



## Planning a Scientist-in-the-Classroom Visit

	Volunteers	Teachers
<b>Request</b>		Teachers contact CSN and provide details of topic, grade, number of classes and students and approximate date required for the visit. <i>Please allow at least 4-6 weeks notice.</i>
	CSN matches the request with an available volunteer and gives the teacher's contact information to the volunteer.	CSN staff notifies the teacher that a volunteer has been found for their request and to expect a call/email.
<b>Planning the visit</b>	Volunteer contacts the teacher to plan the visit.	Teacher provides volunteer with details and expectations.
	<p><i>Discussion at this stage is essential to ensure that the visit is successful for everyone involved. More than one phone call/email may be needed!</i></p> <ul style="list-style-type: none"> <li>• <b>confirm</b> date, time, age/grade, number of students, number of presentations</li> <li>• <b>confirm</b> topic: detailed curriculum information can be obtained from the teacher, the CSN office or <a href="http://calgarysciencenetwork.ca/curricresources.htm">http://calgarysciencenetwork.ca/curricresources.htm</a></li> <li>• <b>understand</b> the teacher's expectations (e.g. hands-on activities, career information, special needs, vocabulary to use).</li> <li>• <b>clarify</b> the volunteer's requirements (e.g. water, overhead projector, craft supplies, newspaper, need for display table, classroom set up etc)</li> <li>• <b>communicate</b> the school's protocol for volunteers – most schools ask volunteers to sign in at the main office. Students may escort visitors to the classroom.</li> <li>• CSN volunteers will be <b>identified</b> by their name tag throughout the school visit.</li> </ul> <p><b>N.B.</b> Police checks are not required of CSN volunteers (a requirement of volunteers working alone with children) as teachers must remain with the students at all times during the visit.</p>	
<b>Keep us informed</b>		Once arranged, teacher tells CSN the date and details of the planned visit.
	<i>Please keep the CSN office updated with any changes that occur!</i>	
<b>Follow up</b>		<b>Thank the volunteer!</b> Notes from the students are always appreciated and can be sent via inter school or regular mail to the CSN office.
	<b>Teachers and volunteers please send final numbers and feedback</b> to CSN after each presentation. Use the online forms on our website or phone the coordinator if it's easier.	
	<p>Your feedback helps us to improve the program, and statistics are used to secure funding, so that the Science-in-the-Classroom program runs at no cost to schools. Future requests for scientist visits <b>must</b> be made to the CSN office out of respect for the time and privacy of our busy volunteers even if you have booked a particular scientist before.</p> <p><b>Thank you for your cooperation!</b></p>	