



CT Regional Scholastic Art Awards Volunteer Jobs

Silpe Gallery, Hartford Art School (Unless another location is indicated)

Paperwork Check-in/Drop Days

Volunteers need computer expertise

When: Thursday 12/12 Location and Time TBA
Friday 12/13 Location and Time TBA
Saturday 12/14 9:00 am – 3:00 pm, *Silpe Gallery, Hartford Art School*

WHAT TO DO:

- Log in Submission Forms
- Accept and log in payments

Artwork Jury Day

When: Saturday 1/4 **Time:** 8:00 am – 5:00 pm

WHAT TO DO:

- Get released time from school
- Organize technology equipment as needed
- Facilitate/moderate jurying of images
- Record jury results

Accepted Work Drop Off Days

When: Wednesday 1/8 and Thursday 1/9 **Time:** 2:45 – 7:30 pm

WHAT TO DO:

- Work with chairperson
- Collect late fees
- Place into media and award categories
- Check in schools
- Check in accepted work
- Store boxing materials

Hang Show

When: Saturday 1/11 (Snow Day Sunday 1/12) **Time:** 9:00 am – 5:00 pm

WHAT TO DO:

- Work with Scholastic’s chair
 - Apply gold and silver key stickers
 - Working in teams to hang selected works
 - Apply student identification labels to work
 - Invite your best students and colleagues to help
- (Bring: staplers, staples, tape, glue, white paper (18 x 24), matt knives, nails, hammer, pliers, etc.)*

Strike Show

When: Saturday 2/1 **Time:** 9:00 am – 12:00 pm

WHAT TO DO:

- Work with Scholastic’s chair
- Organize work by school
- Pull artworks *(Bring: staple removers, pliers, screwdrivers)*
- Box up artwork in school boxes and organize

Artwork Pick-Up Days

When: Saturday 2/1, Sunday 2/2, Monday 2/3 **Time:** Saturday 12:00 – 5:00 pm (After Strike)
Monday 3:00–5:00 pm

WHAT TO DO:

- Monitor school pick up of artwork
- Assist teachers with problems
- Oversee sign-off of each school pick up
- Secure gallery at close of pick up

To Sign Up To Help go to the Volunteer Sign-Up Form:

<https://goo.gl/forms/dlTTq7nWN5bRr8Ek2>

For Questions Contact Andrea Haas – ctartawards@gmail.com