



## ***Arts Volunteer Program***

### **FACT SHEET 2012-2013**

#### **What is the Art Volunteer Program?**

Thank you for volunteering your time for the Art Volunteer Program facilitated by the Plymouth Community Arts Council (PCAC). Each month, as an art volunteer you can bring a different portfolio to your assigned classroom. Portfolios hold about 6 poster-size reproductions with a common element. The accompanying information folder tells about the artist(s) and each piece of work in the portfolios. The art volunteer shares information with the students about the style, medium and era of the pieces, and about the artist and their lives. No prior art knowledge is needed because all information is provided. This is a very rewarding program and the children eagerly look forward to the monthly visits. *The purpose of the Art Volunteer Program is to expand our children's exposure to art through presentation of a variety of art styles and forms within the classroom setting.*

#### **Required School Membership for Participation in AVP**

All school principals have been sent letters regarding the required PCAC membership for their volunteers and teachers to participate in the program. The \$125 fee per school allows us to continue to update and maintain this valuable program. Payment should be received by Oct. 1, 2012 for the 2012/13 school year. Without the school membership volunteers and teachers will not be allowed to check out our materials. Please contact us if you have questions or comments concerning this. Each participating school's support is vital to the continuation of this program.

#### **Building Portfolio Assignments**

Schools participating in the Art Volunteer Program are assigned **three portfolios** to be shared by the art volunteers at your school. These portfolios are to be stored at your school. Please contact the AVP Coordinator for your building to find out where these portfolios are stored. We ask that the AVP Coordinator for each school return these portfolios to PCAC during the first week in June.

#### **Supplemental Portfolios**

Additional 'supplemental' portfolios are housed at JWH Center for the Arts (Plymouth Community Arts Council) and can be signed out by art volunteers to supplement the program throughout the year. In order to reserve a specific portfolio in advance, you will need a PCAC membership. We offer a discounted family membership for our AVP volunteers of \$40.00 (usually \$80.00). The membership will also allow you and your family discounts on our art classes and help to support the AVP program.

#### **Sculpture Units and Culture Boxes**

Also available for sign-out are sculpture units and culture boxes. We recommend that each classroom see at least one sculpture unit a year. The culture boxes are to be used as a supplement to the program.

# **AVP Protocols and Procedures for Use and Return of Materials 2012-2013**

PCAC has an honor policy for the use of the AVP materials and depends on volunteers to use and return the materials in the condition in which they left the building. We understand that things may be misplaced or broken on occasion. Upon return of the portfolio, culture or sculpture box, please let us know if there is a problem or something missing from the portfolio. Your help in maintaining these portfolios is very much appreciated.

A signed acknowledgment of the protocol and procedure is requested before the volunteer receives his/her AVP # to check out the materials.

## **How to Sign Out Materials**

- We request that all volunteers fill out a registration form at Orientation. We require a registration form for each volunteer prior to checking out materials. *We need this each year, so even if you have volunteered in the past, we ask that you complete a new one just so we can make sure we have the most up to date contact information.* If during the year you should move or change phone numbers, please contact us so we can update your information.
- You will be issued a new AVP number or if returning you can use the one previously assigned. **This should be used each time you check materials out.**
- Included in this packet are lists of portfolios and kits available for sign out.
- A list of recommended portfolios per grade level has also been provided.
- The units are all housed in the storage room near the front entrance. Please note that only a certain section of the room houses the AVP materials.
- A sign-out binder is located on a shelf right outside the AVP storage area. **Please make sure to sign in and out for each portfolio, culture box or sculpture box taken/returned.**

## **How has the AVP room been organized?**

We hope that you find the AVP room user-friendly. We ask that you help us maintain order in the room. Here is how things are organized:

- All portfolios and kits have been allocated a CODE which is a combination of a letter and number. All items are arranged or hung in numerical order.
- All Culture units are stored on the shelves together and have the code C followed by number of the culture unit. **Example C1.**

- Sculpture units are either in totes or in blue roll-on coolers and have been coded **S-1, S2**
- Portfolios have been hung in the slots on the wall when you enter the room and have been coded **P-1, P2**.
- Storybook Portfolios have been hung in the slots on the wall when you enter the room and have been coded **SP-1, SP-2**
- So that everyone can find things easily, we ask that you return the items to their correct location. If you need assistance with this, please let us know.
- Please do not disassemble or switch items between portfolios or kits. We love to hear your suggestions, so if you find that it would be helpful to include or remove items from a certain portfolio, please let us know.

### **For sign out:**

- Come to the Plymouth Community Arts Council at 774 N. Sheldon Rd. (corner of Sheldon and Junction – just south of the M-14 overpass) between 9 am and 5 pm. Monday through Thursday. **Our building will be closed on Fridays.**
- SIGN OUT all portfolios, storybook portfolios, sculpture units, culture boxes on the appropriate sign-out sheets. Please include all requested information.
- AVP volunteers who are PCAC members can reserve units in advance at the front office or by calling the office. We offer a discounted family membership for our AVP volunteers of \$40.00 (usually \$80.00). The membership will also allow you and your family discounts on our art classes and help to support the AVP program

### **Return Policy:**

- **Please return portfolios, culture boxes, story book portfolios and sculpture boxes within 3 days.**
- Normally only one portfolio or kit is allowed for loan at a time. Please let us know if you would like to borrow two items at a time.
- Always remember to check-in the items on the log sheets.
- If for some reason you cannot return an item within the time period noted, please call us and let us know when we can expect the item. We will be making follow up calls on items that are not returned within the time frame noted.

### **For Portfolios**

- Please do not use push pins, tape, or otherwise disfigure prints. Use magnets, big clips or have children hold the prints during presentations.
- If the portfolio is in need of repair, please let the office know. We will fix or replace it.

### **For Sculpture Units**

- All sculpture units must be repackaged in bubble wrap after presentation.
- Please do not pass around fragile or heavy sculptures. You can lay out the items on a table and children can come and view them.

- If any item gets broken, chipped or damaged by accident please just let us know. We know accidents happen.

### **For Culture Boxes:**

- DO pass around the items in the culture boxes but be careful about letting kids handle the items.
- Please repackage the items carefully.
- Please share information you may find that pertains to a unit.

### **FEEDBACK IS IMPORTANT:**

PCAC spends many staff and volunteer hours and funds in running the Art Volunteer Program year after year. Since the program is run mostly by parent volunteers in the classrooms it is very difficult to gather feedback on how the program is being received by the teachers and students. We need your help as you are the PCAC ambassadors in the schools. Could you provide us with feedback? Here are some possible ways:

- At the end of the presentation ask the kids how they liked the program, what they learned and take notes of their comments. Please email these to: pat@plymoutharts.com.
- Share your own feedback and anecdotes with us or ask the teacher to e-mail us with his or her comments.
- All kits and portfolios have an AVP feedback sheet please fill this out to ensure our kits and portfolios are up to date and in good condition. If there are no AVP feedback sheets in your kit or portfolio please let the office know.

**Thank you for making a difference and helping keep ART alive.**



right here right for you

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