

## 2019 Hull Art Masterpiece Volunteer Training

\*If you haven't filled out a volunteer form this school year, you must do so. There is a stack of blank forms on the table behind the desk in the Art Room. Please fill it out and either leave it in the Art Room or give it to the front office.

### **Introductions:**

Shelby Frey, Hull Art Masterpiece Coordinator

### **What is Art Masterpiece? What is my role as a volunteer/guide?**

Art Masterpiece is an art enrichment program that introduces students to artists and varying methods of artwork. As a volunteer/guide, you will teach Art Masterpiece to the students and then lead them through a project inspired by the artist's methods.

### **How is Art Masterpiece funded?**

The PTO and Art Masterpiece fundraisers fund Art Masterpiece.

### **I have questions or a problem. Who do I contact?**

Use [hullartmasterpiece@gmail.com](mailto:hullartmasterpiece@gmail.com) for all communication. If you have an emergency, call/text Shelby Frey at 847-209-6095.

### **How many Art Masterpiece lessons are there?**

There are 6 Art Masterpiece lessons you'll teach throughout the year. Each lasts about an hour.

### **What days and times do I teach the lessons?**

<b>Grade</b>	
Kindergarten	Speak to your child's homeroom teacher and together determine the days and times of the lessons.
1 <sup>st</sup> Grade	
2 <sup>nd</sup> Grade	
3 <sup>rd</sup> Grade	
4 <sup>th</sup> Grade	As a whole, the 4 <sup>th</sup> grade teachers will determine the days and time of each lesson and will communicate that information to you. <u>4<sup>th</sup> Grade will be taught from 8:40 – 9:40. Dates are:</u> Lesson 1: 9/27 – <b>Banas</b> in Art Room. All others in classrooms Lesson 2: 10/25 – <b>Frechette</b> in Art Room. All others in classrooms Lesson 3: 11/14 (Banas and Benzer. <b>Benzer</b> in Art Room, Banas in classroom), 11/15 (Frechette and Viera. <b>Viera</b> in Art Room, Frechette in classroom) Lesson 4: 12/13 – <b>Banas</b> in Art Room. All others in classrooms Lesson 5: 3/6 - <b>Benzer</b> in Art Room. All others in classrooms Lesson 6: 5/1 - <b>Frechette</b> in Art Room. All others in classrooms
5 <sup>th</sup> Grade (non-CATS)	As a whole, the 5 <sup>th</sup> grade teachers will determine the days and time of each lesson and will communicate that information to you. <u>5<sup>th</sup> Grade will be taught from 9:45 – 10:30. Dates are:</u> Lesson 1: 9/5 – <b>Barcon</b> in Art Room. All others in classrooms Lesson 2: 10/17 – <b>Cardew</b> in Art Room. All others in classrooms Lesson 3: 11/14 – <b>No one</b> in Art Room. Everyone in classrooms Lesson 4: 12/12 – <b>Emrick</b> in Art Room. All others in classrooms Lesson 5: 1/23 - <b>Grothaus</b> in Art Room. All others in classrooms Lesson 6: 2/20 - <b>Cardew</b> in Art Room. All others in classrooms
5 <sup>th</sup> Grade (CATS)	You and your child's homeroom teacher will work together to determine the days and times of the lessons.

6 <sup>th</sup> Grade (non-CATS)	<p>As a whole, the 6<sup>th</sup> grade teachers will determine the day of each lesson and will communicate that information to you. Each 6<sup>th</sup> grade guide will teach the lesson at a specific time (known as rotation).</p> <p><u>6<sup>th</sup> Grade will be taught on the following dates:</u></p> <p>Lesson 1: 8/23  Lesson 2: 9/20  Lesson 3: 11/22  Lesson 4: 1/24  Lesson 5: 2/24  Lesson 6: 4/24</p> <p>Volunteers have already been assigned their rotation (time slot). Let me know if you don't know yours.</p> <p>All 6<sup>th</sup> grade lessons are taught in the Art Room</p>
6 <sup>th</sup> Grade (CATS)	You and your child's homeroom teacher will work together to determine the days and times of the lessons.

**Where do I teach the Art Masterpiece lessons?**

Grade	
Kindergarten	Art Room, if available (see below)
1 <sup>st</sup> Grade	
2 <sup>nd</sup> Grade	
3 <sup>rd</sup> Grade	
4 <sup>th</sup> Grade	Because all of the 4 <sup>th</sup> grade lessons are taught on the same day at the same time, you will rotate who gets the Art Room. Check the Art Masterpiece calendar to see which day your class has the Art Room (see below). If you do not have the Art Room for a lesson, you will be teaching in your child's classroom. <b>See chart above for Art Room assignments</b>
5 <sup>th</sup> Grade (non-CATS)	Because all of the 5 <sup>th</sup> grade lessons are taught on the same day at the same time, you will rotate who gets the Art Room. Check the Art Masterpiece calendar to see which day your class has the Art Room (see below). If you do not have the Art Room for a lesson, you will be teaching in your child's classroom. <b>See chart above for Art Room assignments</b>
5 <sup>th</sup> Grade (CATS)	Art Room, if available (see below)
6 <sup>th</sup> Grade (non-CATS)	Art Room
6 <sup>th</sup> Grade (CATS)	Art Room, if available (see below)

**How do I know if the Art Room is available?**

Check the Art Masterpiece calendar at <http://www.mychandlerschools.org/Page/17231> or <https://www.cusd80.com/domain/2664> or from the Hull website > Programs > Art Masterpiece. All 3 methods lead you to the same calendar.

**I see the Art Room is available on the day and time I want to use it. How do I get it scheduled on the calendar?**

Send an email to [hullartmasterpiece@gmail.com](mailto:hullartmasterpiece@gmail.com) with the following information: Grade, teacher, lesson #, date and time and I'll add you to the calendar. Requests are first come, first served so I highly recommend getting all 6 lessons on the calendar as soon as possible! If you have a lesson scheduled and need to cancel or reschedule, please email me so someone else can use the Art Room.

### **The Art Room is not available on the day and time I want to use it. What do I do now?**

You have a couple options:

1. Work with your child's homeroom teacher to find an alternate day/time for the lesson.
2. Teach the lesson in your child's homeroom classroom. Arrive a few minutes early on the day of the lesson, gather your supplies from the Art Room and take them to the class. When your lesson is over, return the supplies to the Art Room and put them away.

### **My lessons are scheduled! What do I do now?**

Prior to teaching the lesson, log in and review the lesson (see login sheet).

Read through the Activity and take a look at the Power Point.

Even though the lesson may say you need to prepare for the lesson by ordering supplies, cutting things out, making copies, etc., you do not need to. Everything you need for your lesson will be in the Art Room.

It's a good idea to review *all* the lessons in advance. For example:

- 6<sup>th</sup> grade's Lesson #3 requires students to bring in "found" objects and shoe boxes. You'll want to give extra notice to the 6<sup>th</sup> graders to start collecting items. There is a note that can be sent home to families (via the teachers) in the Lesson #3 Activity. **\*\*I will own this so the 6<sup>th</sup> grade volunteers don't need to worry about it\*\***
- Some lessons are messy and you may want to have your teacher send home "messy hands" handout if you would like extra help.
- If you know the lesson plan calls for painting/spray painting, you'll want to dress accordingly

### **I'm teaching a lesson in the Art Room today! What do I do?**

- Come in 10-15 minutes before your lesson starts. When you sign in at the front desk, ask the front office staff for the key to the Art Room.
- Get the binder for your grade at the front of the room and find the lesson you're teaching. The locations of the supplies can be found on the gold sheet in front of each lesson. There are samples of most projects in the wooden desk at the front of the room.
- Log into the computer, pull up the lesson and turn on the document viewer and projector. Instructions and logins are on the wall next to the computer.
- After the lesson, put away all your supplies and clean up.
- Turn off the computer, document viewer, projector, lights and lock the door.

### **I'm teaching a lesson in my child's classroom today! What do I do?**

- Come in 10-15 minutes before your lesson starts. When you sign in at the front desk, ask the front office staff for the key to the Art Room.
- Pull all your necessary supplies, grab an empty bin and fill it with the items you'll need.
- Go to your child's homeroom and ask the teacher to pull up the lesson and display it on the projector. {Some teachers may have you pull up the website/PowerPoint on their computer, so be sure to know the path to the Art Masterpiece lessons and the login ID/password to pull up the lessons}.
- After the lesson, go back to the Art Room and put away all your supplies and your bin.

**The lesson is over and it went great! But the art is still wet. What should I do with it?**

Use the drying lines and counter tops to lay out drying art work. Put your teacher's name on a slip of paper near your work. **DON'T FORGET** to come back within the next few days to take care of it.

**The artwork is now dry (or was never wet). What do I do with it now?**

It's your choice and you can ask your teacher if they have a preference.

- Portfolio: make one large portfolio to store all the artwork. These can be stored at the back of the art room or in your teacher's classroom. When all 6 lessons are completed, attach the send the artwork home.
- Send home after each lesson: this one is pretty self-explanatory! If you choose to send the artwork home, keep 2 things in mind:
  - Lesson #1 is for the Display My Art fundraiser so you will not send this home right away.
  - Determine which of the 6 lessons you and your teacher would like to display at the Celebration of Learning night. Don't send that project home right away; you can send it home afterwards.
- ❖ Be sure to tape or glue the Parent Note to the back of all projects. The Parent Notes are on the table next to the desk in the front of the room

**What is Display My Art? And what do I need to do to prepare?**

Display My Art is a fundraiser to raise money for the Hull Art Masterpiece program. **Lesson #1** artwork is turned into customized items you and your family can purchase!

As an Art Masterpiece guide teaching **Lesson #1**, be sure the kids use their own pre-printed Display My Art sheets. They need to complete their artwork on the front of the sheet. When the lesson is over, collect the artwork and leave it in the Art Room. It's that simple! I'll send in the sheets to Display My Art, they will create custom "catalogs" for each child and parents can order items directly on the website. The items will be shipped directly to the purchaser. Display My Art will return the original artwork to us later in the year. **Important: Lesson #1 must be completed by Friday 9/27!**

**TBD: I'm looking forward to the Celebration of Learning night in the spring! What do I need to do to prepare for it?**

You and your teacher should select one project to highlight outside of their classroom door. Again, if you're sending artwork home after each lesson, be sure to save one to display. More directions will be sent out about a month before.

**I noticed we were running low on something. Should I ignore it and hope someone else notices?**

Please, please don't ignore it! Send me an email at [hullartmasterpiece@gmail.com](mailto:hullartmasterpiece@gmail.com) and let me know!

**I have a few extra minutes. Anything I can do?**

Yes! If you have time before or after your lesson, help keep the Art Room clean by putting any drying dishes/brushes away, stack dried artwork with teacher note on top, etc. The Art Room gets real messy, real quick so anything you can do to help keep our room clean and organized is appreciated!

**Thank you for volunteering with Art Masterpiece!**