

Art Docent Orientation

Woodside Elementary

2026 - 2027

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**Join the PTA! This program wouldn't happen without
your support.**



All a one-time fee:

- Individual \$14.00
- Family (2 memberships) \$22.00
- Teacher/ Staff \$12.00
- Community \$14.00

Introduction

Welcome:

Thank you for volunteering your valuable time! The Art Docent Program would not be possible without all of our wonderful volunteers.

Art Docent Program Defined:

An art docent is a volunteer who helps -present and teach art to students. They coordinate with their teacher to find an hour to deliver an art lesson every month or two. The art lessons are all premade and easy to follow. All the supplies you need are funded by the PTA and made available to you. Art docents have fun exposing students and teachers to various artists and different styles of visual art.

Goals:

It is our desire to make the program FUN and EASY. Our main goal is to introduce students to art skills, great artists, art history, cultures and art masterpieces through the use of educational lessons, demonstrations and ultimately hands-on projects. Most of all we want students to feel comfortable with art and ENJOY it!

Our main hope, this year, is to offer the art docent projects to every child in every classroom. This goal cannot be done without all of our wonderful volunteers. Thank you!

Volunteering:

All volunteers must be registered with the school district. All volunteers must pass a background check about every two years. Currently, our school district prefers that the volunteer process be done entirely online at www.everettsd.org/volunteer. If you have questions regarding the online application process, please email Volunteer@everettsd.org or call 425-385-4085.

If you can no longer be an art docent please notify both your teacher and Maxine (artdocent.woodside@gmail.com). We understand that things come

up or life changes happen. We don't need any reasons as to why, just to know that you can no longer be a part of the program.

Program Specifics

Art Docent Trainings:

This year the Art Docents will have training sessions on the following Wednesday's at 6:15pm in the Library. We will email out reminders a week in advance.

- Wednesday September 30th = October's lesson
- Wednesday October 28th = November & December lesson (will be combined due to Thanksgiving and Winter break)
- Wednesday December 9th = January's lesson
- Wednesday January 27th = February's lesson
- Wednesday February 24rd = March lesson
- Wednesday March 24rd = April's lesson
- Wednesday April 28th = May's lesson

The training sessions will give you hands-on experience doing the project. Even if you are unable to attend a training session, please test out the project on your own before taking it into a classroom. Getting hands-on experience of doing the project is a great way to see what works and what doesn't. This is a good opportunity to try different ways you think YOU & YOUR CLASS will be able to handle the project. We also encourage you to read over the lesson and familiarize yourself with the artist and technique you will be talking about.

The reason we meet for training/demonstrations is so the docents can bounce ideas off each other, ask questions about the lesson, give tips for grade levels and customize the lesson to fit their class. You are able to modify the lessons either via the information being presented about the artist and or technique. These are not by any means set in stone or copyrighted, you can add or take away whatever you wish that will work best for your class or teaching style. We want you to be comfortable and confident with what you are doing.

How Often:

There will be 7 projects available for every grade level throughout the year. The number of projects that are completed is up to you and your teacher. Please keep in mind that you are volunteering your time to teach as little or as often as you are able to. Teachers are generally very happy to have art docents in their classrooms and will work with you to confirm a mutually agreeable schedule.

Expectations on how long for the lesson:

Each lesson should take about 45 minutes to an 1 hour and flow in the following way:

- A presentation about an artist or art technique (5-10 minutes)
- A YouTube video on the artist or art technique (2-3 minutes)
- A demonstration/practice of the technique with the students (5-10 minutes)
- Complete the project where students can use their new technique (roughly 25-30 minutes depending on the project)

Supplies: All supplies are stored in the art docent carts. Remind students to take care of materials and clean up after themselves. The three art carts are kept in the storage closet in the cafeteria, to the left of the stage.



After your lesson, please replenish any supplies you used so the cart is ready for the next docent. Extra supplies are on the shelves. If we are

running low on something, or if you notice a problem with the supplies, please notify Maxine by text.

This year we are using a shared Google spreadsheet to check out the art supply carts for lessons. Since there are three carts, three classrooms can do the lesson at the same time. Each cart will be labeled Cart 1, Cart 2, and Cart 3. Please be sure to take the cart number you signed up for on the spreadsheet.

Example of signout sheet:

2025-2026 Project Cart Checkout Calendar

File Edit View Insert Format Data Tools Extensions Help

Menus

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Find the date and time you need. Write your name then teachers name in block closest to the blocks of time you need. FYI - Most

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2											
3											
4			NO SCHOOL								
5			HALF DAY								
6											
7		Monday, September 29			Tuesday, September 30			Wednesday, October 1			
8		Cart 1	Cart 2	Cart 3	Cart 1	Cart 2	Cart 3	Cart 1	Cart 2	Cart 3	
9	9:00 AM										
10	9:30 AM										
11	10:00 AM										
12	10:30 AM										
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15	12:00 PM										
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19	2:00 PM										
20	2:30 PM										
21											
22											
23		Monday, October 6			Tuesday, October 7			Wednesday, October 8			
24		Cart 1	Cart 2	Cart 3	Cart 1	Cart 2	Cart 3	Cart 1	Cart 2	Cart 3	
25	9:00 AM										
26	9:30 AM										
27	10:00 AM										
28	10:30 AM										

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OCTOBER

NOVEMBER/DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY/JUNE

There will also be a separate bin for the previous month's lesson. If, for any reason, you and your teacher weren't able to complete that lesson on time, you can still access it. This bin will be in the closet labeled "Previous Month's Lesson." You do not need to sign this one out, nor will it be on the shared spreadsheet. If you'd like to use a lesson from more than one month back, please reach out to Christine and Mysti to see if arrangements can be made.

Portables (4th & 5th grades only):

The portable classrooms do not have running water. Water jugs and buckets will be provided for cleaning brushes. Do not use the student bathrooms for cleaning. Please use either the adult bathrooms or the sink in the old STEAM room in the cafeteria. A funnel will be provided for refilling the water jugs. When disposing of dirty water, pour it out slowly—either outside or down a sink.

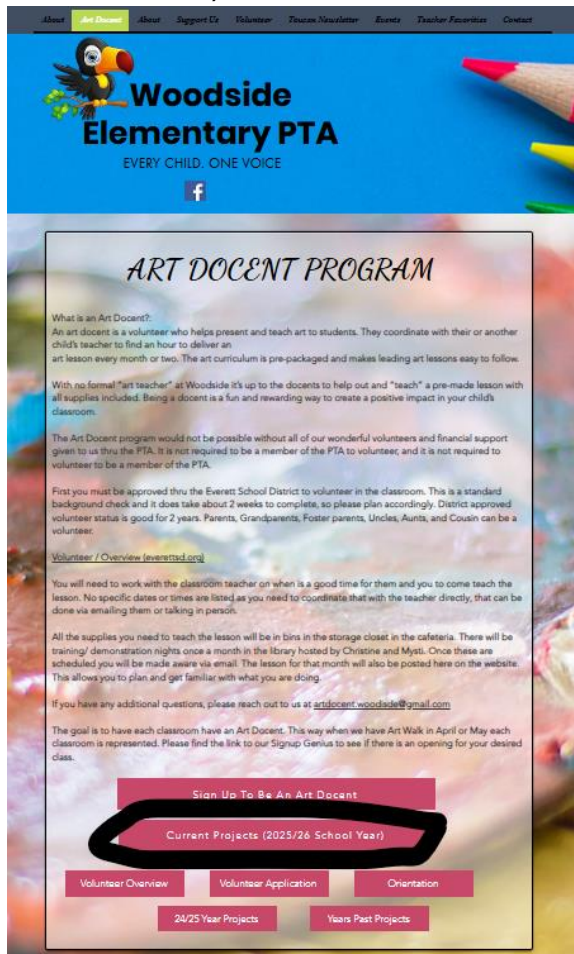
How to find the lessons:

The lessons will be available after each project's training session at www.woodsidepta.com. Along with the YouTube link. This way if you can't find it in your emails you can here. There will also be a color print out of the current lesson in each bin in case of technical difficulties. Please let the teacher know ahead of time if there is a video you wish for them to play.

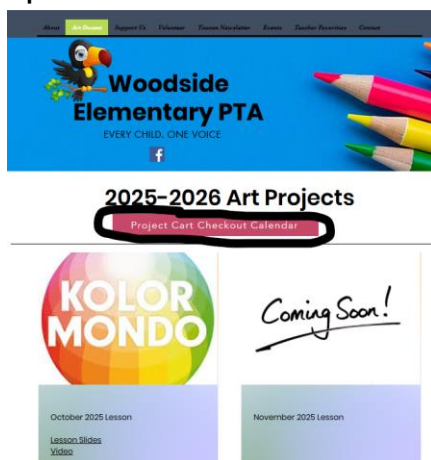
1. [About | Woodside PTA](#)
2. Art Docent tab at top



3. Scroll to the button of the page and click “Current Projects (2025/26 School Year)”



4. Find the month project and YouTube link and the Project Art Cart Check spreadsheet



Project Time

Tips for Guiding Students

- Model flexibility. During your demonstration, consider making a “mistake” or letting something unexpected happen, then show how you can adapt it into your artwork. This helps students see that art is about problem-solving, not perfection.
- Keep it light and encouraging. Some students may feel that art is intimidating or take it very seriously. A supportive atmosphere helps everyone feel comfortable experimenting.
- Remind students:
 - Art is about creativity and problem-solving. An unintentional mark can become something new.
 - Every artist is unique. Encourage students to focus on their own work rather than comparing to others.
 - Art is about self-expression, not about making perfect copies of the world.
 - Or in the words of Bob Ross: *“There are no mistakes in art, only happy accidents.”*

Practical Reminders

- Have students write their names on the back before they begin.
- Ask the teacher what students should do if they finish early—some will work quickly, others will need more time.
- Find out in advance how the teacher calls the class back to attention, and use the same method. Common approaches include:
 - “1, 2, 3—eyes on me.”
 - “Holy moly—Guacamole.”
 - Rhythmic hand clapping.
 - Quick check-ins like: *“How’s everyone doing? Show me a thumbs up.”*
 - *“Raise your pencil if you’re ready to continue.”* If most students are ready, move on.
- If time is short, let students know it’s okay to finish their project later.

Communication

You will receive email reminders for each of the seven project training sessions. If you have any questions or concerns, please email Christine and Mysti at artdocent.woodside@gmail.com. If supplies are running low or there are any problems with the carts, please notify Maxine by text.

Photos: Please email us photos of your class working on their project. Focus on artwork, not student faces. Acceptable examples include:

- Students' hands while creating art
- Students holding their work in front of their face

If it is your own child and you're comfortable with photos being used in the newsletter or on PTA social media, you may share pictures that include their face and tell us that.

Examples:



Being Prepared

1. **Attend the training** session for the project and complete the project yourself.
2. **Coordinate with your other docent and the teacher.** Schedule a time with your child's teacher.
 - a. Be sure to email her/him the presentation so they can have it available to show during class or pull from the PTA website.
 - b. Chat with your fellow docent ahead of time. Are you going to take turns each month or work together in the classrooms?
Decide who will be presenting the background information while one passes out supplies or who will demonstrate the project?
3. **Reserve a project cart** for your agreed upon time and date.
4. **Arrive 15 minutes before** your scheduled time to sign in at the office, collect the project cart, and find your way to the classroom.

Showing off the work:

We are working to collaborate with school staff to have a school wide installation made from our April lesson! Additionally, we hope to showcase the art program with a display at our multicultural night in May.

In the meantime, you may ask the classroom teacher if they would like to keep the work to display in class or have your help posting art on their bulletin boards or have students take their artwork home at the end of the lesson.

Thank you for volunteering!

