



DEAR TRAINER,

In this guide, you will find step-bystep instructions on how to conduct the training.

Each page contains images of the slides you will use from the slide deck, questions of what to ask, and videos to play, and activities to direct.

You can write notes or reminders in the margin on the sides as needed.

Use this trainer guide to facilitate the training, lead great discussions, and help learners apply the concepts.

Enjoy your training sessions!

TRAINER GUIDE

DISCUSS





Volunteer Training for Art Goes to School

SLIDE 1

5 MINUTES

Welcome participants to meeting and thank them for volunteering for the organization. Give background about the organization, its history, how many chapters, the relationship with the local school district. An overall explanation as to how the organization works and is funded.

DISCUSS





WELCOME!

I'M Amy

Trainer &

Implementation Specialist

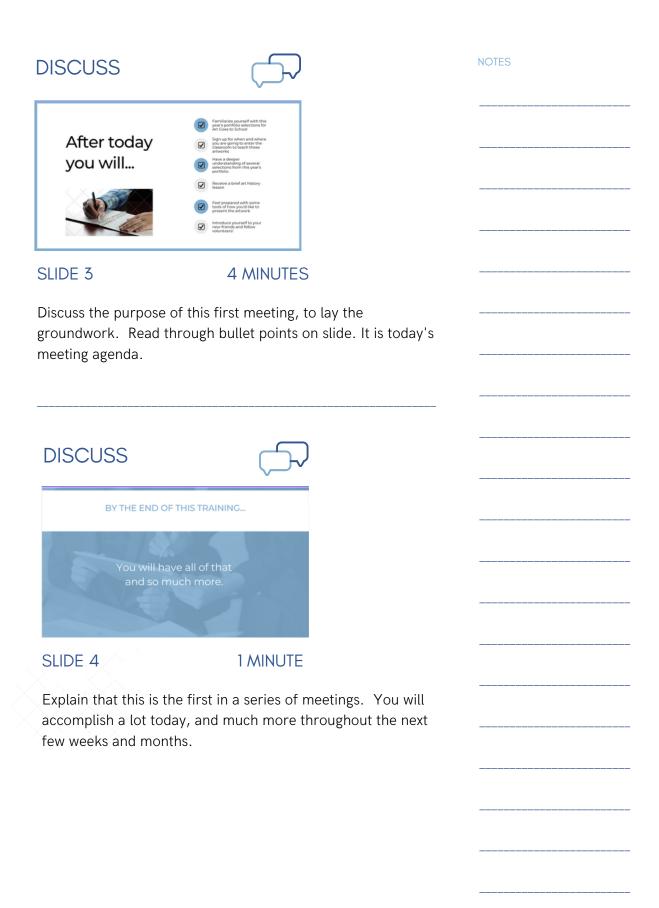
Thank you for volunteering for Art

SLIDE 2

3 MINUTES

Introduce yourself and background. Explain the variety of backgrounds that the volunteers bring to to the organization and how they are all helpful.

NOTES		



DISCUSS





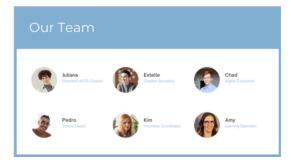
SLIDE 5

8-10 MINUTES

Go around the room to have each participant introduce him or herself to the group.

DISCUSS





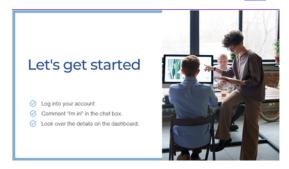
SLIDE 6

2 MINUTES

Introduce participants to members of the team. Explain what everyone does and how they will support volunteers.

COMPUTER WORK





SLIDE 7

3 MINUTES

Help participants log into their accounts by giving them clear guidance. If some participants need one-on-one help logging in, other participants can explore the dashboard while they wait.

DISCUSS



RESOURCES			
Your Resources	1 PORTFOLIO LIST	2 THUMBNAILS	3 FORM FOR ARTIST BIOS & WORK DESCRIPTIONS

SLIDE 8

2 MINUTES

Show participants the resources that they will receive today. Items will be presented on your screen and available for them to open and download on their devices.

NOTES			

VIDEO ACTIVITY





SLIDE 9

5 MINUTES

- Introduce video about the process for volunteering with Art Goes to School. Briefly describe that video will walk them through it.
- Watch video.
- After the video, reiterate key points. Explain the series of meetings that will follow, the prepare for the commitment over the next few months. Ask for questions, live and virtual.

COMPUTER WORK





SLIDE 10

2 MINUTES

This is an opportunity to read through the artworks in this year's portfolio.

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COMPUTER WORK



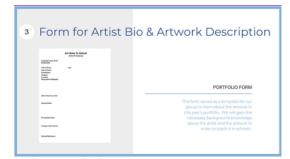


SLIDE 11 2 MINUTES

This is a compilation of thumbnails of this year's portfolio. Explain to the participants how it is helpful to see all of the works together, and that we will take the time to learn about each individually, then how to present the works in school. Ask for observations about the selections.

COMPUTER WORK





SLIDE 12 5 MINUTES

Take your time to explain this form. Have each participant open it on their own device. Talk through each item on the form, how participants will use the form as a template, fill out and submit back to the portal for when they present to the group on their portfolio pieces. Take questions.

NOTES CONNECT Action Plan YOU HAVE CHOSEN AN ARTIST AND ARTWORK TO RESEARCH. WIE WILL SPEND THE NEXT FEW MEETINGS HAWNING OUR MEMBERS PRESENT TO THE GROUP ABOUT THE SELECTED ARTIST AND ARTWORK. SCAN THE OR CODE TO SIGN UP FOR SLIDE 13 **3 MINUTES** Participants will take this time to sign up for their presentations. They will research 1-2 works and share their knowledge with the other volunteers. These presentations over the next few weeks prepare all of the volunteers to go into the schools. WRITE Action Plan SLIDE 14 **5 MINUTES** The participants have just decided up which artworks/artists

The participants have just decided up which artworks/artists appealed to them enough to research further and present to the group. They may be having some ideas right away, so this is an opportunity to start writing down their action plan for their presentations. Have the participants open the template form, save a copy, and talk through the points on the table. They may like to begin filling in initial thoughts.

DISCUSS



NOTES

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O Download resources Checklist Prepare for presentation Reach out with questions These are action items to be accomplished by our next meeting.

SLIDE 15

3 MINUTES

Clarify for participants when the next meeting will take place. Discuss what they should be thinking about moving forward so that they can mark their calendars and plan accordingly.

DISCUSS





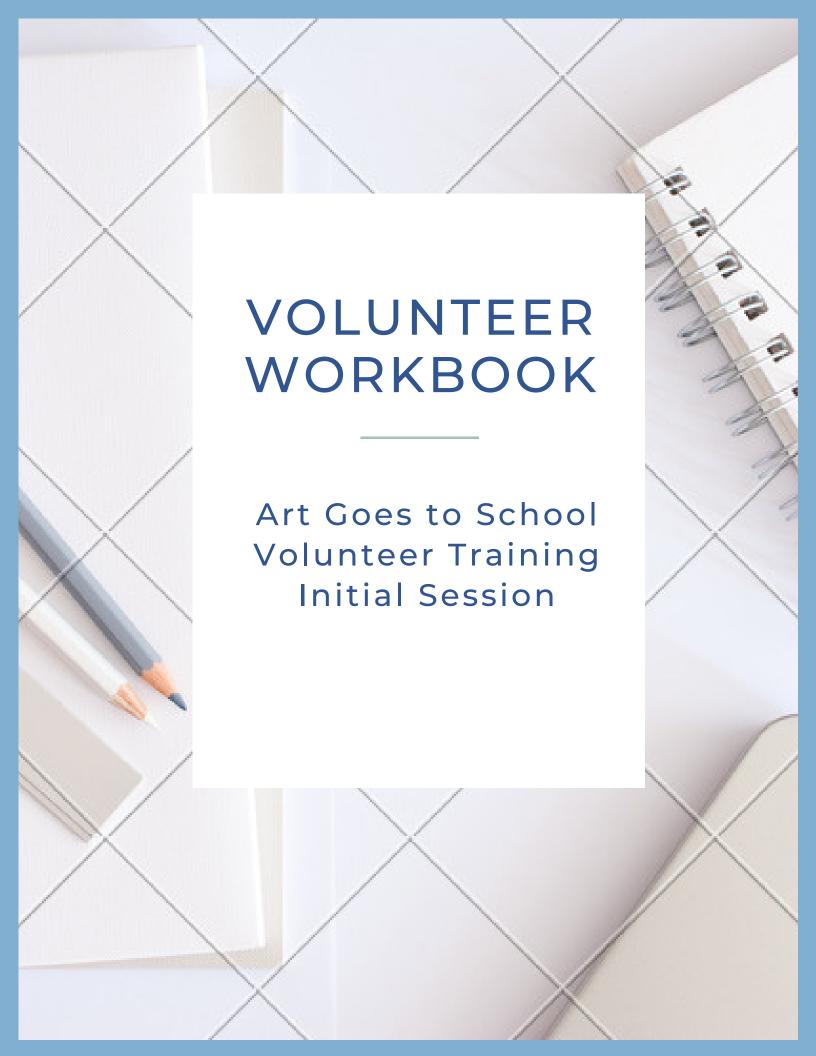


SLIDE 16

2 MINUTES

Take any questions from the group!

NOTES



MY WORKBOOK

Use this workbook to record notes and action items throughout the training.

MY ACTION PLAN



CREATE YOUR PLAN

Create an action plan of how you will use the program in the following time frames to support you toward your goals.

This Week:

This Month:

This Year:



SUPPORT ALONG THE WAY

Need help using the program? Access our help page anytime through the portal or reach out to our support team.



JulianaPresident AGTS Chapter



Kim Volunteer Coordinator



Amy Learning Specialist