

Guild Publications

	Members	Non- members
<p>National Guild Membership Directory: 2009-2010 2009, National Guild 140 Pages This PDF directory is the primary networking handbook for the community arts education field. Contact information includes the names of key administrators and each school's address, telephone, fax and e-mail address. The Directory also describes the Guild, its history, goals, services, membership categories and benefits, awards recipients, governing bodies and staff listings, and offers advertising space. Additional copies are \$15 for Members. Our membership directory is available online at www.nationalguild.org</p>	<p>\$15.00 (One copy free with membership)</p>	<p>\$24.00</p>
<p>Field Survey Report: Academic Year 2007-2008 Prepared and Edited by Kenneth T. Cole, Tsion Lencho and Eulynn Shiu 2009, National Guild 27 pages This PDF report contains critical benchmarking data for community arts education organizations: salaries and staffing levels for key administrative positions, faculty pay rates, fees for instruction, income and expense ratios, and more. You will receive a link to download a PDF of the report.</p>	<p>\$75.00 (Report provided free to organizations that completed the survey)</p>	<p>\$100.0</p>
<p>Customized survey reports are available. Email kencole@nationalguild.org for more information.</p>		
<p>National Guild Membership Directory: 2007-2008 2007, National Guild 160 Pages This is the primary networking handbook for the community arts education field. Contact information includes the names of key administrators and each school's address, telephone, fax and e-mail address. The Directory also describes the Guild, its history, goals, services, membership categories and benefits, awards recipients, governing bodies and staff listings, and offers advertising space. Additional copies are \$15 for Members. Our membership directory is available online at www.nationalguild.org</p>	<p>\$15.00 (One copy free with membership)</p>	<p>\$24.00</p>
<p>Creativity Matters: The Arts and Aging Toolkit By Johanna Misesy Boyer 2007, National Guild, National Center for Creative Aging, and New Jersey Performing Arts Center 235 pages The <i>Toolkit</i> is the first of its kind and offers the arts and aging fields detailed advice on the design, implementation and evaluation of participatory arts programs for older adults. Such programs have shown to produce significant health benefits for participants, and to strengthen community connections.</p>	<p>\$30.00</p>	<p>\$35.00</p>

La Creatividad Importa: Guía de Recursos Para las Artes y el Envejecimiento	\$30.00	\$35.00
--	----------------	----------------

By Johanna Misesy Boyer
 2007, National Guild, National Center for Creative Aging, and
 New Jersey Performing Arts Center
 236 pages
 The Spanish language version of the Creative Aging Toolkit offers the arts and aging fields detailed advice on the design, implementation and evaluation of professionally led, participatory arts programs for older adults. Such programs have been shown to produce significant general and mental health benefits for participants, and to strengthen community connections.

Guild Publications, continued

	Members	Non-Members
Partners in Excellence: A Guide to Community School of the Arts/Public School Partnerships from Inspiration to Implementation	\$20.00	\$25.00

By Jacqueline Sideman Guttman
 2005, National Guild
 106 pages
 This handbook covers the reasons to partner, planning and budgeting, fundraising and advocacy, content creation, professional development, and evaluation and assessment. Worksheets and an annotated bibliography are provided.

Download this book free at www.nationalguild.org/programs/partners_publication.htm

Community Schools of the Arts: An Arts Education Resource for Your Community	\$6.00	\$8.00
---	---------------	---------------

2003, Americans for the Arts
 12 Pages
 This monograph provides an overview of community schools of the arts and their potential benefits to your community, as well as ways community organizations can tap these vibrant resources. It includes profiles of five schools that demonstrate the wide range of institutional models and describe how community schools function and serve their communities. Brief and concise, this publication is an excellent tool for educating boards and other community stakeholders about the community school movement.

Download this book free at www.nationalguild.org/about_schools.htm

Creative Communities Initiative Summary Report	\$15.00	\$20.00
---	----------------	----------------

2007, National Guild
 53 Pages
 This report summarizes an independent, comprehensive evaluation of Creative Communities, a program (2001-2005) which brought high-quality arts instruction to underserved children and youth through partnerships between community schools of the arts and public housing communities. The Report describes the initiative, summarizes its impact, lays out successes and challenges, and offers strategies for sustaining such programs.

Download this book free at

**Ten Steps Toward Starting a
Community School of the Arts**

\$16.50 \$22.00

By LaMoine MacLaughlin
2003, National Guild
28 Pages

This thoughtful and informative publication is full of facts and advice which will guide community leaders, board and staff members, teaching artists, and aspiring community school directors through the process of launching a successful community school of the arts.

Guild Publications, continued

Members Non-Members

Resource Essentials

Compiled and published by the National Guild

This collection contains current and useful sample documents from community schools of the arts from across the U.S. It will help you to understand how various community schools have implemented their policies and procedures. You can use the examples as models in developing your own materials

FULL SET (8 items, 550+ pages)	\$60.00	\$80.00
SINGLE ITEMS:		
By-Laws (69 pages)	\$12.00	\$15.00
Strategic Plans (86 pages)	\$12.00	\$15.00
Job Descriptions (95 pages)	\$12.00	\$15.00
Faculty Handbooks (176 pages)	\$15.00	\$20.00
Faculty Contracts (21 pages)	\$8.00	\$12.00
Faculty Evaluations (24 pages)	\$8.00	\$12.00
Student Policies & Procedures (Contracts, Payments, Attendance, Evaluation Forms, etc., 12 pages)	\$8.00	\$12.00
Forms (Registration, Financial Aid Applications, sliding scale fee charts, 75 pages)	\$12.00	\$15.00

National Guild Mailing Labels

\$25.00 \$95.00

This convenient set of self-adhesive labels of National Guild Full members (consisting of over 400 organizations and their key executives) can be customized to meet your mailing needs. Our mailing list is not available in electronic format.

Governance

The Nonprofit Legal Landscape

\$22.00 \$22.00

By Ober/Kaler, Attorneys at Law
2005, BoardSource
137 Pages

Designed for executives and board members, The Nonprofit Legal Landscape explains the laws and legal concepts that affect your organization. Written by lawyers at the law firm of Ober/Kaler, it serves as a handy reference tool for laws specific to tax exemption and for those regulating general business practices. When confronted with a legal question, refer to this

resource—written in plain English—to bring yourself rapidly to the next level of understanding.

Management

Putting Your House in Order: Job Descriptions that Work

By LaMoine MacLaughlin
2005, National Guild
25 Pages

Printed copy by mail	\$20.00	\$25.00
Electronic format (Save \$5)	\$15.00	\$20.00

MacLaughlin draws from proven business methodology to make the case for refining job descriptions in community schools of the arts. He shows how “an organization’s values, vision, mission, and goals come together” in well-crafted descriptions outlining each employee’s (or volunteer’s) responsibilities, enumerated priorities, objective performance indicators, and quantifiable performance standards. The booklet gives examples and provides a template for use in creating your job descriptions. It is the first publication the Guild is offering in electronic format. You may choose to have *Putting Your House in Order* emailed to you as a PDF.

Guild Publications, continued

	Members	Non-Members
--	----------------	--------------------

Development & Marketing

Funding Guidelines

By Carl W. Shaver
1986, National Guild
45 Pages

	\$12.00	\$15.00
--	----------------	----------------

This financial and fund raising planning and action manual is especially prepared for trustees and executives of community schools of the arts.

Historical Interest

Dachau Song: The Twentieth-Century Odyssey of Herbert Zipper

By Paul Cummins
1992, Peter Lang
308 Pages

	\$19.95	\$29.95
--	----------------	----------------

The amazing life of Herbert Zipper, the first Executive Director of the Guild, is captured in this book. The Austrian conductor and composer was a survivor of the Buchenwald and Dachau concentration camps. While at Dachau, he formed an orchestra that gave secret concerts. After immigrating to the United States, he founded more than a dozen community arts schools. The book includes photographs and drawings by Mr. Zipper himself.

Sounds of Reform: Progressivism and Music in Chicago, 1873-1935

By Derek Vaillant
2003, University of North Carolina Press
400 Pages

	\$17.00	\$22.00
--	----------------	----------------

A must read for anyone with an interest in music as a tool for social change as well as the historic background from which community schools of the arts arose. Written by Derek Vaillant, Assistant Professor of Communications Studies at the University of Michigan in Ann Arbor, this study places Hull House and its music school within the context of broad cultural trends in America from Reconstruction through the Depression. The 400-page book includes a

highly readable chronicle of the music school at Hull House, the experiment of Jane Addams and Ellen Gates Starr that helped launch the community school movement in the United States and forever changed the cultural politics of music and democracy.

NGCSA: A Retrospective **\$10.00** **\$12.00**

By Azim Mayadas
1995, National Guild
17 Pages

An historic overview of the community school movement and the first fifty years of the National Guild.

**National Guild of Community Schools of Music:
Observations and Recommendations** **\$15.00** **\$20.00**

By Dr. Max Kaplan
1966, National Guild
103 Pages

The extensive findings of a report commissioned by the National Guild as a self-assessment study.

<u>Guild Publications, continued</u>	Members	Non- Members
---	----------------	-------------------------

Music Youth and Opportunity: A Survey of Settlement and Community Schools	\$15.00	\$20.00
--	----------------	----------------

By Janet Schenck with a foreword by Harold Bauer
1926, National Guild
56 Pages

A survey of the Settlement and Community Music School movement by the first board president of the National Guild.

Arts Literacy Program in Elementary Schools (ALPINES)	\$15.00	\$20.00
--	----------------	----------------

1986, National Guild
35 Pages

The ALPINES program aimed to enhance and expand the technical skills of elementary classroom teachers with the ultimate goal of developing a viable arts literacy program to be integrated into regular classroom studies. This program was cited as a national model by the National Endowment for the Arts.

Proposal: A Comprehensive Program of Music Education for the City of Chicago	\$15.00	\$20.00
---	----------------	----------------

By Dr. Herbert Zipper with the Chicago Public Schools
1968, National Guild
20 Pages

Developed in conjunction with the Chicago public schools, the intent of this proposal was to offer music education to all the children in the city of Chicago.

Proposal for the Establishment of Neighborhood Centers for Music Instruction	\$15.00	\$20.00
---	----------------	----------------

By Dr. Herbert Zipper & USC School of Performing Arts

1970, National Guild

16 Pages

This proposal aimed to establish a school of music for disadvantaged children, and the establishment of a teacher training program at the University of Southern California to work with these children.

Mobile Academy of the Performing Arts for Children of Rural South East Arkansas

\$15.00 \$20.00

By Dr. Herbert Zipper and the National Guild

1969, National Guild

33 Pages

This project was designed in cooperation with the National Guild, for a local school district in Arkansas to offer a mobile arts program to disadvantaged rural children.

Studies and Reports

Too Intrinsic for Renown:

A Study of the Members of The National Guild

By Richard Evans and Howard Klein with Jane Delgado

1992, Lila Wallace-Reader's Digest Fund

Full Study plus Summary (110 Pages)

\$8.00 \$8.00

Full Study only (86 Pages)

\$7.00 \$7.00

Summary only (24 Pages)

\$3.00 \$3.00

Guild Publications, continued

Members Non-Members

Partners in Excellence Conference 2001 Report

\$20.00 \$20.00

2001, National Guild

80 Pages

Panel Summaries and Report of Proceedings at the PIE Conference held January 19 and 20, 2001, at The Riverside Church, New York.

Download this report free at

www.nationalguild.org/programs/partners_conference.htm

Miscellaneous

New Creative Community: The Art of Cultural Development

\$15.00 \$15.00

By Arlene Goldbard

2006, New Village Press

268 Pages

A foundational textbook about how communities develop themselves and affect social change through the creative arts. This comprehensive, photographically illustrated treatise on the field of community-based arts, which range from political theater on the street to murals celebrating cultural heritage, will appeal to the curious non-specialist reader as well as the practitioner and student.

Moving: Office Relocation for Non-Profits

\$8.00 \$8.00

1997, Non-Profit Facilities Fund

12 Pages

This booklet describes the basics of a relocation process. It discusses who is involved, how to

manage a schedule and budget and how to prepare and manage the move. The booklet is targeted to executive directors of small and medium-size non-profit organizations.



PUBLICATIONS ORDER FORM

Name _____

Position _____

Company/Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number () _____ FAX () _____

Your E-Mail _____

Organization's Website _____

Guild Member? Y N First Time Ordering? Y N Date of Order ___/___/___

Comments _____

Item #	Title (Abbreviated)	Quantity	Total \$
TOTAL			\$

Method of Payment (circle one):

Check Enclosed (Made payable to National Guild)

Charge my credit card: Visa MasterCard Discover AmEx

Cardholder Name (Print) _____

Account # _____

Exp. Date: _____ Signature: _____

-MAIL your order to the National Guild, 520 Eighth Avenue, Suite 302, New York, NY 10018

-PHONE your order to (212) 268-3337 ext. 16 or **FAX** to (212) 268-3995

-E-MAIL your order to: anniewalker@nationalguild.org

Or place a secure order online at www.nationalguild.org/publications.htm

