



WORLD
SALMON
COUNCIL

SALMON WATCH 2017-2018 TEACHER TASK TIMELINE

| Task | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|--|-----|-----|------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|
| Work with program coordinator to select field trip date(s) <i>(April-June)</i> | | | | | | | | | | | | | | |
| Reserve a school bus for your field trip <i>(May-August)</i> | | | | | | | | | | | | | | |
| Attend two-hour training session (new teachers mandatory; returning teachers optional) <i>(August)</i> | | | | | | | | | | | | | | |
| Send in your program fee <i>(By September 29)</i> | | | | | | | | | | | | | | |
| Incorporate Salmon Watch curriculum into your classroom instruction <i>(September-May)</i> | | | | | | | | | | | | | | |
| Create your online StreamWebs account (optional) <i>(September)</i> | | | | | | | | | | | | | | |
| Compose your field trip schedule/agenda <i>(No later than two weeks before your trip)</i> | | | | | | | | | | | | | | |
| Contact your volunteer educators by phone or email <i>(No later than one week before your trip)</i> | | | | | | | | | | | | | | |
| Invite parents to serve as chaperones on your field trip <i>(During the weeks before your trip)</i> | | | | | | | | | | | | | | |
| Prepare students for the field trip <i>(During the weeks before your trip)</i> | | | | | | | | | | | | | | |
| Prepare any additional materials/worksheets you want students to have <i>(By date of your trip)</i> | | | | | | | | | | | | | | |
| Obtain signed student waiver forms and submit to World Salmon Council <i>(By date of your trip)</i> | | | | | | | | | | | | | | |
| Have parent chaperones fill out online adult waiver form <i>(By date of your trip)</i> | | | | | | | | | | | | | | |
| Pick up your field trip equipment at the designated location/time <i>(Designated time before trip)</i> | | | | | | | | | | | | | | |
| Facilitate your field trip (monitor student behavior/safety, facilitate learning, take photos) | | | | | | | | | | | | | | |
| Return your field trip equipment at the designated location/time <i>(Designated time following trip)</i> | | | | | | | | | | | | | | |
| Have students write thank you notes to volunteers and send to WSC <i>(By two weeks following trip)</i> | | | | | | | | | | | | | | |
| Have students complete student evaluation forms and send to WSC <i>(By two weeks following trip)</i> | | | | | | | | | | | | | | |
| Complete field trip reimbursement request form and submit to your school admin <i>(By November 30)</i> | | | | | | | | | | | | | | |
| Enter data collected from trip into StreamWebs database <i>(September-December)</i> | | | | | | | | | | | | | | |
| Complete a Salmon Watch Project with your class <i>(October-April)</i> | | | | | | | | | | | | | | |
| Complete the online teacher evaluation form (curriculum and field trips) <i>(By January 31)</i> | | | | | | | | | | | | | | |
| Complete the online Salmon Watch Project evaluation form <i>(By May 31)</i> | | | | | | | | | | | | | | |