# Volunteer Handbook

*Mary Woodward Elementary*
*2017-2018*

When my daughter was about seven years old, she asked me what I did at work. I told her I worked at the college; that my job was to teach people how to draw. She stared back at me, incredulous, and said, "You mean they forget?"

*Howard Ikemoto, Art Professor*

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## QUICK REFERENCE

E-mail: artlitchairs@gmail.com
E-mail sent to this address is accessed by all co-chairs.
Online Calendar & Documents: www.marywoodwardpso.com, click on Art Lit tab.

**Beth Schuff** 541-908-3551

**Erin Lynch** 971-221-8701

## Welcome to the Team!

Our goal is to provide a well-balanced variety of artists, genres and media for the kids to explore—and to make it a fun and rewarding volunteer experience for you!

Training sessions, general information and a calendar of events can be found at **www.marywoodwardpso.com** under the **Art Lit** tab. You can also get in touch with any of us at **artlitchairs@gmail.com.**

## What is Art Lit?

Founded in 1982, Art Literacy is a volunteer-led program designed to help kids learn and appreciate how others have expressed themselves through art. It is the only structured art program available to students in the Tigard-Tualatin School District. The District provides a rotating library of artist presentations to the schools; our PSO generously provides funding for the District Art Lit fee and materials for art projects.

## Your Part in Art Lit

Although each person is not required to do all of the following, your team will be responsible for:

- Assigning a Team Coordinator
- Attending the artist training
- Sharing the PowerPoint with your class
- Leading the "hands-on" project
- Explaining, supervising and assisting the students as they do the project
- Collecting and displaying the finished class projects

Look over the Art Lit roster that lists other volunteers for your classroom, and make plans to meet as a group and assign a Team Coordinator. Talk about how you'd like to work together this year and who wants to do what for each featured artist. Please forward the name of your Team Coordinator to the Art Lit Chairs and teacher as soon as possible. The Team Coordinator will act as a liaison between the team members, chairs and teachers.

ART IS NOT WHAT YOU SEE,
BUT WHAT YOU MAKE OTHERS SEE. *Edgar Degas*

## Monthly Artist Meetings

Training meetings are held once a month on a Wednesday with a morning and evening session; you choose which works best for you. **All volunteers are asked to attend the first meeting on September 28**. Subsequently, only the presenters are required to attend the other months' meetings. At least one team member must attend, and all team members are encouraged and welcome! We introduce the featured artist, review the PowerPoint and artist notes. We all try the project to understand how it works, and to get examples for presentations. Plus, we enjoy getting to know each other. Meetings to introduce the featured artists will be held in September, October, January, February, and April.

## Artist/Meeting Info

| Month | Tentative Subject | Training Date/Time | Location |
|---|---|---|---|
| October | Klee | Tues. 9/26 6:15pm | STEAM room |
| November | Wood | Tues. 10/24 10:15am or 6:45pm | STEAM room |
| *December* | *No Artist* | | |
| January | Stone Age | Tues. 1/2 10:15am or 6:45pm | STEAM room |
| February | Ringgold | Tues. 1/30 10:15am or 6:45pm | STEAM room |
| March | Kandinsky | Tues. 2/27 10:15am or 6:45pm | STEAM room |
| April | Van Gogh | Tues. 4/3 10:15am or 6:45pm | STEAM room |
| May | Wrap-up/Appreciation Event | Tues. 5/1 6:45 pm | STEAM room |
| May | Gallery Set-up | Fri. 5/14 All day | MW Library |
| May | School-wide Gallery | Mon. 5/14 - Fri. 5/25 | MW Library |
| May | Gallery Tear-Down | Fri. 5/25 All day | MW Library |
| May/June | Portfolio Presentation Ceremonies | Schedule with your teacher for a date after the gallery | Classrooms |

## Team Coordinator: Working with Your Teacher

It is important to have a Team Coordinator to keep everyone organized. After presentation dates and times have been recorded from the Master Calendar, the Team Coordinator should e-mail the teacher with the year's Art Lit schedule for your class. It's a good idea to e-mail a reminder to team members a few days before the presentation. Please also e-mail the teacher to let her know who the artist is, and which volunteers to expect in the classroom that day.

NATURE IS NOT ONLY ALL THAT IS VISIBLE TO THE EYE...
IT ALSO INCLUDES THE INNER PICTURES OF THE SOUL. *Edvard Munch*

## The Art Lit Traveling Cart

This year we will **not** have a classroom dedicated to Art Lit. We will be running a mobile art cart. It will hold all our supplies and have the Art Lit laptop ready to travel. We will plug into the teacher's projector, and you may use their doc-cam to demonstrate the project. You will use the classroom sink to clean off any brushes, pallets, etc. that get used during the lesson. We will have a fully stocked resupply bookshelf where you can reload the cart and gather any extra supplies. This bookshelf is located across from the Non-Fiction section of the library.

We'll do our best to keep the supplies fully stocked and ready to go at all times. **Let us know immediately if any project supplies are running low or missing**, as it could affect the next class. Last but not least: **leave the classroom and desks clean.** The teachers will appreciate it!

## The Art Lit Supply/Storage Room

General Art Lit information, extra supplies and class art storage bins will remain in the Art Lit Supply Room, located in the alcove on the right side of the gym. The door is usually unlocked during school hours. If the door is locked, the front office and custodian have keys.

## The Art Lit Laptop

Materials for the artist presentation will be contained within the laptop backpack located on the Art Lit Cart. The PowerPoint Presentation will be pre-loaded onto the computer. Please arrive early for each session to start the computer and hook up to the classroom teacher's projector. If you forget your notes, there's a notebook in the backpack with a copy of the presentation and presenter notes.

At the end of your session plug the laptop into wall behind the drying racks located next to the resupply shelf.

## Classroom Session Calendar

The Master Calendar is available online at www.marywoodwardpso.com under the Art Lit tab, and will be displayed in the Art Lit Supply Room—please **DO NOT change** or remove printed copies! If you need to request a change in schedule, send an e-mail to **artlitchairs@gmail.com** and we'll do our best to accommodate the request.

## Presentations

Please arrive early to set up the computer.

Some volunteers can be setting up the materials for the hands-on project while the presenter is showing the PowerPoint. We've found it best not to put art supplies on the tables until just before starting the project. Every presenter has their own style; and while no two people will give the exact same presentation, the structure is the same:

- Greet the class
- Share the Artist background/info
- Explain project and steps
- Help the students do the project
- Collect finished work

Some projects need time to dry before they can be collected; there are shelves in the hallway that can be used for this purpose. Be sure to come back and pick the art up the following day to ensure all classes have access to the shelves when needed.

ART ENABLES US TO FIND OURSELVES
AND LOSE OURSELVES AT THE SAME TIME. *Thomas Morton*

## Displaying the Class Art

The kids love seeing their art on display! After the project is completed, mount the finished pieces as demonstrated in the project review. Label the front of each piece with the child's first name and last initial, grade, school year and artist as shown below. Each team will be responsible for printing labels for their class.

We supply blank labels; the template is available on the PSO website: www.marywoodwardpso.com under Art Lit. If you need more labels, contact the Art Lit Chairs

John M.
Kindergarten, 2017-18
Art Inspired by Klee

Every class has a designated Art Lit display wall, framed and marked with the teacher's name and grade. Teachers are welcome to do the hands-on projects, but generally, their work is not put up on display due to limited space.

### Some display guidelines:

- Have the finished art up within a week of the presentation.
- Please use only clear push pins (available in the Art Lit Supply Bookshelf/Room) for mounting the work. DO NOT use straight pins - this is a safety hazard.
- Do not use butcher paper for backgrounds or change the black wall border. Please maintain and repair the black border if it becomes damaged. Extra rolls of black borders are available in the Art Lit Supply Bookshelf/Room.
- Please use a stepladder for reaching high places, rather than standing on chairs or stools. Stepladders are available in the Art Lit Supply Room and janitor's office.
- When it's time to change displays, the collected artwork should be stored in your class's blue storage tub in the Art Lit Supply Room.
- The kids' artwork is NOT sent home with them until after the Art Lit Gallery in May.

## Art Lit Gallery

The highlight of the year is the school-wide Art Lit Gallery, held in May. For two weeks, our library is transformed with a project from every child in every class, and parents are invited to come see what our talented artists have produced. You'll know ahead of time where your class display will be, as well as the days and times for set-up and take down (scheduled for minimal disruption of students and library staff).

Your team chooses one piece of art for each child, considering that you want a good mixture of art projects, and attaches it to the display space.

## Portfolios and Certificates

At the end of the year, your team will present each child in the class with a portfolio of their finished projects, and a certificate of participation. Most teams ask their teacher for about 15-20 minutes of "presentation time" in June. It's a great opportunity to recognize each child by name, as he/she comes forward to receive a portfolio and memento. It's truly rewarding to see how proud the kids are of the work they've done, and to realize how much they've enjoyed Art Lit and appreciated your efforts.

## Art Lit Presentation Tips

- Decide before the day of the presentation which team member is handling which responsibility. A Team Assignment Chart is available on the website. Many teams assign responsibilities at the beginning of the year. Touch base with team members a couple of days before your class presentation to confirm the upcoming date/time and individual responsibilities.
- Recruit additional volunteers ahead of time if the project requires more adult supervision.
- Arrive 15-20 minutes early on Art Lit day. This will give you time to set up the laptop and supplies in the classroom.
- Be prepared, but flexible**.** Try not to read directly from the notes but to "share" the information. Use expression on your face and in your voice.
- If a child asks a question you don't know how to answer (and you can pretty much count on it!), it's fine to say, "I don't know."
- You can engage the kids in the PowerPoint by asking them questions: *What do you notice first in the picture? What shapes and colors do you see? What mood is the artist trying to show?* Each artist will bring a new and unique set of questions to ask.
- Use the samples from the cart to show the hands-on project to the class.
- Walk around the room during the hands-on project, offering encouragement and helping "stuck" kids get moving.
- Some kids are intimidated at the thought of not doing the project "right," while others are convinced they aren't artistic. **Remind them that the point of art is to express ourselves—and that makes every one of us an artist**.
- Finally, smile and have FUN! Enthusiasm is contagious, and you'll find that the kids are an eager (and very forgiving) audience.

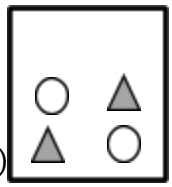
## Putting the 'Literacy' into Art Lit

Aesthetic scanning is a way of looking at, and talking about, art. It gives you and the kids the tools to move beyond "I like it" or "I don't like it," and assess art with a critic's eye. Below are some examples that show how you can use aesthetic scanning to ask questions, or point out features, as you present the PowerPoint. (Just make sure any question you ask is reinforced by something in the picture you're showing.) There are four groups of properties that can be used when discussing art:

1. **SENSORY** properties = **what you SEE**
   The elements of line, shape, texture, color, size, space and value.

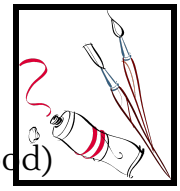
   *Questions to ask*
- What colors do you see?
- What kinds of lines do you see? (curved, jagged, short, blurry, etc.)
- What shapes has the artist used? (geometric like circles/squares or organic like leaves/clouds)
- Are there different values? (meaning light, medium or dark areas)

2. **FORMAL** properties = **how it's ARRANGED**
   The way the art is organized; its unity, repetition, balance, contrast, dominance,
   rhythm and variety.



   ***Questions to ask***
- What shapes, colors or images are repeated?
- Are there any strong contrasts? (opposites like red/green or dark/light)
- Where does your eye go first?
- How does the artist move your eyes around the work?

3. **TECHNICAL** properties **= how it's MADE**
   How the work was created; both the medium and the tools used.



   ***Questions to ask***
- What kind of art is this? (drawing, painting, sculpture, photograph)
- What medium has the artist used? (watercolor, oil paint, bronze, wood)
- What tools were used to create it? (paintbrush, pencil, pen, camera)

4. **EXPRESSIVE** properties = **what you FEEL**
   The mood, feeling, or philosophical concept of the artwork.

   ***Questions to ask***
- What does the name of the artwork tell you about it?
- What words would you use to describe the piece?
- Was the artist most interested in imitating nature, expressing a feeling or creating an overall design?

GOOD ART IS NOT WHAT IT LOOKS LIKE,
BUT WHAT IT DOES TO US. *Roy Adzak*

## Building on Imagination

Just like math or science, art literacy is a discipline in which skills are built upon with each year, as students increase their art vocabularies and develop their creative abilities. By observing how others have taken ideas, emotions and concepts and translated them into works of art, Art Lit enlarges our students' ability to express themselves through their own artistic creations.

# ART VOCABULARY

| Kindergarten | First grade |
|---|---|
| LINE: STRAIGHT OR CURVED | ABSTRACT, REALISTIC |
| SHAPE: OPEN OR CLOSED | GEOMETRIC, FORM |
| COLOR: BRIGHT OR DULL | SYMBOL, PATTERN |
| TEXTURE: SMOOTH OR ROUGH | CLAY, WEAVING |
| SPACE: 2 OR 3 DIMENSIONAL | BRONZE, CASTING |
| SCULPTURE, PAINTING | OIL, WATERCOLOR |
| ORIGINAL | PASTELS |

| Second Grade | Third grade |
|---|---|
| PORTRAIT | OVERLAP |
| SITTER/MODEL | FOREGROUND, BACKGROUND |
| PROFILE | HORIZON |
| LANDSCAPE | TECHNIQUE |
| PRIMARY/SECONDARY COLORS | UNITY |
| CENTER OF INTEREST | RHYTHM |
| BALANCE, SYMMETRY | IMPRESSIONISM, EXPRESSIONISM |
| CONTRAST | CUBISM |
| WARM & COOL COLORS | FOLK ART |
| TEMPERA PAINT | WOOD PANEL |
| DETAIL | CANVAS |

| Fourth grade | Fifth grade |
|---|---|
| HORIZONTAL/VERTICAL/DIAGONAL LINES | COMPLEMENTARY COLORS |
| SYMMETRICAL/ASYMMETRICAL | ANALOGOUS COLORS |
| REPETITION | ARBITRARY COLORS |
| STYLIZED | NEUTRAL COLORS |
| ADDITIVE/SUBTRACTIVE SCULPTURE | TERTIARY COLORS |
| RELIEF SCULPTURE | VALUE |
| MOLD | DOMINANCE |
| CARVE | MIDDLEGROUND |
| CERAMIC | STYLE |
| | LINEAR/ATMOSPHERIC PERSPECTIVE |

TAKE THE ATTITUDE OF A STUDENT, NEVER BE TOO BIG TO ASK QUESTIONS, NEVER KNOW TOO MUCH TO LEARN SOMETHING NEW. *Og Mandino*

## Using the Computer and Projector

The Mac computer will need to be hooked up to the teacher's projector.

### Opening the PowerPoint presentations:

- Open the Mac Book, and **press the power button**, in the top right corner.
- To log in, click on "**STUDENT**".
- The presentation slideshows will be located on the desktop. <u>There will usually be just 1 presentation per month</u>, which will contain both the Artist information and the Project Steps. (ie, "Henri Matisse", "Chihuly" )
- **Open the appropriate presentation by double-clicking the icon.**
- We will keep a back-up printed copy in the notebook.

### Connecting to the Projector

- Please ask your teacher with assistance in attaching the Art Lit laptop to their projector. They may vary slightly.

### Starting/Advancing the Presentation

- Each presentation will start with a focus slide. Use this to adjust your projector.
- Once you're ready to begin, either click on the mouse pad, press the right arrow key (bottom right side of MacBook), or use the remote (see next page for instructions).
- To advance from slide to slide, click the mouse pad, or press the right arrow key.
- If you need to back up, press the left arrow key.

### Ending the Presentation

- Press the ESC key to end the current presentation.

### Shutting Down

- Click on "PowerPoint", in the top left corner, and select "Quit PowerPoint".
- Click on the Apple Icon, in the top left corner, and select "Shut Down".
- At the pop-up menu, select "Shut Down" again, and close the MacBook. Put laptop back in the backpack.
- Turn the Epson Projector off, and close the sliding window.

## Using the Wireless Remote/Laser Pointer

## Connecting and Using the Remote

- Remove the USB receiver (A) from the end of the remote (B) by gently pressing it.
- Plug the USB receiver into a spare USB port on the side of the laptop.
- Use the right and left arrows to advance or reverse the slides.
- Press the top red button to activate the laser pointer.
- When you are done, **please remove the USB receiver from the laptop, and reinsert into the remote** to prevent the batteries from draining.
- A pair of spare batteries will be kept on the computer cart.

## About your Wireless Presenter with Laser Pointer

- Range: Up to 65 feet (20m)
- The receiver has a single light indicator with 2 colors, green and red. For every button press of the presenter, the receiver LED quickly flashes green to indicate that the battery level is good. The LED will flash red on every button press if the battery level is low.
- To extend battery life when not in use, be sure to **turn off the remote by inserting the receiver into the remote.**

**Please DO NOT shine the laser at anyone, or at any time allow any student to use the laser.**