

**Carlson Elementary
2017-2018**



**Art Masterpiece Training
August 15, 2017**

Volunteer Training Agenda

Welcome

- Volunteer Sign In
- Introduction of Art Masterpiece Coordinators

Procedures

- How to schedule, cancel and record a lesson
- Supplies
- Teaching the lesson
- Displaying the Masterpiece
- Dates to remember
- Your next steps
- Art Masterpiece checklist
- Questions

Break out

- 5 min

Questions

Tour the Supply room

Thank you....the beginning of another Great year in Art Masterpiece!

Art Masterpiece Coordinators

- Art Masterpiece Contact carlsonartmasterpiece@gmail.com
- Program Coordinator
 - Melissa Jensen mjensenschool@q.com
- Scheduling Coordinator
 - Renee Moudy reneemoudy@gmail.com
- Supply Coordinator
 - Renee Moudy reneemoudy@gmail.com
- Art Walk Coordinator
- Additional Roles to Fill
 - Art Bin Fillers
 - Classroom Art Guides
 - Holiday Painting Volunteers

How to Schedule

Scheduling Coordinator

Renee Moudy reneemoudy@gmail.com

Scheduling your lessons

- Assign a contact for your classroom
- Contact teacher about days and times for the year
- Check with the other volunteers in your class to confirm dates
- Send your days and times for the year to Scheduling Coordinator to be put on main calendar
- Scheduling Coordinator must approve the dates before you teach the lesson
- Scheduling unavailable during mock lessons and bin filling, the first and last two days of the month

Canceling and Rescheduling

- Immediately contact the other Art Guides and the Teacher to discuss alternative dates
- Contact the Scheduling Coordinator to find an alternative date
- Scheduling Coordinator must approve the date before you teach the lesson

Lesson Completion

- Sign off each completed lesson in the grade binder located in the art bin

Supplies

Supply Room

- The Supply Room is located in the southwest corner of the MPR
- A key located in a binder at the front office
- You will sign out the key and return it **before** entering the classroom, returning to sign it out again when the lesson is complete

Art Bin

- Supplies for each art lesson will be in the supply room in a bin by grade level
- The Art Bins are stocked for the new lesson on the last two days of the month
- Supply bins are filled with only enough materials for each student. Please do not use extra.
- Please return the bin clean and organized for the next class
- If you are running low on supplies, restock from the Supply Room
- If the Supply Room is running low, please contact Melissa Jensen or Renee Moudy

Art Print

- The accompanying Art Print for each lesson is located in the supply room
- Please sign in and out each print on the clipboard attached to the print rack
- If the lesson does not have a print, you may use the PowerPoint presentation on the Carlson website

Teaching the Lesson

Mock Lessons

- Mock Lessons will be held on the first two days of the month
- The lesson will include an discussion of the artist and their work and a step-by-step opportunity to make a sample of the project
- These lessons will run about an hour and will take place in the supply room
- All new Art Guides are required to attend the first mock lesson or observe a veteran Art Guide before leading lesson.

Helpful Hints

- Prior to the first lesson, talk to the teacher and if possible , visit the classroom to assess how it is set up
- Find a place to hang the print, a place for circle time, how are the desks arranged, where is a good workstation for you to demonstrate
- Please arrive with a good understanding of the artist and how the activity will occur
- Plan to arrive at least 15-20 minutes before the lesson to gather supplies and discuss tasks with the other guides

Common Courtesy

- Before you return the bin, please make sure all the paint and glue bottles have tight lids and the bins are clean and organized for the next class
- Please make sure all paint brushes, bowls and mats are clean and dry
- Please be sure all markers are returned to the bin as a set
- Return all bins to their proper location in the supply room

Displaying the Masterpiece

Bulletin Board

- Be sure to display the art work outside the teachers room after each lesson is completed
- Confirm with your teacher if you can use their bulletin board or else use the walls
- Artwork must be 18 inches off the ground and 18 inches down from the ceiling

Portfolio

- After the students work comes down from the walls they should be kept in a student “portfolio” in the teachers classroom
- Portfolios may be made from construction paper, tag board, paper bags, etc.....
- Portfolios will go home after the final Art Masterpiece lesson is complete

Artist of the Month

- Each month an Artist of the month will be displayed on the Art Masterpiece bulletin board in the MPR
- One student from each grade will be chosen to have their Masterpiece displayed for the month

Dates to Remember

- Art Masterpiece Volunteer Training
 - Wednesday, August 15 1:30-2:30
- Mock Lessons
 - September 5 - 6 Lesson 1
 - November 1 - 2 Lesson 2
 - December 4 - 5 Lesson 3
 - February 1 - 2 Lesson 4
 - March 1 -2 Lesson 5
 - May 1 -2 Lesson 6
- Lesson Delivery
 - September /October Lesson 1
 - November Lesson 2
 - December/January Lesson 3
 - February Lesson 4
 - March/ April Lesson 5
 - May Lesson 6

Dates to Remember

- Holiday Painting
 - December 1 MPR
- Art Walk
 - To be determined Math and Science Fair
- Basha Art Gallery Tour
 - March 2017 4th grade Field trip

Your Next Steps

- Assign your classroom contact point
- Assign who is teaching the first lesson
- Contact your teacher to schedule your six lessons
- Schedule your six lessons with the Scheduling Coordinator
- Attend your grade level Mock Lesson
- Create your “bulletin board” to present student artwork
- Create Portfolios
- Have Fun!

Art Masterpiece Checklist

Teacher Email: _____

Other Volunteers in my class:

ART MASTERPIECE is ONLINE

<http://www.chandler.k12.az.us/carlson>

> Art Masterpiece

Login: cougarsAM

Password: Warhol

Step 1

Schedule and Calendar

1. Contact teacher about days and times for the year.
2. Check with the other volunteers in your class to confirm dates
3. Send your days and times for the year to the scheduling coordinator to be put on main calendar.
4. Plan for a 1.5 hour long session
5. 15 min prep, 1 hr lesson and 15min clean up.

Step 2

Mock Lesson

One meeting before each lesson. This is the time to get familiar with the project and work out any issues that may come about. You also get supplies ready and make any final prep.

Step 3

Prepare

1. Artist Print /Power Point
 2. Supplies and supply cart if needed
- *Please arrive 15-20min early before you teach for prep time.

Step 4

Teach

15 min for lesson and question 30
min for project 15 for Clean up

My Scheduled Lesson Days:

Lesson 1 _____

Lesson 2 _____

Lesson 3 _____

Lesson 4 _____

Lesson 5 _____

Lesson 6 _____

Mock Lesson:

1. _____

2. _____

3. _____

4. _____ +Art Walk info

5. _____

6. _____

Step 5

Display and Save

1. Let art work dry, mount on construction paper.
2. Label: Student name on front, Artist blurb on back
3. Display in designated area. You can create a display that can be used year round.
4. Save projects in provided portfolios in class room. They will be passed out at end of year.

Questions

