



Great Art



Amazing
Earth

Introduce Yourself




Name, Children Grades/Teachers, Role, Experience with Great Art and Amazing Earth

Agenda

- Program Overview
- Tips for a Successful Session
- Explain Coordinator Role
- PTBoard Tutorial
- Tour of the Teacher Workroom/Supplies



Overview



Art & Science
Enrichment Programs

PTA funded

Parents,
grandparents/family,
siblings 12+ volunteer

One hour classroom
presentation & activity

Presentation,
activities, & supplies
provided

No special knowledge
required

Excellent way to be in
the classroom!

Overview

Great Art

5 sessions (Oct, Nov, Feb, Mar, April)

Offered K-6

Same presentations school-wide;
activity may vary based on grade

Teacher Workroom: Supplies on carts by
the entrance on the left. NOTE: carts
marked K-2 and 3-6; third cart of extra
supplies if needed

Maggie Booth, Alexis Estep

Amazing Earth

5 sessions (Oct, Nov, Jan, Feb, Mar)

Offered K-2, 4-5

Topics by grade that supplement the
curriculum

Teacher Workroom: Supplies on shelf
along the right wall; box(es) marked by
grade level

Marisa Boyle*, Veena Sandhir, Teresa
Morrison, Emily Lunde-Habash

Ways to be Involved

Volunteer to lead the short PowerPoint and/or facilitate the hands-on activity.

Be a classroom coordinator.

Create and monitor the volunteer sign-ups; forward information to volunteers; and liaise with the parents, teacher, and program leads.

Ask your child about these programs and what they learned.

Join the PTA so we can keep these programs funded!



Program Pages on PTBoard

SVES PTA Website (<https://sves.ptboard.com>)

Session materials, calendar and general information

- no PTB account needed to view

Volunteer sign ups and announcements/messages

- **need a PTB account linked to classroom**

Accounts are for caregiver/adult family member, regardless of PTA membership status

Quick review PTB and how to link to the classroom

Classroom Session

Laptop

- Use teacher/classroom laptop
- Teachers log-in; instructions provided as a backup

Presentation

- Volunteer presents material to class
- Slides are easy to follow; no major prep needed

Activity

- Presenter explains activity to the class
- Volunteers circulate to assist and clean-up

Activity Supply Box or Cart

- Includes print out of the Presentation and Activity
 - Reference presentation notes for tips/info; includes steps to correct video technical difficulties
- Presenter picks up and promptly returns supplies
 - If more than one AE box or additional items, it will be marked (“1 of 2”, or “1 plus fan”, etc.)



Successful Sessions

Review materials and any presenter notes in advance.

Helpers set up the activity and decide “who’s doing what” during the presentation.

Mind the Time: limit presentation (10-15 min) to MAXIMIZE ACTIVITY. Some teachers have a 50 min session; all need to wrap up by 3:50/3:55 at end of day.

During lesson, have students sit on the floor:

- Set up activity at desks.
- Explain activity BEFORE they return to their seats.



Successful Sessions

Prompt students to make connections by observing, questioning, etc.

Let students be as hands on as is safe and reasonable.

Clean up and return all materials in an organized way for the next session.

Share feedback with leads and coordinators.

Have fun!



Background Checks

For safety, FCPS is moving toward more volunteer background checks.

All volunteers, especially those that regularly assist, are encouraged to complete a background check.

What is involved:

- A two part online questionnaire (about 20 mins).
- Fingerprinting currently at Gatehouse Offices in Merrifield.
- Yearly renewals are completed via an email prompt from SVES.



Any non-coordinator questions?

Tour of location of teacher
workroom and supplies



Thank you

Coordinator Role

There are three main responsibilities:

- Create and monitor the volunteer sign-up for each session.
- Forward “Things to Know” session information to volunteers.
- Communicate with parents, teachers and program leads.

Let's take a look in more detail...



Volunteer Sign-Up

Overview of Steps:

- Create sign-up on PTBoard as soon as Program Lead sends the calendar.
- Forward the PTB email you receive to the teacher asking them to share the sign-up with the parents. Include additional provided language.
- Follow up that slots are filled or re-request volunteers.
- Forward volunteers the “Things to Know” email.

Look at each in more detail...



Volunteer Sign-Up

Create Sign-Up on PTBoard

- A draft sign-up is pre-loaded for you to edit.
- Sign-up lists 1 presenter and 4 helpers but based on activity, you don't always need all helper slots filled.
- Send ideally as soon as received, but AT LEAST 2-3 weeks out.
- Every class is different. Some fill right away, some may be a struggle. It is important to post the sign-up early as parents have asked for advance planning. Post multiple months and send reminders to sign up!

Volunteer Sign-Up

Send sign-up via PTBoard and then forward your PTB email with an additional parent message to the teacher to share with parents.

- The additional message encourages volunteers to create an account/link to classroom and sign up on PTBoard, but be prepared to add them manually.
- When you sign them up manually, if you use their email in the sign-up, it will send a “create an account” message.
- Anyone with an account receives automatic reminders 48 hours prior that they are signed up.

Follow up that slots are filled or re-request volunteers.

- Challenges finding volunteers? Ideas ahead.



Communication

Three Templates are Provided:

- Email introduction of you, the program and how to create a PTBoard account.
 - Email announcement that the sign-up is posted.
 - A “Things to Know” email for the session volunteers. SEND IT!
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- Messages can be emailed (via the teacher) or sent through PTBoard.
 - Please share session feedback with Program Leads.

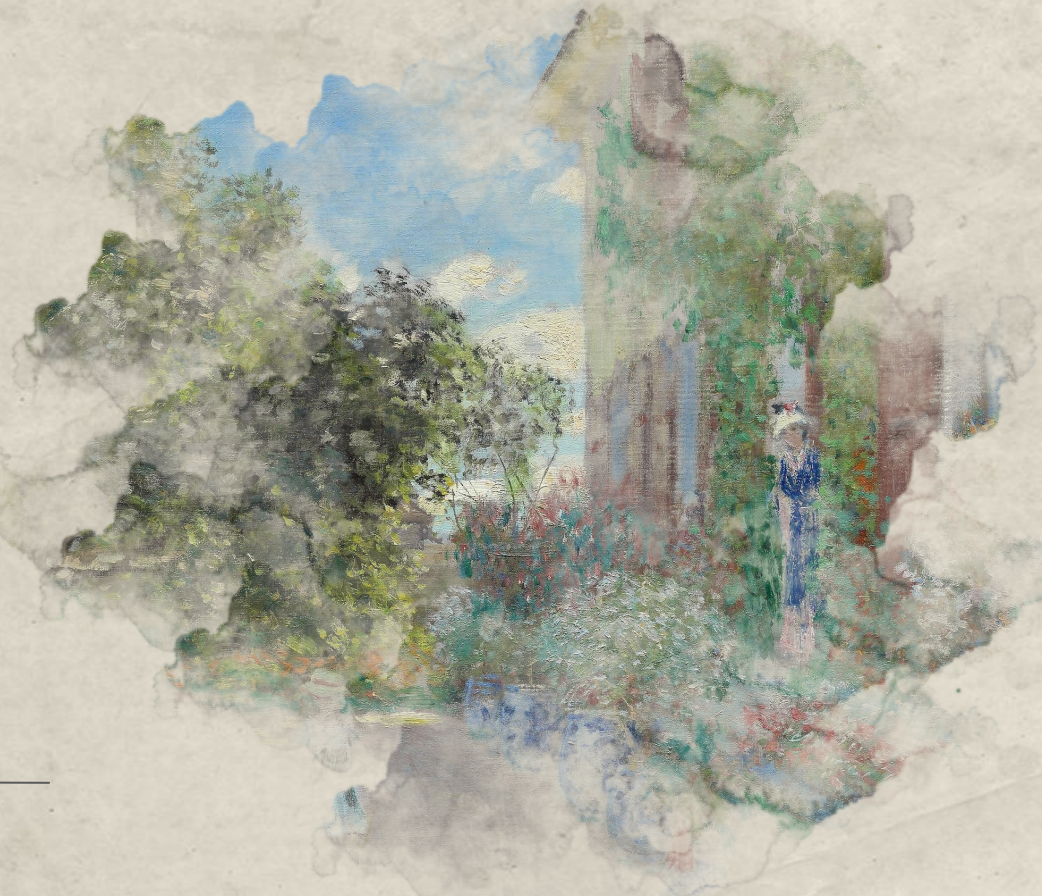


More Volunteers Needed

- Ask the teacher to include a request in the newsletter and/or ask the teacher for a class list, so you can email parents directly.
- Notify AE/GA Lead to help brainstorm. Contact our “general volunteers” willing to help in any class.
- Send out additional “last-minute” communication – some parents can only commit shortly before the session based on their work schedules, and some parents are more motivated if they see a more acute need.
- Network and ask parents to reach out to grandparents, siblings and SVES alumni 12+.
- Emphasize the opportunity to be in the classroom and that no special expertise is needed.

Rescheduling

- If coordinating a preferred date/ time for the teacher, look for supply conflicts.
- CONFIRM with the AE/GE Lead, so supplies are available.



PTBoard Tutorial

PTBoard

- AE & GA page – Coordinator Resources Tab
- People icon
- Create sign-up
- Send messages



Thank You!



Tour of Supply Location