

Making Arrangements to Visit the Classroom

Making arrangements with the school(s) for your presentation is obviously an important part of being a docent. The CSO's Docent Request Form collects some of the information you will need, but experience shows that, because of the diversity of the schools we serve, it does not cover every circumstance. Following is a checklist you may use when setting up your appointment(s). The goal is for you to arrive at the right place at the right time with the teacher, the students, and the classroom ready for your presentation.

Class size

Make it clear when you call your contact that you will meet with no more than 30 to 40 students at one time. If there are more students, ask to split the class into as many sections as necessary. Do not let the school crowd more than one classroom of students into one room, especially the auditorium. It is more difficult to establish rapport with a large group. Discipline becomes a problem, and boom boxes do not have sufficient carrying power.

Emergencies

If circumstances arise that will make it impossible for you to make your scheduled visit, **you are responsible for getting a substitute.** Please call the Assignments Chair to notify him/her of the change. ..

Checklist

Use the Docent Presentation Checklist every time you call a school.