



2022 Scholastic Art & Writing Awards
**Polk County Art Region: Entry Fee Payment Options
for Educators / Schools**

Payment Options for Educators:

All entry fees for the Polk County Art Region program must be paid online via PayPal through the student or educator [account](#), with the exception of large sum payments from an educator/school for multiple students' entries.

An educator can pay the entry fees for multiple students' works using one of the below methods:

PAYMENT OPTIONS	STEPS TO COMPLETE	NOTES
1) PayPal through educator account (most preferred)	<ul style="list-style-type: none"><input type="checkbox"/> Create an account in ORS and link all student works to your account. You can do this by clicking "Students" or "Your Submissions" on the left-hand panel of your dashboard.<input type="checkbox"/> Click the "Bulk Payment" link on the left-hand panel of your dashboard.<input type="checkbox"/> Select the works you would like to pay for, and click "Pay with PayPal."	A PayPal account is not required to submit payment - you may pay as a guest.
2) Mail in a single check covering the submission fees for multiple students	<ul style="list-style-type: none"><input type="checkbox"/> Create an account in ORS and link all student works to your account. You can do this by clicking "Students" or "Your Submissions" on the left-hand panel of your dashboard.<input type="checkbox"/> Download a report in ORS of your students' works. You can find this by clicking "Reports" under "Tools" on the left-hand panel of your dashboard. Save the report as an Excel or CSV file. This report should include all works covered by the payment, and only those works.	Consider this last option only if the educator cannot pay through PayPal. Due to possible mail delays, this is our least preferred method.

	<ul style="list-style-type: none"><input type="checkbox"/> Email MCarpenter@PolkMuseumofArt.org by the deadline (Sunday, December 11, 2022, 11:59 pm EST) with:<ul style="list-style-type: none">○ The subject line, “Educator Bulk Entry Payment.”○ An attached excel or CSV file listing all barcodes covered by the payment (i.e., the report downloaded from your educator account).○ Include method of payment as “check”.○ If you have already started payment: Include the check number, date it was mailed, and amount.○ If you have NOT yet started payment: Include your anticipated timeline. You will need to follow up with the check number and mail date as soon as it’s available.<input type="checkbox"/> Prepare a single check, payable to: <i>Polk Museum of Art</i><input type="checkbox"/> Mail the check to: <i>Polk Museum of Art</i> <i>Attn: Megan Carpenter</i> <i>800 East Palmetto St.</i> <i>Lakeland, FL 33801</i>	
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For students submitting fee waivers:

Fee waiver forms are only accessible through student accounts; they cannot be accessed through your educator account. All fee waiver forms must be signed by the student’s parent or guardian and digitally uploaded to the student account. Do not mail in fee waiver forms. Do not include the barcode of works covered by fee waivers on the list of works paid by check or bank transfer.

Questions?

Check your [regional webpage](#) for more information. Email MCarpenter@PolkMuseumofArt.org with additional inquiries.