



**SALMON WATCH 2020-2021
TEACHER TASK TIMELINE**

<i>Task</i>	<i>Timeline</i>	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Submit an application through the teacher registration on the website	(March-May)															
Work with program coordinator to select field trip date(s).	(May-June)															
Reserve a school bus for your field trip.	(May-August)															
Attend two-hour training session	(September)															
Incorporate Salmon Watch curriculum into your classroom instruction.	(September-May)															
Compose your field trip schedule/agenda. Share with Salmon Watch Program Manager.	(No later than two weeks before your trip)															
Contact your volunteer educators by email.	(Reply to one week reminder email sent by WSC)															
Invite parents to serve as chaperones on your field trip.	(During the weeks before your trip)															
Prepare students for the field trip.	(During the weeks before your trip)															
Prepare any additional materials/worksheets you want students to have.	(By date of your trip)															
Obtain signed student waiver forms and submit to World Salmon Council.	(By date of your trip)															
Have all adults fill out online adult waiver form.	(By date of your trip)															
Facilitate your field trip (monitor student behavior/safety, facilitate learning, take photos)	(On field trip)															
Have students write thank you notes to volunteers and send to WSC.	(By two weeks following trip)															
Have students complete student evaluation forms and send to WSC.	(By two weeks following trip)															
Complete field trip reimbursement request form and submit to your school admin.	(By November 30 or four weeks after field trip)															
Enter data collected from trip into StreamWebs database	(September-December)															
Complete a Salmon Watch Project with your class.	(October-April)															
Complete the online teacher evaluation form (curriculum and field trips).	(By January 31)															
Complete the online Salmon Watch Project evaluation form.	(By May 31)															

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