

# Docent Orientation Meeting

September 27, 2011

- **Welcome** - Jodie Kase, Lori Wymbbs, Amy Steinbacher
- **YAA Theme** - Reflections....Celebrating 30 Years - Reflecting on our past and looking forward to the future
- **Project Overview and Workshop Schedule** - Review Docent Instructions and Workshop Protocol
  - Enrichment - Flipped out for Notan - October 4, 2011
  - The Incredible Scribble - October 18, 2011
  - **Stephen Pentak's Abstract Reflections - November 8, 2011\*\*Pacific Hosts**
  - Larger than Life - January 10,2012
  - Community Memory Quilts - February 7, 2012
  - Cezanne and Mont Sainte-Victoire - March 13, 2012
  - Daumier Portrait Busts - April 17, 2012
  - End of Year Banquet - May 15, 2012
- **Volunteers Needed:**
  - Project Boards:
  - Brunch Food Coordinator:
  - Brunch Table Decor:
  - Photo Organizer for Project #2 (Phyllis?):
  - Art Show Bake Sale (Lana and ?)
- **Calendar Sign-ups** - Please take a Calendar Request Form
  - Communicate with your teacher to get 3-4 different time options that would work for both of you (ex. Wed from 10-11, not October 15th from 10-11:)
  - Two hour blocks are needed to account for set-up and clean-up time. For the above example, you would request 9:30-11:30 in the Art Room.
  - Priority is still the same: 5th, 4th, K, 3rd, and then 1st and 2nd
  - Please turn in forms to Shirley. We will then fill in the calendar and communicate your assigned days and times with both you and your teacher.
  - If any further changes need to be made, please work with your teacher and Shirley to schedule another day or time.
  - Please be flexible!!!!
- **Art Room Etiquette** -
  - The Art Room must be **SPOTLESS** and everything must be ready to go for the next docent after you teach your project.
  - **MANY** District Functions are held in this room, and its condition is a reflection of our entire school!
  - Please email or call us **IMMEDIATELY** if supplies are low. However, be sure to check all cabinets etc. before you call...:)

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- Supplies for the projects are located in the cabinets. Please put them back exactly as you found them.
- If the room is messy when you enter, please let us know so we can track down the culprit. We also have “nanny cams” in the room.....
- Utilize the drying racks in the back and **PROMPTLY** pick up the students’ work. Both kids and teachers get upset when the projects are not returned in a timely manner!
- Labels will be provided for each project. Please make sure these are attached to all work.
- Art Carts - Please use these if you need to teach in the classroom. Return and unload immediately!
- Art Boards and Music CD’s are provided to enrich the lesson. Please make sure to utilize these.

## **Parent Volunteers -**

- Sign-up Genius or Evite are helpful tools to organize volunteers. Please let parents know the dates and times of the lessons as soon as possible. T
- **Volunteers MUST respect the goals of YAA. They must never touch children’s work or criticize their work in any way! Please reinforce this!!**

## **Art Show and Bake Sale - May 24, 2012**

- Each class saves one project for the Art Show. Please see the roster for your Save project.
- You are responsible for storing the projects in a safe place. The Art Room and your teacher’s classroom are not options!
- Each child **MUST** have a piece to display. That means if someone is absent on the day you teach your Save project, you must arrange a make-up with your teacher. Do it quickly....waiting until May = trouble!
- Docents are responsible for creatively displaying the children’s work and making a label for each piece with the child’s name and class information.
- Photo books are located in the Art Room for reference.

**Fundraising** - While we love YAA, we can’t run this program on love alone! Our notecard/notepad fundraiser is essential to our existence and provides over half of our operating costs each year. Please give an A+ effort!

**Apparel** - Merchandise will be sold at Enrichment this year! Please bring cash or checks. Also, please send home the flyer for parent and teacher orders.

**Thank you for all that you do to provide YAA to all of our children!**

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