

Bay Area Scientists in Schools Volunteer Training

Classroom Visit Checklist

Congratulations! You have scheduled your BASIS lesson! Now what?

- A week or two in advance**, e-mail or call the teacher to confirm your visit and ask any questions you have about your presentation.
 - The confirmation e-mail that you receive will contain the teacher's contact information.
 - See page 2 for a list of suggested questions.
- A week beforehand**, make sure you have all the supplies, hand-outs, or equipment that you need.
 - Email or call CRS if you need help
- When you arrive at the school**, go to the main office and sign-in as a visitor.
 - This is a must at every school!
- Before/during your presentation**, ask the teacher for help if you need it!
 - Teachers are required to stay in the classroom during your visit; they can help with anything from handing out materials to classroom management.
 - If you want to take pictures or video, ask the teacher first.
- After your visit**, complete a post-visit survey.
 - Please complete one for every visit!
 - You can find the link in your confirmation email or use this URL:
<http://www.surveymonkey.com/s/BASISevaluation>.
- At any time**, contact CRS with comments, concerns, or to sign up for more presentation dates:
admin@crscience.org



If you need to cancel a presentation:
Contact both the teacher and CRS as
soon as possible: admin@crscience.org

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Possible Pre-Visit Questions for Teachers

About the class:

- What, if anything, have your students already learned about _____ [your presentation topic]?
- Do you have a special technique for quieting the students down and/or getting their attention?
- Do any of your students have specific learning challenges or are any learning English as a second language? If so, what is the best way to ensure they're included in the presentation?
- Do any of your students have allergies that we should be aware of?



Arriving at the school:

- What is your classroom number?
- Where is parking available near your school? (i.e. street parking, parking lot, etc.)

Presentation requirements:

- *Ask about logistics related to your lesson:* Is there a sink or place to get water in your class? Do you have an overhead projector for PowerPoint shows? Etc.
- *If your lesson requires stations:* Can you sort the class into __ (number needed) groups before we arrive?
- Would it be possible for the students to wear nametags during the presentation?
- Is there anything else we should know in advance about your students or classroom?



CRS

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