BUILDING COORDINATION INSTRUCTIONS

Thank you so much for volunteering to be the building coordinator for the Disability Awareness Workshop (DAW) at your school!

Your principal has already scheduled a date for the workshop for the fourth-grade students at your school. You will find all the information you need below. If you have any questions, please contact the Friends of Different Learners DAW Coordinator.

Volunteers

* Please start soliciting volunteers now! Use the attached newsletter article and parent volunteer solicitation letter to send to families. Most of your volunteers will come from fourth grade parents but you may also find other parents willing to help.
* You can print the attached forms, copy and email the information, or use the information to set up a web-based volunteer management program like SignUpGenius.
* Use the attached Volunteer Assignment Form to pencil the volunteers into jobs as they sign up.
* About one week prior to the workshop send each parent volunteer the attached, Individual Volunteer Job Assignment Form.
* Encourage the parent volunteers to watch the videos and read the instructions on the Friends of Different Learners web site as it enriches the experience for the students.

Space and Equipment

* Please check the schedule of events for the day of the workshop to make sure the teachers’ names and rooms being used are correct.
* The DAW kit will be delivered to your school prior to the workshop by the BPS maintenance department. We work together with Facilities on the most convenient delivery schedule and the custodians at each school store the equipment according to the delivery schedule.
* The equipment will need to be set up the afternoon/night before the workshop at your school. You may or may not be asked to be there. Please find out what time the rooms are available for set up – the closer to after school, the better.
* Please inform the custodians about the set up. A list of items the school needs to provide is below.
* Please arrange for a microphone for the Speaker to use in the designated room during the Speaker timeslot highlighted in Orange on the schedule.

Principal

The Accessibility Checklist activity involves 45 minutes for the students to walk around the school building to check for accessibility of the building for people with disabilities. For the last 15 minutes of this activity the students return to their classroom for a discussion of their findings. Some principals enjoy being involved in this discussion. Talk with your principal to see if he/she would like to participate with the fourth-grade students in this discussion and give the principal a copy of the DAW schedule so that they can meet the classes at the assigned time(s).

Teachers

* Please talk to the 4th grade teachers to let them know you are coordinating the workshop and give them the attached Teacher Information Letter.
* Color coded nametags for the teachers will be dropped off at your school approximately one week prior to your workshop. Each teacher will receive 30 nametags (10 red, 10 blue, and 10 gold) so they can create 3 equal size groups of students who work well together.
* Inform/remind the teachers to arrange to have their “specials” (art, music, gym) on alternative days or have the “specials” teacher cover them during the workshop.

Media Specialist

Some of the media specialists and/or teachers like to read books about disability to their students prior to the workshop. Below you will find a list of books that should be available in each school’s media center and can be read prior to the workshop.

Day of the Workshop

* Copy the Reflection Worksheet (which is a double sided document) for every 4th grade student and pass them out to the teachers.
* Post a copy of the schedule in the pink and blue rooms. Give a copy to one of Accessibility Checklist volunteers.
* Make sure all the volunteers are where they are supposed to be.
* Fill in as needed.
* Ask the volunteers to pack up the equipment at the end of the workshop.
* Make sure the Teacher Toolkit Tote Bags and all the crates of equipment are in the custodians’ workroom at the end of the day.
* Some Building Coordinators like to supply bottled water to the volunteers and provide lunch for full day volunteers. This is totally optional!

After the Workshop

* Send a thank you to the volunteers.