

How to Initiate a Collaboration Request

The collaboration process should begin at least three months in advance of the start of the program. Due to the time it takes to complete paperwork, obtain department approval, and coordinate and market the program, **AARC recommends that collaborators submit the Collaboration Request form no later than three months prior to the start of the program.**

1. To initiate a collaboration request, individuals and organizations must submit the Collaboration Request form along with any supporting materials to the AARC for consideration. Please read the Collaborative Programming Guidelines below before submitting your form.
2. Once your request is received, AARC staff will review the form and will be in contact with the applicant as soon as possible. Please allow up to 2 weeks after submitting the Collaboration Request form to hear back from AARC staff.

Please note that the AARC is only able to accept a limited number of collaborations each year. Collaborations are reviewed on a first come first serve basis.

Collaboration Approval Process

If the suggested program meets the requirements and can be supported by its budget, the AARC may engage in collaboration with the approval of the Site Manager and the Parks & Recreation Department's (PAR) Division Manager.

1. Once the Site Manager approves the program, AARC staff will complete a program planning workbook to seek PAR approval.
2. Once the program is approved by PAR, AARC staff will work with collaborators to coordinate and market the event.
3. The process of approval takes approximately 6-8 weeks.

Collaborative Programming Guidelines

1. Programs are to be offered to the public free of charge.
2. AARC provides the resources for production and marketing of the program.
3. Collaborator(s) will "volunteer" their services.
4. Programs must be relevant to AARC's mission.

Frequently Asked Questions

Who can submit a Collaboration Request form?

Non-profits, community groups and individuals may suggest a program that is relevant to AARC and PAR's mission, values and audience.

What is AARC's mission?

The mission of the Asian American Resource Center is to provide public resources, collaborative and educational programming, and a cultural destination that enrich the lives of Austin's diverse Asian and Asian American community.

When should I submit a Collaboration Request form?

Collaboration Request forms should be submitted no later than three months prior to the event date. Since collaborations are usually set on an annual basis and the AARC is only able to accept a limited number of collaborations each year, we recommend that the collaboration request form be submitted as early as possible.

When will I hear back from the AARC after submitting the Collaboration Request form?

Please allow up to 2 weeks after submitting the Collaboration Request form to hear back from AARC staff.

What kind of programs does the AARC accept as collaboration?

The AARC accepts educational or recreational programs that are relevant to the AARC's mission. Examples of programs suitable for collaboration can include, but are not limited to workshops, classes, exhibitions, speaker series, and film series.

What kind of programs does the AARC not accept as collaboration?

State law prohibits the spending of City funds for political advertising. Therefore any programs that are used for political advertising will not be accepted. Additionally, any for-profit programs will not be eligible for collaboration.

Can we limit the number of participants in a collaborative event?

Yes. The number of program participants will be determined based on available space and resources.

Do you have to be Asian or Asian American to submit a Collaboration Request form?

No. Any non-profits, community groups, or individuals regardless of race, religion, or national origin can submit a collaboration request form.

Do you have to be Asian or Asian American to participate in AARC events?

No. All events and programs at the AARC are open to the general public regardless of race, religion, or national origin. The AARC may set an age requirement for some of its programs.

What if I want to charge a registration or participation fee?

Registration and entrance fees cannot be charged. All collaborations will be free and open to the public. If you would like to charge for an event, please consider AARC's facility rentals. More information about facility rentals can be found here <http://www.austintexas.gov/page/asian-american-resource-center-rentals>

How is registration handled if it's required for the program?

Once the program is approved, registration may be handled in-house by AARC Staff. Collaborators may also collect RSPVs for program participants. AARC will work with collaborators to set a registration date for the program. Once registration is open, participants will be able to register for programs online, by phone or walk-in. During a walk-in registration, a registration form will be completed and registrants will need to read and sign the waiver form. In general, admission or registration for programs are set on a first come first serve basis.

Can I solicit donations during a collaborative program?

No. You cannot solicit donations during the collaborative program.

Can I advertise the program?

The AARC will produce materials for marketing of the program. You are allowed to advertise using AARC produced materials. Materials not produced by AARC will need prior approval before use. As a PARD facility, AARC is required to follow PARD guidelines for all publicity materials. All publicity materials must be approved by the Site Manager and PARD Public Information Office. Our in-house graphic designer can assist you with obtaining the appropriate logos for your marketing materials and ensuring that they fit within PARD guidelines. In general, all marketing materials must include:

- City seal
- PARD Logo
- CAPRA logo
- City of Austin ADA statement
- Program title, date(s) and time(s)
- AARC Physical Address
- Contact Information

What about exhibitions?

Exhibitions are accepted as potential collaborations. Exhibitions at the AARC are to be selected annually. Any work must be installed by City staff. The City of Austin insures the exhibit piece(s) in the City's insurance policy.

Can I choose the space for the program?

Collaborators may request specific space for the program at the AARC; however, it may be determined by AARC staff based on availability.

Can we provide food as part of the program?

The sale and/or distribution of food must be in compliance with all applicable health codes and the collaborator will need to obtain necessary permits. Any food or drinks served during the program will need prior approval.

Who will staff the program?

AARC staff to be on site at all times to monitor, inspect and secure the facility. AARC staff will be available for assistance with set-up, tear-down, emergency assistance, general questions, and to make sure that the program runs smoothly. Additionally, the collaborator will provide support, which may include paid staff or volunteers.

How are program cancellations handled?

A collaborator must provide advance notification to AARC staff if a program is cancelled. Program cancellations may also be determined by the AARC.