



How to do FAME

Thank you so much for signing up to teach FAME this year! A brief recap of docent training/how to do FAME:

1. Sign up to be a FAME volunteer in your classroom during Back to School Night or contact Heather Brown, FAME Coordinator
2. Talk with your classroom teacher and other docents to choose days and times to teach the FAME lessons
3. Schedule on the FAME TeamUp calendar online. Be sure to include your name, the time you will be teaching/checking out supplies, your phone number, teacher's name, and room number.

***Never** take a bag without signing it out

4. Read through the lesson material choosing information and activities to share with your class. Listen to the music so it isn't a surprise. If you like, you can also take a few notes to help remember and stay on topic.

*You don't need to do all the material! Sometimes shorter is better. Pick what is appropriate for your class or what you feel comfortable with.

****If you want to use the Promethean Board, talk to your teacher and try it out first.** Each board is set up a little differently, and there are 2 different board models on campus so they don't all work the same way. You do not need to use the Promethean Board—everything you need for the lesson is in the bags, so it is just something extra you can do if you want to, have time, and can figure it out. As an alternative to the analog materials or opening files on the Promethean board, your teacher can also connect their computer to the Promethean board screen (only option if you want to show a ppt) and then you can control the screen from the laptop, but please TALK TO YOUR TEACHER in advance.

4. Review the art project. Plan to make photocopies/prepare materials as necessary.

On the day of your lesson:

1. Arrive at school early enough to gather your materials, make copies, etc.
2. Pick up PTA closet keys from the main office, signing them out on the clipboard, and sign in on the tablet as a category 2 volunteer
3. Get all your stuff together—check and refresh the art supplies box if needed and go to the classroom
4. Have fun with the kids and take pictures (upload to Treering later)

5. Put everything away **clean** and **ready for the next docents** to use. Don't forget CDs in the CD player, USB sticks in the Promethean Board, or posters on the chalk tray.
6. Put things away neatly in the closet where they belong
7. Return the keys to the office and sign out

The end!

FYI & FAQ

- VOLUNTEER FORMS & TB TESTS – *You have to have one to work in the classroom.* Check with Fabienne in the office.
- LESSON LENGTH – Plan on 10-15 min for the artist & 10-15 for the composer, then 30-40 min. for the art project (more if there's paint involved). You won't be able to cover everything in the lesson plan; pick what you think will interest you child's age group most.
- TEACHING ALONE - the teacher will be in the classroom to help with discipline, but if you're teaching alone, SIMPLIFY! Pick out the main points that you think will interest the kids about the art & music. Arrange your pictures and props in the order you will use them to help you remember what comes next.
- SIGN IN – Please sign in at the office every time you teach. Wear a **name tag** so other teachers and parents know you have signed in.
- KEYS –please sign them out every time, we share them with the clay docents
- MAKING COPIES – Ask for help if you have never done copies before. Teachers take precedence, so you might need to wait if they are trying to make copies. Use the Riso for copies on construction paper (ask office staff for instructions)
- SCHEDULING – Coordinating with your teacher and fellow docents can be tough. Ask the teacher for several options, check your calendars, then set up the date. Be sure to change your entry on TeamUp if you have to change a date. Do not take lessons without signing them out on the calendar.
- TAKING MATERIALS HOME – Mark the calendar on the night you would like to take a lesson bag home.
- IF SOMETHING IS MISSING – If a picture or a disc goes missing, please check the calendar for the last classroom it was used in. If you can, ask the teacher to look around their classroom, then call me if it's still lost. Sometimes I have a spare we can substitute, or I can call the last docent who might have used it.
- USB STICKS - There will be a USB with all of the digital slides and music in the cd box. If it is missing, there will be an extra in the FAME closet. Please make sure you go over with your teacher how to access the USB and digital slides, whether it is through their computer or using the Promethean. Each room might be set up just a little differently! Remember, we do have hard copies of most things if the digital is confusing or not cooperating that day.

- ACRYLIC PAINT – It is permanent, be careful. If it gets on your clothes, I have had great luck using PineSol, even on dried paint. Rub it on, let it sit a few minutes and rub the paint out. Hope you don't need this tip.
- MESSES – Sometimes FAME is messy. It is always helpful to come prepared with paper towels and clean up materials, especially if your teacher isn't equipped with those things. There are smocks for the kids to wear.
- EXTRA SUPPLIES – if something is missing from the art box/shelf for your lesson, please check the shelves above the current lessons. If you still can't find something, text Heather Brown for the quickest response, 916-474-1033.