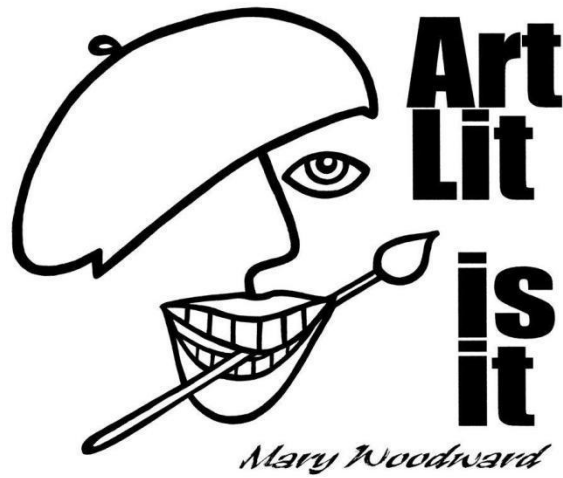




Volunteer Handbook

Mary Woodward Elementary

WHEN MY DAUGHTER WAS ABOUT SEVEN YEARS OLD, SHE ASKED ME WHAT I DID AT WORK. I TOLD HER I WORKED AT THE COLLEGE; THAT MY JOB WAS

TO TEACH PEOPLE HOW TO DRAW. SHE STARED BACK AT ME, INCREDULOUS,
AND SAID, "YOU MEAN THEY FORGET?"

Howard Ikemoto, Art Professor

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QUICK REFERENCE

E-mail: artlit@marywoodwardpso.com

Online Calendar & Documents: www.marywoodwardpso.com, click on Art Lit tab.

Claire Juarez
(971) 246-1864

Welcome to the Team!

Our goal is to provide a well-balanced variety of artists, genres and media for the kids to explore—and to make it a fun and rewarding volunteer experience for you!

Training sessions, general information and a calendar of events can be found at www.marywoodwardpso.com under the **Art Lit** tab. You can also get in touch with any of us at artlit@marywoodwardpso.com.

What is Art Lit?

Founded in 1982, Art Literacy is a volunteer-led program designed to help kids learn and appreciate how others have expressed themselves through art. It is the only structured art program available to students in the Tigard-Tualatin School District. The District provides a rotating library of artist presentations to the schools; our PSO generously provides funding for the District Art Lit fee and materials for art projects.

Your Part in Art Lit

Although each person is not required to do all of the following, your team will be responsible for:

- Assigning a Team Coordinator
- Attending the artist training
- Sharing the PowerPoint with your class
- Leading the “hands-on” project
- Explaining, supervising and assisting the students as they do the project
- Collecting and displaying the finished class projects

Look over the Art Lit roster that lists other volunteers for your classroom, and make plans to meet as a group and assign a Team Coordinator. Talk about how you’d like to work together this year and who wants to do what for each featured artist. Please forward the name of your Team Coordinator to the Art Lit Chairs and

teacher as soon as possible. The Team Coordinator will act as a liaison between the team members, chairs and teachers.

**ART IS NOT WHAT YOU SEE,
BUT WHAT YOU MAKE OTHERS SEE.** *Edgar Degas*

Monthly Artist Meetings

Training meetings are held once a month. At least one team member should attend, and all team members are encouraged and welcome! We introduce the featured artist, review the PowerPoint and artist notes. We all try the project to understand how it works, and to get examples for presentations. Plus, we enjoy getting to know each other. Subsequent meetings to introduce the featured artists will be held in November, January, February, March, and April.

Team Coordinator: Working with Your Teacher

It is important to have a Team Coordinator to keep everyone organized. It's a good idea to e-mail a reminder to team members a few days before the presentation to confirm who will be presenting, leading the project, etc.. Please also e-mail the teacher to let her know who the artist is, and which volunteers to expect in the classroom that day.

**NATURE IS NOT ONLY ALL THAT IS VISIBLE TO THE EYE...
IT ALSO INCLUDES THE INNER PICTURES OF THE SOUL.** *Edvard Munch*

The Art Lit Traveling Cart

Art Lit supplies will be on a mobile art cart, with additional supplies available in the Art Lit closet or Art Lit shelves across from the non-fiction section of the library. The Art Lit laptop will plug into the teacher's projector, and you may use their doc-cam to demonstrate the project. We will also have a how to video that can be played, if you prefer. You will use the classroom sink to clean off any brushes, pallets, etc. that get used during the lesson.

We'll do our best to keep the supplies fully stocked and ready to go at all times. **Let us know immediately if any project supplies are running low or missing**, as it could affect the next class. If you feel the need to clean any supplies that will be used by other students, the office has wipes available.. Last but not least: **leave the classroom and desks clean**. The teachers will appreciate it!

The Art Lit Supply/Storage Room

General Art Lit information, extra supplies and class art storage bins will remain in the Art Lit Supply Room, located in the alcove on the right side of the gym. The door is always locked; the Art Lit Coordinator, front office, and custodian have keys. Most of the supplies you will need should be on the resupply shelf.

The Art Lit Laptop

Materials for the artist presentation will be contained within the laptop backpack located on the Art Lit Cart. The PowerPoint Presentation will be pre-loaded onto the computer, however most teachers will have the materials ready on their laptop for you. Just in case, please arrive early for each session to start the computer and hook up to the classroom teacher's projector, if necessary.

At the end of your session plug the laptop into the wall behind the drying racks located next to the resupply shelf and ensure it is locked to the cable on the cart.

Classroom Session Calendar

The Master Calendar is available online at www.marywoodwardpso.com under the Art Lit tab, and will be displayed in the Art Lit resupply shelves—please **DO NOT change** or remove printed copies! If you need to request a change in schedule, send an e-mail to artlit@marywoodwardpso.com and we'll do our best to accommodate the request.

Presentations

Some volunteers can be setting up the materials for the hands-on project while the presenter is showing the PowerPoint. We've found it best not to put art supplies on the tables until just before starting the project. Every presenter has their own style; and while no two people will give the exact same presentation, the structure is the same:

- Greet the class
- Share the Artist background/info
- Explain project and steps
- Help the students do the project
- Collect finished work

Some projects need time to dry before they can be collected; a rolling drying rack in the hallway by the resupply shelves can be used for this purpose. Be sure to use the teacher tags to mark the shelves you've used and come back and pick the art up ASAP to ensure all classes have access to the shelves when needed.

Displaying the Class Art

The kids love seeing their art on display! The Display areas are being reviewed and recreated. After the project is completed, mount the finished pieces as demonstrated in the project review. Label the front of each piece with the child's first name and last initial, grade, school year and artist as shown below.

Labels will be printed ahead of each project and can be found on the Art Lit resupply shelves. If your class has a new student or any corrections need to be made, please email artlit@marywoodwardpsd.com so we can assist and get additional labels printed.

Every class has a designated Art Lit display wall, framed and marked with the teacher's name and grade. Teachers are welcome to do the hands-on projects and their work can be displayed with their class.

Some display guidelines:

- Have the finished art up within a week of the presentation.
- Please use only clear push pins (available on the Art Lit Supply resupply shelves) for mounting the work.
- Please use a stepladder for reaching high places, rather than standing on chairs or stools. A stepladder is available by the Art Lit resupply shelves.
- When it's time to change displays, the collected artwork should be stored in your class's blue storage tub in the Art Lit Supply Room.
- The kids' artwork is NOT sent home with them until after the Art Lit Gallery in May.

Art Lit Gallery

An opportunity to display a project from every child in every class is being organized for May/June. You'll know ahead of time where your class display will be, as well as the days and times for set-up and take down (scheduled for minimal disruption of students and library staff).

Your team chooses one piece of art for each child, considering that you want a good mixture of art projects, and attaches it to the display space.

Portfolios and Certificates

At the end of the year, your team will present each child in the class with a portfolio of their finished projects. You may choose to ask the teacher for about 15-20 minutes of "presentation time" in June. It's a great opportunity to recognize each child by name, as he/she comes forward to receive a portfolio. It's truly rewarding to see how proud the kids are of the work they've done, and to realize how much they've enjoyed Art Lit and appreciated your efforts.

**ART ENABLES US TO FIND OURSELVES
AND LOSE OURSELVES AT THE SAME TIME. *Thomas Morton***

Art Lit Presentation Tips

- Decide before the day of the presentation which team member is handling which responsibility. A Team Assignment Chart is available on the website. Many teams assign responsibilities at the beginning of the year. Touch base with team members a couple of days before your class presentation to confirm the upcoming date/time and individual responsibilities.
- Arrive 15-20 minutes early on Art Lit day. This will give you time to set up the laptop (if needed) and supplies in the classroom.
- Be prepared, but flexible. Try not to read directly from the notes but to “share” the information. Use expression on your face and in your voice.
- If a child asks a question you don’t know how to answer (and you can pretty much count on it!), it’s fine to say, “I don’t know.”
- You can engage the kids in the PowerPoint by asking them questions:
What do you notice first in the picture? What shapes and colors do you see? What mood is the artist trying to show? Each artist will bring a new and unique set of questions to ask.
- Use the samples from the cart to show the hands-on project to the class.
- Walk around the room during the hands-on project, offering encouragement and helping “stuck” kids get moving.
- Some kids are intimidated at the thought of not doing the project “right,” while others are convinced they aren’t artistic. **Remind them that the point of art is to express ourselves—and that makes every one of us an artist.**
- Finally, smile and have FUN! Enthusiasm is contagious, and you’ll find that the kids are an eager (and very forgiving) audience.

Putting the 'Literacy' into Art Lit

Aesthetic scanning is a way of looking at, and talking about, art. It gives you and the kids the tools to move beyond "I like it" or "I don't like it," and assess art with a critic's eye. Below are some examples that show how you can use aesthetic scanning to ask questions, or point out features, as you present the PowerPoint. (Just make sure any question you ask is reinforced by something in the picture you're showing.) There are four groups of properties that can be used when discussing art:

1. **SENSORY** properties = **what you SEE**

The elements of line, shape, texture, color, size, space and value.

Questions to ask

- What colors do you see?
- What kinds of lines do you see? (curved, jagged, short, blurry, etc.)
- What shapes has the artist used? (geometric like circles/squares or organic like leaves/clouds)
- Are there different values? (meaning light, medium or dark areas)

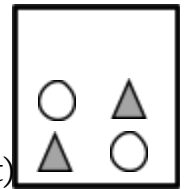


2. **FORMAL** properties = **how it's ARRANGED**

The way the art is organized; its unity, repetition, balance, contrast, dominance, rhythm and variety.

Questions to ask

- What shapes, colors or images are repeated?
- Are there any strong contrasts? (opposites like red/green or dark/light)
- Where does your eye go first?
- How does the artist move your eyes around the work?

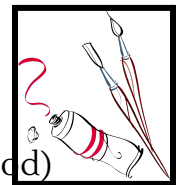


3. **TECHNICAL** properties = **how it's MADE**

How the work was created; both the medium and the tools used.

Questions to ask

- What kind of art is this? (drawing, painting, sculpture, photograph)
- What medium has the artist used? (watercolor, oil paint, bronze, wood)
- What tools were used to create it? (paintbrush, pencil, pen, camera)



4. **EXPRESSIVE** properties = **what you FEEL**

The mood, feeling, or philosophical concept of the artwork.

Questions to ask



- What does the name of the artwork tell you about it?
- What words would you use to describe the piece?
- Was the artist most interested in imitating nature, expressing a feeling or creating an overall design?

GOOD ART IS NOT WHAT IT LOOKS LIKE,
BUT WHAT IT DOES TO US. *Roy Adzak*

Building on Imagination

Just like math or science, art literacy is a discipline in which skills are built upon with each year, as students increase their art vocabularies and develop their creative abilities. By observing how others have taken ideas, emotions and concepts and translated them into works of art, Art Lit enlarges our students' ability to express themselves through their own artistic creations.

ART VOCABULARY

KINDERGARTEN

LINE: STRAIGHT OR CURVED
SHAPE: OPEN OR CLOSED
COLOR: BRIGHT OR DULL
TEXTURE: SMOOTH OR ROUGH
SPACE: 2 OR 3 DIMENSIONAL
SCULPTURE, PAINTING
ORIGINAL

FIRST GRADE

ABSTRACT, REALISTIC
GEOMETRIC, FORM
SYMBOL, PATTERN
CLAY, WEAVING
BRONZE, CASTING
OIL, WATERCOLOR
PASTELS

SECOND GRADE

PORTRAIT
SITTER/MODEL
PROFILE
LANDSCAPE
PRIMARY/SECONDARY COLORS
CENTER OF INTEREST
BALANCE, SYMMETRY
CONTRAST
WARM & COOL COLORS
TEMPERA PAINT
DETAIL

THIRD GRADE

OVERLAP
FOREGROUND, BACKGROUND
HORIZON
TECHNIQUE
UNITY
RHYTHM
IMPRESSIONISM, EXPRESSIONISM
CUBISM
FOLK ART
WOOD PANEL
CANVAS

FOURTH GRADE

HORIZONTAL/VERTICAL/DIAGONAL LINES
SYMMETRICAL/ASYMMETRICAL
REPETITION
STYLIZED
ADDITIVE/SUBTRACTIVE SCULPTURE
RELIEF SCULPTURE
MOLD
CARVE
CERAMIC

FIFTH GRADE

COMPLEMENTARY COLORS
ANALOGOUS COLORS
ARBITRARY COLORS
NEUTRAL COLORS
TERTIARY COLORS
VALUE
DOMINANCE
MIDDLEGROUND
STYLE

**TAKE THE ATTITUDE OF A STUDENT, NEVER BE TOO BIG TO ASK QUESTIONS,
NEVER KNOW TOO MUCH TO LEARN SOMETHING NEW. *Og Mandino***

Using the Computer and Projector

The Mac computer will need to be hooked up to the teacher's projector.

Opening the PowerPoint presentations:

- The presentation slideshows will be located on the desktop. There will usually be just 1 presentation per month
- **Open the appropriate presentation by double-clicking the icon.**
- Powerpoint presentations are also available on the PSO website

Connecting to the Projector

- If necessary, please ask your teacher with assistance in attaching the Art Lit laptop to their projector. They may vary slightly.

Starting/Advancing the Presentation

- Each presentation will start with a focus slide. Use this to adjust your projector.
- Once you're ready to begin, either click on the mouse pad, press the right arrow key (bottom right side of MacBook), or use the remote (see next page for instructions).
- To advance from slide to slide, click the mouse pad, or press the right arrow key.
- If you need to back up, press the left arrow key.

Ending the Presentation

- Press the ESC key to end the current presentation.

Shutting Down

- Click on "PowerPoint", in the top left corner, and select "Quit PowerPoint".

- Click on the Apple Icon, in the top left corner, and select “Shut Down”.
- At the pop-up menu, select “Shut Down” again, and close the MacBook. Put laptop back in the backpack.
- Turn the Epson Projector off, and close the sliding window.

Using the Wireless Remote/Laser Pointer



Connecting and Using the Remote

- Remove the USB receiver (A) from the end of the remote (B) by gently pressing it.
- Plug the USB receiver into a spare USB port on the side of the laptop.
- Use the right and left arrows to advance or reverse the slides.
- Press the top red button to activate the laser pointer.
- When you are done, **please remove the USB receiver from the laptop, and reinsert into the remote** to prevent the batteries from draining.
- A pair of spare batteries will be kept on the computer cart.

About your Wireless Presenter with Laser Pointer

- Range: Up to 65 feet (20m)
- The receiver has a single light indicator with 2 colors, green and red. For every button press of the presenter, the receiver LED quickly flashes green to indicate that the battery level is good. The LED will flash red on every button press if the battery level is low.

- To extend battery life when not in use, be sure to **turn off the remote by inserting the receiver into the remote.**

Please **DO NOT** shine the laser at anyone, or at any time allow any student to use the laser.

I AM STILL LEARNING. Michelangelo