

Hello Ceramics Volunteers,

We are so thankful for your dedication to making this special program a reality for our school! You play an integral part to keep this amazing student opportunity going so we thank you for your time. Who's ready to see what amazing creations our students will make this year? The official kickoff is September 19th so let's get this party started!

Each class will be completing TWO projects- during Fall/Winter '22 and Winter/Spring '23. Each project requires one molding session (approximately 2 hours- 1hr with students / ~1hr for set up & clean up) and one glazing session (approximately 2 hours- 1hr with students / ~1hr for set up & clean up). Clear communication with your teacher, fellow classroom volunteers, and Clay Coordinators about scheduling is crucial.

- Transitional Kindergarten (TBD- coming soon!)
- Kindergarten
 - Fall- [Gingerbread Man Spoon Rest Project](#)
 - Spring- [Pinch Pot Project](#)
- First Grade
 - Fall- [Leaf Print Dish Project](#)
 - Spring- [Picture Frame Project](#)
- Second Grade
 - Fall- [Clam Shell Soap Dish Project](#)
 - Spring- [Hand Project](#)
- Third Grade
 - Fall- [Frog Project](#)
 - Spring- [Coil Mug Project](#)
- Fourth Grade
 - Fall- [Decorative Pencil Holder Project](#)
 - Spring- [Mission Votive Holder Project](#)
- Fifth Grade (choose two)
 - Fall- [Lace Plate Project](#)
 - Spring- [Pocket Plaque](#) OR [Freeform Monster Project](#)

Below, you'll find A LOT of info.

(You may want to flag this email. It is also found on our GHSC Ceramic's website)

- **Google Intake Form to fill out ASAP** (ALL volunteer to submit)
- **Volunteer Forms/Process**
- Scheduling instructions & how to begin your classroom's project
- Project timeframe dates
- Google Calendar link to sign up for your class' molding and glazing sessions
- **Contact Info of fellow ceramic volunteers for communication/support**

- **Training/Orientation Resources & Opportunities**
- GHSC Website link to EVERYTHING about our ceramics program (Location of project instructions, molding, glazing, clay room procedures, orientation slides and how-to videos, etc.)

For those who are veterans to our ceramic program, welcome back and please reacquaint yourself with the content. For those who are new to the program, welcome and thank you for reading through thoroughly- if you would like more clarification feel free to reach out to us and we can set up an in-person or Zoom chat!

Please take the survey below ASAP:

This **quick survey** will help us get started on time and support you as needed. Please email us any follow up questions you have about anything asked in the survey you are not sure of.

Please email Coordinators for access

Volunteer Forms/Process (to complete ASAP):

All ceramics volunteers need to be “**APPROVED VOLUNTEERS**” and you are granted this status by helping with ceramics. Each year you will need to resubmit necessary online volunteer forms for approval. **Please reach out to your teacher for access if you have not already been contacted by the office.**

THE SCHEDULE FOR 2022-2023 SCHOOL YEAR

For each of your projects, please only claim ONE calendar entry for Molding and ONE for Glazing within the allowed session time frames (eg: for first project, early fall is for molding, fall into winter is for glazing) and one of the following blocks of time:

8:30-10:30 (before snack)

11:00-2:30 (after lunch)

***** for the later time slot- please indicate your specific time frame needed so that Clay Cutters and Kiln Guy can have flexibility to use the room if needed.**

Coordinators will highlight your reserved spots in yellow to display confirmation. This will indicate that cut clay will be prepared for your session or that your projects will be ready for glazing.

(When you claim a session, please be sure to click “only change this event” so that it does not make your session recurring and wipe out other class sessions.)

Each newly molded project will need ample drying/kiln time before you can glaze. Each newly glazed group of projects will enter a queue to be fired at the discretion of our kiln operator(s).

- Pro Tip- confirm both session dates now with your teacher and fellow volunteers and claim them early. You can always edit if needed and we can help you if calendar availability becomes tight.
- Each project requires specific amounts of clay that Coordinators need to cut for your class ahead of time - we need at least 1 week of lead time to accommodate last-minute calendar makeups, additions, or edits (i.e. email us ASAP). This helps you avoid showing up at school and there's no clay that has been prepped for your class!
- **Please EMAIL the Coordinators ASAP IF:**
 - **Your molding date changes**
 - **You claim a spot a week away from your session**
 - **You have extra pre-cut clay**
 - **Your student numbers change**
 - **You need a Makeup session.**

FIRST PROJECT (to be completed before Winter Break)

Molding Session #1

Molding Session Window: **September 19th, 2022- October 28th, 2022**

- Coordinate with your teacher and team to choose ONE open time slot from the ceramics calendar.
- **DEADLINE for all Fall Molding Projects and Makeups: October 28th**

Glazing Session #1

Glazing Session Window: **October 31st- December 9th, 2022**

- Coordinate with your teacher and team to choose ONE open time slot from the ceramics calendar.
- **DEADLINE for all Fall Glazing Projects and Makeups: December 9th**

SECOND PROJECT (to be completed before the end of March)

Molding Session #2

Molding Session Window: **January 9th- March 10th**

DEADLINE for all Spring Molding Projects and Makeups: March 10th

Glazing Session #2

Glazing Session Window: **March 13th- May 5th**

DEADLINE for all Spring Glazing Projects and Makeups: May 5th

CLAY ROOM CLOSSES for the school year on May 8th.

Google Calendar Access

(Please read everything first before signing up!)

1. After coordinating with your teacher and volunteer team, use the link below to claim your preferred molding and glazing session spots. Please pay attention to the molding vs. glazing windows so you don't miss out on your preferred session dates. You may want to have backups that work for your team because the calendar can fill up quickly.

- We have laid out the calendar so there is correct timing between the molding, firing and glazing process. Our kiln operator, Yak, is a rock star and everything will work smoothly when we follow the required clay parameters.
- If anything, please coordinate and claim your first molding session ASAP. Just remember that glazing sessions can also fill up quickly.
- *Does your teacher hope to send home projects before the holidays (winter gift or mother's day)? Make sure you get one of the first molding and glazing windows so they're ready in time! We cannot guarantee finished products by Winter Break but we'll try our best to support you.*
- Please email us if the times available do not work for your team and please do not switch around any other class scheduling.
- For the Fall project, you will sign up for two sessions. We will update you when the calendar is open for claiming your dates for our Spring project.
- Each available day offers two blocks of time to choose from. You will sign up for the entirety of one block whether you use it all or not so that you have ample prep/clean up time. *(Using the second block of the day? Please indicate your needed time frame!)*
- Materials, space, and supplies need to be cleaned and put back in their places after each session (and in a timely manner especially if another class has their session directly following yours!).
- Allow at least an hour with the class *(your first molding might take longer than expected so err on the side of caution- glazing tends to be a quicker process)* and plan to arrive 20-25 minutes early to gather supplies & prep.
- Please be sure to account for ~20-30min of clean up (at molding/glazing site & clay room). Remember that clean up is faster when there are more hands!

2. Communication with your teacher and fellow ceramics volunteers:

Once you have all decided on your session dates/times, **nominate ONE volunteer to claim your spots on the calendar.**

Sample Calendar Entry for each session: *(in Google Calendar, click the pencil to edit)*

Teacher, Mold **or** Glaze, time frame (if using second block), Your Name, Phone #
"Burguillos, Mold, Leaf Plate, 12:45-2pm, Susan Smith, 408-555-5555"

- For your class' specific project, see the beginning of this email and/or refer to our GHSC Ceramic's website for project info & instructions.
- 5th grade- please coordinate with your teacher about your 2 projects. They may choose from 2 options for the Spring.
- Please DO NOT EDIT any sessions that have a teacher name and the other information already filled out. This is a trust-based system and we appreciate your help!

Calendar access: **Please email Coordinators for access**

List of Volunteers by Class: **Please email Coordinators for access**

Training and Resources You Will Need: all found on the GHSC Ceramics Website

Our comprehensive site houses everything you have read so far (A LOT, we know!) and *everything else* you'll need this year. We know that the effort and time you invest into this start-up period will prepare you and your students for the world of clay, facilitate smooth and fun sessions, and cultivate their love for hands-on creative expression!

Crucial documents on our site:

- Clay Room Photo Tour, Orientation, How-To Video Slides
- Project Instructions
- Molding Information
- Glazing Information & Checklist
- This Introduction Email

<http://ghsc.net/ceramics/>

Woohoo! You made it! We truly appreciate the time you took to read through this information, and moreso, for investing in our student community! Our program is such a unique and treasured opportunity- encouraging our children's exploration and capturing a few moments of their childhood each year.

Questions? Prefer an in-person or Zoom orientation? Please email us directly (not reply all).

Thank you, Team!

Ashley Failing and Becky Fan

Ceramics Coordinators

guadalupe.ceramics@gmail.com

<http://ghsc.net/ceramics/>