



Jefferson County Adoption Services

How The Art Reach Program Works:

1. An email is sent to Amy Kraft, Adoption Advocate, from Art Reach listing events with available tickets. Amy will then forward the email to all participants.
2. Participants look over the list of events and select events of interest. **Please select only if you know you can attend and if necessary pickup the tickets.**
3. Email me at akraft@jeffco.us to specify your request. Give me number of tickets, the event and date you would like to attend. Make sure your request is within the limit of tickets specified in the description. Not all events have limits.
4. Please note that some tickets will not be available. There are many other agencies requesting the same tickets. You will normally know within a day or 2 if you are awarded tickets.
5. In general, a larger list of events is sent out over the weekend from Art Reach. Art Reach begins accepting request at 8:00 AM on Tuesday. My deadline to receive your request is 8:00 AM on Tuesday. On occasion other lists will be forwarded to you during the week. In this case I will give you the deadline to submit your request.
6. Each event listed from Art Reach states the guidelines, terms for requesting and how you will get your tickets. **Please read carefully.**
7. When tickets are awarded there are multiple ways you will receive your tickets:
 - a. You may need to pick-up your tickets from the Art Reach office at: 3400 W. 38th Ave., Suite 200, Denver, CO 80221 located in the US Bank building; or
 - b. If time allows, Amy will pick up the tickets and put them in the mail to you; or
 - c. Amy will send you a letter, via e-mail, addressed to the box office. You must present this letter to the box office **approximately 30 minutes** prior to the event and they will exchange the letter for tickets; or
 - d. A letter to the escort (Art Reach volunteer) will be emailed to you. You need to **arrive 30 minutes before** the event to exchange with the escort. The escort will be standing in the lobby. You will present the letter to the escort and they will give you the tickets; or
 - e. Some other arrangement we have yet to experience.
8. **If you receive tickets you are required to send a thank you note as instructed on the agreement page.** Thank you notes need to be addressed to the event. For example: *Dear Zoo or Dear Rockies.*
9. **It is very important to cancel your tickets if you are not able to use them. Call Art Reach if it is a day or more before the event: 303 433 2882 ext. 222. This is Carol Dawson's phone. If she does not answer leave a message regarding your cancellation. If it is a last minute cancellation call the box office and report your cancellation. The phone number is listed on your confirmation notice.**

If you have any questions, please call Amy Kraft at 303-271-4423 or email to akraft@jeffco.us. It is very important that everyone understands and follows the process as listed.

Art Reach Program Agreement:

Jefferson County adoptive families are eligible to receive tickets, at no cost, to plays, concerts and sporting events, etc. through Art Reach, a non-profit organization linking human services with the arts.

Please read and sign below indicating you have read and understand program requirements:

- If you are unable to use the tickets you must follow the cancellation policy. The cancellation policy is to notify ArtReach – 303 433 2882 x 222 and speak with Carol, or leave a message. Please send a note of appreciation even if you had to forfeit the tickets. If it is a last minute cancellation, please call the box office. The box office phone number is listed on the confirmation email that you receive.
- After you receive tickets to an event, you are required to write a thank you note. Even if you had to cancel, please express your appreciation that you were awarded tickets. Mail, or email your thank you note to Amy Kraft, 900 Jefferson County Pkwy, Golden, CO 80401, or akraft@jeffco.us. Once I have recorded receipt of the note, I will forward the thank you note to the donor. Please address your thank you note to the event donor, such as - *The Colorado Rockies, or Nature & Science Museum.*
- Failure to comply with the above requirements result in program suspension. Amy is required to document received thank you notes and will send a suspension notice when the notes are not timely received. Program suspension status will remain until the thank you notes are received.

Participant's Name

Date

Address

City, State Zip

Phone Number

E-Mail Address

900 Jefferson County Parkway
Golden, CO 80401
Phone 303-271-4423 / Fax 303-271-4120

PARTICIPATE LIST:

Please list household members who might participate in Art Reach: (All fields required for children being served).

Name:

Date of Birth:

Last four digits of SS
or State ID#

____ _

____ _

____ _

____ _

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RELEASE:

Jefferson County Promoting Safe and Stable Families

I, _____, authorize the representatives of Jefferson County Promoting Safe and Stable Families to exchange information regarding myself and my minor children with other community agencies and organizations in order to facilitate a well-integrated plan for services and support. I also understand that anonymous demographic information regarding my family will be collected and distributed to funding sources for this project, in order to demonstrate success.

The following community agencies and organizations may exchange information with Jefferson County PSSF in order to coordinate family services.

- PSSF Data Base
- Jefferson County Human Services
900 Jefferson County Parkway
Golden, CO 80401
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Jefferson County Promoting Safe and Stable Families (PSSF) collect data and store it in a state wide computer system. Information you supply on the referral form and services provided by the PSSF Program will be entered into this system. We are required to collect this information by law or by organizations that give us money to operate this program.

I understand that this release will remain in effect for the duration of the time that I receive services.

I can revoke this release in writing at any time for information sharing purposes. However, once this release is signed, the information that is entered into the state wide computer system will remain in the database.

Parent or Guardian Signature
Date

Date

Parent or Guardian Signature