

ARTSTREET:
An Art-Making Program
of Health Care for the Homeless
Policies & Procedures Manual



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Introducing ArtStreet

Welcome to ArtStreet, an open art studio for individuals and families!

We hope the reader of this manual will feel at home with some of the ideas presented here. We also welcome your comments and insights as you tour this document.

The mission of ArtStreet's programs is to provide a safe place to make art in order to help build community and increase awareness of issues of homelessness.

This is accomplished through the operation of an Open Studio, which is open to individuals and families (homeless and housed), artists of all types, art therapists, and other committed community members. The studio is a large, open, well-lit refuge staffed by professional art therapists and a variety of mentoring artists.

Building community begins when people feel secure in a community, and when they feel needed as an important participant. This is accomplished by creating relationships between places and persons, and among individuals. The work involves using art materials as a common denominator among a diverse group of participants. When individuals make artwork together, they share world views and promote acceptance.

The Open Studio is open six hours per day, two days per week. About 25-35 people attend each session, 80% of whom are homeless or at risk of being homeless. The studio offers various art materials and artmaking tools, a children's art-making area, and ongoing themes, for example doll, mask, paper or candle making. ArtStreet programs create awareness of issues of homelessness through seasonal art exhibits including poetry readings and music at openings. Exhibits are characterized by the common issue of homelessness and by a spirit of hope. Exhibits have been held at the Harwood Art Center, KiMo Theatre Gallery, at Magnifico's Art of Albuquerque exhibit, and at the Kress Building on Central Avenue.

History

ArtStreet was established in 1994 as a project with Albuquerque Health Care for the Homeless (HCH), a non-profit organization founded in 1985 to provide services to homeless persons, including medical care, dental care, children's outreach, behavioral health care, and substance abuse recovery services.

Consistent with its overall objective of providing a full range of supportive services, HCH became committed in supporting a community collaboration forming ArtStreet, a community-based arts studio that emerged out of a Leadership Albuquerque Group in 1994. At that time, there were artists who were homeless who would have had the ability to be increasingly more self-sufficient if they had a place to make their artwork. These artists also expressed issues of low self worth coupled with societal disenfranchisement and disempowerment. At the same time, HCH Outreach was using art therapy to address the impact of homelessness on children and their parents. These two forces merged to create a solution: ArtStreet building community through art-making. ArtStreet's objective is to maintain a safe, permanent, and accessible community art space for children and adults experiencing homelessness.

In 1994, with funding from Save the Children, ArtStreet moved into a space, located at 805 Tijeras N.W. An advisory council was created to provide advice and guidance to ArtStreet programming. Numerous innovative and successful exhibits have been planned and mounted

around Albuquerque and in collaboration with professional arts organizations such as Magnífico! Festival of the Arts, the KiMo Theater, the Harwood Art Center, and other venues.

HCH is a natural, resourceful link for ArtStreet. The studio is housed within the HCH facility, offering an 1800 square foot space for individuals and families who are homeless and anyone else from the community who would like to deal creatively with issues of homelessness. ArtStreet combines the best of nonclinical art therapy and art education with mentoring homeless artists and providing visual arts technical assistance and workshops for the community.

ArtStreet is open to the whole community, not just the homeless. The project includes diverse participants as active, collective owners. Those who come to the ArtStreet studio include groups from social service agencies and schools, as well as individuals from all economic and social backgrounds. In 1999, ArtStreet plans to move to a new location in the downtown area together with all the other HCH programs.

Last fiscal year (ending June, 1998), approximately 800 different individuals came to ArtStreet contributing to 3,000 art-making visits. As a community of diverse individuals, there is a shared intention of making things together utilizing a variety of recyclable materials. By making art together, we share worldviews can be shared in a safe, welcoming environment.

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Who Is ArtStreet?

1. **PERMANENT STAFF.** The permanent staff at ArtStreet includes a Program Manager who is also an art therapist in the Open and Closed Studios. She also conducts outreach and is responsible for all activities carried out by ArtStreet staff and mentoring artists, and supervision of student interns. Permanent staff also includes a half time Art Therapist 1 who is responsible for all reporting and supervision of volunteers.

2. **CONTRACTUAL STAFF.** This group includes two art therapists, and a studio assistant/family art advocate. Both art therapists are responsible for facilitating the safe environment of ArtStreet's Open Art Studio; for facilitating the Closed Art Studios and Workshops; for participating in the set-up of exhibits and arts and crafts displays; and for assisting in accessing art materials and accepting donations. Each conducts daily and seasonal cleaning and organizing of the studio. Also, both share facilitation of the Advisory Committee meetings with the Program Manager. In addition, Art Therapist 2 is responsible for organizing pick-up and reporting in-kind donations.

3. **MENTORING ARTISTS.** These artists receive honoraria for teaching art to other ArtStreet participants in Closed Studio sessions, Workshops, and/or through Outreach. Each mentoring artist has spent at least one month actively making art in the Open Studio, and is drug and alcohol free and actively working toward recovery, if applicable. The mentoring artist must agree to teach something others in the Studio have expressed an interest in learning. He or she must submit three goals for each workshop regarding what they expect the students to learn.

Two weeks prior to the session, mentoring artists must submit to the Program Manager a materials list, approximate cost of materials, and a flyer that can be photocopied. The mentoring artist must also agree to be clean and sober on the day of the session. At the end of each session, the mentoring artist will complete a W-9 form and an Honorarium form. The artist is then paid one week later by check or by alternate arrangement, for example with art materials or cash. Prior to the session, the mentoring artist will sign an agreement that the check for services rendered will not be given directly to the artist if he or she arrives to pick it up while under the influence of alcohol or drugs, and that other arrangements must be made, such as giving the check to a designated case manager or counselor.

4. **VOLUNTEERS.** ArtStreet volunteers are individuals from the community at large who have expressed interest in learning about issues of homelessness, but come to the Studio for their own personal healing. They must be willing to participate in their own art-making in the Open Studio. Each volunteer is asked to complete an HCH Volunteer form and their volunteer hours are counted each month. Volunteers are also asked to help in the Studio during daily clean-up, and other duties as assigned. Volunteers are invited to participate on the Advisory Council, or as facilitator, depending on his or her qualifications.

5. **STUDENT INTERNS.** Student Interns are required to make art in the Studio, and are considered volunteers. Their responsibilities include facilitation of Closed Studios and Outreach activities, attendance at Open Studio at least one day per week during the internship, and at least one of the two weekly supervision sessions per week. Often a student intern will assist a mentoring artist in offering a successful art class.

Student Interns are asked to sign confidentiality agreements to protect those with whom they will work, and volunteer forms in order to keep track of their hours. They are, however, required to keep track of their own course-required hours. In addition, all school-related forms are to be provided to the Program Manager for processing *with sufficient notice*.

It is important that the Student Intern understands that ArtStreet is a non-clinical setting and has different criteria for many commonly accepted clinical practices. For example, no student may take participants' artwork to their school for discussion or class review, and if a class project is required, approval is necessary. Special situations may be designed by and for students needing to meet particular course objectives. All ideas must be discussed with and approved by the Program Manager. Personal relationships between interns and artists are discouraged. Occasionally a student intern may be asked to leave the internship if a personal relationship does develop in the studio. After a period of four to six months, the intern may return as a community participant.

6. ADVISORY COUNCIL. This Council is comprised of individuals who use the Studio regularly, however anyone may attend the Council's open meetings. Meetings are held once a month, usually the third Friday, during an Open Studio from 4:30 to 6:00 p.m. New studio participants are asked to quietly observe the first meeting to insure that regular studio participants have enough time to voice their opinions and complete Council business. Occasionally the Council invites community members to serve on a special committee based on their interest and qualifications for the task at hand. Periodically, an outside facilitator is invited to lead a series of meetings. Generally, however, the meetings are facilitated by ArtStreet staff. Minutes are recorded and available for public review.

7. HCH BOARD OF DIRECTORS. This community-based board is responsible for the overall program and policy development for all HCH programs.



General Policies and Procedures

1. OPERATING PHILOSOPHY AND INTENT. Making art is a human behavior. Artmaking is defined as a behavior of making things special. It is a behavior that can also be observed among animals. For example, birds choose particular materials for building their nests, and elephants carry out rituals within their own species for those of their number that have died. Examples of art-making or making things special include: preparing a special meal for one's family, arranging stones in a garden, decorating one's space for a particular holiday, arranging fresh cut flowers or making a handmade card, etc. art-making can include, but is not limited to, definitions of fine arts, such as painting techniques or drawing realistically.

Although final art products are highly valued at ArtStreet—as demonstrated by frequent art exhibits—and even considered one way to help participants become self-sufficient through teaching or selling handmade products, the art-making process is equally valued:

- Art-making has a beginning, middle, and end. At the end you “clean up your mess” and usually have a self-made product to anchor the experience and show others your effort. (May cause empathetic response in viewers.)
- During the process, many informal conversations occur between neighbors sharing a table, usually unconscious material may be tapped that can aid in solving personal problems. (first memories are recorded in the brain visually).
- Art-making is more than “self expression”: a) Like learning any new skill, art-making relies on non-habitually used pathways of the brain, broadening access and increasing abilities that transfer to other parts of living, and b) Art-making helps increase connections to the environment and increase awareness of others.
- Making things in an environment in which people with different strengths and different “disabilities” work side-by-side creates a different way of seeing oneself.
- Often those who have few material possessions (i.e. homeless) demonstrate a far greater ease with making things than “9-5 professionals.” This phenomenon helps to “turn the tables,” questioning definitions of who is “impoverished” and who is “rich,” and who is the “teacher” and who is the “student.”

2. HOURS OF OPERATION. Open studio hours are on Thursdays and Fridays from 11:00 am to 5:00 pm. Closed studio hours are available by appointment.

• Closing Procedures

1. Begin closing process around 4:00 p.m.
2. Clear tables and reline them with paper.
3. Clean kitchen and wash dishes with dish soap and hot water.
4. Unplug all electric tools: glue guns, hot plates, coffee pot, appliances.
5. Lock screened emergency exit hallway door.
6. Alert others in the building regarding closing, or find out if you are the last one to leave.
7. Turn off all lights.
8. Lock all doors.
9. If you are the last one to leave, engage the alarm with the key.
10. If the alarm goes off when you are leaving, notify SecurityLink from Ameritech at 881-6400 or after hours, 881-6400. The alarm will ask for a code number.

3. STAFFING. During open studio times the staffing consists of two art therapists, one studio assistant, and between two and five mentoring artists. During closed studio times, the staffing consists of one art therapist, one studio assistant, and two to five mentoring artists.

4. **DRESS CODE.** This dress code is for staff, student interns, and volunteers. Dress at ArtStreet must not present a health or safety hazard, violate municipal or state law, or present a potential for disruption of art-making behavior. Attire or accessories which advertise, display, or promote any drug, alcohol or tobacco, sexual activity, violence, and disrespect and/or bigotry toward any group, are not acceptable. Unacceptable clothing and accessories also include, but are not limited to, gang-related attire, excessively tight or revealing clothing, short shorts, bare midriff, low-cut, or off-the-shoulder blouses.

5. **HEALTH AND SAFETY.** Health and safety procedures are constantly being monitored in the areas of food preparation and serving, use of tools and materials, first aid, and proper attire. Footwear is required at all times in the studio. No animals are allowed in the studio except seeing eye dogs.

6. **EMERGENCY PROCEDURES.** Emergency procedures are as follows:

- Medical Emergency Procedures

1. Tell a staff member.
2. Staff will identify steps to take.
3. Call 911 or a responsible party named by the individual.
4. If it is a psychiatric emergency, call 911, tell them you have a mentally ill person in crisis, and request someone from the Crisis Response Team (CIT Officer). If there is immediate danger, ask the 911 officer for a rapid response first and a CIT backup.
5. If there is no immediate danger, call Sgt. W.E. (Gene) Pettit at pager #: 848-6594.
6. Staff members will provide appropriate information to the participants in the studio regarding the medical emergency.
7. If needed, a community meeting will be called to address the medical emergency.

- Fire Exit Procedures (Please see map of exits and extinguishers.)

1. When smoke or fire is identified, if time allows, notify staff.
2. Staff will assess smoke or fire and proceed by calling 911 and/or extinguishing the fire.
3. Exit the studio using the three marked emergency exits: the front door, the hallway door, and the northeast (rear right) window.
4. Fire extinguishers are located in the hallway by the staircase, adjacent to the food table, in the back studio next to the double doors leading to the hallway, and at the basement door.
5. Once outside, meet as a group at the southwest corner of Tijeras and 8th Street.

7. **RECIPROCATION.** Reciprocation is the responsibility of giving back something for the opportunity to work in the studio without charge. Reciprocation encouraged of all studio participants, whether it be monetary, volunteering, bringing food and materials to share, or helping with the studio closing tasks. Reciprocation is making some kind of return for something done, given, or felt.

8. **GIFTS.** Personal gifts to or from staff are not to be encouraged or solicited. A gift valued over \$10 from a studio participant cannot be accepted by staff members. (Please see HCH ethics policy.)

9. **FOOD.** When food is available, it is so for all artists involved in art-making. Food is not always available, and it is not a guarantee on any given day. Artists, staff, and volunteers are encouraged to think of others when the amount is limited.

10. **CHILDREN.** Children are encouraged and welcomed during open studio hours as well as closed studio times. Scheduled art-making for children is facilitated by interns, volunteers or staff members within the organized children's studio area. Children are given a tour of the materials available to them that day, and encouraged to put away materials before moving on to a different project. Family members are encouraged to participate in their child's experience throughout the day. It is the parents' responsibility to ensure that their children conduct themselves responsibly and with respect for others.

11. **SIGNAGE.** Studio rules are intentionally not posted. Studio rules are discussed and each new participant of the studio during the initial tour of the studio. Signage is avoided to help create an environment of mutual trust, inviting the art-making imagination to become active.

12. **THEFT/CONSEQUENCES.** Participants may be asked to leave the studio at any time if suspected of taking materials, tools, or other's property, and if he/she appears to have no intention of making art. If a theft occurs, and is witnessed and proven, the person is suspended from ArtStreet for up to a year. Upon re-entering the studio, the person is encouraged to apologize to the participants in the studio for their actions, and is expected to exhibit intentional art-making behavior during the re-entry period.

13. **CONFIDENTIALITY.** All staff, interns, volunteers and participants must abide by the HCH policies of confidentiality in which staff is expected to respect the confidentiality of all information regarding other participants. This information must not be discussed in public places, such as reception areas, studios and open offices.

14. **DONATIONS.** Donations are important to the successful daily operation of the studio. Artists are encouraged to bring donations of materials as a form of reciprocity. Community members and businesses are encouraged to drop off materials at the studio during open studio times. Special arrangements may be made for different hours and for pick-ups.

Donations are reviewed by the ArtStreet staff for non-appropriate materials, evaluating in-kind donations, and materials to be discarded (including toxic items). Materials needed for upcoming events may be separated out and stored. Remaining materials are made available to the studio artists. Most art materials are accepted, including industrial products such as packing materials, colorful plastic scraps, metal pieces, tiles, etc. Childrens' clothing is the only type of clothing accepted and distributed at ArtStreet. Limited storage space may affect ArtStreet's ability to accept some large items. Office, photography, and clay firing equipment are also welcomed.

15. **FUNDRAISING EVENT.** Once a year, ArtStreet organizes a fundraising event. At this time, the Advisory Committee and ArtStreet staff are responsible for planning and implementing the community-based fundraiser. Artists who have worked in the studio are asked to contribute a piece of their art work. Community artists are invited to donate a piece of artwork. Past fundraisers include:

- ArtStreet Afternoon with the Helios Quartet at Yanni's Grill, 1997.
- Swing for ArtStreet, an afternoon of miniature golf, swing music and dancing, refreshments, and a silent auction, 1998.



I learned about the process of making art and about aesthetics from my father. In an early memory, I watched him split shingles for our cabin and cover the walls in careful rows. This was so beautiful to me.....At another time we built corrals together. To this day, they remain some of the most splendid sculpture I've ever seen. Watching my father run his hands over a horse to read its history; watching him braid lariats; sharing his collection of beadwork and pestering him to draw a sketch of an animal so I could carry it in my pocket—all of this and more taught me to see and feel.

This is my beginning in art.

— Jaune Quick-To-See Smith

Program Policies and Procedures

- 1. OPEN ART STUDIO.** At ArtStreet, participants are expected to follow these guidelines:
 - Please be sober, free of alcohol or drugs. There is a high priority given to maintaining ArtStreet as a safe space. This includes an expectation that participants will attend Open Studio sober and drug-free, and will be respectful of others and their artwork.
 - Please be considerate and respectful of other people in the art space.
 - Please try to participate in art-making of your choosing. Everyone in the Studio is responsible for their own art process. An intention to engage with art materials to make something is primary. What presents itself in each studio session is acknowledged as much as possible.
 - Please prepare your art space to feel free to make a mess and please clean up before leaving.
 - Artists who attend Open Studio are invited to contribute found objects, skills and ideas for art projects and exhibits. Art materials at ArtStreet are free but please be on the lookout for materials that may be donated for others to use.
 - Please use resources wisely. A wide array of art materials, including many discarded, potentially transformative, materials help create a novel, self-correcting environment in which to work.
- 2. CLOSED ART STUDIOS.** Closed Art Studios provide training in various art forms and media. Initially, participants are surveyed to determine what art skills interest them. Then mentoring artists are chosen from the Open Studio to teach the skills requested. As the studio grows, community artists are also involved.

The cost of the Closed Art Studios vary for a three-hour session, depending on the size of the group and the cost of project materials. Basic art materials are included. Participants may choose to attend once a month, twice a month or every week. ArtStreet strives to maintain its goal of diversity within each session. The session is staffed by one art therapist and one mentoring artist or student intern. Staff from the visiting agency is invited to actively participant in the sessions while simultaneously helping clients orient to the space and to the location of materials. Once participants feel comfortable attending the studio on his or her own, he or she will be welcomed to join ArtStreet's Open Studio.

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