

FAME 2013-2014

Proctor Elementary Castro Valley

FAME calendar:

The **FAME calendar** in the office is used to reserve the FAME material and the art center. Please also mark the times you will have FAME when you are not using the art center, otherwise somebody else might use the material. It is also helpful to know who else uses the material at a certain day, as sometimes material can be directly handed over from one docent to another, or two docents may agree to schedule lessons overlapping and to plan the use of material accordingly. Please always write down which class, which docent, which lesson, the time slot you reserve the material for, and if it is in the art center or not.

Lesson Number:	Schedule for:
Lesson 1	October
Lesson 2	November
Lesson 3	January
Lesson 4	February
Lesson 5	March
Lesson 6	April

FAME binder:

The binder contains a CD with the main piece of **music** for all lessons. Additional music CDs or DVDs of the composers are in the boxes of the various lessons, and can be used as background music during the art project. The binder also contains a **color printout** of the art. This should help you in the preparations of the lessons. Please return the binder at the end of the school year, so it can be reused by future docents. This will help us keep costs low.

FAME lesson material:

For each lesson there is a **box** and a **lesson specific portfolio**. The box (in the cabinet in the closet in the art centre) contains all the various material needed for that lesson (e.g. ribbons, stencils, ...) plus a list of what else is needed from that cabinet (e.g. paint, construction paper, scissors,...). The portfolio contains the painting for that lesson, plus any lesson specific visuals. There is another **general portfolio** for all the visuals used regularly in most lessons. The portfolios are in the closet in the art centre. So for doing a lesson, you will need your binder with the CD, the cart, the specific and general portfolios, the lesson specific box, and the boxes with the additional material as listed on the lesson specific box, and maybe the boom box (corner cabinet).

Please: always put back the stuff immediately after you have been teaching the lesson, and help keep it tidy!!! If anything is missing or supplies run low, please let me know ASAP, so I can rectify it.

Boom box, Video:

The boom boxes in some classrooms are no good. There is a boom box in the corner cabinet in the FAME closet which you can take to the classrooms or use in the art center. Also, there is a cart with a TV and DVD player in a corner in the art center for those lessons where we show parts from a video.

Timeline:

The time line is in the cart (roll of cloth). The wall in the art center has clips for it.

Clean-up:

Unfortunately we have to clean up ourselves. Make your job easier by covering tables with butcher paper (in the room behind the library). Wipes are great for cleaning tables (cart, corner cabinet). Also have the kids clean their hands with wipes, and do not allow them to empty their dirty water themselves, otherwise they splatter paint all over the bathrooms and water fountains.

Drying rack:

There is a drying rack in the art center. Please empty it out the next day!

Use of the art center:

You are welcome to use the art center for teaching the FAME lessons, but you have to reserve it! Many docents prefer the art center, as it offers more room than the classrooms. Unfortunately, the art center is not always available, in which case we have to do FAME in the classroom. Availability and reservation of the art center: see FAME calendar in the office. When it is raining, P.E. also uses the art center, and has priority over FAME, even when we have made a reservation for FAME.

FAME website:

More information about FAME: <http://www.proctorpta.org/fame>

FAME email list:

Please also sign up for our email list. This list lets us exchange tips on how to do the lessons, ask questions, and disseminate important FAME related information (no emails that are not about FAME at Proctor, please!).

I hope this covers the basics. If something does not work or if you have any suggestions on how to improve and streamline FAME, if you have any questions or would like to watch how other people do their FAME lessons, please let me know! **If you need help with setting up, or anything else, do not hesitate to call me.**

I wish you a great FAME year!

Dorothea

Contact info: please ask in the school office.