

## KHOC Teacher Checklist

- ❑ **Attend Orientation(s):** **virtual** (required for bus funds) and **in-person/in-park** (optional)
- ❑ **Obtain Printed Materials:** Teacher Guide + Student Booklets (one for each student)
- ❑ **Decide Field Trip Type:** **Self-Guided** or **Naturalist-Led**
  - If choosing **Naturalist-Led**, request a Naturalist program at a Visitor Center ASAP; applications are filled seasonally by lottery
  - For **Naturalist-Led** field trips, you may request bus transportation directly in the Naturalist Program application
- ❑ **Confirm Field Trip Date:** Either self-chosen (for **Self-Guided** field trips) or confirmed with Visitor Center (for **Naturalist-Led** field trips)
- ❑ **Submit Bus Transportation Application** by **Monday, March 6, 2023**
  - For **Self-Guided** field trips, your field trip date **MUST** be confirmed; bus transportation cannot be held for pending dates
  - For **Naturalist-Led** field trips, you may request bus transportation directly in the Naturalist Program application
- ❑ **Complete Activities and Field Trip(s)** by **Friday, May 12, 2023**
- ❑ **Complete Teacher Feedback Survey** by **mid-late May 2023**

## 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 & Orientation Dates

Virtual Orientation (via Zoom)	In-person/In-Park Orientation & Material Pick Up	Orientation Leaders & Contact Information
<b>Saturday, October 1, 2022</b> 10:00 – 11:00am via Zoom	<b>Saturday, October 15, 2022</b> 10:00 – 12:00pm Garin Regional Park (Hayward) <b>Lunch is provided</b>	<b>Maeron Yeshiwas</b> (Coyote Hills) Email: <a href="mailto:myeshiwas@ebparks.org">myeshiwas@ebparks.org</a> (510) 544-3216 <b>David Cohen</b> (Ardenwood) Email: <a href="mailto:dcohen@ebparks.org">dcohen@ebparks.org</a> (510) 544-3284
<b>Wednesday, October 5, 2022</b> 7:00 – 8:00pm via Zoom	<b>Saturday, October 22, 2022</b> 10:00 – 12:00pm Reinhardt Redwood Regional Park (Oakland) <b>Lunch is provided</b>	<b>Jenna Collins</b> (Tilden Nature Area) Email: <a href="mailto:jscollins@ebparks.org">jscollins@ebparks.org</a> (510) 544-3262 <b>Anthony Fisher</b> (Tilden Nature Area) Email: <a href="mailto:afisher@ebparks.org">afisher@ebparks.org</a> (510) 544-3260
<b>Saturday, October 15, 2022</b> 3:30 – 4:30pm via Zoom	<b>Sunday, October 29, 2022</b> 11:00 – 1:00pm Radke Martinez Regional Shoreline (Martinez) <b>Lunch is provided</b>	<b>Jessica Kauzer</b> (Black Diamond) Email: <a href="mailto:jkauzer@ebparks.org">jkauzer@ebparks.org</a> (510) 544-2752 <b>Misti Marsh</b> (Big Break) Email: <a href="mailto:mmarsh@ebparks.org">mmarsh@ebparks.org</a> (510) 544-3055
<b>Tuesday, October 11, 2022</b> 6:30 – 7:30pm via Zoom	<b>Saturday, October 22, 2022</b> 10:00 – 12:00pm Shadow Cliffs Regional Recreation Area (Pleasanton) <b>Lunch is provided</b>	<b>Ashley Grenier</b> (Del Valle) Email: <a href="mailto:agrenier@ebparks.org">agrenier@ebparks.org</a> (510) 544-3178 <b>Betty Villalta</b> (Sunol) Email: <a href="mailto:bvillalta@ebparks.org">bvillalta@ebparks.org</a> (510) 544-3234 <b>Kristina Parkison</b> (Sunol) Email: <a href="mailto:kparkison@ebparks.org">kparkison@ebparks.org</a> (510) 544-3243



## B. Field Trip Options: **Self-Guided (encouraged)** or **Naturalist-Led (optional)**

- **Self-Guided** (encouraged): Aided by a Teacher Kit (*a backpack available on loan from various Visitor Centers filled with tools, gadgets, activities, and resources*), teachers opt to lead their class to one of four designated parks with pre-planned instructions. Alternatively, teachers are welcome to lead their class on a field trip to *any* East Bay Regional Park. Refer to the KHOC booklets and employ your educator skills outdoors to facilitate a great, hands-on opportunity for your students.
  - **Note:** Completing a **Self-Guided** field trip will earn each participating teacher one free personal annual Park District membership through the Regional Parks Foundation.

– OR –

- **Naturalist-Led\*** (optional): Receive a program led by one of the District's Naturalists through a Visitor Center of your choosing. Teachers must apply for a Naturalist program.
  - **Note: Naturalist-Led** programs are not guaranteed. These programs can be scheduled at many (but not all) Regional Park facilities. Naturalist program demand often exceeds availability. Staff will accommodate requests as scheduling permits. Requests are filled seasonally by *lottery*.

For a list of visitor centers and to apply for a **Naturalist-Led** field trip online:

<https://apply.ebparks.org>

- **Note:** *creating an account is encouraged, though not required.*

In the application, after **Public School** is selected as the **Group Type**, several questions including a required question about KHOC will appear. This question identifies current-year KHOC participants.

Select **Yes, I am an approved KHOC teacher for 2022-2023.**

\* Are you a 3rd grade teacher enrolled in the Kids Health Outdoor Challenge (KHOC) Program?

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- Yes, I am an approved KHOC teacher for 2022-2023
- No, I am not enrolled in KHOC
- No, but I'd like to learn more

What is your goal for the program?

\*KHOC funding does not cover fees for Naturalist programs, though fee reductions may be requested. Review the Fee Reduction process here <https://www.ebparks.org/sites/default/files/Fee-Waiver-Procedures.pdf> or email [FeeReduction@ebparks.org](mailto:FeeReduction@ebparks.org) for more information.

For additional information about fees charged by the District, please refer to the 2022 Fee Schedule – see section 57. FEE WAIVER OR REDUCTION PROCEDURE <https://www.ebparks.org/sites/default/files/2022%20Fee%20Schedule.pdf>.



### C. **Transportation** – Deadline to Submit Application: **Monday, March 6, 2023**

- IF you are applying for transportation for a **Self-Guided** field trip, submit a **KHOC Transportation Only** application as soon as you select your trip date.
- IF you are applying for transportation for a **Naturalist-Led** program, you may request bus transportation directly in the Naturalist Program application.
  - *Submit your transportation application **at least four weeks** before your requested trip date.*
  - *There is **no fee** for bus transportation, as this is covered by grant funds from the Regional Parks Foundation. Bus availability is not guaranteed.*

Apply for bus transportation here: **link coming soon!**

**Bus availability is limited.** 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 Parks Transportation Office. Please direct transportation inquiries to [ParksTransportation@ebparks.org](mailto:ParksTransportation@ebparks.org) or (510) 544-2205.

### D. **Take Your trip! Field trips must be completed by Friday, May 12, 2023**

Have fun and take pictures! If possible, share any photographs of your KHOC trip or art created by your students. Please send them to [KHOC@ebparks.org](mailto:KHOC@ebparks.org). We **LOVE** to see students enjoying their Regional Parks.

### E. **Teacher Feedback (Optional) – Requested by Mid-late May 2022**

Your feedback and suggestions are essential to the continued success of the program. You will receive an online survey toward the end of the school year.

- Look for an email with a link to the survey in **May 2023**.

### F. **Student Feedback and Program Photographs – (Optional)**

We have a short survey 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 between two and four representative samples from the class of **student surveys/questionnaires** to [KHOC@ebparks.org](mailto:KHOC@ebparks.org) by **mid-May 2023**.

Currently, student surveys are available in English and Spanish. If possible, we ask that teachers help ELL/ESL students speaking other languages to understand and complete the survey.

- The surveys are available for you to download at <http://www.ebparks.org/khoc>.



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 [KHOC@ebparks.org](mailto:KHOC@ebparks.org) and may be included in the end-of-year summary report about the program. We 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>.

**Please email [KHOC@ebparks.org](mailto:KHOC@ebparks.org) should you have any questions.**

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

