



Salmon Watch Teacher Checklist

Pre-trip Administrative Tasks:

- _____ Work with SW Program Manager to select field trip date(s) and site(s)
- _____ Attend one training session
- _____ Reserve a school bus for your field trip
- _____ Arrange for substitute teacher if needed
- _____ Complete preliminary visit to field trip site (optional)
We strongly encourage you to do so if you chose a site that was not one of our recommended sites.
- _____ Have students complete pre-assessment evaluation forms.
Online and print versions found on [resource page](#) of website

Curriculum Tasks:

- _____ Incorporate Salmon Watch curriculum into your classroom instruction
We recommend checking out [Salmon Watch Streaming](#) for an accessible and visually interesting introduction for your class.

Field Trip Tasks:

- _____ Send any changes to the field trip schedule to SW Program Manager two weeks before your trip.
Find an example schedule on the [resource page](#). Trips are scheduled for 10:00 AM - 1:40 PM, with each station being between 30-40 minutes long. If you would like a different arrival or departure time, please let us know.
- _____ Have all students obtain a sign Student Waiver of Liability and Photo Release. Digital version can be [found at the bottom of this page](#) or the PDF version can be downloaded from the resource page (By date of your trip).
If you choose our digital signing method (Digisigner) forward a complete list of who will attend the field trip to the Program Manager and info@worldsalmon.org so we can make sure everyone submits a form.
- _____ Invite parents to serve as chaperones on your field trip (optional)
- _____ Have all adults (including yourself) sign an online adult waiver form, [found at the bottom of the page](#) or available in PDF form by request (By date of your trip).
- _____ Prepare students for the field 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 use.

StreamWeb Data collection sheets will be provided. Find on resource page.

_____ Receive volunteer educator information and site directions in reminder email from World Salmon Council one week prior to trip

We will confirm volunteer attendance, as well as which volunteer is picking up the field trip equipment. Their contact information is for any additional details or emergencies that may arise.

_____ Facilitate your field trip

Monitor student safety/behavior, keep track of time for the rotations between stations, help facilitate students' learning experience, take photos/video and send to WSC.

Follow-up Tasks:

_____ Complete field trip reimbursement request form and submit it to SW Program Manager

Form can be found on the [resource](#) page of the website. Must include invoices. Submit by November 30th or 4 weeks after your field trip.

_____ Complete the online teacher evaluation form.

Online and Print versions found on the [resource](#) page of the website.

_____ Have students complete student post-assessment evaluation forms.

Online and Print versions found on the [resource](#) page of the website.

_____ Have students write thank you notes to volunteers and send to WSC or email.

Email: info@worldsalmon.org

Our mailing address is:

World Salmon Council

1355 NW Everett Street

Suite 100

Portland, OR 97209

_____ Receive certificate for Professional Development Units

PDU tracking sheet can be found on [resource](#) page. Forms will be sent to you from the SW Program Manager for your time at training and on field trips. Submit any additional hours developing other curriculum or programming around Salmon Watch to the Program Manager for consideration.

Service Learning Project Tasks:

_____ Select Salmon Watch Project and develop implementation strategy, Service Learning Resource Page can be found on the resource page on the website.

_____ Complete a Salmon Watch Project with your class

_____ Complete the online Salmon Watch Service Learn evaluation.

Link to evaluation can be found on [resource](#) page.

Please send questions, comments or concerns to info@worldsalmon.org.

Resource Page: <https://worldsalmoncouncil.org/salmonwatch-resources/>