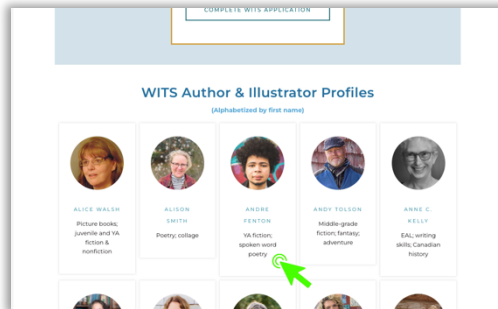


How to apply for Writers In The Schools (WITS) visits

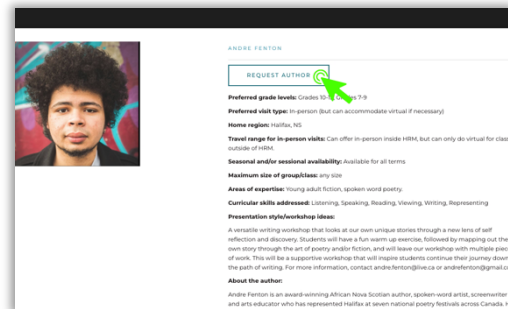
ONLINE APPLICATION PROCESS

1. Visit writers.ns.ca/apply-for-wits to browse WITS author & illustrator profiles. To see an author or illustrator's full profile, click on their preview: their full profile will open in a lightbox.
Please read author/illustrator profiles carefully, ensuring their travel range, availability, and expertise match your needs.

WITS author previews:

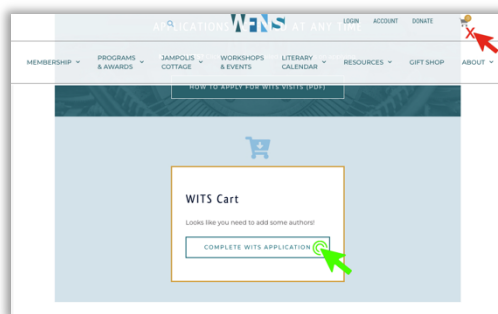


Full author profile:



2. Select an author by clicking the “Request Author” button at the top of their full profile. After clicking “Request Author,” exit the lightbox.
Most browsers will automatically exit the lightbox after you click “Request Author.”
3. Continue browsing and selecting until all desired authors/illustrators have been selected.
One school representative should make a single application for the school.
4. Scroll just up from the WITS author & illustrator previews to find the WITS Cart. All selected authors/illustrators will be listed above the “Complete WITS Application” button.
The cart icon in the uppermost website menu is for e-commerce and serves the Writers’ Federation of Nova Scotia’s other programs. It is unrelated to WITS.

WITS Cart:



5. Click “Complete WITS Application” to reveal the Booking Request Form. Complete this form with your school’s details and with visit details for each selected author. Click the “Apply for WITS visit(s)” button at the end of the form.

Your application will be submitted immediately and processed by at the earliest opportunity.

For details on funding confirmation, planning, and payment, see page 2 of this document.

How to apply for Writers In The Schools (WITS) visits

FUNDING CONFIRMATION

Within a month of our receipt of your application, WFNS will email a formal confirmation of approved WITS funding, including a list of authors approved for visits at your school, contact information for each author, the details of your WITS agreement, and an estimate of the co-pay payable by your school.

Schools that have cancelled past bookings without appropriate reason or notice may have their applications denied.

PLANNING

Within a month of your receipt of funding confirmation, your school must contact the approved authors to discuss the specifics of their visits.

School-author contact must be made within a month of funding confirmation, regardless of when authors' visits are scheduled to take place.

PAYMENT

After each author visit, WFNS will email an invoice, which is payable by cheque within 2 weeks of the visit.

Schools with outstanding fees from previous years will not be eligible to participate in the WITS program until all outstanding fees have been paid.

Contact information for WITS

The Writers' Federation of Nova Scotia's WITS program is led by Linda Hudson, Program Manager (Arts Education). To follow up on your application, submit changes or corrections, or request hardcopies of invoices by mail or fax, contact Linda at wits@writers.ns.ca

Writers
In
The
Schools