

## Checklist

# During Your Residency

- Begin your residency**  
Start your sessions at the agreed upon time listed on the residency plan. Plan check-ins with your team between sessions to adjust time or activities as necessary. Use the [Before a Session](#) checklist to make sure everyone is prepared before each session.
- Check in with AFO staff**  
Relay all questions, concerns or issues during your residency to Kim, Candice or Sam. We are here to help! If any of your session dates or times change, please notify AFO staff.
- TEACHERS ONLY: Watch for an email from AFO in the spring with directions to receive graduate credit**  
This is optional. You must fulfill all the [credit requirements](#) by Friday, May 24, 2024.
- TEACHERS ONLY: Remind parents to submit Image Release Forms to AFO**  
Access the [Image Release Form](#) link here.
- Attend trauma trainings**  
Please plan to attend our free, ongoing trauma informed trainings if you are a volunteer, to prepare you to work with youth of all different backgrounds. The workshops are presented in a series and are intended to build upon each other. Teachers are also welcome to attend. All AiS participants will receive calendar invites to the workshops.
- Choose a student exhibition option and notify AFO staff**  
There are several ways your team can decide to exhibit the work created by students during their AiS residency, including the AFO sponsored in person or virtual exhibits, and/or a self-organized exhibit at the school. Watch for an email from AFO before spring break with exhibit details and specific instructions.
- Complete your residency by the end of April, if possible**