Teacher Checklist - Traveling Scientist

***Inside the Outdoors*®

***Share with all teachers attending the Traveling Scientist Program.
All paperwork and curriculum information for your Traveling Scientist program is available under the "Resources" tab of our website.

Before the Traveling Scientist Visit

- ☐ Verify participation dates with the Principal and master calendar and confirm with the front office.
- ☐ Generate a purchase order to expedite payment which is due to the Orange County Department of Education within 30 days of the date your district receives the invoice.
- ☐ Complete the Traveling Scientist Teaching Schedule and email it to itoregistration@ocde.us at least four weeks before your trip.
  - ☐ Remember to include Special Education students.
  - ☐ Limit class size to a maximum of 40 students (60 students for assemblies).
  - ☐ Schedule a 15 minute break between each lesson and a 30 minute break for lunch.
- ☐ Arrange for a multi-purpose room, library, or classroom for the entire day. Reference the Traveling Scientist Room Set-Up. Most programs require tables and projector screen.
- ☐ Instruct students in academic preparation. Include behavior standards and consequences of unwanted behavior with the students.
- ☐ Student name tags are helpful.

Day of the Traveling Scientist Visit

- ☐ Be on time! Arriving late will result in a shortened program.
- ☐ Verify class attendance; give attendance total to the Traveling Scientist.
- ☐ Assist with group control.

After the Traveling Scientist Visit

- ☐ Complete the evaluation online.
- ☐ An invoice will be sent to your school or school's district after your participation. Include the invoice number on the check.

Phone: 714-708-3885 **Email:** ITOregistration@ocde.us **Website:** insidetheoutdoors.org