



### **Mission Statement**

Yo Art is dedicated to bringing STEAM (science, technology, engineering, arts, mathematics) based programs to the public school system to enhance students' learning experience. Our programs are designed to enliven classroom curriculum through creative projects. Each student acquires new technological skills while completing their project and then engages entrepreneurial skills to present their work.

Yo Art! Inc.  
P.O.Box 12397  
Charleston SC 29422

Yo Art Inc. is an IRS-designated 501(c)(3) charitable nonprofit (EIN # ??) organized to serve students in grades K-12 in the Charleston County and Berkeley County public school system. All contributions are tax deductible to the extent allowed by law.



Dear Volunteer,

On behalf of our Board of Directors and supporters, I want to thank you for agreeing to be a volunteer for Yo Art Inc. From the earliest days of the formation of Yo Art in 2007, we knew that a capable and committed corps of volunteers would be essential to make our media arts programming more beneficial to the students we serve in the Charleston and Berkeley County School district. You are among the first to agree to help volunteer and launch our Volunteer program.

We've prepared this Volunteer Handbook as a resource to help you understand Yo Art, our history, and purpose and goals, as well as to share the basic tenets of the Yo Art volunteer program. In addition, there will be an orientation session specific to the services you will be providing by mentoring these students for career readiness upon graduation, and ongoing communication to keep you current on Yo Art developments.

Thank you for your gifts of time, energy, enthusiasm, talents and skills, and commitment. We hope this volunteer experience will be as enriching and fulfilling for you as it will be for us and the students!

Best regards,

Gene Furchgott  
Executive Director  
Yo Art Inc.

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## **FAQ's About Yo Art Inc.**

### *What is Yo Art Inc.?*

Yo Art! strives to fully integrate the digital media arts into the academic curricula of participating schools. Our research-based S.T..E.A.M programs employ numerous media art forms to communicate personal understanding of standards-based STEM content. All of our programs empower students with 21st Century skills and knowledge, while at the same time providing authentic project-based learning experiences.

### *What is STEAM education?*

STEAM is an educational approach to learning, that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding student inquiry, dialogue, and critical thinking. The end results are students who take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process. These are the innovators, educators, leaders, and learners of the 21st century!

### *How Does Yo Art Operate? Who Does What?*

We are a 501(c)(3) nonprofit organization that is guided by a Board of Directors and a small team of administrators who help guide programming, and nurture the organization. The classes are lead by paid instructors who teach programs related to their own creative experience. This first hand guidance from the instructors allows students to gain superior understanding of the program.

### *Why Should I Volunteer for Yo Art?*

Volunteering for Yo Art is fulfilling for both the volunteer and the students enrolled in our programs. Students are encouraged to reach their full potential for career readiness through one-to-one mentoring from the instructor and the volunteers. Volunteers provide the guidance

and attention these students need to stay engaged and complete their final projects! We need all hands on deck to help the instructor assist as many students as possible during the class period.

#### *What Types of Programming Does Yo Art Provide?*

Yo Art operates on a semester by semester schedule and our programming is established in 14 different schools in the Charleston County and Berkeley County school system. Our programs include Coding, Keynote, Photography, Fashion Design, Film and Video Editing, Landscape Design and Adobe Graphics.

#### *Who Can Be a Yo Art Volunteer?*

Yo Art is looking for volunteers from employees of Charleston based companies, especially the digital corridor. If you want to be involved we would love to have you.

### **Evolution of Yo Art**

#### **Inspiration**

Yo Art started as an after-school art program with 35 students at the Sanders-Clyde Elementary School in Charleston. The challenge was to introduce these students to Photography and the Arts using iPads and other media technology.

#### **First 3 Years: 2007 - 2010**

During its first three years, Yo Art expanded from this single after-school program to four schools, teaching a total of 225 students. The programs included Fabric Design, Photography, Drama, Acting, a Garden Project and Computer Arts. Students were exposed to different disciplines that allowed them to understand the possibility of a career in these fields.

#### **Second 3 years: 2010 -2013**

During the next three years, Yo Art continued to teach Media Arts and expanded into ten schools:

**Mitchell Elementary** – 5th grade Photography

**Zucker Middle School** – 7th grade Photoshop

**James Simmons Elementary** – Publisher/Photography

**Angel Oak Elementary** – iPad Photography

**Memminger Elementary** – 5th grade Mask Making

**Marrington Elementary** – Photography (Harlem Renaissance Project)

**Daniel Jenkins Center** – Photography/Journalism/PowerPoint

**Liberty Hill** – Photography/Journalism/PowerPoint

**Pepperhill Elementary** – Photography/PowerPoint

**Summer Camp** – Photography

#### **Third 3 years: 2013 - 2016**

Yo Art has added the following programs and schools:

**Mary Ford Elementary** – 5th grade Filmmaking Documentary using iMovie.

**Simmons-Pinckney** - Filmmaking Documentary on school and community using iMovie

**Mt Zion** - 5th grade Coding - Carnegie Mellon and Duke University Platform Alice.org

**Minnie Hughes Elementary** – 5th grade Coding using Carnegie Mellon and Duke University platform

**Charleston Development Academy**- Partnership with USC Center for Science Education- S.T.E.A.M. learning integrated into Yo Art's Media Arts Program

**James Island Elementary**- 5th grade Coding using HTML Javascript, Notepad++

**Meeting Street Academy**- 5th grade Coding using Carnegie-Mellon/Duke U. platform

### **Our 10th Anniversary: 2016 – The Future**

Yo Art is now a large program in fourteen elementary schools with classes in Photoshop, Coding, Fashion Design and Interior Design. Yo Art programming reaches close to a thousand students per year and was awarded grants and recognition from the National Association of Housing and Redevelopment Officials, Nickelodeon, and American for the Arts for its innovative creative after-school programming.

This year marks the tenth anniversary of Yo Art Inc. The development of our Volunteer Program is a major milestone this year as the organization continues to expand and reach more students. The implementation of this program will begin in fall 2017 and we could not be more excited. The help given by volunteers is crucial for students to get the most out of our programming.

### **Goals of the Yo Art Inc. Volunteer Program**

To support the mission of Yo Art by providing effective and quality services

To ensure volunteers have a pleasant and rewarding service experience

To nurture and build community by developing connections among members and volunteers

To provide opportunities for new friendships among volunteers and students as they participate in Yo Art programs, share experiences, and discover mutual interests

To make use of the individual talents, skills and experiences of volunteers to enhance the services Yo Art offers to the community

To recognize the gifts offered through the commitment, time and talent shared by volunteers

### **Benefits for Yo Art Inc. Volunteers**

The opportunity to help students from the Charleston and Berkeley County public school system obtain skills for job placement after graduation can be very meaningful. You will make a difference!

The opportunity to be an integral part of a new program that is going to make Yo Art programming even more beneficial to the children we serve

The chance to choose what you want to do and when you want to do it. Flexibility will be essential for Yo Art Inc. and its volunteers.

Appreciation and recognition on an ongoing and an annual basis, including special events.

The opportunity to help refine and craft a program through individual experiences and suggestions

Support from the Yo Art Inc. Board, Volunteer Committee and staff

## **Yo Art Inc. Commitment to Volunteers**

The Board and staff of Yo Art Inc. recognize that the involvement of volunteers is essential to having Yo Art function successfully. Therefore, the Volunteer Program is structured to provide ongoing support and assistance in various ways to our volunteers.

Orientation and Training- After a person has been accepted as a Yo Art Inc. volunteer, he or she will attend an orientation session with other new volunteers. Orientation will include topics that are pertinent to all Yo Art volunteers, including the history of our organization, volunteer benefits, obligations, expectations, support from Yo Art Inc., general do's and don'ts. The Handbook will be distributed and reviewed. The session will also include training on how to sign up for services and report back on volunteer's experience after the service is completed.

Training will focus on the services a volunteer wants to assist with. It will include more dos and don'ts, additional handouts, and explanations on how to begin, complete and end each service request. Ongoing training will continue through website postings, emails, and volunteer feedback sessions which will be held periodically. The expectation is that volunteers' experiences and feedback will help continually improve the overall program.

In addition, Yo Art Inc. volunteers will have much flexibility as they help provide services. This should allow the individuals to manage other scheduled obligations and still find time to fulfill a service request. Some volunteers may be willing to help with more than one service. Changing services can be done, and it is acceptable to say "no" if a particular request to help does not suit the volunteer. Volunteers, based on their own skills and interests, may offer to provide a new service to Yo Art. The program will evolve based on requests for different services and volunteers' willingness and ability to assist with them.

Assessment on how things are working will be completed on an ongoing basis. The Volunteer Committee of Yo Art Inc. is responsible for the management of the program.

## **Volunteer Policies for Yo Art Inc.**

### **Eligibility**

- All adult residents of the greater Charleston area
- Youth Volunteers (14-18 years) are eligible for some service areas with parental permission
- Able to commit to three- five services each semester on a flexible time schedule
- Must complete application and interview processes

### **Volunteer Rights**

- The expectation of a great experience when providing services to Yo Art Inc. students with the understanding that each service can be a learning opportunity
- The opportunity to ask questions. When in doubt, contact Yo Art Inc. We want to hear from you!
- Assignments are voluntary Sometimes “no” is the best answer for a volunteer
- Assurance that each volunteer will receive the support and backing of the Yo Art Board, committee members, and staff
- Assurance that each volunteer will be appreciated and respected

### **Responsibilities**

- Attend orientation and training sessions
- Accept guidance from Yo Art Inc. Board and staff
- Adhere to the policies for Volunteers of Yo Art Inc.
- Contact the Yo Art office immediately if you are uncomfortable with a certain task
- When an assignment is made, confirm with Yo Art 24 hours before the experience
- Notify Yo Art Inc. as soon as possible if you are unable to keep a scheduled assignment
- Complete the Feedback Form after the completion of each service
- Notify Yo Art staff if you decide to end your volunteer status with Yo Art Inc.

### **Expectations for Providing Service**

- Be early and dress appropriately for a classroom setting
- Introduce yourself, present your Yo Art identification (if necessary), and verify the volunteer service you have been asked to provide
- Connect with the students you're helping! One-to-One mentorship is key for students to get the most out of Yo Art programming
- Communicate with the instructors to make sure everyone is on the same page when it comes to your role as a Yo Art volunteer

### **Reasons for Dismissal of a Volunteer**

- Failure to adhere to Yo Art Inc. policies
- Failure to fulfill duties assigned
- Failure to meet appropriate standards of professionalism
- Theft or misuse of organizational property

## **Yo Art Inc. Volunteer Opportunities Services and Support**

### **Services:**

#### **Instructor Assistance**

- Aid the program instructor during the class period
- Help set up and distribute supplies to students at the beginning of the program
- Clean up and organize supplies after the program ends
- Answer questions about technology when students are working on their final projects in the classroom
- Provide insight for students interested in careers similar to your career if interest is expressed

#### **IT Support**

- Update Yo Art's website
- Document the efforts in the classroom with video
- Edit and help produce "success story" videos about Yo Art programming

**Basic Contact Information for Yo Art Volunteers**

Address:

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Phone:

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Email:

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Website:

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Office Hours:

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### **Resources for Yo Art Volunteers**

- 1. Volunteer Application**
- 2. Volunteer Code of Ethics and Agreement**
- 3. Volunteer Service Report Form**

**Yo Art Inc.  
Volunteer Application**

**Personal Information**

Last Name:

First Name:

What do you preferred being called?

Street Address:

Phone:

Email:

What is the best way to reach you- Phone or Email?

Birth Date:

**Employment**

Are you currently working?

Full Time or Part Time?

Occupation:

Employer:

**References**

Please list the names and contact information for two people (other than relatives) who have known you for at least two years:

1. Name:  
Relationship:  
Phone Number:  
Email:
  
2. Name:  
Relationship:  
Phone Number:  
Email:

**Community Involvement** *(Please use back of page for additional information if necessary).*

What current volunteer commitments do you have? What have you done in the past that you enjoyed?

Organization(s) and Roles:

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What community organizations do you belong to or work with (civic clubs, sports groups, arts groups, etc.) ?

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What volunteer or community roles do you find particularly enjoyable or meaningful?

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**Skills/Hobbies/Interests**

Please list your special skills or interests.

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What volunteer time would you be comfortable giving to Yo Art Inc.?

- A. Mornings
- B. Afternoons
- C. Evenings
- D. Regular weekly time slot: 1-2 hours
- E. Regular monthly time slot: 1-2 hours

Do you have any physical considerations that would affect the kinds of assignments that you are comfortable performing?

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If so, what situations can you think of, that you would prefer to avoid?

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May we have permission to use photos or videos of you to help market and promote the Yo Art Inc. Volunteer Program? If so, please check the line below and sign where indicated.

I hereby give permission to Yo Art Inc. to use photographs or video recordings of me for marketing and promotional purposes.

Printed Name:

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Signature:

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Date:

### **Volunteer Opportunities**

Please circle the bullet points by the opportunities that interest you.

### **Instructor Assistance:**

- Aid the program instructor during the class period
- Help set up and distribute supplies to students at the beginning of the program
- Clean up and organize supplies after the program ends

- Answer questions about technology when students are working on their final projects in the classroom
- Provide insight for students interested in careers similar to your career if interest is expressed

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