

# The NMHC Chautauqua Program

## *How the Chautauqua works*

Through our Chautauqua Program, the New Mexico Humanities Council schedules up to 300 programs a year in all corners of New Mexico, in cooperation with the New Mexico Department of Cultural Affairs. The number of programs is limited by funding and they are distributed throughout the year. We roughly designate 100 of our programs for schools (grades 5-12).



As a Chautauquan, you are an independent contractor with the New Mexico Humanities Council. We contract with you only to provide programs as scheduled through via our website.

The NMHC will fund **up to 8** programs a year per scholar, as funding allows. As an independent contractor, you are free to accept any engagements outside the Chautauqua program for any fee or terms that you negotiate.

Your contact information (e-mail, telephone, address, website), as well as a picture and a description of your program, will be published on the NMHC website and in a Chautauqua program catalog. The website will be updated as quickly as possible and we plan to print new catalogs early this spring.

## **What the Chautauqua program is**

A low cost public programming for public audiences. All non-profits, local, state and federal government agencies are eligible to apply for a program. For-profit organizations are **ineligible** for NMHC Chautauqua programs. (As *independent contractors*, scholars, again, are *free to contract* with for-profit organizations outside of the Chautauqua program and without NMHC funding.)

## **What the Chautauqua program is not**

Entertainment for private audiences, luncheons, meetings, etc. Non-profits that seek to use the program for private functions are ineligible to apply for the program. Our programs **cannot be used for fundraisers** (with the exception of approved fundraisers for the National History Day program). If a prospective applicant (program sponsor) is unsure, please encourage them to contact the Chautauqua program director at the phone number or e-mail listed below.

## **Scheduling programs**

Program sponsors are instructed to contact you first and arrange a date. The NMHC approves or disapproves the program. Reasons that programs are *not approved* include: sponsor is not eligible; program is not open to public; or the scholars allotted programs have been fulfilled. If the program is approved, the NMHC sends the sponsor written verification and sends you, the scholar, a payment form that you will fill out after the presentation and return to us, signed by yourself and by the project director. We also send the sponsor an evaluation form to return to us (and we send you a copy in case the sponsor has lost the form.)

You cannot receive payment for programs unless they are properly booked, or, it the NMHC has not received a completed evaluation form from the project sponsor. If you find, within a week or so of a program, that you have not received a payment form, call the program coordinator at the number below.

## **Payment – Starting June 1, 2015**

Payment to scholars is as follows: \$200 per presentation; \$250 for the first presentation if travel is more than 200 miles round-trip and \$200 for additional presentations on that trip. Mileage is paid at \$.445 per

mile; lodging up to \$70 where justified; and meal allowance of \$8 breakfast; \$12 lunch; and \$15 dinner. Lodging is provided, in general, if you would have to be on the road before 7 am or after 10 pm. It is to everyone's benefit if you can book at least two programs in a community that requires a lengthy trip. The meal allowance is reserved for out of town trips. Checks are mailed on the last day and the 15<sup>th</sup> of each month or the nearest prior business day.

**\* Sponsors must remit the completed evaluation form before the NMHC will issue payment.**

You can remit your completed scholar payment form (signed by both the sponsor and yourself), via mail, as a pdf or image file (jpg, tif, png, gif) emailed to the program coordinator, fax it to us or drop it by our offices in Albuquerque, 4115 Silver Avenue SE, one block south of Central Avenue between Montclair Drive and Sierra Drive.

### **Promotion**

You are responsible for promoting your program. NMHC promotes the Chautauqua in general, and mentions the achievements of scholars in the newsletter or on digital media as time and space allow, but we cannot promote individual programs. Once a year, NMHC will send you a list of program sponsors, with contact names and telephone numbers that you can use in your own promotional efforts.

### **In summary, your responsibilities are:**

- Promote your own program.
- Your program should be one hour long, including question and answer. Usually, this means about 40-45 minutes of program, with 15-20 allotted for question and answer.
- When someone calls you to schedule a program, be sure he/she understands that an application must be submitted to NMHC 30 days in advance of the program. Applications are completed via our website, [nmhum.org/programs/catalog/](http://nmhum.org/programs/catalog/)
- Make sure the sponsor knows what you need to do your presentation – a microphone, a screen, or a place to change into your costume.
- Make sure your payment forms are completely filled out and signed before you return them. (Otherwise, they will come back and payment will be delayed.)
- At the program, mention to the person in charge that the evaluation form is important and must be returned to us, and that the introduction must give credit to NMHC and the Department of Cultural Affairs, as noted on the evaluation form.
- Provide an annotated bibliography for those in the audience who may wish to do additional reading.
- If the sponsor fails to acknowledge support from the NMHC, you are asked to ensure that the Council is mentioned.
- GIVE A GOOD SHOW AND HAVE A GREAT TIME!

### **\* A possible issue,**

If you are presenting a character, you may use language that is appropriate to that character, but offensive to some today. If there is any chance your language will offend the audience, ask the person introducing you to say something like the following: "In the interests of historic accuracy, this character may use language that bothers you. If that happens, please ask about it at the question and answer session." This may not only head off criticism, but stimulate interesting discussion.

### **The sponsor's responsibilities are:**

- To submit their program application in a timely manner, at least four weeks in advance of the program.
- To provide mutually agreed-upon facilities, equipment, and technical needs for your program.
- To advertise the program to the public, giving credit to the NMHC for sponsorship.

- To mention, at the introduction of the program, the sponsorship of the New Mexico Humanities Council and the New Mexico Department of Cultural Affairs.
- To return the completed program evaluation within 2-3 days of a program. Evaluations must include three items: an **audience count**; the **name of the program evaluator** (printed and signed); and **substantive comments** regarding the presentation. The blank middle section of the form allows program sponsors to provide information that allows the council and the presenter to make adjustments and improve presentations and our program. **Incomplete evaluations will be returned and further bookings will not be permitted until they are corrected.**
- To remit payment for the program (\$100 for non-profits; \$50.00 for schools) in a timely manner.

### Your rights

- A sponsor contracts for a program of about one hour – 45 minutes of program and 15 minutes of question and answer is typical. Sometimes a sponsor will expect the Chautauquan to be available for longer periods, even all day. It is up to you whether you agree. You do not have to spend longer; if you do, you are donating your time.
- Each program must be booked and paid separately. If one program is booked and the sponsor asks you to give two or more – again, it is up to you whether you want to donate the time and energy.
- Sponsors sometimes want Chautauquans to give workshops. The Council does not fund workshops – we can pay you only for the programs listed in our catalog.
- As an independent contractor, you are always free to solicit and accept bookings outside the Chautauqua purview, and to negotiate your own price and conditions.

### \* Policy on payment to Chautauqua scholars

We will not release payment to our scholars until we have received an evaluation from the program sponsor. Evaluations confirm that the program has taken place, provide important information that we report to our funders and, when evaluators take the time to give detailed comments, they can provide Chautauquans with an idea how the audience received their program. Please **remind program sponsors** to promptly **remit substantive evaluations *immediately*** after your performance or presentation takes place (2-3 days, max). This will prevent delays in processing payments and issuing checks to Chautauquans.

Disagreements between scholar and sponsor are rare, but occasionally arise. If this happens to you, don't hesitate to refer the sponsor to NMHC for a clarification.

### Contact information

Please forward all questions to:

Jacobo D. Baca  
 Program Officer  
 Chautauqua Program  
 505.633.7371  
 505.633.7377 (fax)  
[jbaca@nmhum.org](mailto:jbaca@nmhum.org)

New Mexico Humanities Council  
 4115 Silver Avenue SE  
 Albuquerque, NM 87108

NMHC Website: [www.nmhum.org](http://www.nmhum.org)  
 Chautauqua Online Catalog:  
<http://nmhum.org/programs/catalog/>

[info@nmhum.org](mailto:info@nmhum.org)  
 505.633.7370  
 505.633.7377 (fax)