

**Thank you so much for volunteering for AALC!**

We hope that you enjoy sharing art with the children in your child's classroom.

**VIPS Registration is Required:**

Volunteers are required to complete the VIPS registration process prior to being allowed to volunteer on campus. If you have not already completed this process for this school year, please take a moment to complete it on the Houston ISD website.

**When:** schedule it anytime with your classroom teacher during your lesson month. **Please email your child's teacher to schedule a date and time** that works well for both of you, during the month you signed up for.

**Where:** your child's classroom

**Instruction Folder:** pick up the lesson instruction folder from the metal cabinet in the PTO workroom at the beginning of your lesson month.

**Art Supplies:** pick up art supplies from the wooden cabinet in the PTO workroom the day before or day that you lead the lesson.

**Workroom Keys:** keys to the PTO workroom are available from the front desk

**After Teaching:** Please return all folders and art supplies back to the Metal Cabinet in the PTO workroom. Folders and art supplies will be reused in the future. Kids may take home their artwork.

We will send more information out as your lesson approaches.

Please let us know if we can answer any questions:

K – 2 Jessie Fair, [vips@marktwainpto.org](mailto:vips@marktwainpto.org)

3 – 5 Calli Christenson, [vips@marktwainpto.org](mailto:vips@marktwainpto.org)