

Art Docent Chairperson Expectations

1. Recruit Volunteers
 - a. Send Volunteer Request form home with all students
 - b. Set up a booth at fall Open House (or any other school event)
 - c. Remind teachers to add this as a volunteer category on their Open House forms.
 - d. Ask teachers if they can recommend a likely candidate from **last year's** parents. They know from experience who you can count on.
 - e. Check to see if volunteers have a current form on file in the office; your school secretary will have an updated list. Provide a form to volunteers who are not current.
2. Contact Interurban Center for the Arts
 - a. Sign Letter of Agreement and send check
 - b. Schedule an appointment to pick up Prints and Packets
3. ****NEW**** Have Art Docent Volunteers register as a docent online.
 - a.
4. Let volunteers know about ICA training dates.
 - a. Provide links to electronic registration for workshops.
 - b. Encourage all volunteers to attend; new volunteers **MUST** attend.
 - c. Encourage car-pooling (it increases attendance.)
5. Post important information in a prominent place for your Docents to see:
 - a. ICA Training Dates
 - b. Program Goals (by grade level)
 - c. Print Rotation
 - d. New calendar for project sign-ups
 - e. Volunteer Roster (ask ICA Coordinator for a copy of docents registered with your school.)
6. Encourage all volunteers to consider the Grade Level Goals provided at Basic Training as they plan their lessons and projects.
7. Provide copies of the Volunteer Handbook to volunteers who need them.
8. Let teachers know who their volunteers are.
9. Contact your supply volunteers to inventory and order new supplies.
10. Schedule Multi-purpose room/hallways for any meetings and Art Walk/Family Art Night, etc.
 - a. See your school secretary to reserve dates.
 - b. Select Art Night Chairperson/Committee
 - c. Be sure to invite ICA program coordinator to your Art Night :)
11. Encourage volunteers to fill out "Presenter's Report" describing any NEW project..
 - a. Staple a sample of the project to the back (so it can be seen in plastic page protector.)
12. Arrange with ICA Coordinator for a visit to your school.
13. Send out Program Evaluation link to all participating teachers (and principal).
14. At the end of the year inventory prints, packets and project notebook for return to ICA (see Returning Materials to ICA.)