



# Program Overview

The Art Start Team holds an orientation meeting every fall for our new and returning volunteers to review the expectations of the program and features such as classroom stipends, new supplies, glass & clay changes, art room procedures etc. As part of this introduction and review, specific Guidelines have been defined to ensure the continued success of the McAuliffe Art Start program.

The purpose of this document is to provide teachers and volunteers with an overview of program expectations. This is to ensure our volunteers, teachers and students get the best experience out of our Art program at McAuliffe. To achieve this we partner with the teachers to make sure we are using class time efficiently, we provide our volunteers with the time they need to make their projects successful, and we communicate expectations.

Please take the time to review the Art Start guidelines for this coming school year. If there are any concerns please reach out to the Art Team so that we can work with you to ensure our art program is successful in your classroom.

Thanks in advance for your support!

Mandy Brunner, VP Art Start, Supply Manager, Square 1 [hrtlandrab@aol.com](mailto:hrtlandrab@aol.com)

Karen Chekan, Art Start Accounting, Website Questions & Issues [karenchekan@yahoo.com](mailto:karenchekan@yahoo.com)

Lisa Craig, Square 1 Art [lisacraig@live.com](mailto:lisacraig@live.com)

Nancy Grossi, Art Start Advisor and Art Room Manager [nancylgrossi@hotmail.com](mailto:nancylgrossi@hotmail.com)

Adria Fife, Art Start Communications [athalassi@gmail.com](mailto:athalassi@gmail.com)



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## Art Start Guidelines

- Volunteers should work with their teachers at the beginning of the year to schedule Art Start projects on a monthly basis. These dates should be flexible to both teachers and volunteers but should be tentatively planned ahead of time.
  - If the teacher or volunteer wishes to do more than 1 project per month it should be agreed upon by both teacher and volunteer(s). The expectation is set when volunteers sign up that they will only be expected to teach 1 art project per month.
- Volunteers are to work with their teachers to find at least 90 minutes with which to teach the art lesson. There will be projects that may be done in less than 90 minutes, but we ask volunteers to plan for the full amount of time to allow for the following
  - 10 minutes of teaching the lesson – who is the focus artist, principle of design or element of art being taught, photos/videos/PowerPoint decks to be presented
  - 60-70 minutes of working time for the students – this allows them to take their time and focus on what they are doing rather than being rushed to finish or not feel successful because they were unable to finish a project
  - 10-20 minutes of clean-up – this should be part of the allocated Art Start time so that volunteers are not having to stay after school to clean-up nor are they trying to clean-up while the class has moved onto another subject.
  - If the students do not finish the project in the 90 minute time frame the volunteer should work with their teacher to find additional time to complete the project within a couple of weeks, if possible.
- Volunteers should work with their teachers to review the classroom curriculum to see if there are art projects that can tie into what is being taught in class. The volunteers should also ask teachers if there are specific projects they would like the students to be taught during the year so they can plan accordingly.
- Should there be a situation where the Art Start Lead for the classroom or enough volunteer(s) cannot make the scheduled Art Start day/time they will let the teacher know with as much advance notice as possible so that a new date can be scheduled. If additional help is needed to cover a project, due to its complexity or messiness the Art Start Lead will request the teacher send out an email to families asking for extra help.
- Special days such as Christmas, Mother's Day and Father's Day are not assumed to be part of the Art Start monthly project plan unless the volunteers choose to do this OR the teacher has specifically requested that this be done. Often times these projects require that the classroom stipend be used to make it "extra special" so advance notice and planning are necessary.
- It would be very helpful if the designated Art Start time not be scheduled prior to a class swapping situation, i.e. for consolidated Math Groups or other learning times when students are transitioning to another classroom. We want to make sure volunteers and students have proper time for cleaning up without new students coming into the classroom and so teachers do not feel the pressure of immediately moving on to the next subject while volunteers are still in the classroom.
- The Art Start Team asks that the volunteers plan 1 month for the Square 1 project and 1 month for the project being displayed at the Art Walk (scheduled for every other year).