



Salmon Watch Teacher Task Checklist

Pre-trip Administrative Tasks:

- _____ Work with program coordinator to select field trip date(s) **(April-June)**
- _____ Reserve a school bus for your field trip (failure to do so will result in cancellation of your trip) **(May-August)**
- _____ Arrange for substitute teacher if needed **(May-September)**
- _____ Attend two-hour training session (new teachers mandatory, returning teachers optional) **(August)**
- _____ Complete preliminary visit to field trip site (optional) **(May-November)**
Identify restrooms, safety hazards, field trip station locations, lunch gathering area
- _____ Send in your program fee **(By September 29)**
Turn in Salmon Watch invoice (we will send to you) to appropriate administrator; have them send payment to World Salmon Council (mail to our PO Box address, check payable to World Salmon Council)
- _____ Complete field trip reimbursement request form and submit it to your school administrator **(By November 30)**

Curriculum Tasks:

- _____ Incorporate Salmon Watch curriculum into your classroom instruction **(September-May)**
- _____ Create your online StreamWebs account **(September)**
- _____ Enter data collected into StreamWebs database **(September-December)**

Field Trip Tasks:

- _____ Compose your field trip schedule and send to program coordinator **(No later than two weeks before your trip)**
- _____ Obtain signed student waiver forms and submit to World Salmon Council **(By date of your trip)**
- _____ Invite parents to serve as chaperones on your field trip **(During the weeks before your trip)**
Send your field trip schedule, clarify directions and rendezvous point, communicate expectations
- _____ Have parent chaperones fill out online adult waiver form **(By date of your trip)**
- _____ Prepare students for the field trip **(During the weeks before of your trip)**
Discuss appropriate clothing, safety precautions, lunch and water needs, behavior expectations
Establish educational objectives, clarify specific learning goals
- _____ Prepare and bring any additional materials/worksheets you want students to bring **(By date of your trip)**
- _____ Contact your volunteer educators by phone or email **(No later than one week before your trip)**
Send your field trip schedule, clarify directions and rendezvous point, communicate expectations, discover and utilize their areas of expertise, go over any extra handouts or materials you will provide
- _____ Pick up your field trip equipment at the designated location/time **(Designated time before trip)**
- _____ Facilitate your field trip
Monitor student safety/behavior, help facilitate students' learning experience, take photos/video and send to WSC
- _____ Return your field trip equipment at the designated location/time **(Designated time following trip)**

Follow-up Tasks:

- _____ Have students write thank you notes to volunteers and send to WSC **(No later than two weeks following trip)**
- _____ Have students complete student evaluation forms and send to WSC **(No later than two weeks following trip)**
- _____ Complete the online teacher evaluation form (curriculum and field trips) **(By January 31)**

Salmon Watch Project Tasks:

- _____ Select Salmon Watch Project and develop implementation strategy **(October-December)**
- _____ Complete a Salmon Watch Project with your class **(October-April)**
- _____ Complete the online Salmon Watch Project evaluation form **(By May 31)**