AFFINITY GROUPS
REFERENCE MANUAL
2015

Art Patrons Society
Docent Council
Friends of the AVA
Museum/Student Experience (MUSE)
NextGen Youth Council
Public Art Alliance
Tucson Moderns
UAMA Art Ambassadors
UAMA Guild
UAMA Partners Circle
Note: The purpose of the UAMA Affinity Groups Reference Manual is to gather together the Arizona Board of Regents, University of Arizona (UA), University of Arizona Foundation (UAF) and University of Arizona Museum of Art (UAMA) policies that most directly affect the Affinity work that you do. This summary does not take the place of the official policies, the full text of which can be found at http://policy.arizona.edu/; http://www.azregents.edu/policymanual/default.aspx; or the University of Arizona Foundation Policies and Procedures, full text https://www.uafoundation.org/uafdn/doc/policymanual.pdf; nor does it address any other laws or regulations that might also apply. This Reference Manual also does not constitute a contract between the Arizona Board of Regents and any Affinity Group member.
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1. INTRODUCTION

University of Arizona Museum of Art Affinity Groups play a vital role in the operations of the Museum. The staff greatly appreciates the dedication and hard work of all Affinity Group members.

**University of Arizona Museum of Art Affinity Groups:**

- Art Patrons Society
- Docent Council
- Friends of the AVA
- Museum/Student Experience (MUSE)
- NextGen Youth Council
- Public Art Alliance
- Tucson Moderns
- UAMA Art Ambassadors
- UAMA Guild
- UAMA Partners Circle

The Museum is dedicated to providing you with meaningful tools to support your efforts. We encourage you to take advantage of the following services provided to our Affinity Groups:

- Museum Staff Consultation
- Museum Equipment and Facilities for Meetings and Events
- Email Addresses
- Event Reservation and Information
- Fundraising Advice
- Event Planning Oversight
- Web Presence

Note, however, that the above services are not unlimited; and therefore are provided in the Museum’s sole discretion. The *University of Arizona Museum of Art Affinity Groups Reference Manual* is another resource designed to help your Affinity Group and the Museum work together effectively. Please use this Reference Manual as a guide and a workbook while planning and conducting the business of your group.

The Museum welcomes your feedback on how it can make this Reference Manual most useful for you. Please send your Staff Liaison suggestions for additions, deletions, corrections, and comments.

As a reminder, all Affinity Group members must maintain an active Museum membership at the individual level or above.

Thank you for your ongoing support of the University of Arizona Museum of Art.
2. THE UNIVERSITY OF ARIZONA MUSEUM OF ART AT A GLANCE

Mission

The University of Arizona Museum of Art
Engages diverse audiences
Inspires critical dialogue
Champions art as essential to our lives

Vision

We envision the University of Arizona Museum of Art as a Dynamic art museum recognized for its Bold exhibitions and programs and Innovative teaching, research, and partnerships

History

Institutional History Timeline

1924 – First-known art exhibition at the University of Arizona is organized by UA professor Katherine Kitt, founder of the UA Art Department.

1929 - Art exhibitions shown under the UA Football Stadium.

1933 – An art gallery is established in the campus library.

1942 - C. Leonard Pfeiffer (1896-1958) promises his art collection to UA. A 1940 UA graduate, he sold his stamp collection in order to collect American art for the University.

1951 – Twenty-five Renaissance master art works are lent to UA by Kress Foundation. More than 2000 people attend the exhibition opening.

1954 - Edward Joseph Gallagher, Jr. establishes a memorial collection as a tribute to his son.

1955 - Ground broken for a new building.

1956 – The Gallery officially opens in its current building on October 27, 1956.

1957 - The Museum separates administratively from the Department of Art and began reporting to the Dean of the College of Fine Arts.

1960 - 15th century Altarpiece from Ciudad Rodrigo, Spain is donated by the Kress Foundation.

1968 – Previously called the University of Arizona “Gallery,” the Museum is renamed the University of Arizona Museum of Art.
1969 – The Museum separates administratively from the College of Fine Arts and begins reporting to the Office of the Vice President for Research (now Office for Research and Discovery).

1974 - UAMA Ansel Adams exhibit plants seeds that later establish Center for Creative Photography.

1979 - Start of an official docent program for volunteer guides (there were docents in the Museum as early as the 1960s)

1979 - Jacques Lipchitz sketches and models given by Jacques and Yulla Lipchitz Foundation.

1981 - American Alliance of Museums (formerly American Association of Museums) awards accreditation.

1992 - Partners Circle, a community-based friends’ organization, is established.


2007 - Archive for Visual Arts is founded with gifts of artwork by illustrator Robert McCall.

2012 – Archive of Visual Arts moves into separate building on campus and an archivist is hired.

**Contact Information**

Packages:
1031 N. Olive Road
Tucson, AZ 85721

Mail:
P.O. Box 210002
Tucson, Arizona 85721

Phone (520) 621-7567
Fax (520) 621-8770
http://www.artmuseum.arizona.edu/

**Admission and Hours**

The Museum galleries and Museum Store are open Wednesday, Friday, and Saturday 9:00 a.m. - 5:00 p.m., Thursday 9:00 a.m. - 8:00 p.m., and Sunday 12:00-5:00 p.m. And closed Mondays, Tuesdays, and major holidays.

Admission is $8 for adults, with a discounted $6.50 rate for Seniors 65 and up and groups of 10 or more. Admission is FREE for members, children 18 and under, faculty,
staff and students with CatCard, AAM members, visitors with a SNAP or Tribal ID card, and active military with ID.

The Archive of Visual Arts is free and the non-circulating collection is open to the public by appointment Monday through Friday, 10:00 am to 3:00 pm.

**Visitors and Membership**

Museum members enjoy many privileges, such as free admission to exhibitions, guest passes, invitations to openings, discounts in the Museum Store, and for programs.

**The Permanent Collection**

The University of Arizona Museum of Art cares for approximately 6,000 fine art objects. The five areas of primary focus are Renaissance, Modern, Works on Paper, Works Progress Administration-Federal Art Project Collection (WPA-FAP), and the one-of-a-kind Archive of Visual Arts.

Renaissance: The Renaissance collection consists of 64 objects donated by the Samuel Kress Foundation and hundreds of prints and old master drawings. A highlight of the Kress collection is the 15th century Altarpiece of Ciudad Rodrigo by artists Fernando Gallego and Master Bartolomé. The prints and drawings include works by Albrecht Dürer, Hendrik Goltzius, and Agostino Caracci.

Modern: The UAMA Modern collection consists of paintings, sculptures, and prints by leading artists from the United States and Europe. Particular strengths are works from the Social Realist, Abstract Expressionist, and Photorealist movements by artists such as Edward Hopper, Mark Rothko, and Audrey Flack.

Works on Paper: Approximately half of the UAMA collection is comprised of prints, drawings, and watercolors ranging from the 15th to the 21st centuries by artists such as: Giovanni Battista Piranesi, Francisco Goya, Diego Rivera, and Joseph Albers.

WPA-FAP: The Works Progress Administration-Federal Art Project Collection, part of a federally sponsored program, contains approximately 300 paintings, prints, and sculpture from the Great Depression era.

Archive of Visual Arts: The role of the AVA is to support the study of creativity and document the motivations that inspire individual artists to do their best work. The archive collects the types of material and papers that document and contribute to the success of an individual artist. These materials include diaries, business and personal correspondences, financial planning documents, contracts, wills, technical data, slides, photos, videos, and other ephemera. Currently the AVA houses the archives of artists Robert McCall and Sara Wallach.

**Facilities**

The Museum features the following facilities:

- The Museum Store
- The Conference Room can accommodate 20 people for meetings
• The Main Lobby can hold up to 50 for a stand-up reception
• The Plaza, a sculpture-filled outdoor courtyard, accommodates up to 200 guests for a variety of occasions

**Education Department**

The Education Department presents a wide range of programs for all ages including lectures from visiting artists and scholars, family programs, and community outreach. Public and private tours are available for groups.

**Selected Programs**

**Docent guided tours**-

The UAMA provides interactive tours that are completely customized to fit the needs of student and adult groups from the community and the University. Our inquiry-based approach allows students to make observations, strengthen their critical thinking skills, and to make connections with art and life

**School Outreach**-

The UAMA education department provides free school visits with trained docents. Programs are interdisciplinary where students are engaged through art to teach subjects relevant to their lives.

**Out of the Vault**-

This monthly speaker series highlights works from the permanent collection that are currently not on display. With presentations by professors and graduate students from various disciplines across campus, this series demonstrates the breadth of the Museum’s collection and offers the public the opportunity to see a work of art that is typically not on view.

**Art Sprouts**-

Art Sprouts is a fun story time and art making event for families with children ages 2 to 5 years. Adults and their children explore works of art, move their bodies, read a book, and investigate objects and art materials.

**Family Day**-

Families age 0-99 explore the Museum through interactive activities, books and art making. Family Day is a chance for families across the Tucson area to re-connect with their University Art Museum.

**Mapping Q**-

Mapping Q is a community outreach program for youth who identify as Lesbian, Bisexual, Gay, Transgender, Queer, or as Allies. Youth from across Tucson participate in suicide prevention training through the Southern Arizona AIDS Foundation and explore how spaces, symbols, and art express identities as well as communicate rigidly traditional expressions of gender and sexuality. Youth create artwork in response to these ideas and exhibit their work at the Museum.
Adult Outreach-

The UAMA docents offer interactive presentations in the community which highlight the Museum’s permanent collection. The Adult Outreach program is free and held at various libraries and senior centers throughout Tucson and surrounding areas.

Visually Impaired Tours

The UAMA docents offer tours for the visually impaired, including opportunities to touch selected sculptures.
3. STAFF DIRECTORY

The following list identifies the Museum staff member to contact for assistance:

1031 North Olive Road
PO Box 210002
Tucson, AZ 85721-0002

MAIN PHONE: 520-621-7567
FAX: 520-621-8770

W. JAMES BURNS, Ph.D.
Director
WORK: 621-7567
wjamesburns@email.arizona.edu

Art Patrons Society

ANGELA TELESCO
Program Coordinator, Senior
WORK: 626-7187
arepp@email.arizona.edu

UAMA Art Ambassadors

SANDRA UM
Director of Development
WORK: 626-2087 (UAMA)
ASM: 626-3466
sum@email.arizona.edu

UAMA Partners Circle

OLIVIA MILLER
Curator
WORK: 626-9899
millero@email.arizona.edu

Docent Council

KRISTEN SCHMIDT
Registrar
WORK: 621-9510
kristen@email.arizona.edu

Public Art Alliance

JILLIAN MCCLEARY
Archivist
UAMA: 621-9509
AVA: 623-1124
jillmccleary@email.arizona.edu

Friends of the Archive of Visual Arts

GINA COMPITELLO-MOORE
Marketing Manager

626-7978
ginacompitello@email.arizona.edu
UAMA Guild

NATHAN SAXTON
Exhibition Specialist, Senior
WORK: 621-9503
SHOP: 621-7006
nsaxton@email.arizona.edu

Museum/Student Experience (MUSE)

CHELSEA FARRAR
Assistant Curator of Education
WORK: 626-9899
cjfarrar@email.arizona.edu

NextGen Youth Council

HOLLY BROWN
Program Coordinator, Membership and Development
WORK: 621-7568
brownhb@email.arizona.edu

Tucson Moderns

KRIS WAGMAN
Security Supervisor
WORK: 621-7567
kwagman@email.arizona.edu

ANDREW (Andy) LEAHY
Security Officer, Lead
haleahy@email.arizona.edu

JIM KUSHNER Security Officer
jkushner@email.arizona.edu

OCTAVIO FUENTES
Manager, Finance & Admin.
WORK: 626-9681
octaviofuentes@email.arizona.edu
4. PUBLIC RELATIONS

University of Arizona policy requires that all information that is to be released to the public or media by an Affinity Group must be approved by the UAMA, who will also be responsible for coordinating with University Relations and assuring releases meet UA branding guidelines [http://policy.arizona.edu/university-relations](http://policy.arizona.edu/university-relations). Please contact the Museum’s Marketing Manager with any questions about the procedures below.

- Please make sure your Affinity group PR Coordinator has a copy of these guidelines

1. **Appointing PR Coordinator**: Each Affinity Group should appoint a Public Relations Coordinator. This person shall be responsible for providing written information about all of the group’s activities along with drafting press releases and online calendar information as well as working with to the UAMA Development Officer, who will to secure approval from the Museum’s Marketing Manager prior to distribution. The coordinator should meet with the Staff Liaison as soon as he or she is appointed to discuss your organization's plans for the year before starting work on a particular publicity effort, and to discuss how the group fits into the general UAMA Marketing Strategy.

2. **Consultation**: The Museum's Marketing Manager is available to consult with your Staff Liaison to provide ideas and refinement to press and marketing materials to make the job a little easier as well as to interface with University Relations. With so many events, exhibitions and public programs being presented by the University, the Museum, and its Affinity Groups, good communication and coordination of publicity efforts is vital.

3. **Media Release approval**: All items going to the media representing the UAMA, including press releases, public service announcements (PSA’s), event announcements, calendar listings, etc. must be submitted to and approved by the UAMA Marketing Manager as early as possible. Items may also need University Relations approval, which the Marketing Manager will obtain. Please email media information to your Staff Liaison, who will interface with the Marketing Manager. This is to ensure that there is consistency in the way the Museum and all Affinity Groups are being publicized. This also assures that the Marketing Manager is well informed about your public programs and can help spread the word when working with the media on other projects. The Marketing Manager ensures that information is released to the media in the most effective manner.

Releases should include the Marketing Manager’s contact information as well as a Affinity Group contact person and telephone number that can be publicized to the public for information calls or reservations. The Marketing Manager will ensure that the Museum’s Program Coordinator, Senior has the correct information about each Affinity Group’s programs and events.

**Media Release Deadlines (prior to publication, not date of event):**

National magazines: 90 to 120 days
Local magazines: 90 days  
Monthly tabloids: 30 days  
Daily/weekly newspapers: 2 to 3 weeks

Keep in mind that the Marketing Manager will need to see drafts well before the deadlines, as changes and approvals can take time.

4. **Distribution:** It is the responsibility of the Marketing Manager to distribute each Affinity Group’s information to the media. The Marketing Manager is available for consultation about information distribution and timelines; all press lists are the property of the Museum and are confidential.

5. **TV and Radio coverage:** The Marketing Manager may contact television or radio stations for coverage of an event as appropriate. The Marketing Manager schedules television crews coming to the Museum because necessary arrangement for taping and photography in the Museum need to be made, and to coordinate in case media is being scheduled at the same time for other events and exhibitions.

6. **Other publications:** All printed and web materials and graphic elements, especially those going to the public, such as invitations and brochures, must be approved **IN WRITING** by the Marketing Manager **PRIOR** to printing. This will ensure consistency in the way the Museum and the Affinity Groups are presented and adherence to UA branding guidelines.
5. WEBSITE AND EMAILS

The Museum’s official website (http://www.artmuseum.arizona.edu/) includes a public page about each of its Affinity Groups in the "Get Involved" section to be used for general information about each group and recruitment. Each group will also have a private page on the website, accessible by password only. These pages can be used for distributing information that should not go to the general public.

Email addresses for the Affinity Groups are:

- Art Patrons Society       artpatronssociety@email.arizona.edu
- Docent Council           docentcouncil@email.arizona.edu
- Friends of the AVA        fava@email.arizona.edu
- Museum/Student Experience (MUSE) muse@email.arizona.edu
- NextGen Youth Council    nextgen@email.arizona.edu
- Public Art Alliance      publicart@email.arizona.edu
- Tucson Moderns           tucsonmoderns@email.arizona.edu
- UAMA Art Ambassadors     artambassadors@email.arizona.edu
- UAMA Guild               uamaguild@email.arizona.edu
- UAMA Partners Circle     uamapartners@email.arizona.edu

Email will be monitored by Staff Liaisons for each Affinity group.
6. PRINT AND ELECTRONIC COMMUNICATIONS

Print – invitations, brochures, posters, flyers, ads, etc.
Any printed material produced with the intent of distributing to the general membership and public must be approved IN WRITING by the Marketing Manager prior to printing and distribution. This includes material to be mailed or placed in the Museum lobby. Each Affinity Groups Staff Liaison will interface with the Marketing Manager to get approval. Submission of material does not guarantee that it will be approved.

If printed material has not been pre-approved by the Marketing Manager, the Museum reserves the right to refuse its mailing and distribution.

Printing and mailing prices can vary widely. The Marketing Manager can provide Staff Liaisons with information about approved printers, mail houses, and the quantity of names on certain lists. It is the responsibility of each Affinity Group to factor all printing, mailing, and postage costs for any mailed piece to the general membership or public in their event budget.
http://www.artmuseum.arizona.edu/affinity-groups-associated-documents

Electronic Communication – Art Tracks
The Museum produces a newsletter (Art Tracks) three times per year (January, May, and September) that is emailed to both members and not-yet-members. It includes information on upcoming events, programs, and behind-the-scenes stories of the Museum. This newsletter is longer, and goes more in-depth than other communications. The Museum also sends out a monthly enews to update readers on upcoming events and exhibitions. This is a shorter, more casual piece.

Affinity Groups are encouraged to submit information for general membership or public activities by the 1st of the prior month for inclusion in Art Tracks. Copy should be emailed to the Marketing Manager, and include all pertinent information such as date, time, place, cost, and contact information. It is each Affinity Group’s responsibility to be sure information is accurate and submitted by the deadline. Copy for the monthly enewsletter should be sent by the 15th of the month prior for potential inclusion.

It is at the Marketing Manager’s sole discretion as to the content and timing of all email communications sent to the list, the Marketing Manager reserves the right to edit copy as necessary.

Electronic Communication – Lobby TV
The Museum has two large screen televisions in the lobby. They are used to “advertise” exhibitions, programs, events, and donors. The information shown is changed regularly and focuses, for the most part, on donor recognition and the current month’s activities.

Affinity Groups may request an event-specific slide to be included. The request should be made as early as possible or at least one month prior to the event. However, it is at the Marketing Manager’s sole discretion as to the content of each month’s information on the lobby TV’s.
7. LEGAL USE OF IMAGES

Copyrights of artworks are generally held by the artist; therefore it is critical that the appropriate permissions are obtained before using any images. This includes images of artwork in the Museum’s permanent collection. Appropriate captions are required and any fees associated with using an image are the responsibility of the Affinity group.

Each Affinity Group’s Staff Liaison will interface with the Registrar to get information on who holds copyright and how to obtain permission. If you would like to include images of copyrighted works, please contact your organization's Staff Liaison for assistance.
8. MAILING POLICY AND PROCEDURE

For small mailings, Affinity Groups may request to post the mail through the Museum. For large mailings (200 or more), the use of a mail house is required.

Affinity Groups are responsible for factoring all mail and postage costs associated with their mailings into their event budgets.

**Mailing List Policy**

The University of Arizona Museum of Art mailing list policy is designed to respect the privacy expectation of all members and donors while providing reasonable opportunities to expand membership and promote Affinity Group programs through judicious exchanges.

1. All requests for the use of a University of Arizona Museum of Art mailing list must be made in writing to your Staff Liaison.
2. University of Arizona Museum of Art reserves the right to refuse the list exchange for any reason.
3. The list will not be given to any Affinity Group directly. Lists will be provided to a Museum-approved third party mailing service and the list is available for one time use only.

**Limits of Usage**

University of Arizona Museum of Art reserves the right to refuse to provide its mailing list for any reason. Reasons may include, but are not limited to, the timing of the request, the campaign, or the activity.
9. FINANCE/ACCOUNTING PROCEDURES

The Museums Business Center (MBC) is a department within the Office of Research and Discovery. It supports the business functions of the Arizona State Museum, Center for Creative Photography and UA Museum of Art. MBC is responsible for maintaining the Museum’s budgeting, cost accounting and cost reporting.

Affinity
The controls and processes that the Museum follows must also be followed by the Affinity Groups. The Manager, Finance and Administration oversees the procedures used by the Affinity Groups when collecting and spending funds. It is the fiduciary responsibility of the Affinity Group’s leadership to ensure accountability of the use of the Affinity Group’s funds.

1. Budget Process
   a. The UAMA operates in a fiscal year beginning July 1st and ends June 30th.
   b. Budgeting is an important, and required, tool that requires the UAMA and its Affinity groups to plan its activities, events, and other operational expenses as well as revenue.
      i. The Affinity group budget process allows UAMA to allocate resources to specific activities.
   c. In preparing the budget, include membership and fundraising goals in support of the defined mission, as well as expenses.
      i. It is important that an Affinity Group, at the very least, sustain its own activities.
      ii. When developing its budget, the Affinity Group must work with its respective Staff Liaison and the Director to ensure that the net income for events and programs meets fundraising targets set on a case-by-case basis.
   d. MBC will provide the UAMA a budget preparation template for its Affinity groups.
   e. At the request of an Affinity Group’s Staff Liaison, MBC will provide budget development kickoff presentations and/or assistance as needed to the group
   f. Budgets will be provided to the Staff Liaison no later than close of business of the 2nd Monday in April.
      i. UAMA will submit the Affinity group budgets to the MBC.
      ii. These budgets will be incorporated into the University of Arizona Museum of Art’s operating budget to be submitted to the Office of the Senior Vice President for Research for approval.
   g. During the course of a fiscal year, all payment requests must be submitted using the current MBC Fund Source worksheets and must be signed by the UAMA Director or designee.
   h. Any divergence from the ORD approved budget greater than 5% will be submitted to the Director for approval prior to incurring expenses.

2. Financial Controls
a. It is the responsibility of the Museums Business Center to ensure all transactions made by the UAMA or on its behalf are compliant with the policies and requirements of the Arizona Board of Regents (ABOR), The University of Arizona, and the University of Arizona Foundation, as well as any other applicable laws or regulations.

b. In support of the UA Museum of Art, it is also the mission of the Museums Business Center to ensure financial sustainability. Therefore, MBC will apply rigorous controls to all UAMA Affinity group transactions.

c. General

i. Each UAMA Affinity group will be assigned a section within a UAMA account at the UA Foundation

   1. Affinity groups are encouraged to request, use, and budget to sub-sections (i.e. specific events, projects, etc.).

ii. This will allow proper accountability and visibility specific to the activities of that group.

iii. MBC will produce monthly budget reports and provide those to the assigned staff liaison and UAMA Director.

d. Revenue:

i. Revenue generating activities conducted by Affinity groups must be coordinated with its assigned Staff Liaison.

   1. All revenue generating activities must be performed in accordance with the University of Arizona Foundation Policy Manual and the University of Arizona Foundation Third Party Policy.

   2. All revenue generating activities designating any tax deductibility via a flyer, invitation card, or any other published documentation must be submitted for review to the UA Foundation by the UAMA staff liaison prior to distribution.

ii. All revenue (UAMA membership dues, event ticketing, gifts, or any other revenue generating activity) shall be delivered directly to the UA Museum of Art (US mail, express delivery services such as FedEx or UPS, calling in with payment information to a designated UAMA staff person, etc.).

   1. All checks must be made out payable to: UAF/UAMA and it is preferred the purpose of the payment be defined in the check's memo field.

   2. Credit card payments may be made by filling out official event registration cards, official UAMA membership cards, or by calling in the payment to the designated UAMA staff person.

   3. The UAMA staff has the responsibility of composing and mailing acknowledgment letters.

   4. UAMA shall forward the method of payment and support documentation to the MBC.

   5. MBC will ensure the payment or gift includes all necessary support documentation.
6. MBC will record the gifts in Raisers’ Edge and deposit the funds with the University of Arizona Foundation to the benefiting UA Foundation account and section for the Affinity group.

7. The University of Arizona Foundation will process the method of payment and they will mail out tax receipts as necessary.

   iii. Monthly budget reports will assess revenue to expense trends to identify and address potential risk.

   iv. All individuals involved in the direct handling of payment methods shall be required to attend the UA Cash Handling training provide by UA Financial Services Office.

   1. This can be coordinated by contacting the MBC.

   e. Expenses:

      i. Affinity group members may only incur expenses for group or UAMA activities if a) it has been budgeted, b) is for an allowable legitimate business purpose, c) complies with the procurement and contracting policies of ABOR, UA, and UA Foundation, and d) if approved by the UAMA Director or designee.

         1. This is the same procedure that is followed by UAMA employees who are either expending UAMA funds directly or requesting reimbursement for an expense they made for a UAMA business purpose.

      ii. Note: Events or activities involving the serving of liquor must adhere to the UA Foundation Liquor Policy and a UA Foundation approved bartender must be used.

      iii. The Affinity group member will fill out the MBC Fund Source sheet with all required fields completed, attach all related support documentation, and include the invoice or receipts for the expense.

      iv. The Affinity group will submit their payment/reimbursement request to their UAMA Staff Liaison.

      v. The UAMA Staff Liaison will submit the payment/reimbursement request to the UAMA Director or designee for approval signature.

      vi. The UAMA Staff Liaison will forward the signed payment/reimbursement request to the MBC for processing.

      vii. The MBC may request additional information and/or documentation from the UAMA Staff Liaison.

         1. For events, or any activity involving attendees, a list of all attendees must be attached with each payment/reimbursement request.

         2. MBC requests for information may also include the request for IRS Form W-9 which the UA Foundation requires for payment.

      viii. After MBC receives all required documentation, it will submit a disbursement request to the UA Foundation. The payee will be
paid within seven to 10 days after MBC submits the payment request to the UA Foundation.
ix. Payment requests not signed by the UAMA Director or designee or non-compliant to policies and procedures will not be processed and will be returned immediately by MBC to the UAMA Staff Liaison with an explanation for the rejection of the request.

f. Contracting
i. Any event or activity requiring a lease, agreement or contract to be signed must be presented to the UAMA staff liaison no later than 45 days from the day of the event or activity.
ii. The UAMA Staff Liaison will coordinate with the Museums Business Center to determine the signatures required for the lease, agreement or contract.
iii. Typically, Affinity group events or activities requiring a lease, agreement or contract must be written between the University of Arizona Foundation for the benefit of the UA Museum of Art.
   1. Only an officer of the UA Foundation can sign the lease, agreement or contract.
   2. The document must be signed prior to the date of the event.
   3. No Affinity group member nor UAMA staff person has the authority to sign a lease, agreement or contract.
      a. Any financial, or other, obligations incurred with respect to a lease, agreement or contract shall be the sole responsibility of the individual who signed the document.
iv. Events or activities involving the serving of liquor must adhere to the UA Foundation Liquor Policy and a UA Foundation approved bartender must be used.
v. UAMA staff needs to work with the MBC as early as possible to allow ample time for signatures.

g. Account Authority
i. Only the UAMA Director, MBC Finance & Administration Manager, MBC Senior Business Manager, and key staff at the Office of Research and Discovery have signature authority for the accounts used to support UAMA Affinity group activities.

h. Financial Reporting
i. The MBC will maintain a database to record all financial transactions processed on behalf of the UA Museum of Art.
ii. The MBC will distribute monthly budget reports for each Affinity group to the assigned UAMA Staff Liaison and Director.
   1. These reports will have transactional detail.
   2. Questions or issues with transactions may be communicated to MBC via the UAMA Staff Liaison.
   3. MBC may on occasion, and at the request of the UAMA Director, provide additional analysis to identify trends and
risks. These will be communicated directly between MBC and UAMA.
10. FUNDRAISING (Donors/Donations)

The Museum is responsible for soliciting and securing charitable gifts from individuals, companies, foundations, organizations, and government agencies to support the Museum's annual operating budget and special projects.

Many Affinity Groups also seek gifts of cash, services and products for their projects. To help you avoid duplication of Museum and University of Arizona Foundation gift solicitations and efforts all requests for cash, services and products **must be coordinated with your Staff Liaison**, who will interface with the Development Director, prior to contact with a potential donor. Affinity Group Staff Liaisons will discuss fundraising events with the Development Director in the initial stages of planning to prevent any conflicts with other major events.

1. The Development Director maintains accurate donor records, including all membership and contribution information. The Staff Liaison maintains a current membership list. **All Affinity Group Members must be current University of Arizona Museum of Art members at the individual level or above.** Affinity groups may have a separate membership fee in addition to the Museum’s general membership fees. If an Affinity Group member is not a current University of Arizona Museum of Art member, the Affinity Group leadership should contact the individual and ask them to rejoin the University of Arizona Museum of Art as soon as possible.

2. Tax Deductible Donations: What is tax deductible? Generally, if a donor qualifies per IRS rules, a donor can deduct the fair market value of their charitable contribution of money or property that is made to the University of Arizona Foundation / University of Arizona Museum of Art and its Affinity Groups. The UAF is qualified as a charitable, tax-exempt organization per Section 501(c)(3) of the U.S. Internal Revenue Code. If a donor receives a tangible, quid pro quo benefit as a result of making a contribution, the donor can only deduct the amount of the contribution that is more than the value of the benefit received. Raffle tickets are not deductible. For more detailed information about tax deductibility, refer to IRS Publication 526 and/or 561.

3. The University of Arizona Foundation determines the tax deductible amount of event tickets, membership dues, sponsorships and other contributions as per IRS regulations.

4. Responsibility for acknowledging donations is the purview of the Museum's Development Director and the University of Arizona Foundation:
   a. Donations: As a 501(c)3 organization, The University of Arizona Foundation (UAF) will issue and mail, as appropriate, an official tax credit letter for contributions $250 or more as per IRS regulations. UAF may provide a written acknowledgment for less than $250 at their discretion.
11. INVITATIONS FOR MUSEUM STAFF

Guidelines for inviting Museum staff to events/programs:

Affinity Groups should reserve five complimentary tickets for each event to be used by Museum staff as determined by the Staff Liaison and Director. The cost for staff members to attend the event should either be added into the cost of the tickets being sold or covered in another way. Please be understanding if staff members are unable to attend the event. They are asked to attend many events and are encouraged to do so as time permits in their schedules. Additional Museum staff members (beyond five) may be invited to Affinity Group events at the organization’s discretion.

Guidelines for inviting Museum staff on trips:

Affinity Groups should reserve at least one complimentary space (sometimes two) for each trip to be used by Museum staff as determined by the Staff Liaison and Director. The cost for staff members to participate in the trip should either be added into the cost of the trip or covered in another way. Staff Liaisons bring can provide much knowledge and many contacts and will assist you with trip planning. A staff member must attend every trip to pay for expenses and for safety/risk management reasons.
12. EVENT/PROGRAM PROCEDURES

Getting Your Date Approved

All Museum events, onsite and offsite, must be scheduled and set on the Museum’s Master Calendar by the Program Coordinator, Membership and Development. After the date is approved you may then begin working with the Marketing Manager for approval of invitations, flyers or press releases. The Museum’s electronic Master Calendar is maintained by the Program Coordinator, Membership and Development for the purpose of avoiding conflicts within its limited meeting and event-friendly spaces. All events open to the public must receive prior authorization from the respective Staff Liaison before being booked in the Museum’s Master Calendar. The Event/Program Proposal Form in the appendix of this Reference Manual will aid you in ascertaining the proper authorization.

At the time of securing your date, please provide as much information about your event as possible to your Staff Liaison to help with the scheduling of events (i.e. location, time, title and type of event, expected attendees, costs, liquor license needs, and setup times).

The Program Coordinator, Membership and Development also rents event space at the Museum to private individuals and corporations. For each meeting or event, it is therefore essential the Affinity Group submit their event request in writing to the Staff Liaison who will interface with the Program Coordinator, Membership and Development, confirming the desired event date, location, start and ending times, and all event details known at the time of the request. This request will also indicate any Museum equipment requested for your event. This information will be shared with the Head of Security. Changes or additions to your setup instructions should be given to your Staff Liaison at least 3 working days in advance of your event, and accommodations will be made if possible.

Museum Event/Program Proposal Form

Once your event is confirmed on the Museum’s Master Calendar, the Affinity Group must complete an Event/Program Proposal form [http://www.artmuseum.arizona.edu/affinity-groups-associated-documents](http://www.artmuseum.arizona.edu/affinity-groups-associated-documents) and submit this form to your respective Staff Liaison who will ensure that the Marketing Manager and Program Coordinator, Membership and Development have this information to address public inquiries and facilities scheduling.

Security

To fulfill our stewardship role of the collection and Museum space, all events must have security guards present. There is a security charge for after-hours events. Security needs will vary depending on the type of event and the number of attendees. For a program without alcohol, typically one (1) security guard and two (2) security students are required per fifty (50) guests. For a program with alcohol, two (2) security guards and three (3) security students are required per fifty (50) guests. Security guards are $40 per hour and security students are $20 per hour. Unless other arrangements are made, the support organizations are responsible for the security fees.
Use of the Museum Equipment

If your organization wishes to use any of the Museum's equipment, such as microphones, podiums, presentation equipment, tables, and chairs, please make your request in writing to your Staff Liaison. Off-site use of tables and chairs are available for you to use, provided you arrange and pay for the pick-up and return delivery.

Food, Drink & Rental Equipment Arrangements

Delivery of food, rental equipment, and the location of all setup for special events must be cleared with your Staff Liaison who will interface with the Program Coordinator, Senior. Open flames, gas grills, candles, and confetti may not be used inside the Museum, or under any roof overhang.

Events at the Museum that include liquor will be coordinated through University of Arizona Foundation-approved vendors and will be conducted as per University of Arizona policies and procedures. These regulations pertain to on-campus and off-campus events. The Affinity Group should factor that cost into the budget for their event. [http://www.artmuseum.arizona.edu/affinity-groups-associated-documents](http://www.artmuseum.arizona.edu/affinity-groups-associated-documents)

Event Decorations

The Affinity Group’s Staff Liaison must approve all decorations prior to the event. No decorations may be hung from the ceilings or walls and care must be taken so that decorations do not interfere with or obscure artwork. Balloons, candles, bubbles, and fog machines are prohibited.

Event/Program RSVPs

The University of Arizona Museum of Art’s RSVP line is (520) 621-9507. It is important to note this line is an RSVP line ONLY. The UAMA staff will be monitoring this line solely for voice mail messages and will not be physically answering incoming calls. The voice mail greeting will be updated by the UAMA staff to reflect the Museum’s current activities that require an RSVP.
13. HOSTING NON-CATERED ACTIVITIES

1. Affinity Groups should work with their Staff Liaison to reserve a date, space, and time for their events at the Museum. If you are unfamiliar with the location of rooms and equipment, you may make an appointment for a walk-through.

2. **As early as possible or at least one week prior to your event/program**, please fill in an Event/Program Proposal form [http://www.artmuseum.arizona.edu/affinity-groups-associated-documents](http://www.artmuseum.arizona.edu/affinity-groups-associated-documents) and submit to your Staff Liaison to request any equipment you will need for your event. See "Equipment & Setup" below for a complete list of what can be provided.

3. Unless other arrangements are made Affinity Groups are responsible for set-up and clean-up of their events. One or more person(s) from your organization should be designated to be responsible for clean-up (i.e. disposal of leftover refreshments, decorations, etc.) at the conclusion of the event.

4. Cold food in small quantities can be stored in the refrigerator and freezer in the administration area for short periods of time on the day of your event. Please understand that one refrigerator serves multiple groups as well as staff.

5. Hot food **cannot** be cooked inside the Museum. **No flame is allowed indoors.**

6. Affinity Groups are responsible for cleaning up and removing items after an event.

**Equipment and Setup**

The Museum can provide the equipment below when it is available. Support Organizations are responsible to setup and remove all materials for their events:

- 6’ rectangular tables (6 available)
- Folding chairs (52 available)
- Blue molded chairs (20 available)
- Trash containers

Museum Staff can setup and breakdown the following equipment with advance notice:

- Lectern with microphone/AV equipment
- Computer/Projector/Presentation equipment
14. HOSTING CATERED EVENTS AT THE MUSEUM

The University of Arizona Foundation maintains a list of approved caterers that can be used by Affinity Groups. All events including $750 or more worth of food must get a quote from Arizona Catering Company (the University Catering Services) and use them for at least a portion of the food for the event. Affinity Groups are encouraged to also get two quotes from outside caterers.

Guidelines for Catering Events in the Museum:

1. Caterers of private parties shall provide all the equipment needed for their event. The date and time of equipment delivery must be cleared in advance with your Staff Liaison. Equipment should be delivered and picked up the same day as the event (the Museum does not have storage facilities). In no instance may equipment be delivered prior to one day before or picked up later than one day after the scheduled event.

2. Caterers must provide the necessary staff to quickly and efficiently setup and breakdown tables, chairs and other equipment. Setups inside the Lobby may not begin until 5:00 pm, at which time the Museum is officially closed to the Public.* All setup and breakdown should be conducted in a manner to avoid disruption to Museum visitors.

   *Special arrangements may be made in advance with your Staff Liaison.

3. To protect paintings and sculptures EXTREME CAUTION must be taken when moving equipment inside the Museum. Museum Security has the final say as to where equipment can be placed and how it must be moved. Anyone who does not cooperate with Security's requests will be asked to leave the building.

4. There are limitations to the areas that may be used for food and beverage service. Your Staff Liaison will let you know which areas are available for your event.

5. The Museum has no facilities for cooking. There are areas that may be used as preparation or staging areas with prior permission from your Staff Liaison.

6. The Museum must be cleared quickly at the end of an event, keeping in mind the guidelines above regarding placement and moving of equipment. All equipment must be removed immediately unless prior arrangements have been made.

7. The Museum is not responsible for equipment left overnight.

8. The Museum must be left clean, with all food spills cleaned by the caterer or Affinity Group. Trash must be disposed of in the garbage containers.
15. HOSTING MUSEUM EVENTS/PROGRAMS OFF–SITE

When scheduling activities and events (including travel, salons, etc.) outside the Museum it is important to:

1. Consult with the Staff Liaison for your Affinity Group:
   a. Schedule the date, time, and location on the Museum's Master Calendar to avoid conflict with other Museum or Affinity Group activities.

2. Consult with your Staff Liaison who will interface with the Marketing Manager regarding invitations and promotion if the event is open to the general membership or public.

3. Securing a Location:
   a. Check with your Staff Liaison, who will interface with the Program Coordinator, Senior concerning insurance needs, contract reviews and other operational concerns.
   b. Check if there is a fee for using the facility.

4. Catering, when pricing out a menu:
   a. Check the costs of the cocktail hour, main menu, corkage, gratuity, and tax.
   b. Consider a cash bar to reduce your expenses.

5. Consider all other logistics and possibilities: Traffic control, valet parking, security, entertainment, etc.
16. MUSEUM SECURITY AND POLICIES

The Museum's procedures for the use of its facilities are based primarily on the staff's ability to ensure the greatest degree of security for its valuable possessions and safety for all its visitors, volunteers and employees.

Security Guards

Security guards provide information and assistance to all Museum visitors. Their primary tasks are to assure that all persons have a safe and fulfilling visit, and to protect the Museum’s collection.

Parking and Deliveries

1. Parking: The Museum has free parking after 5 p.m. in the lot behind the Center for Creative Photography (except during certain sporting events). Parking is also available for a fee in the Park Avenue Garage during the week and on weeknights, and is free on the weekends.

2. Deliveries: Pickup and delivery of items may take place at the service entrance located near the corner of Park Avenue and Speedway Boulevard. If you have any questions about parking or large deliveries, please contact your Staff Liaison.

Handbags

Large bags (purses, backpacks, etc), cameras, and large strollers are not permitted in the galleries.

Lockers

The Museum has lockers in the Lobby for the convenience of visitors. Locker keys are available at the front desk. Items may be stored during Museum hours and removed at closing.

Food and Drink

Food and drinks are not permitted in the galleries. All food and drink associated with your function must have prior approval from your group’s Staff Liaison. Refreshments must remain in the area designated for the event.

Safety

Arizona Board of Regents Policies 5-302 and 5-303 prohibit the use, possession, display, or storage of any weapons, explosive device, or fireworks on the University of Arizona campus and on all land and in all buildings owned or under the control of the University of Arizona on behalf of the Arizona Board of Regents, except as provided in ARS §12-781. No concealed carry permit exempts a person from this policy. For the full weapons policy, please visit http://uapd.arizona.edu/weapons-campus.
Any article or item that may cause possible damage to the Museum's collection is also prohibited.

**Non-Public Hours**

All event times must be scheduled through your Staff Liaison.

The Museum galleries and Museum Store are open Monday 12 p.m. to 5 p.m. (September through May), Tuesday through Friday, 9:00 am to 5:00 pm; Saturday and Sunday 12:00 pm to 4:00 pm; closed major holidays and Mondays in the summer.

Due to insurance requirements, visitors are not allowed in the galleries unless a staff member escorts them through during non-public hours.

People attending meetings prior to 10:00 am will be admitted at the front desk. If you require access to the Museum to setup or breakdown an event during non-public hours, there will be an additional cost for Museum staff coverage during those times.