

As much as teachers may want to head straight out the exit door on the last day of school, additional time spent on closing out your classroom is a must. Most, if not all teachers go through this year after year. We try our best to keep well organized throughout the entire school year, and yet all of our art supplies and peripheral materials end up everywhere. Here are some end of the year organization tips to help you leave for the summer prepared for the fall ahead.

# end of school ORGANIZATION TIPS

## GIVE IT ALL A GOOD SCRUB

Clean those caps! Wash out and scrub those paint containers. Tube caps, and glue bottle caps should be cleaned and organized. All like materials need to be gathered, housed, and stored. Essentially, the clutter needs to be addressed. Throw out anything that's either being replaced or has worn out.



## MAKE ORGANIZATION SIMPLE

A simple checklist always comes in handy! Modify the checklist to your needs and then use it to help you stay on organizational track as the school year comes to a close. This checklist may even become the catalyst for you to create your own checklist that is completely tailored to your needs. The point is, to get and stay organized while maintaining sanity working with everything that the end of a school year brings.



## PLAN AHEAD

Also, start to think ahead now. Keeping art supplies, and everything else for that matter, organized inside the classroom begins with setting up well defined usage and storage procedures at the beginning of the school year. While this may take additional up-front time, clearly communicated procedures will be your best friend when it's time to close shop.



## ENLIST STUDENTS

At this crunch time of the year, teachers really need to be creative with schedules so that we can alleviate additional legwork. Assign students to particular tasks wherever possible. Many students love to help out and organize. This is also a good way to help students understand that we are all part of a community and we all have responsibility for the items we use.



## EMBRACE STORAGE CONTAINERS

I have learned to embrace the bin, the crate, and the container of any size. These storage units have become a saving-grace for me when it's time to organize. For art supplies, there is no better way to manage and organize all of the miscellaneous objects with their frequent oddball sizes.