

## **AVP Protocols and Procedures for Use and Return of Materials. 2007-2008**

PCAC had an honor policy for the use of the AVP materials and depends on volunteers to use and return the materials honestly and respectfully. Unfortunately we have found portfolios, whole culture kits and information binders missing on a regular basis each year. In the recent past we have found critical culture kits and portfolios such as Egypt, Native America, Central America, Mexico and Africa MISSING. Many times posters or information binders within portfolios are not returned after use. These items are not only very valuable but are sometimes very hard to replace. Volunteers and PCAC staff have put it many, many hours to research and organize these materials. Because of these few unfortunate events, we will be keeping a very close eye on the security of the kits and portfolio this year and will be tracking the observance of protocols and procedures by ALL AVP volunteers.

A signed acknowledgment of the protocol and procedure is requested before the volunteer receives his/her name badge and AVP # to check out the materials.

### **How to Sign Out Materials**

- ALL VOLUNTEERS MUST FILL OUT A REGISTRATION CARD AT THE ORIENTATION BEFORE CHECKING OUT MATERIALS EVEN IF YOU HAVE VOLUNTEERED IN THE PAST.
- YOU WILL BE ISSUED A NAME BADGE AND A NUMBER WHICH SHOULD BE USED WHENEVER YOU SIGN SOMETHING OUT.
- Included in this packet are lists of portfolios and kits available for sign out.
- A list of recommended portfolios per grade level has also been provided.
- The units are all housed in storage room near the front entrance. Please note that only a certain section of the room houses the AVP materials. Other sections house other PCAC programmatic items, props and furniture.
- A sign-out binder is located right outside the storage room. Do not forget to fill the check in and check out sheet appropriately.

### **How the AVP room has been organized**

We have taken a lot of effort to clean up and organize the AVP room so that the whole process is user-friendly for you and can be easily maintained by PCAC. Please help us maintain order in the room.

- All portfolios and kits have been allocated a CODE which is a combination of a letter and number. All items are arranged or hung in numerical order. Please keep items taken from their place in order.
- Like materials have been grouped together such as Culture kits are together on a designated spots (with labels) on the shelves. Sculpture units are also grouped together.
- All Culture units are stored on the shelves together and have the code C followed by number of the culture unit. Example C1.
- Sculpture units are either in totes or in blue roll-on coolers and have been coded S-1, S2
- Portfolios are in the back of the room and have been coded P-1, P2.

- Storybook Portfolios have been hung for convenience on a new stand and have been coded SP-1, SP-2
- ALL Items need to be returned to their respective marked spots and in their order ONLY.
- AVP Volunteers are not allowed to disassemble or switch items between portfolios or kits. Please do not leave any loose items on the countertop. Counter top should always remain clean and free of any items.

IMP: There are many portfolios, loose items and culture kits in the back of the room which are in the process of being reorganized or augmented. Please do not disturb or go through any of these materials which are marked with the RED sign. Please do not take any of these items without our permission.

For sign out:

- Come to the Center for the Arts at 774 N. Sheldon Rd. (corner of Sheldon and Junction) between 10 am and 4 pm. Monday through Friday only.
- Please note that AVP materials cannot be checked out during after hours or weekends during other PCAC programs (PUPS rehearsals).
- SIGN OUT all portfolios, storybook portfolios, sculpture units, culture boxes on the appropriate sign-out sheets. Include all information required.
- Only those AVP volunteers who are PCAC members can reserve units in advance at the front office or by calling the office. Others have to honor the first come-first serve policy.
- Please check the contents and condition of the items before checking them out. If anything is fragile, missing or needs attention, please inform PCAC staff immediately to avoid charges for damaged or lost materials.

#### **Return Policy and Possible Penalties:**

- Return the items within 3 days as per AVP policy.
- Normally only one portfolio or kit is allowed for loan at a time. Anyone wishing to borrow more than one kit or portfolio needs PCAC's Executive Director's approval. Kits borrowed together will need to be returned in two days.
- If you are sending back the materials with someone else, you need to call the PCAC office and provide the name of the person who will be dropping off the items in your absence.
- Always remember to check-in the items on the log sheets. If you have not signed in a portfolio or if the kit is missing certain items or is found to be missing altogether, you will be held responsible.
- If items are not returned within the three day time period and no call has been received by PCAC staff about a possible unavoidable late return, the AVP volunteer may lose privilege of borrowing these items in the future. PCAC staff will be rigorously tracking returns on a three-day cycle and following up.
- If items have not been returned over a week or more, the volunteer will be sent an invoice for payment with notification to the school and may lose the privilege of borrowing items in the future years.

#### **For Portfolios**

- Please does not use push pins, tape, or otherwise disfigure prints. Use magnets, big clips or have

children hold the prints during presentations.

- If the portfolio is in need of repair, please let the office know. We will fix or replace it.

#### **For Sculpture Units**

- All sculpture units must be repackaged in bubble wrap after presentations.
- Please do not pass around fragile or heavy sculptures. You can lay out the items on a table and children can come and view these from up close.
- If any item gets broken, chipped or damaged by accident please just let us know. We know accidents happen. If the item can be repaired, we will repair it and volunteer will not be charged. If the item is lost or fully damaged, the last volunteer who has used the portfolio or kit will be asked to pay the cost of replacement.

#### **For Culture Boxes:**

- DO pass around the items in the culture boxes but be careful about letting kids handle the items.
- Please repackage the items carefully.
- Please share information you may find that pertains to a unit.

#### **FEEDBACK IS IMPORTANT:**

PCAC spends many staff and volunteer hours and operational monies in running the AVP year after year. Since the program is run mostly by parent volunteers in the classrooms it is very difficult to gather feedback on how the program is being received by the teachers and students. We need your help as you are the PCAC ambassadors in the schools. Please gather feedback in all or few of the following ways:

- Take your camera and some PCAC photo release forms. Take a few snaps of your presentation or kids doing some of the activities. Make sure you take down the names of the kids in your picture and have their parents fill out the photo release forms. Most teachers already have photo permission slips on their school records.
- At the end of the presentation ask the kids how they liked the program, what they learned and take notes of their comments. Please email these to
- Leave a feedback post card (will be provided in the folders) with the teacher and ask her to mail her feedback to us directly.
- Share your own feedback and anecdotes with us.

**Thank you for making a difference and helping keep ART alive.**