

SUGGESTED PROCEDURES FOR VOLUNTEERS

1. Lead volunteers **identify and make contact** with other classroom volunteers.
2. Lead volunteers coordinate with teacher and other volunteers to **find a date** for presentation (*Please be sure to check the calendar posted on outside of Art Appreciation locker before you commit to a date so that you don't overlap with another class!*).
3. Once date is finalized, **date must be recorded** on calendar.
4. Prior to the presentation date, volunteers decide among themselves the **division of duties**, which include:
 - bringing old newspapers to cover the tables
 - background presenters
 - poster presenters
 - art project instruction presenters
 - art project set-up people
 - all should clean up
5. A few days before your lesson, volunteers should **communicate with parents** about the program. Please send the **note form letter** prepared by Art Appreciation Committee along with the **Ancient Greek Pottery Overview**, both of which are online.

6. **Volunteers meet for 20-30 minutes** prior to the presentation.

7. Volunteers **return *all* supplies** to art appreciation locker.