




# Picture Person Program



Picture  
Person  
Coordinator

# Coordinator Responsibilities


- Communicate between teacher and parent volunteers
- Coordinate with teacher to complete a schedule with date and time for each lesson
- Keep calendar current in PP room
- Delegate presenters for each lesson
- Give copy of schedule to teacher and volunteers (include list of phone #s and email)

# Responsibilities, continued

- Ensure that the lesson is being presented as scheduled. Notify teacher/volunteers of changes.
- Make sure each child in your class has a labeled art project on display at the Art Fair during Open House.
- Be sure any supplies your class uses are cleaned and put away. Help keep the PP Room clean and organized.

The image features a grid of hand-drawn illustrations of people wearing goggles and snorkels. The drawings are arranged in a grid pattern, with a large, semi-transparent blue star overlaid in the center. The text "Relax and Have Fun!" is written in a black, sans-serif font across the middle of the star. The background is a light, textured grey.

Relax  
and  
Have Fun!

A decorative frame with a light blue, distressed texture and a darker blue inner border. The frame has a scalloped, wavy edge. In the center is a white rectangular area containing the text "Picture Person Guidelines" in a black, sans-serif font.

Picture  
Person  
Guidelines

# Guidelines

- Prepare!

- Prepare your materials at least one week BEFORE your lesson and store them in the PP Room (marked with your class, date and time of lesson)
- Do not remove supplies from the PP Room, until your presentation in class
- You may bring Art Palette lesson books home to study and plan your lesson, but please return them to the filing cabinet after your lesson



- Samples

- ALWAYS make a sample project
- There are sample projects for each grade level on display in the PP Room. You may use them *as a guideline* for the students.
- There are additional samples of NEW art projects (not in the Art Palette lesson books) that you may choose to use or adapt as you desire



- Getting Supplies

- If any art materials cannot be found in the PP Room, do not disturb the office personnel
- Please add it to the “Order List” in the PP Room
- If the supplies you are seeking are not listed in the Art Palette lesson, we DO NOT SUPPLY THEM





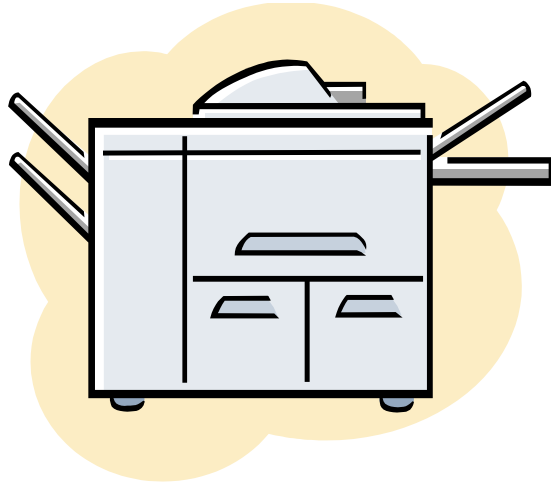
- Clay Project

- Each grade level has a ceramic clay project.
- The process is long: you need time to account for drying, firing and glazing time.
- Kiln space is limited, so please plan ahead.
- Each grade level has been assigned a month.  
Adhering to this schedule helps everyone get their projects done when they need them.

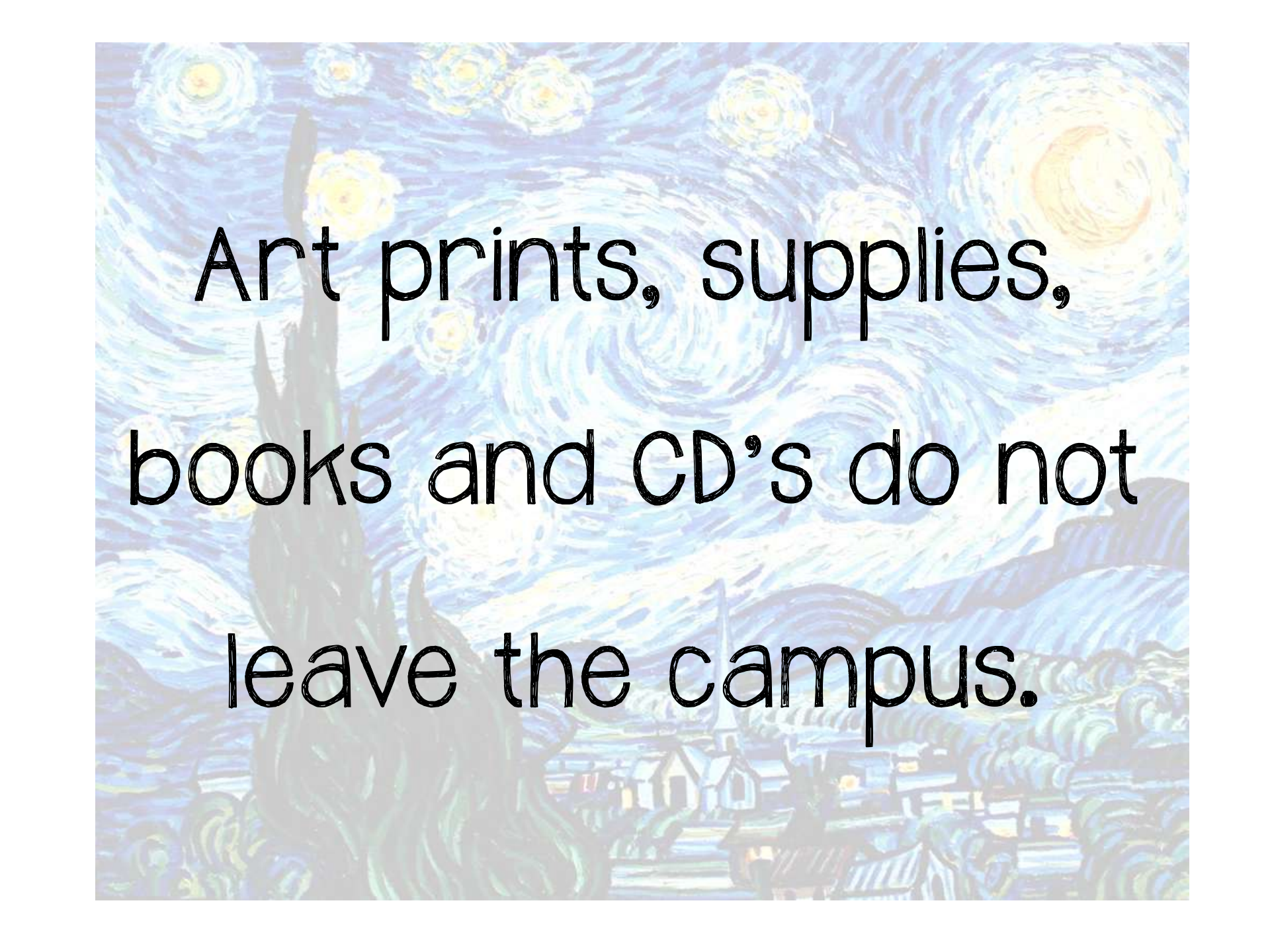
- If you need to cancel a lesson
  - If you have scheduled a time to share a lesson with a class and cannot be there, it is imperative that the school is contacted. The teacher must be informed so instructional time is uninterrupted. Inform your coordinator and helpers as well.

# • Making Copies

- PP volunteers may use the copy machine in the Teacher Workroom when teachers are in class.
- The schedule is posted in the PP Room and Teacher Workroom. Teachers will always have priority use of the copy machine.
- Art Palette lessons are copyrighted and should not be copied, unless indicated in the lessons.



M, Tu, W, F  
8:40 - 10:15a  
10:50 - 11:50a  
1:15 - 2:00p  
2:10 - 3:20p

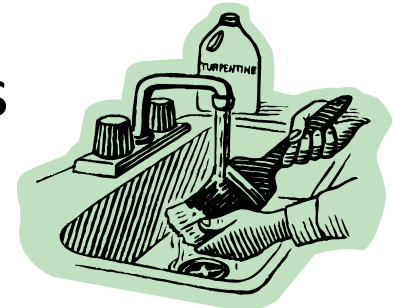
The background of the slide is a reproduction of the painting 'The Starry Night' by Vincent van Gogh. It features a swirling, turbulent sky with numerous bright, glowing stars and a large, luminous crescent moon. Below the sky, a dark, silhouetted cypress tree stands on the left, and a small village with a church spire is visible in the distance. The overall color palette is dominated by various shades of blue, yellow, and white, with dark tones in the foreground.

Art prints, supplies,  
books and CD's do not  
leave the campus.

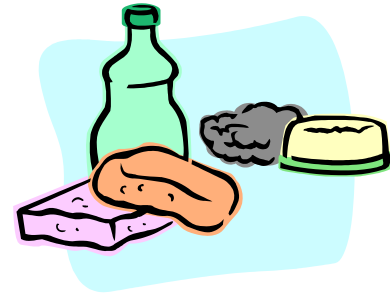
- Maintenance of supplies



- Keep art materials clean and in good condition
- Please clean all of your supplies
- Immediately return clean materials to the cupboard or drawer where they belong
- If you are running behind, please leave a note, and put dirty supplies by the sink and we will clean them for you
- Do not return dirty items to the cabinets



## • Picture Person Room



- It is our responsibility as volunteers to keep the PP Room clean.
- Please pick up after yourself, and don't leave scraps on the floor.
- It is not the janitor's responsibility to clean up after us.
- There is a vacuum in the room you may use.
- Wipe the tables, counters and sink.



Have no fear,  
Picture Person Tips  
are Here!



# Picture Person Tips



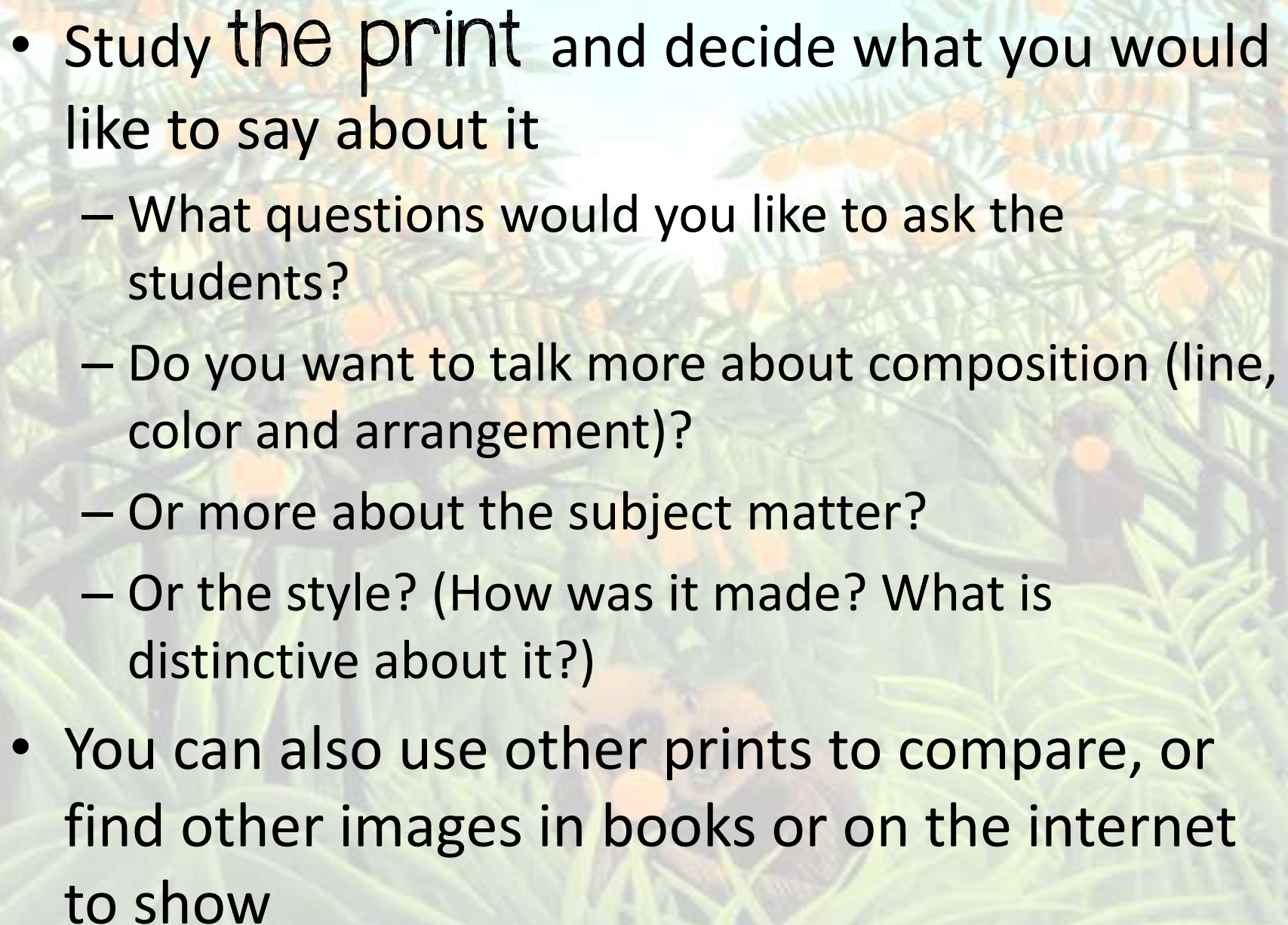


Remember:

Just **SHOWING UP** in the classroom  
with a promise of doing an art  
project makes the students' and  
teacher's day!!!

Just by walking through the  
classroom door, you are  
already successful!

- Decide **Which unit** you would like to present:
  - Pull the lesson book and print and learn all you can about the artist
  - These books are very outdated and have **WAY** more information than is appropriate to share in class, so ...
  - you may want to check the internet for more current info,
  - and you will definitely want to **EDIT** (pick and choose just a few pertinent points)

- 
- Study the print and decide what you would like to say about it
    - What questions would you like to ask the students?
    - Do you want to talk more about composition (line, color and arrangement)?
    - Or more about the subject matter?
    - Or the style? (How was it made? What is distinctive about it?)
  - You can also use other prints to compare, or find other images in books or on the internet to show



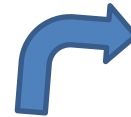
- The art project

- Plan ahead to make sure all materials are available.
- Pull supplies to your container and list them on the supply sheet (forms are provided).
- Make a sample project prior to your lesson. This helps you to better explain the process to the student.
- Don't be afraid to ask for help! There are plenty of parent volunteers ready to assist you.
- One day a month, two or more members of the PP Art Committee will be in the PP Room to assist you. Look for these dates on the PP Room door.

- Keep control of the classroom
  - Be specific with your instructions to the students.
  - Praise good behavior and you will see more of it.
  - Reward good behavior by making students your helpers.
  - Too many students at a sink can be trouble.
  - Be prepared for some children to complete the activity earlier than others. Our young artists always welcome crayons and blank paper.
  - Give children advance warning when time is running out.

- Food

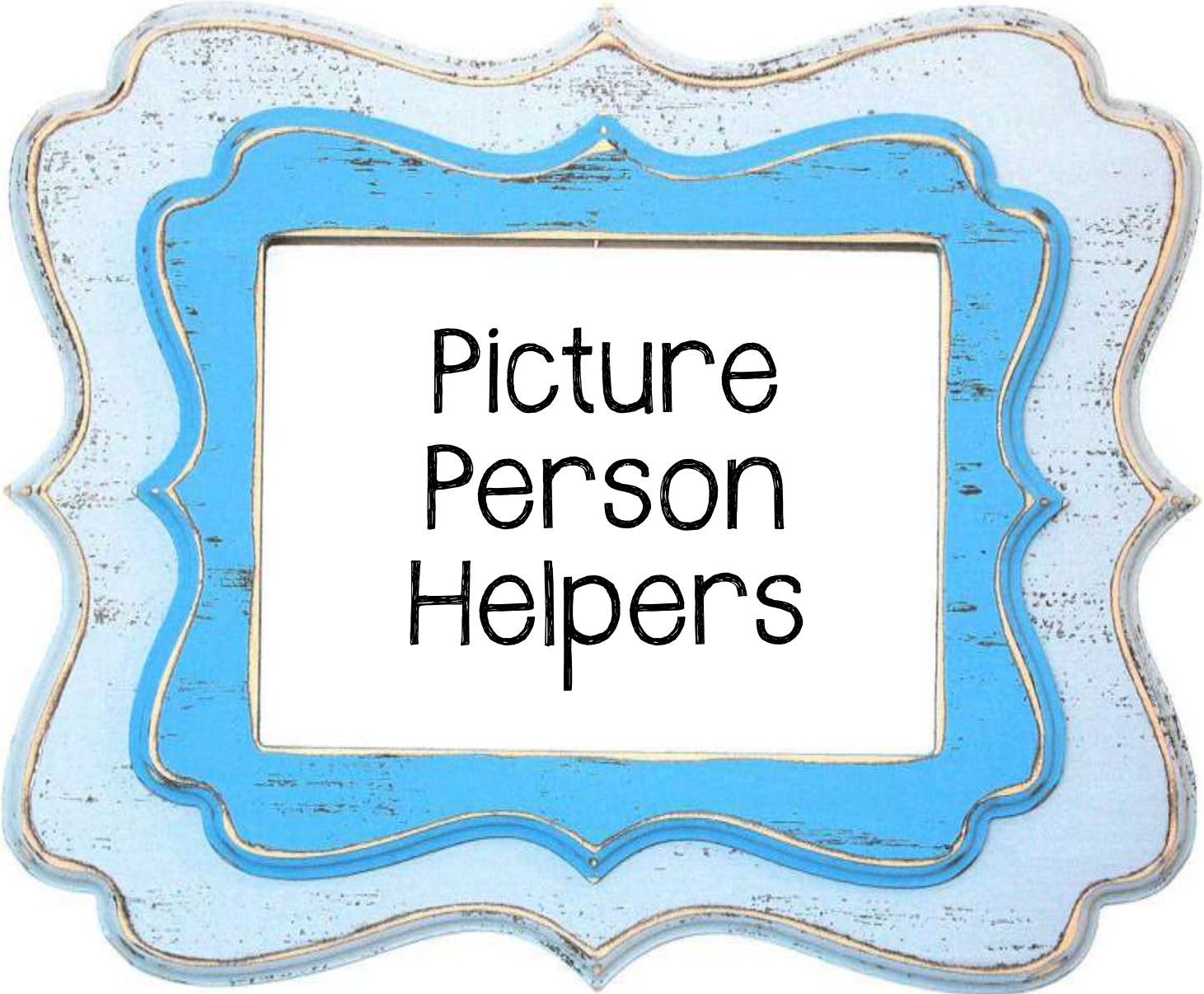
- Children love to experience food from the country of the featured artists.
- This is not included in the budget.
- Keep it simple.
- Remember allergy guidelines.
- You don't have to do it every time (some teachers prefer not to have food at all as part of picture person).



- Clean

- Be sure to clean all supplies and return them to the workroom in their designated cupboard.
- Work with other volunteers to make sure the PP Room is kept clean and organized.





Picture  
Person  
Helpers



# Helpers

- On the day and time of the scheduled PP lesson, assist your class Presenter by
  - passing out supplies,
  - helping the students with their projects,
  - maintaining control of the classroom,
  - cleaning the supplies, and
  - putting clean supplies/materials back in the PP room.



## Other ways to help:

- Contact your Presenter and ask if you can help by bringing the food/drink item that goes along with the lesson. Offer to bring the plates, napkins, or cups.
- Contact your Presenter and offer to help prep the classroom project. Offer to cut paper, make die cuts, or pull supplies.
- Some classes have less help than others. If you are aware of this and have the ability to help other classes, please offer your services.



Art Fair



- Save student artwork throughout the year for our annual Art Fair during Open House.
- Each student at Oak Ridge must have an art project displayed, even if they join the class late in the year.
- Ask your child's teacher if he/she has a particular project they wish to have displayed, and if not, the choice is yours.
- You can display the same project for all the students or create a collage of different projects.

# Art Fair:

- We will supply you with a class roster and tags.
- Each class is assigned a specific space.
- You will be advised when artwork can be hung and removed.
- All volunteers can be used to assist in this.
- Upon removal, all artwork must be returned to the teacher directly so it can be sent home.



# Art Fair

