

Teacher Checklist

- A. **Attend Orientation** (required for bus funds)
- B. **Confirm a trip leader:** Self-guided or [request a Naturalist-led Field Trip](#) (Optional) – by **December 4, 2017**
- C. **Confirm Transportation:** District school bus or Charter bus: submit [KHOC Transportation Application Form online](#) – after **December 1, 2017** but before **March 1, 2018**
- D. **Notify Orientation Leader** of field trip date and location upon confirmation of Naturalist (optional) date & transportation
- E. **Take your EBRPD Field Trip(s)** – by **May 11, 2018**
- F. **Complete Online Teacher Survey** – **Late May - early June 2018**
- G. **Student Feedback** – due to your **Orientation Leader** by **May 31, 2018**
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Teacher Guidelines & Instructions

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

A. Orientation Leaders contact information with orientation date:

DATE	LOCATION	TRAINING COORDINATOR & CONTACT INFORMATION
Returning KHOC Participants only Thursday, November 2, 2017 5pm – 7pm	Environmental Education Center/Tilden Nature Area, Berkeley	Anthony Fisher (Tilden Nature Area) email: afisher@ebparks.org (510) 544-3260
Sunday, November 5, 2017 10am - 2pm (lunch included)	Radke-Martinez Regional Shoreline, Martinez	Eddie Willis (Black Diamond) email: ewillis@ebparks.org (510) 544-2768 Nichole Gange (Big Break) email: ngange@ebparks.org (510) 544-3053
Sunday, November 5, 2017 10am - 2pm (lunch included)	Shadow Cliffs Regional Recreation Area, Pleasanton	Ashley Grenier (Sunol) email: agrenier@ebparks.org (510) 544-3243 Constance Taylor (Sunol) Email: ctaylor@ebparks.org (510) 544-3239
Saturday, November 18, 2017 10am - 2pm (lunch included)	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 18, 2017 10am - 2pm (lunch included)	Trudeau Training Center at Redwood Regional Park, 11500 Skyline Blvd., Oakland	Susan Ramos (Crab Cove) email: sramos@ebparks.org (510) 544-3182



B. Field Trip options: **Self-guided (encouraged)** or **Naturalist (optional)**

- **Self-guided (encouraged):** Call your training coordinator to arrange pick up of teacher kit. Use your KHOC booklets and training skills to facilitate a great opportunity for your students. We update our online resources throughout the school year with helpful information <http://www.ebparks.org/khoc>
- **Naturalist (optional) - Applications must be received by December 4, 2017**
Naturalists programs are not guaranteed. These programs can be scheduled at many (but not all) of the regional park facilities. Naturalist programs 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 to apply online: <http://www.ebparks.org/activities/educators/trips>

- ☐ **In the application, please note your participation in the KHOC program by adding “KHOC 2017” on the same line with your name.**

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

C. Transportation Instructions: District School Bus or Charter Bus

- **District School Bus:** For school districts with their own bus fleets, please reserve a bus through your own District fleet, and notify EBRPD Transportation Office by email: parksexpress@ebparks.org or phone: 510-544-2205 that it has been reserved for the KHOC program to secure the billing process; KHOC funds will pay for your buses. This is preferred if your school district has a bus fleet because charter buses are limited.
 - ☐ Complete the KHOC Transportation Application Form (**for KHOC teachers use only**) which can be submitted between December 1, 2017 and March 1, 2018 at this link: <http://www.ebparks.org/parks/publictransit/KHOC-Bus-Application-Form>
- **KHOC Charter Bus:**
 - ☐ Complete the KHOC Transportation Application Form (**for KHOC teachers use only**) which can be submitted between December 1, 2017 and March 1, 2018 at this link: <http://www.ebparks.org/parks/publictransit/KHOC-Bus-Application-Form>

****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.**

Remember, your field trip must be completed by May 11, 2018.

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 Transportation Office. Please direct all transportation inquiries to that office at parksexpress@ebparks.org or (510) 544-2205.

D. Notify your Orientation Leader

- Let us know when you have confirmed your field trip date, who's leading it and your mode of transportation.

E. Take your trip!

- Have fun and take pictures!

F. Teacher Feedback

Your feedback and suggestions are essential to the continued success of the program. We will send you an on-line survey at the end of the school year.

- Look for an email with a link to the survey in late May or the first week of June 2018.

G. Student Feedback and Program Photographs – (Optional)

We have a [short survey \(English\)](#) or [\(Español\)](#), if you'd like to have your students share their feedback after the field trip is complete.

- 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, 2018.

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.

- Photo release forms available at <http://www.ebparks.org/khoc>

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

