



TEACHER CHECKLIST

(Share with all teachers attending Traveling Scientist)



All paperwork and curriculum information for your Field Trip is available under the “Resources” tab of our website.

Before the Traveling Scientist Visit

- Verify participation dates** with the principal and master calendar and confirm with the front office.
- Generate a purchase order** to expedite payment which is due to the Orange County Department of Education within 30 days of the date your district receives the invoice.
- Complete the Traveling Scientist Teaching Schedule and fax it to (714) 649-0162 at least four weeks before your trip.** This form may also be emailed or mailed via district or U.S. mail. A copy of the Teaching Schedule was sent to your school with the Letter of Participation. You can also download a copy of the Teaching Schedule from our website.
 - Remember to include any Special Education students.
 - Please limit class size to a **maximum** of 40 students (no limit for assemblies)
 - Schedule a 15 minute break between each lesson and a 30 minute break for lunch.

Traveling Scientist Program Length

- Preschool and Kindergarten - 45 minutes
 - 1st grade through 6th grade - 60 minutes
 - 5th Grade “Surviving Our Standards” (SOS) and Service Learning - 75 minutes
- Arrange for a multi-purpose room, library, or classroom for the entire day.** Most Traveling Scientist programs need to have 6-10 tables (see teaching schedule for more details). Rethink Resources, Rainforest, Service Learning, and Birds of Prey programs require a projector screen and a room that can be easily darkened. **For Assemblies** the room needs to be easily darkened, have a cleared table, a projection screen and table.
 - Instruct students in academic preparation.** Include behavior standards and consequences of poor behavior with the students.
 - Make student name tags.**

Day of the Traveling Scientist Visit

- Be on time!** Arriving late will result in a shortened program.
- Verify class attendance;** give attendance total to the Traveling Scientist.
- Assist with group control.**

After Traveling Scientist Visit

- Send completed evaluation forms to Inside the Outdoors or complete the evaluation online.
- An invoice will be sent to your school or school district after your participation. Include the invoice number on the check.