**2019 BELL Academy Affiliate Training**

**Saturday Morning**

9:00 Introductions

9:20 Administration

 1. Recruiting

 2. Registration and Release Forms

 3. Insurance and Other Legal Matters

 4. Volunteers

 5. Transportation

 6. Lunches and Snacks

 7. Supplies (Art, ADL, etc)

 8. Field Trips

 9. Theme and Give-away

 “Hands on Art” Intact Sketch Pads

11:20 Daily Schedules

 1. First Day

 2. Last Day

 3. Every Day

12:00 Learning Shade Lunch

1:15 Guiding Principals

2:00 Make and Take

 Making and testing out lessons

2:30 Visit BELL Site

 Look at space and plan for activities

3:30 Make and Take

 More making and testing lessons

4:00 Parent Education

5:00 Classroom Management

 1. Establishing the Rules

 2. Getting Attention

 3. “It’s not what you can see, it’s what you can do!”

 4. Transitions

6:00 Dinner

7:00 Fund Raising and Budget

7:45 Reporting and Program Assessment

 BELL is funded by grants from Well’s Fargo. To continue receiving

 these funds, we must generate reports documenting our work. States who submit reports on time, receive some of the funds.

8:30 Final Q & A

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