

# FAME responsibilities

## 1) *Recruit and coordinate docents*

==> make sure each class gets all six FAME lessons

==> find one or two docents for each class, and provide binders

### *Spring:*

- make sure there are enough binders (about 30) for the following year
- maybe attend kindergarten orientation and give a 5 minute introduction into FAME, advocate for signing up at registration
- update flyer for registration, make sure it gets online
- maybe update FAME website (Barbara Dunn does it for us) - should not need any updates for the next few years

### *Fall:*

- **Registration:** There should be at least a box for the sign-up sheets. Better: table with a print and a FAME binder. Even better: a FAME person standing behind the table. Goal: collect sign-up sheets AND make people aware of and interested in FAME.
- Put together the **list of who does FAME in which class**. If necessary, contact docents of previous years. If possible, give teachers with no docents a special flyer to hand out at back-to-school night.
- Organize an **introduction meeting** especially for new docents, and make sure new docents attend. Meet individually with new docents who could not attend.
- Put together **contact list** and give it to docents.

### *End of school year:*

- Collect binders and store in storage cabinet.

### *All year:*

- Hopefully docents let you know when they cannot do all FAME lessons. Organize somebody else to do it.
- Resolve any room use issues.

## 2) *Presentation material*

==> Put together all the presentation material (prints, visuals, props etc) needed for each lesson.

==> Prints and books in library.

### *For each lesson:*

- box with small stuff,
- portfolio with the paintings and visuals,
- maybe a bag with additional props,
- an email to all docents listing the material available

- a list on the box of the material needed

Planning ahead is very important!

Once a year: Store all paintings and visuals of previous year in portfolios in storage cabinet.

***Library:***

- In fall, **exchange all the prints in the library**. Currently we have a print in the library of each main painting, plus those three additional paintings currently not used in lessons. Maybe shuffle it around during the year to make it more interesting.
- **Display the books** of the current composers and artists on the FAME shelf. Maybe let teachers know about good books for current lesson.

***Ongoing:*** Keep some order in the cabinets.

### **3) Art material**

==> Prepare the art material for each lesson, figure out exactly what should be done.

***For each lesson:***

- try out the art project, unless it is trivial
- buy all supplies
- describe in an email what should be done and how
- periodically check the state of the art supplies

Tip: Some planning ahead helps. DickBlick Art Materials regularly has 15% off and free shipping, if the order is big enough. Other resources: LakeShore Learning Center, Amazon, ....

Art supplies that will not be used again for another 6 years and are bulky or dry out can be given to teachers who like to do art.