

# 2021-22 Art Docent Procedure

## Before Volunteering

1. **Familiarize yourself with the lessons and how-to videos from home** to prepare for your docent day!

All virtual art docent lesson materials are available on <https://www.sargeantptc.com/art-docent.html> including:

- [Grade-specific Lessons](#)
- [How-to Videos](#)
- [Sargeant PTC's Art Docent Procedure](#)  
[Sargeant PTC's Art Docent Training Slides](#)

2. **Coordinate with your class docents**

- a. Someone take the lead to schedule lessons with the teacher and cc everybody
- b. Divide the lessons or work together (the more hands the merrier) or a combo of both – you decide.

## Day of Volunteering

1. **Sign in on-campus**
2. **Grab the key for Room 18 from** the Art Docent cubby (sign-in/out on clipboard)
3. **Collect supplies and lesson materials** from Rm 18 for transport to class – we have several carts available in Rm 18 (if needed).
4. Review **Art Docent MASTER BINDER** (print lesson at home or use copy in binder)
  - a. Copies of worksheets, templates printed on cardstock, or drawing aids are in the Rm 18 file folder
5. **Setup in class**
  - a. Have teacher to pull up your lesson slideshow & cast to their Apple TV
    - i. If you teacher does not have the link handy send it to them
  - b. Recruit students to help with set-up and clean up
6. **Show art gallery slideshow and discuss** – the [Art Gallery](#) & [Discussion](#) sections of the 3-page lesson
7. **Complete the lesson project** (do this step-by-step) – this should be most of what you spend time on
8. **Give teachers the art** – we cannot store it in Rm 18
9. **Return supplies to Rm 18** – if you have extra worksheets, especially templates on cardstock (they are hard to make on the Rizzo), file them in the file folders in Rm 18 (it is so helpful to save and reuse)
10. **Return any originals** (if removed) to the MASTER BINDER
11. **Return & check-in the Rm 18 key** in the art docent cubby
12. **Sign out** in the school office.

*You are awesome! We are so lucky to have you. **Have questions?***

*Call/text Holly @916-412-7340*