

Head Docents Guide

What is the Art Docent Program?

Units for Art Docent Program: Gallery Visits and Studio Lessons

Visual Resources for Studio Lessons: Vital to Student Success

Props in a Box

Art Materials for Studio Lessons

Grade Level Summary of Art Materials

Docent Recruitment and Management

What is the Art Docent Program?

A sequential, interactive art education program essential to all students grades K-6th

Developed in 1984 by art educator and author Barbara Herberholz, this affordable, high-interest enrichment program introduces students to art and our artistic heritage.

Docents make monthly presentations based on an easy-to-follow manual. There are eight units for TK-6th based on themes such as:

Portraits, Birds, Dancers, Landscapes, Trains, Pets, Women Artists

Students who go through the Program from TK-6th grade see about 350 famous works of art and produce 64 different art projects.

What is an Art Docent?

A volunteer who leads tours in an art museum

In the Art Docent Program, parents and teachers take the students on a Gallery Visit using electronic images of works of art in the classroom and conduct discussions that open the students' eyes to the wonderful world of art.

No art background required

Training is available

What is a Gallery Visit?

An interactive, 20-45 minute discussion about the artworks and artists

To help students:

Perceive and respond to works of art

Understand the role of art in a variety of past and present cultures

Respond to moods and feelings expressed by the artist

Analyze and make judgements about artworks according to the elements and principles of art and aesthetic qualities

Connect what they learn in art to other subject areas

What is a Studio Lesson?

Students create art using a wide variety of media and techniques, applying processes and skills to express and communicate ideas:

Painting, Collage, Print making, Drawing

Each lesson follows the units theme and includes:

A description of the art concepts and skills

A list of materials needed

A motivation

Steps in how-to-do-it

Vocabulary

Units for the Art Docent Program®

Each Unit is made up of a Gallery Visit and a Studio Lesson

Transitional Kindergarten

Umbrellas
Rain
People Reading
Farms
Bicycles
Dogs
Cats
Boats

Kindergarten

Fall & Spring
Houses
Parents & Children
Portraits
Stories
Pictures
Old West
Animals

Grade 1

Flowers & Plants
Kings & Queens
Pets
Self-Portraits
Circus
Color
People at Play
People at Work
Sculpture

Grade 2

How People Dressed Long Ago
Line
Winter & Summer
Women Artist
American Folk Artist
Birds
Bridges & Seashores
Trees
Mexican Folk Art

Grade 3

Children
Dancers
Food
Landscapes
Feelings
Horses
Shape
Still Lifes
Photography

Grade 4

Celebrations & Parades
Fantasy & Imagination
Realism
Sea
Skies
Texture & Pattern
Trains
Villages
African-American Storytelling

Grade 5

American History
City
Musicians
Space
Action & Adventure
Cubism
Surrealism
Women
Environmental Art

Grade 6

Impressionism
Italian Renaissance
No. Europe: 15-17th Century
Perspective
Impressionism
Post-Impressionism
Early 20th Century Art
Later 20th Century Art
Native American Art

Visual Resources for Studio Lessons

Mounted photos are motivational materials that provide visual information to help increase students' perceptual intake in seeing colors, lines, shapes, textures, relationships of sizes, etc., prior to and during a Studio Lesson. Collect photos from calendars, magazines and the internet. Mount trimmed photos on 9 ½ x 13 inch pieces of black railroad board, using adhesive spray. Arrange several small photos on one board. Store a set of 10-15 black boards in an expandable legal wallet, 11 x 15 inches by theme. Keep with art supplies.

Kindergarten

Fall and Spring (trees showing fall and spring colors)

Houses (details, doors, windows, roofs, different shapes and kinds)

Old West (cowboys and indians, their clothing and activities; men/women, boys/girls)

Animals (wild and domestic, 4-legged)

Grade 1

Flowers (close-ups, different shapes of petals, colors)

Circus (clowns, performers, animal acts)

People at Play (figures playing, indoors and out, all ages, male/female)

People at Work (figures working, male/female, all ages, work at home and away)

Grade 2

Line (insects, turtle, butterfly, face, flowers, etc.)

Birds (close-up, different kinds of birds, different positions, wings, feathers, beaks)

Bridges and Seashores (all sorts of bridges: arch, suspension, wood, foot bridge, covered; all sorts of seashore scenes and activities)

Trees (different shapes, bare branches, leafy branches, trunks details)

Women Artists (close -ups of flowers)

Grade 3

Dancers (all kinds, tribal, ballet, ballroom, showing figure in action poses)

Food (fruit and vegetables as seen in market, not as prepared food)

Horses (all kinds, different positions, saddles, activities, colts, with riders)

Grade 4

Fantasy (animal, bird, fish, reptile parts: heads, bodies, tails, legs)

Sea (waves, shore, islands, ships, surfer, fish, wharf, boats, whale, sharks, divers)

Skies (stormy, sunsets, puffy clouds of all kinds, low horizons)

Trains (old fashioned)

Villages (houses, shops, school, storefronts, churches, etc.)

Grade 5

City (high rise buildings, skylines, overlapping buildings)

Action and Adventure (figures in action, male/female, all ages)

Cubism (portraits, animals, objects)

Grade 6

Sports and Games (figures in action, males/female, all ages)

Impressionism (landscapes, portraits, flowers, gardens, animals)

Props in a Box

To facilitate Gallery Visits and Studio Lessons in the classrooms, Docents are encouraged to collect the following items for a "Props in a Box," which should be stored in a cabinet that is accessible to all Docents.

1. A collection of "pointers" (glitter-handled paintbrush, a blossom for Flowers & Plants, etc. A laser pointer is a popular favorite.)
2. Several hand puppets, a pretend microphone, a pretend cell phone.
3. A plastic file box with alphabetized hanging files, containing laminated photographs of artists' portraits, artists' self-portraits, news clips about an artwork or about an artist, etc. Copies may be made from various resources, the internet and books and magazines about artists.
4. Provide music or sound effects to support the theme.
5. A box of props for Studio Lessons when students are asked to draw from direct observation. Examples are plastic fruit and vegetables, a basket, bowl, bottle, plastic horses, old boots, toy trucks, tools, etc.
6. A drawing board to be used behind objects with felt or fabric draped over it. (Still life-Grade 3)
7. A wooden manikin to show action and proportion of human figure.
8. A box of costume items for use during Studio Lessons when students are to draw from posed models.
9. A collection of children's art books.

Art Materials for Studio Lessons

This is a comprehensive list of art materials for all Studio Lessons. You may have some of them on hand at your school already. We have included the contact information for three art supply catalogs where you can order the materials you need. The quantities below are for a school of 450 students (14 classes of 30/2 per grade level), so adjust the quantities as necessary for your school.

For materials such as markers or tempera paints, quantities are adequate for two classrooms to use at the same time. Please keep in mind that you will need to purchase and label storage containers for the materials. Be sure to place half the markers in one container and the other half in another container so Docents can use them at the same time.

Some materials will last for a long time and others will need to be replenished each year. Please remember to budget for this. Estimated cost for supplies for Studio Lessons \$3500.

PAPER

White drawing paper 60 lb. 9 x 12- 27 reams, 12 x 18-1 ream

Black construction paper 9 x 12-200 sheets, 12 x 18-200 sheets

Construction paper (assorted colors) 9 x 12-approximately 1000 sheets, 12 x 18-400 sheets

Pearl gray construction paper (Grade 4-Realism, Grade 3/4 African-American Storytelling) 9 x 12-100 sheets

Multicultural colored paper 8 1/2 x 11-package of 48

Tissue Poms, assorted colors - 300 sheet pkg, 5 1/2 sq. Recommend ordering online in order to get single packages of colors. Google Decopuffs.

Colored tissue paper, assorted colors (Grade 4-Celebrations & Parades) 12 x 18-2 packages of 50

Astrobright (Bright paper) 8 1/2 x 11- 2 packages of 96 sheets, assorted colors

White copy/bond paper 8 1/2 x 11 - 1 ream

Tagboard or card stock (any color) 9 x 12-One package of 100 sheets (Grade 1-People at Play, Grade 3-Dancers)

Tracing paper (Grade 5 -American History) 9 x 12 pad of 50 sheets

Fadeless paper (Kindergarten-Spring and Fall) Novelty papers (for collages)

Manila Folders to make 6 x 9 view finders and other templates (Grade 2-Trees, Grade 6-Later 20th

Novelty paper for collages such as - wrapping paper, wallpaper sample book, sand paper, fabric and felt scraps, paper doilies, netted produce bags, etc

PAINT

Liquid tempera 2 quarts each magenta, yellow, turquoise, black, white, and variety pack of multicultural colors

Watercolor sets of 8 colors, 60 sets

Black printers ink: water soluble, (Grade 3-Dancers, Grade 4-Trains) 4 tubes

Watercolor wash: blue, green, yellow 8 oz. bottles

ADHESIVES

Masking tape

Glue sticks

White glue

Liquid starch (for tissue collage and for dipping colored chalk) Available at grocery stores

Blue glue gel (Grade 1-Circus, Grade 3 Horses) 30 bottles

MARKING TOOLS

Brushes for tempera #4 stiff bristle, flat, #6 stiff bristle, flat-60 each

Brushes for watercolors - assortment package

Thick short handled paint brushes (TK-Boats)

Crayons-classroom assortment pack

Crayons-multicultural 6 packages of 8

White crayons-2 packages of 12

Yellow chalk or colored-2 packages of 12

Oil pastels (Crayola) 30 boxes of 28 stick set

Pastels (chalk pastels) 30 boxes of 12

Colored drawing chalk-(Crayola) 12 boxes of 12 (used to dip in liquid starch)

Black marking pens (Sharpies) 6 boxes of 12 fine point

Black gel pens (Grade 5-American History) 3 boxes of 12

Colored markers - 30 boxes of 8

Multicultural markers - 4 boxes of 8 colors

Gold and silver metallic marking pens - approximately 6

Colored pencils (Grade 5-American History) 12 boxes of 12

White charcoal pencils (Grade 6-No. Europe) 3 boxes of 12

Thick crayons, remove paper (used with warming trays)

Sidewalk chalk (TK-Rain)

Watercolor crayons (optional)

SPECIALTY ITEMS

Bench hook or cookie sheet, 2 per class for printmaking (Grade 3-Dancers, Grade 4-Villages)

Brayers (2 per class for Grade 4-Villages and Grade 3-Dancers) for printmaking

Clay - air drying (Grades 1/2 Mexican Folk Art)

Scissors - Fiskars paper edges are recommended.

Scratchfoam (Grade 4-Villages) 9 x 12- 2 packages of 12

OTHER ART SUPPLIES

Alphabet letter, play dough , small rolling pins or dowels (TK-People Reading)

Clipboards - 30- optional (Grade 2-Trees)

Compasses-30, optional (Grade 6-Post Impressionism)

Containers for water

Containers to hold supplies (hanging folders file box, assorted plastic boxes from craft store)

Erasers-30

Hand Mirrors - 30 (Grade 1-Self Portraits)

Hole punches - variety of sizes

Iron for pressing paper made with tissue pomps and tempera (optional)

Magazines and colored ads (for Grade 6 -Later 20th C. Art)

Newspapers or cheap plastic table cloths

Paper plates (palettes for tempera painting)

Paper towels

Pieces of thick matt board cut into variety of strips (Grade 5-Action and Adventure)

Q-tips

Ribbon

Rulers 18 inch - 30 (Grade 6-Perspective)

Salt to sprinkle on watercolor for texture (optional)

Several warming trays and oven mitt-optional (found at thrift stores)

Small paper plates, used as template (Grade 1-Color)

String (Grade 4-Celebrations)

Variety of templates (jar lids, 12-inch rulers, small cut-outs in wood) (Grade 4-Trains, Grade 5-Cities)

Wooden beads to glue on jar lids (TK-Bicycles)

Yarn - assorted colors (Grades 5/6 Native American Art)

Supply Sources

Nasco Arts & Crafts (800-558-9595)

4825 Stoddard Rd

Modesto, CA 95356-9318

www.enasco.com/artsandcrafts

Sax Arts & Crafts (800-558-6696)

PO Box 51710,

New Berlin, WI 53151

www.storeschoolspecialty.com

Dick Blick Art Materials (800-828-4548)

PO Box 1267

Galesburg, IL 61402-1267

www.Dickblick.com

Grade Level Summary of Art Materials

Transitional Kindergarten

Umbrellas: 9 x 12 white drawing paper, tissue pomps in rainbow colors, liquid starch or water and glue solution, large tempera brushes

Rain: 9 x 12 or 12 x 18 white or colored drawing paper, sidewalk or regular chalk, ice trays or styrofoam egg cartons

People Reading: play dough, alphabet letters, small rolling pins or dowels

Farms: 9 x 12 or 12 x 18 white drawing paper, cut vegetables, paint brushes and bowls, tempera paints

Bicycles: jar lids, 9 x 12 white drawing paper, tempera paints, paper plates

Dogs: 9 x 12 white or colored construction paper, white glue, scissors, collage materials

Cats: 9 x 12 white drawing paper, crayons, watercolor wash, watercolor brushes

Boats: 12 x 18 white drawing paper, egg cartons, tempera paint, thick, "stubby" paint brushes

Kindergarten

Fall & Spring: Blue or gray construction paper 9 x 12 inches, Fadeless or colored paper for tree trunks, scissors, glue sticks, tempera, Q-tips

Houses: Colored construction paper 9 x 12 inches, small pieces of colored paper, scissors, glue sticks, markers

Parents & Children: White paper 9 x 12 inches, catalogs and magazine clips; scissors, glue sticks, markers or crayons

Portraits: White paper 9 x 12 inches, pencils, black markers, multicultural crayons or markers, crayons

Stories: White or colored paper 9 x 12 inches, small pieces of colored paper, scissors, glue sticks, marking pens, crayons, or oil pastels

Pictures: White or colored paper 9 x 12 inches, chalkboard chalk, tempera, brushes, Q-tips, paper plates, paper towels

Old West: White paper 9 x 12 inches, skin-toned tempera, potato, markers or crayons

Animals: White and colored paper 9 x 12 inches, pencil, black marking pens, tempera, paper plates and brushes; OR oil pastels OR crayons

Grade 1

Flowers & Plants: White paper 9 x 12 or 6 x 9 inches, colored tissue pomps, liquid starch OR white glue/water solution (1:1), small containers for starch or glue/water, brushes OR crayons with paper removed, warming tray and mitt

Kings & Queens: Colored paper 9 x 12 or 12 x 18 inches, white or yellow chalk, tempera (magenta, yellow, turquoise, black, white), brushes, Q-tips, paper plate palettes, water containers, paper towels; gold & silver metallic pens

Pets: White paper 9 x 12 inches, black and colored marking pens; OR tempera, brushes, paper plate palettes, water containers, paper towels; OR colored chalk and liquid starch

Self-Portraits: Colored paper 9 x 12 inches, multicultural paper 6 x 9 inches, scissors, glue sticks glue, patterned paper and scrap materials; crayons, marking pens, or oil pastels

Circus: Black paper 9 x 12 or 12 x 18 inches, blue or white glue, pastel chalks OR colored paper 9 x 12 inches, white or yellow chalk, black markers, oil pastels

Color: White paper 9 x 12 inches, tempera (yellow, turquoise, magenta), brushes, pencils, paper towels, paper plates (for palettes) and smaller paper plates to draw around

People at Play: Card stock or manila folders 6 x 9 inches, scissors and glue sticks, white copy paper 8 1/2 x 11 inches, thick crayons with paper removed by soaking in warm water and broken in half, folded sections of newspapers

People at Work: White paper 9 x 12 inches, oil pastels or crayons, multicultural crayons for skin colors; watercolors and brushes or diluted washes made from liquid water colors

Sculpture: Pipe cleanings, pony beads and styrofoam

Grade 2

How People Dressed Long Ago: White paper 9 x 12 inches, colored paper, assorted fabric and patterned paper scraps, scissors, glue, glue stick, oil pastels or crayons

Line: White paper 9 x 12 inches, yellow chalk, tempera (black, white, yellow, turquoise, magenta) brushes, paper plates for palettes, water containers, paper towels

Winter & Summer: 3 squares of Astrobright paper (8 1/2, 5 1/2 and 4 1/4 inches) in warm or cool colors, scissors, glue sticks, hole punches, black, gray or white paper 9 x 9 inches for background

Women Artists: White or colored paper 9 x 12 or 12 x 18 inches, colored chalk (for use on paper) or pastel chalks

American Folk Artists: White paper 9 x 12 inches, rulers, crayons or oil pastels, potato, tempera, watercolors and brushes, OR diluted liquid water color washes.

Birds: White paper 9 x 12 inches, colored tissue pomps, liquid starch or glue/water solution and small containers, brushes

Bridges: Colored paper 9 x 12 inches, smaller pieces of Fadeless paper, Astrobright paper or colored construction paper; scissors and Fiskar Paper Edgers, glue sticks, black crayons, watercolors, brushes containers, paper towels

Trees: White paper 9 x 12 inches (or smaller pieces), black marking pens and black crayons, drawing boards or clipboards and 6 x 9 inches viewfinders cut from manila folders for drawing outdoors, OR

Mexican Folk Art: Clay and thin ribbon

Grade 3

Children: White paper 9 x 12 inches, pencils, black markers, oil pastels OR colored markers, including multicultural colors: OR crayons, including multicultural colors, OR crayons, warming tray and mitt

Dancers: Tagboard or manila folders - 5 ½ x 8 inches, scissors, glue sticks, half-sheets of newspaper, bench hook or tile, brayers, water soluble black printing ink, moist paper towels, Astrobright paper, copy paper

Food: Colored paper, scissors, glue sticks, thick black markers, white or colored paper 9 x 12 inches for background

Landscapes: White paper 9 x 12 inches, white or yellow chalk, tempera (magenta, yellow, turquoise, black and white), brushes, water containers, paper towels, paper plate palettes, Q-tips

Feelings: White paper 9 x 12 inches, pencils, black markers, watercolors and brushes, water containers, paper towels

Horses: Black paper 12 x 18 inches, blue or white glue, pastels chalks OR colored chalk (for use on paper)

Shape: Copy or newsprint paper, cut in fourths, colored Astrobright (5 1/2 x 4 1/4), black, gray or white paper 9 x 12 inches, scissors, glue sticks

Still Lifes: White paper 9 x 12 inches, pencils, black marking pens, oil pastels OR crayons, warming tray, mitt OR tempera and brushes

Photography: Sun-sensitive paper, 5" x 7", misc. opaque objects that will lay flat, 5" x 7" construction paper, pieces of corrugated cardboard, push pins, several pans of water

Grade 4

Celebrations & Parades: Colored tissue paper 6 x 9 inches, scissors, string, glue sticks or cellophane tape

Fantasy & Imagination: White paper 9 x 12 inches, pencils, black marking pens, oil pastels OR crayons, OR markers

Realism: Gray paper 9 x 12 inches, black crayons, white chalk

Sea: White paper 9 x 12 inches, colored tissue pomps, liquid starch or glue/water solution 1:1 , small containers, brushes

Skies: Gray, black and colored paper 12 x 18 inches, white and colored chalk for use on paper or pastel chalks

Texture and Pattern: Colored and white paper 9 x 12 inches, scraps of fabric and textured paper, oil pastels, scissors, glue sticks and glue

Trains: White or colored paper 12 x 18 inches, black marking pens (permanent), rulers, plastic templates, oil pastels, or crayons, watercolors, brushes, water containers, paper towels

Villages: Scratchfoam (4 1/2 x 6 inch sheets), pencils, rulers, templates, copy paper, scissors, bench hook or cookie sheet, black water soluble printing ink, brayers, Astrobright paper, Fadeless banner paper, newspapers, moist paper towels

African-American Storytelling: Pearl gray paper 9 x 12 inches, white crayons and watercolor wash

Grade 5

American History: Tracing paper 3 x 4 inches, pencils, colored pencils, fine tipped colored markers, black gel pens, stamp templates from Studio Lesson

City: White drawing paper 9 x 12 inches, black permanent markers, rulers and plastic templates, watercolors and brushes

Musicians: White or colored paper 12 x 18 inches, chalk, tempera, brushes, paper plates for palettes, paper towels, Q-tips, gold/silver markers, OR color chalk for use on paper with liquid starch

Space: White or colored paper 12 x 18 inches, scissors, glue sticks, assorted colored paper, (wallpaper, corrugated, metallic, wrapping, etc.) multicultural colored paper, assorted fabric and felt scraps, oil pastels

Action and Adventure: Light colored paper 12 x 18 inches, tempera, paper towels, paper plates, pieces of thick mat board (1" wide and of various lengths), small paper scraps, scissors, glue sticks

Cubism: White paper 9 x 12 inches, rulers, black marking pens, oil pastels, marking pens, colored tissue pomps with liquid starch or glue/water solution and brushes

Surrealism: White paper 9 x 12 inches, scissors, glue sticks, markers, crayons or oil pastels, magazines

Women: White paper 9 x 12 or 12 x 18 inches, black and colored markers, oil pastels, tempera, multicultural colors; optional: crayons with warming tray and mitt.

Environmental Art: Yarn, large eye plastic needles, items collected from the environment

Grade 6

Sports & Games: Tag board 6 x 9 inches, white copy paper, thick crayons, scissors, glue sticks, folded newspaper

Perspective: White paper 12 x 18 inches, pencils, erasers, 18-inch rulers or strips of cardboard

Italian Renaissance: White paper, 9 x 12 inches, soft lead pencils, erasers

No. Europe 15-17th Century: Dark blue or black paper, 6 x 9 or 9 x 12 inches, white charcoal pencils or white colored pencils, or white chalk, masking tape

Impressionism: White drawing paper, 6 x 9 inches, L-frames, tempera (magenta, yellow, turquoise, black and white), Q-tips, paper plates and paper towels

Post-Impressionism: White drawing 6 x 9 inches, pencils, compass or jar lids, colored markers

Early 20th Century Art: White drawing paper or watercolor paper 9 x 12 inches, permanent black marking pens, watercolor and brushes, water containers, paper towels, salt

Later 20th Century Art: White drawing paper 9 x 12 inches, pencils, rulers, scissors, glue sticks, oil pastels, templates, magazine or newspaper ads

Native American Art: Soda straws, assorted yarn balls, tape and scissors

DOCENT RECRUITMENT TIPS

1. Email teachers to introduce yourself and the Program. Refer them to our website www.ArtDocentProgram.com to view video on our home page .Tell them you need help recruiting Docents from each classroom. It is helpful if the teachers ask parents to volunteer. Tell them you will put sign up sheets and Docent flyers in their mail boxes.
2. Secure a mail box in the school office and label it Head Art Docent.
3. Place copies of the sign up sheets and Docent flyers in teachers' mail boxes.
4. Start checking your mail box in the office for sign up sheets being turned in with class/Docent information. This can be done electronically also. You might want send your initial email to the school secretary; she can forward it to all of the teachers and the teachers can email you with their docent information.
5. Find out when Back-to-School night is and email teachers reminding them to recruit parent volunteers. Place “Wanted: Art Docent” flyer in their mail boxes so they can post them on classroom door.
6. Place Docent recruitment announcement in PTA newsletter and on school website.
7. Send out second request to teachers who still do not have Docents. (It can take until November to obtain most Docent information.) You can also go room to room after school to meet with teachers who still do not have Docents, offering to help find one.
8. Place a copy of (Your docent is....) in teachers' mail boxes, as you get sign ups.
9. After all Docent information is received, establish an e-mail list and send out periodic emails.
10. Arrange a Docent orientation meeting once you have recruited a fair number of Docents. You may need to hold more than one meeting! Be sure and show them where the art supplies are stored on campus.
11. Periodically check in with teachers to see if they are having any problems with the Docents.
12. Build a Docent roster that lists classroom number, grade, teacher, Docent and Docent's email and phone number.
13. Create and send access codes to Docents as they volunteer.

CREATING DOCENT USER ACCOUNTS

Go to <http://lessons.artdocentprogram.com>

log in with your username and password...

This will get you in as a **Head Docent**, after agreeing to the license.

In the top Orange/Black menu, you'll see "Dashboard", "Units" and "Docents"

1. Click on Dashboard.

There is a guide to the left, and materials to the right.

2. Click Units

You can navigate to each Unit by grade level.

3. Click Docents

This is where you create or edit Docents.

To create a new Docent:

- a. Click "+Create Docent" (top-left, blue text)
- b. Enter a name, username, and password (twice) and an email for each Docent. We suggest first initial, last name for usernames. Please use at least a **6 character password**, with a number and capital letter mixed in.

Helpful Hint: make a list, in advance, in a text document or spreadsheet. Copy and paste each item from there. This helps avoid mis-spellings or typos, particularly with the password, which you have to enter twice!

Now, send an email or provide a slip of paper for each new docent. Copy and paste this info to avoid errors.

- c. Click the first checkbox (this usually has your school name)
- d. Click a checkbox for each grade level a given docent will be teaching.
- e. Click the "add" button.

You should be returned to the docent list, and you'll see your new entry at the end of the list.

Now, that user can log in with that user/password combination, and see their Units and Docent Guide.

You should copy/paste the following "Welcome" letter (next page) to your Docents when you send them their access codes.



Dear _____

Welcome to the Art Docent Program where elementary school students learn about art and make art. The program was created in 1984 by Barbara Herberholz, textbook author and national award winning art educator, to introduce children to the world of art through theme- based lessons.

The Program complies with the National Visual Arts Standards and builds creativity in the classroom, while enhancing language arts and social studies curriculum.

We know hundreds of parents who are Art Docents and they all agree it is a great way to volunteer!

The Program gives students a museum experience in the classroom! You will get to interact with the students, teach them about art history, artists' lives and then help them create works of their own.

To access the units, please go to our website: www.ArtDocentProgram.com

Click "Login" in the upper-right corner of the page.

Log in with your username and password:

Username: [fill in username]

Password: [fill in password]

After you agree to the license, you'll be in the dashboard, where you'll find everything you need!

Docent Guide and Units

A good way to get acquainted with the Art Docent Program is to visit our website and view the short video on our homepage. Then log in using your access codes and find the Units for your grade level and the Docent Guide.

Thank you for volunteering to bring art to your child's classroom! We know you and your students are going to love the Art Docent Program!

Sincerely,



Please let your parents know that our school has the Art Docent Program. This program teaches art history to the students once a month based on a variety of themes. The students will also create their own works of art.

If any parents would like more information, or want to volunteer here are sign up sheets to share with them.

Thank You!!!

Head Art Docent _____

Email _____ **Phone** _____



Please let your parents know that our school has the Art Docent Program. This program teaches art history to the students once a month based on a variety of themes. The students will also create their own works of art.

If any parents would like more information, or want to volunteer here are sign up sheets to share with them.

Thank You!!!

Head Art Docent _____

Email _____ **Phone** _____



Sign Up Sheet

Dear Parents:

If you are interested in becoming a volunteer in your child's classroom and learning a little bit about art at the same time, then here is a great opportunity!

Present art history... *you do not need to be an art historian!*
Get your hands dirty and do art lessons... *you do not need to be an artist!*
Enjoy monthly visits to your child's classroom... *you'll be hooked!*

Volunteer time is approximately 60 minutes per lesson in each classroom, plus preparation time. We need a least one volunteer for each of the classrooms. If you are interested, and want more details, please contact me or return the form at the bottom of this page to your child's teacher as soon as possible.

Head Docent _____

Email _____ Phone _____

ART DOCENT PROGRAM

NAME _____ DATE _____

_____ Yes, I want to be a Docent!
Teacher _____ Grade _____

_____ I also have a child or children in grade(s) _____ and might like to help there also.
Teacher(s) _____

_____ I am unsure right now, but want more information about the program. Please call. I
have a child or children in grade (s) _____

Teacher(s) _____

Home Phone _____ Best time to call _____

Work Phone _____ Best time to call _____

Cell Phone _____ Email _____

Thank You!



ART DOCENT PROGRAM®

Learning about art. Making art.

WANTED: ART DOCENT FOR THIS CLASS

*No experience necessary
Training and materials
provided*

Please ask for a flyer from the teacher



Hello!

I do not have an Art Docent for your class this year.

If you know of any parents in your classroom that you think are good prospects for this position, please give them the enclosed flyer.

You can also give me their phone or email and I will be happy to contact them.

Thank You!

Head Art Docent _____

Email _____ **Phone** _____



Hello!

I do not have an Art Docent for your class this year.

If you know of any parents in your classroom that you think are good prospects for this position, please give them the enclosed flyer.

You can also give me their phone or email and I will be happy to contact them.

Thank You!

Head Art Docent _____

Email _____ **Phone** _____

Dear _____ (Name of teacher)

_____ is/are the Art Docent(s) for your class this year. They will be contacting you to do an Art Docent presentation/project monthly. Below you will find the themes for your grade this year. Please let me know if you need anything or have any questions regarding the Art Docent Program.

Head Docent	Phone
<u>Transitional Kindergarten</u>	<u>Grade 3</u>
Umbrellas	Children
Rain	Dancers
People Reading	Food
Farms	Landscapes
Bicycles	Feelings
Dogs	Horses
Cats	Shape
Boats	Still Lifes
	<i>Photography</i>
<u>Kindergarten</u>	<u>Grade 4</u>
Fall & Spring	Celebrations & Parades
Houses	Fantasy & Imagination
Parents & Children	Realism
Portraits	Sea
Stories	Skies
Pictures	Texture & Pattern
Old West	Trains
Animals	Villages
	<i>African-American Storytelling</i>
<u>Grade 1</u>	<u>Grade 5</u>
Flowers & Plants	American History
Kings & Queens	City
Pets	Musicians
Self-Portraits	Space
Circus	Action & Adventure
Color	Cubism
People at Play	Surrealism
People at Work	Women
<i>Sculpture</i>	<i>Environmental Art</i>
<u>Grade 2</u>	<u>Grade 6</u>
How People Dressed Long Ago	Impressionism
Line	Italian Renaissance
Winter & Summer	No. Europe: 15-17th Century
Women Artist	Perspective
American Folk Artist	Impressionism
Birds	Post-Impressionism
Bridges & Seashores	Early 20th Century Art
Trees	Later 20th Century Art
<i>Mexican Folk Art</i>	<i>Native American Art</i>