

ART CLASS COORDINATOR

1. ORGANIZE CLASS VOLUNTEERS

Using your teacher's list of volunteers, contact classroom art volunteers and schedule 2 people for each month from October - April (except December). Usually one volunteer teaches, and the other assists.

2. REMIND

On the last week of each month (starting in September), contact the classroom art volunteers for the upcoming month. Make sure they will be ready to teach and are available for all the weeks in their month. Email the teacher and make sure she knows who her volunteers will be for the month.

(When a volunteer cannot make it, they can contact other art volunteers/parents in the class to find a substitute. If neither they nor you can find a substitute, you may contact the art committee for help.)

3. BE AWARE

Check the number of lessons and the number of art days in each month. There should always be 3, but sometimes a class will have a party or field trip and will need to adjust. Work with the teacher to consolidate two lessons into one, or schedule extra art time. If there is an extra week, ask the teacher if she would like to have art that day. Volunteers can teach their own lesson, catch up on past projects, or check the blog for "Extra Time Projects" (Check with art committee to see if supplies are available.)

4. PREPARE

In April, volunteers make sure the students' projects are as complete as time allows, the projects get taped onto their posters, and the posters hung on the wall. **It is very important that the posters are hung correctly.** Instructions will be given in a Spring art meeting. They can also be found on the blog, in the binders under April art lessons, or [here](#).

5. COMMUNICATE

Be in touch with your teacher and your volunteers to make sure someone is there to teach each week. If there are problems or questions, please communicate with a member of the art committee. Nobody is on top of it all the time, but we are all trying and grateful for everyone's help. The most important thing is that students have a good experience with art.

Art Blog: <http://foothillarts.blogspot.com/>

| Art day & time: | | | | |
|-----------------|--------|-----------|--------------|-------|
| Teacher: | | | | |
| Coordinator: | | | | |
| Month | | Volunteer | Phone (text) | email |
| October | Lead | | | |
| | Helper | | | |
| November | Lead | | | |
| | Helper | | | |
| January | Lead | | | |
| | Helper | | | |
| February | Lead | | | |
| | Helper | | | |
| March | Lead | | | |
| | Helper | | | |
| April | Lead | | | |
| | Helper | | | |