**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

Adjourn

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