

GUIDELINES FOR ART APPRECIATION VOLUNTEERS

Guidelines for Lead Volunteer

_ CONTACT VOLUNTEERS: Identify and make contact with other classroom volunteers.

_ COORDINATE DATE: Coordinate with teacher and other volunteers to find a date for the presentation. Check the online calendar before you commit to a date so that you don't overlap with another class. Record the date/time on the online calendar.

_ CHECK CLASSROOM EQUIPPED FOR PPT: Confirm with the class teacher that the classroom is equipped with ability to show a PowerPoint presentation and make sure presentation is accessible (via Faculty Google Classroom or PTA website). If classroom is not equipped, kindly contact Mr. Dan Moallem (DMoallem@mamkschools.org) for assistance.

_ SEND PARENT LETTER: Communicate with classroom parents about the presentation. A few days prior to the presentation, e-mail the parents the form letter prepared by the Art Appreciation committee.

_ CONFIRM VOLUNTEER ROLES: The lead is not required to make the presentation. The presentation can be made by any of the volunteers, but the lead needs to make sure there is someone committed to do the presentation.

*Note: All Art Appreciation documents are available on the Chatsworth PTA Website under Enrichment: https://mamkschoolspta.org/chatsworth/what-we-do/enrichment-programs/art_appreciation/

Guidelines for all Volunteers

Prior to the presentation date, volunteers decide among themselves the **division of duties**, which include:

- _ Artist presentation
- _ Art project instruction
- _ Art project set-up

All volunteers help with clean up and assist with bringing materials to the classroom and returning all materials to the art shelves.

Recommended amount of time in classroom: 15 to 20 minutes for the presentation/discussion and 40 to 45 minutes for the art project.

Volunteers should meet 20 minutes prior to the presentation to be prepared and ready.

Art Materials are located on the art shelves opposite the music room. Volunteers should communicate with the Art Appreciation Committee members if they notice supplies are running low, or if there are any other issues.