwolanin@aac.gov

(202) 228-2700

Questions about artwork or framing?

Contact Barbara!

Reminders and clarifications about artwork guidelines

- All artwork must be framed!
- No snap-on frames.
- Please have two sturdy hooks on the backside of your artwork for hanging.
- If you use a glass frame (Plexiglass is recommended) please protect it with an "X" in masking tape, etc. before transporting artwork to DC. Artwork has been received with broken glass in the past and the Art Competition is not responsible for glass replacement.
- Please label your artwork on the back so we can properly identify it.
- If your winning artwork is "abstract" please indicate which side is "UP" on the back.
- Artwork intake deadlines are FIRM. A layout for the tunnel is made based on the varying artwork sizes. Late submissions cannot be easily inserted into this plan and will NOT be accepted.
- Only original artwork is acceptable. No copying/imitating something published in a magazine, etc.

Ethics

Carol Dixon,
Counsel, House Committee on Standards of
Official Conduct (Ethics)
Carol.Dixon@mail.house.gov
(202) 225-7103

- If you are going to solicit any outside sources for prizes or any help with the competition your office must receive clearance from Ethics. Once your boss writes a letter and receives such permission the letter is good FOREVER.
- Things offices might solicit for: prizes for 2nd/3rd place winner, food for a reception, travel accommodations for the winning artwork, framing, etc.
- Not sure if you have a letter on file? Call!
- What should the letter say?
 - Addressed to the chair of the committee, Zoe Lofgren.
 - Ex: “I would like to request permission to solicit prizes and funds in support of the Congressional Art Competition in my district.”
 - If you have ideas about what you might solicit for, feel free to include them in the letter.
- In soliciting for prizes/etc:
 - You may NOT solicit prizes/funds on official letterhead.
 - You may NOT contact registered lobbyists to solicit prizes/funds for the art competition; you may address solicitations to the organization the lobbyist works for.
 - Prizes must go DIRECTLY to the winner. Member offices (and staffers) may not receive any prizes.
 - Press Releases cannot mention the IDENTITY of the sponsor, but may mention the prize.
YES: “the winner will receive airfare to Washington, D.C.”
NO: “the winner will receive airfare from Southwest Airlines to travel to Washington, D.C.”
- **You may NOT use campaign funds for the art competition.**

Using Member Funds/Sponsorship

Ellen McCarthy,

Professional Staff, Majority Office
Committee on House Administration
Ellen.McCarthy@mail.house.gov
(202) 225-2061

George Hadijski,

Professional Staff, Minority Office
Committee on House Administration
George.Hadijski@mail.house.gov
(202) 225-8281

Ways to structure your competition:

1a / “Internal” Your Congressional office runs the entire competition without outside help, monies, prizes, etc. (Accepting help from Southwest Airlines / Savannah College of Art and Design is the only exception).

- Since you cannot use member funds/campaign funds for prizes, in this instance you can provide certificates to winner(s), available for purchase in the House Office Supply Store.

1b / “Internal with prizes” Your Congressional office runs the entire competition but, with permission from the Ethics committee (mentioned above) you may solicit for outside help, monies, prizes.

Note about internal competitions:

Internal competitions may **not** have a reception exclusively to award winners of the competition. Suggestions on how to incorporate the art competition into regular official business include hosting a town hall meeting focusing on the arts in your community/education; hosting an arts forum, etc.

2 / “External” The art competition for your district is turned over to an outside party to run. They handle the logistics and your office simply makes sure they have the correct information and that the artwork makes it to DC. Examples of outside groups: local art museums, chamber of commerce, community center, universities, art galleries, art leagues, etc.

Questions from the briefing

Can we use campaign funds for the competition?

NO.

If we cannot have a reception for the art competition, how should we go about recognizing the winner?

Your office could incorporate announcing the winner with official duties. Examples include an arts forum, town hall meeting, etc.

What can we solicit for?

You can solicit for a place to hold your official arts event, food for the event, prizes, etc. The bottom line is that you must receive permission from the Ethics committee prior to soliciting for ANYTHING.

Can we use official letter head/issue a press release to announce the competition?

Yes. You may use official letterhead/resources to announce the competition to schools, the press, etc. and provide pointers/guidance to schools/participants on the art competition.

Does my office need to write a letter to Ethics before we e-mail Southwest Airlines?

Technically no but it is a good idea to do so before you receive any help from an outside source.

Is the competition open to homeschooled students?

Yes. The guidelines simply state that those who participate must be in high school.

My district isn't served by Southwest Airlines so we are not eligible to take advantage of the prize.

If you've received permission from Ethics to solicit for prizes for the Art Competition, you might consider contacting a local airline company to help sponsor airfare a different way