



East Bay Regional Park District

Kids Healthy Outdoors Challenge (KHOC) 2014–2015

Evaluating *Kids Healthy Outdoors Challenge* Progress and Activities

KHOC 2014–2015 Checklist

- Request a Naturalist-led Field Trip (*Optional*) – by December 1, 2014
- Submit completed Classroom Activity Log – by March 1, 2015
- Submit Transportation Application Form – as soon as Classroom Activity Log is submitted
- Take EBRPD Field Trip – by May 15, 2015
- Return Student Surveys – by May 31, 2015

Teacher Instructions

To complete KHOC and to help EBRPD evaluate the success of the program, there are some steps to follow and some follow-up data needed from you and your class.

Completing these steps is expected of all teachers participating in the Kids Healthy Outdoors Challenge (KHOC). EBRPD defines “completion” of the project as teaching the KHOC Introductory Lesson from the Teacher Guide *plus* three additional lessons of your choosing from the Teacher Guide, *and* leading your class on one field trip in the EBRPD during the school year.

These instructions are designed to help you complete the project, take your field trip, and submit follow-up data successfully.

1. Requesting a Naturalist-led Field Trip (Optional) - Applications must be received by December 1, 2014

Naturalists may be available to lead your KHOC field trip program, and these programs can be scheduled at many (but not all) of the regional park facilities. Naturalist programs are very popular and demand often exceeds availability. The staff will accommodate your request as scheduling permits. Requests are filled by *lottery*. For a list of visitor centers and programs, please visit:

<http://www.ebparks.org/activities/educators/trips>

You can apply online (at this same website) or print out the form on this website and submit it via fax or US Mail according to the directions on the form. Please **note your participation in the KHOC program by adding “KHOC 2015” on the same line with your name** on the form.

2. Logging Your Activities (Classroom Activity Log)

In your Teacher Guide, EBRPD has provided you with a KHOC *Classroom Activity Log* that should be filled out throughout the school year as you complete activities.

The log asks you to record details about teaching the Introductory Lesson plus the three lessons you choose from the KHOC booklet. This includes the date(s) the lesson was taught, the number of students who participated, and whether you used the entire lesson plan or adapted it.

If you teach more than three lessons, there's an optional space where you can tell us which extra lessons you used.

Finally, please provide some basic data about the students in your class. If you had students enrolling in and out of your class throughout the year, that's okay. Please give us an average or ballpark number.

Please note that this log should be submitted **before** you submit your Transportation Application Form for your field trip, by **March 1, 2015**.

Please sign and return the completed *Classroom Activity Log* by e-mail/pdf or fax, **addressed to your Orientation Leader:**

- Kate Collins (Black Diamond) email: kcollins@ebparks.org, fax: (925) 757-0335
- Anthony Fisher (Tilden Nature Area) email: afisher@ebparks.org, fax: (510) 526-2393
- Sharol Nelson-Embry (Crab Cove) email: snelson-embry@ebparks.org, fax: (510) 521-0376

If you prefer to mail it, please address it to your Orientation Leader and mail it to:
EBRPD, 2950 Peralta Oaks Court, Oakland, CA 94605

3. Taking Your Field Trip

Your *Transportation Application Form*, the form which reserves a date and bus for your field trip, can be submitted any time after your Classroom Activity Log is sent in. Your field trip must be completed by **May 15, 2015**.

Please see the Transportation Application Form. When you have completed it, **it must be faxed to 510/482-0182**.

Please note that this form goes to EBRPD's Parks Express Transportation Office. All transportation inquiries should be directed to Parks Express at 510/544-2205.

4. Gathering Student Data (Student Survey/Questionnaire)

EBRPD needs your help gathering feedback from your students. This will enable us to measure the impact of the project, and identify areas we can improve for the future.

We are asking each teacher to conduct a short class survey after you conduct the KHOC this year.

After you have completed all your lessons and your field trip (or by May 31 if you were not able to complete the lessons), pass out and supervise the completion of the survey, labeled here in your guide as the Student Questionnaire.

These should be *returned to your Orientation Leader*, as outlined in #2 above, as soon as they are completed. You can mail these in or e-mail them in a pdf if it is easier.

Note: If you don't have a full class, or some students are absent the day you hand out surveys, don't worry. We want most participating kids to have a chance to complete surveys, but we don't expect you to follow-up to collect individual surveys from absent students.

5. Gathering Teacher Feedback

To get your feedback and suggestions, teachers will also be asked to participate in an on-line experiential survey at the end of the school year. This will take place in May or June 2015.

6. English Language Learners

Currently, student surveys are available only in English. If possible, we ask that teachers help ELL students understand and complete the surveys. If this is not possible, please contact EBRPD to discuss translation options.

7. Evaluation Materials On-Line

The Transportation Application Form, Classroom Activity Log and student questionnaires will be made available to you in MS Word on the KHOC website, at:

<http://www.ebparks.org/activities/educators/khoc>

This website has a wealth of materials that may help you throughout the year. Thank you for participating in KHOC and have a fantastic school year!

**PLEASE PUT THESE INSTRUCTIONS IN YOUR
TEACHER GUIDE FOR SAFEKEEPING.**



East Bay Regional Park District

Kids Healthy Outdoors Challenge (KHOC) 2014–2015

Transportation Application Form

Trips must be completed by May 15, 2015.

School: _____

Teacher Name: _____

Mailing Address: _____ City: _____ Zip: _____

Work Phone: _____ ext. # _____ **Home/Cell Phone (Required):** _____

Bus Pickup and Return Address:

Address: _____ (Include "Street", "Avenue", "Road", etc.)

City: _____

Destination:

East Bay Regional Park or Visitor Center: _____

Bus Date Request:

1st choice date: _____ 2nd choice date: _____ 3rd choice date: _____



Check box if you have scheduled a naturalist program; note program destination & date above.

Bus Pickup and Return Times:

Pickup time at your school: _____ **Drop-off time** back at your school: _____

Passenger information:

• How many adults? _____ (Must have at least 1:10 ratio of adult chaperones to children on the bus)

• How many children? + _____

Total Number of Passengers = _____

These figures include how many passengers in wheelchairs? _____

Note: Some school districts have restrictions regarding the transportation services that you use. If your school district has their own bus fleet, we are usually required to contract with them. You should verify with your administration that your school can use the transportation carrier that will be noted on your Transportation Confirmation letter.

East Bay Regional Park District

2950 Peralta Oaks Court / P.O. Box 5381 / Oakland, CA 94605

Parks Express Transportation Office: 510/544-2205

PLEASE FAX COMPLETED FORM TO: 510/482-0182

For Office Use:

--	--	--	--	--	--