

Semester: _____

Model Application and Information

Applications remain confidential and are to be used by instructors only.

PREFERRED NAME: _____

E# _____

Legal Name (as appears on your W-9 form): _____

Email Address: _____

Phone Number: _____

Please Mark One:

Non-ETSU Student/Employee

ETSU Student

ETSU Employee

Male _____

Female _____

Trans Male: _____

Trans Female: _____

Non-Binary: _____

Physical Description (hair, eyes, etc.):

Nude: _____

Partially Clothed: _____

Clothed: _____

Are you interested in posing for graduate students independently? _____

Are you interested in posing for the Student Drawing & Painting Association? _____

*If nude or partially clothed: I understand that photography or videography of any kind in a nude or partially clothed setting is prohibited. I do not give consent for my image to be used for any purpose other than student drawing, painting, or other artistic medium other than photography or videography.

Daily Schedule of Availability (includes nights):

Please note: *This information is important as several classes use models on occasion. Your application may be overlooked by faculty without this information present.*

Hours of Availability:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

I hereby declare that I am 18 years of age or older.

Signature: _____

Date: _____

For Payment Purposes:

Legal Name (as appears on your W-9 form): _____

Has applicant completed Dynamic Forms Account creation and uploading of required documents: _____

Model Information

Please keep this sheet for your information.

Model Application:

- ☆ Please fill out modeling form completely including availability and physical description.
- ☆ A physical description should include your body type as instructors employ various models with varying body types so that students can draw/paint/sculpt an array of physical forms. Be as descriptive as possible.

Model Booking Information:

The main art office does NOT book models.

- ☆ Individual course instructors, graduate students, or the SPDA President will reach out to applicants via phone or e-mail. The art office does not make these arrangements nor does the office know when models have been contacted.
- ☆ If you have not been contacted it may simply be due to your availability. If you are not available when classes need models, then you will not be contacted during the current semester.
- ☆ Departmental pay rate for models is the following:
 - \$20.00/hour for nude and partially clothed modeling.
 - \$10.00/hour for clothed modeling.
- ☆ Graduate Students requesting models outside of classes they are teaching must make all arrangements including pay.
- ☆ You must renew your application at the beginning of each semester.

What to Do Once You Have Been Contacted:

- ☆ New Models - Once you have been requested to model for a class, you will need to create a Dynamic Forms account and fill out a W-9 form and direct deposit form with accounts payable. Failure to do so will hold up your payment. Instructions for how to do this will be on the next page.
- ☆ Returning Models – If you need to update any information regarding addresses/banking please contact Amber Farley at farleyad@etsu.edu and she will provide additional information. If everything is the same, instructors will fill out payment request with information on file.

Payments for Modeling Service:

- ☆ Course instructors request payment for modeling services. Once this form is turned into the main office it is sent to procurement. Typically, once procurement receives the request for payment it takes approximately 2 weeks to receive payment. Please note if you do not have your W-9 and/or Direct Deposit information on file this will hold up payment. Please also note processing times are longer towards the end of the semester.

What to Do If You Haven't Received Payment:

- ☆ First, triple check that you did not miss the direct deposit payment into your bank account. This happens more frequently than people realize.
- ☆ Second, contact the instructor you modeled for to see if payment has been requested.
- ☆ Third, if payment has been requested and you have not received it, please e-mail Amber Farley at farleyad@etsu.edu, she will then follow up to see if she (one) received the request for payment, (two) that the payment has processed with procurement. *Please note, it is better to e-mail than to call because she will have to follow up with a few different people before she can get you an answer.*

Setting Model Up for Payment

ETSU's procurement office has established a process for collecting direct deposit information and W-9 forms to set individuals up for payments through the university. Below are the steps you will need to take to be set up in the system and Art & Design to be able to request payment for your modeling services.

Please note this system is to keep your information secure and process quicker payments. If you have any questions you can contact Executive Aide, Amber Farley at farleyad@etsu.edu

Steps to Set Up Payment

- ☆ Visit: <https://www.etsu.edu/bf/nonemployee/directdeposit.php>
- ☆ Under the Account & Forms Submission Tab you will create a free dynamic forms account and follow the instructions to get set up in the system.
- ☆ Under the Individuals Tab you will open up the Individual Payee Form and select Submit W9 and ACH Payment Information.
- ☆ The Non-Employee Direct Deposit webpage contains additional information, links and resources for you if needed.
- ☆ Please reference Amber Farley as the ETSU staff member associated with the contract.
- ☆ Visual Reference down below.

Once this is completed and the Office of Procurement contacts the department, we will be able to submit the payment request for your honorarium on behalf of the Department of Art & Design.

View of Webpage

The screenshot shows the 'Account & Form Submission' webpage with the following sections and callouts:

- Account & Form Submission**:
 - Required Steps for Submitting a Dynamic Form to ETSU:
 1. [Create a free Dynamic Forms account](#). Callout: Step 1: Vendor/Payee must create a free Dynamic Forms account to submit any of the forms.
 2. Activate your account via the activation email sent to the email address that you used to create the account.
 3. Please save your username and password to be able to login in the future as necessary to submit additional forms.
 4. Sign into and fill out the appropriate form to register you in our system with a unique ETSU E# and/or set up direct deposit information to receive payments from ETSU.
 5. Electronically sign the form and submit. DO NOT opt-out of the e-signature. You must fully submit the form for it to be accepted. Callout: For Individuals (not companies) to submit their W9 & setup OR update their direct deposit information.
 6. You will receive an automated confirmation email once you have electronically signed and submitted your form.
- Individuals**:
 - Callout: ETSU Vendor Application - for anything processed through eBucs that involves payment to the vendor (purchase orders & expense contracts)
 - Callout: For companies to submit their W9 & setup direct deposit info for payments not processed through eBucs (paper check request forms, etc.)
- Companies**:
 - Callout: For companies with an existing E# to update their direct deposit information OR to cease printed checks and set up direct deposit
- Payment Method Changes**:
 - Callout: For companies with an existing E# to update their direct deposit information OR to cease printed checks and set up direct deposit