

Kids Healthy Outdoor Challenge (KHOC) 2016–2017

Teacher Guidelines and Checklist

- Request a Naturalist-led Field Trip (*Optional*) – by December 5, 2016
- Submit Transportation Application Form online – after December 1, 2016 but before March 1, 2017
- Notify Orientation Leader of field trip date and location upon confirmation
- Take EBRPD Field Trip – by May 12, 2017
- Complete Online Teacher Survey – week of June 5, 2017

Teacher Instructions

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

Orientation Leaders contact information with orientation date:

DATE	LOCATION	Training Coordinator & Contact information
Returning KHOC Participants (only) Thursday, November 3, 2016, 5pm – 7pm	Environmental Education Center Tilden Nature Area, Berkeley	Anthony Fisher (Tilden Nature Area) email: afisher@ebparks.org (510) 544-3260
Saturday, November 5, 2016, 10am - 2pm	Martinez Regional Shoreline, Martinez	Virginia Delgado (Black Diamond) email: VDelgado@ebparks.org (510) 544-2752 Eddie Willis (Black Diamond) email: ewillis@ebparks.org (510) 544-2768 Nichole Gange (Big Break) email: ngange@ebparks.org (510) 544-3053
Saturday, November 12, 2016, 10am - 2pm	Garin Barn Visitor Center Garin Regional Park, Hayward	Kristina Parkison (Coyote Hills) email: kparkison@ebparks.org (510) 544-3213 Mindy Castle (Ardenwood) Email: mcastle@ebparks.org (510) 544-3285
Saturday, November 19, 2016, 10am - 2pm	Trudeau Training Center at Redwood Regional Park, 11500 Skyline Blvd., Oakland	Susan Ramos (Crab Cove) email: sramos@ebparks.org (510) 544-3182 Sharol Nelson-Embry (Crab Cove)



East Bay Regional Park District

Kids Healthy Outdoors Challenge (KHOC) 2016-17

DATE	LOCATION	Training Coordinator & Contact information
		email: snelson-embry@ebparks.org (510) 544-3181
Saturday, November 19, 2016, 10am - 2pm	Shadow Cliffs Regional Recreation Area, Pleasanton	Ashley Grenier (Sunol) email: agrenier@ebparks.org (510) 544-3423

I. Request a Naturalist-led Field Trip (Optional) - Applications must be received by December 5, 2016

Naturalists may be available to lead your KHOC field trip program. 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, but your best timing for attaining a naturalist-led program is before mid-Spring (mid-March). 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 2017” on the same line with your name** on the form.

**KHOC funding does not cover any fees for naturalist-guided programs, though fee waivers may be requested by schools .

2. Taking Your Field Trip

Your *Transportation Application Form*, the form which reserves a date and bus for your field trip, can be submitted after December 1, 2016. All transportation requests are due by **March 1, 2017**.

**If you have applied for a naturalist-guided program, please wait to submit your Transportation Request form until you have received a date for your program.

Your field trip must be completed by **May 12, 2017**.

Please use the Transportation Application (for KHOC teachers use only):
<http://www.ebparks.org/parks/publictransit/KHOC-Bus-Application-Form>

NOTE: bus availability is limited and we highly recommend planning your field trip for late winter/early spring (by mid-March) for best chances of securing a bus. Buses are coordinated through EBRPD’s Parks Express Transportation Office. For school districts with their own bus fleets, please reserve a bus through your own District fleet; KHOC funds will pay for your buses. All transportation inquiries should be directed to Parks Express at (510) 544-2205.



Notify your Orientation Leader when you have a confirmed date for your trip.

3. Student Feedback and Program Photographs - Optional

We have a short survey available on our KHOC webpage if you'd like to have your students share their feedback after the field trip is completed. If you choose to administer the survey, please share 2-4 representative samples from the class of student surveys/questionnaires by returning them to your Orientation Leader by May 31, 2017.

Currently, student surveys are available in English and Spanish. If possible, we ask that teachers help ELL students speaking other languages to understand and complete the surveys. The surveys are available for you to download on our website.

You may also share some samples of the student work from the booklets, especially artwork, or photos from your field trip. These may also be sent to your Orientation Leader and may be included in our end of the year summary report about the program. We really appreciate any photos you'd like to share, but would need signed photo releases to be able to use them in our report materials and website.

4. Gathering Teacher Feedback

Your feedback and suggestions are essential to the continued success of the program. We will send you an on-line experiential survey at the end of the school year. Look for an email with a link to the survey about the first week of June 2017.

5. KHOC Materials On-Line

Check our website often throughout the school year as we update it with pertinent information and resources:

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

This website has a wealth of materials and if you have suggestions for items you'd find helpful, let your Orientation Leader know. Your Orientation Leader will also be contacting you periodically with reminders and updates about the program.

Thank you for participating in KHOC and have a fantastic school year!

