

Teacher Checklist

9/20/18

- A. **Attend Orientation (required for bus funds)**
- B. **Confirm a trip leader:** Self-guided or [request a Naturalist-led Field Trip \(Optional\)](#) - by **December 3, 2018**
- C. **Confirm Transportation:** submit [KHOC Transportation Application Form online](#) - before **March 1, 2019**
- 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 10, 2019**
- F. **Complete Online Teacher Survey** - **Late May 2019**
- G. **Student Feedback** - due to your **Orientation Leader** by **May 31, 2019**

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 8, 2018 5pm – 7pm	Environmental Education Center/Tilden Nature Area, Berkeley	Anthony Fisher (Tilden Nature Area) email: afisher@ebparks.org (510) 544-3260
Saturday, October 27, 2018 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 3, 2018 10am - 2pm (lunch included)	Radke-Martinez Regional Shoreline, Martinez	Eddie Willis (Black Diamond) email: ewillis@ebparks.org (510) 544-2768 Kate Collins (Black Diamond) email: kcollins@ebparks.org (510) 544-2755
Saturday, November 10, 2018 10am - 2pm (lunch included)	Garin Barn Visitor Center Garin Regional Park, Hayward	Mindy Castle (Ardenwood) email: mcastle@ebparks.org (510) 544-3285 Kristina Parkison (Coyote Hills) email: kparkison@ebparks.org (510) 544-3213
Saturday, November 10, 2018 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 James Wilson (Mobile Education) email: jwilson@ebparks.org (510) 544-2527



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) - Field Trip applications must be received by December 3, 2018**
Naturalist programs are not guaranteed. These programs can be scheduled at many (but not all) of the regional park facilities. Naturalist program 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/field_trips/trips

- **In the application, please note your participation in the KHOC program by adding “KHOC 2018-2019” 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. Email FeeReduction@ebparks.org or FeeWaiver@ebparks.org.*

C. Transportation Instructions: Charter School Bus or District School Bus

If you are applying for a naturalist-led program, please wait to submit your Transportation Application until you have received a date for your program.

Transportation Applications must be received at least 3-4 weeks before your requested trip date, and no later than March 1, 2019. Note: bus availability is not guaranteed.

• Charter School Bus:

- Complete the KHOC Transportation Application Form at this link: http://www.ebparks.org/parks/publictransit/khoc_bus_application_form/default.htm

• District School Bus:

For schools with USD bus fleets, please reserve a bus through your district fleet.

AND

- Complete the KHOC Transportation Application Form at this link: http://www.ebparks.org/parks/publictransit/khoc_bus_application_form/default.htm

and note on your application (in the “notes” section at the end) that you have reserved with your USD fleet. *(We will confirm and pay for your bus with your USD Transportation office.)*

Remember, your field trip must be completed by May 10, 2019!

NOTE: Bus availability is limited, and we highly recommend planning your field trip for completion by mid-March for best chances of securing a bus. Buses are coordinated through EBRPD’s Transportation Office. Please direct 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. You will receive 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 2019.

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, 2019**.

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!**

