

How to schedule an ARTS project

1. If you have a project to bring into a classroom or time to volunteer but no project in mind, contact the appropriate Grade Representative. Your Grade Rep is your primary contact from start to finish on your project.
2. After your grade rep connects you with the teacher, you can discuss the project with the teacher and agree to either meet or email particulars such as duration, mediums, and methods. ***
Per Administration: please do not speak with your teacher at drop off/pick up or during the day unless previously scheduled.
3. Complete an Arts Project Request Form and return to your grade rep
4. Arts Bungalow – If you are not using the classroom for your project, please be aware that time in a bungalow is not guaranteed until it appears on the Arts Bungalow calendar found on the OCS website
5. When you have completed your project, please fill out a Post Project Summary to help us track number of hours volunteered, supplies used and a description, or better yet, a lesson plan of your class to help future parents chose a project
6. **Please** keep your commitments to the teachers

Arts Bungalow specifics:

- Please follow rules posted in the Arts Bungalow.
- Be mindful that the Bungalow is our shared space and we need to be courteous to those that may also be scheduled that day. Don't forget to turn in the key to front office before leaving!
- This Bungalow is used **everyday** for the additional after school classes offered at Odyssey. Please note the times you need to be **out** of the bungalow at the end of each day:
 - **Mondays: 1:15pm**
 - **Tues – Fri: 2:15pm**

Tom Sawyer bungalow specifics:

If you find that a class has already been scheduled in the Arts bungalow at the time you want, you may use the Tom Sawyer Bungalow next door. Because this space is used for the after school care program, there are some additional considerations:

- We do not use the supplies in that room.
- You may use anything from the ARTS bungalow, just be sure to put back at the end of your lesson. If you re-arrange the room, it needs to be put back exactly how you found it.
- **No messy** projects may be done in that space.
- Projects may not be left in there to dry or held over for anytime. You need to move everything into ARTS
- You **MUST** be out of that room no later than 2:15pm (1:15pm on Mondays) so please make sure you have planned your clean up time accordingly.