OUTDOOR CLASSROOM DAY CHECKLIST

Your Outdoor Classroom Planning Committee needs to review and finalize the following checklist with your Alabama Wildlife Federation Outdoor Classroom Consultant 4 weeks prior to the Outdoor Classroom Day:

☐ Event Date: Check your school calendar, and set the date of your event. Be sure to set a “rain date” for the day after the event date in case your original OC Day date gets rained out.

Date of the OC Day: ____________________________ Rain Date: ____________________________

☐ Project List: List the tasks, projects, and/or outdoor learning stations you plan to work on during the OC Day, along with the amount of time needed to complete the project (ex/ 1 hour, 3 hrs., or all day), and the number of students that could work together at one time on the project (typically between 4 – 12 students at most due to limited space):

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<th>Task / Project / Learning Station</th>
<th>Estimated Time to Complete</th>
<th>Number of Students for Each Time Slot</th>
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☐ Class Participation: Discuss the estimated amount of time needed to complete all of the projects listed above and the number of students needed for each project to determine how many classes will participate in the OC Day. Our goal is that as many students as possible be involved in the OC Day as long as they are all engaged in the activities. We do not want to create a situation where there are students without a task to do or an activity to participate in. If there are not enough tasks/projects for all students to participate, then you can consider adding outdoor activity stations for those additional students who do not have a specific task to work on.

Estimated Number of Classes Needed to Complete Tasks/Projects: ____________________________

☐ Class Rotation Schedule: Create a schedule for the OC Day. Determine when each class will arrive and how long they will stay (typically 30-45 minutes). Be sure to allow for 5 minutes of transition time as one group leaves and another group arrives. We will need at least 20-30 students present at all times with 4-10 students present at one time at each project or learning station. The class rotation schedule should include the teachers’ names, grade levels, and the number of students in each class. Teachers must accompany their students outside for the OC Day.

Date Emailed to OC Consultant: ____________________________

☐ Success Ceremony: You can schedule time for students to see first-hand what has been accomplished. If possible, try to have all students who assisted with the OC Day present for the “Success Ceremony” around 2:00 or 2:15 pm.

Success Ceremony: ___Yes ___No If yes, what time will you hold the ceremony? ____________

☐ Pre-OC Day Activities: If you haven’t taken students outside to the outdoor classroom area yet, be sure to take them out for activities before the OC Day. A fun, free activity to do is “Evidence of Wildlife” on the AWF website at http://www.alabamawildlife.org/free-outdoor-classroom-activities/ so students can study how the biodiversity increases on the school grounds after adding wildlife habitat stations in the outdoor classroom site.
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☐ Digging & Utilities Approval Form: The Buildings & Maintenance Supervisor must read and sign this form after reviewing the proposed outdoor classroom site at least four weeks prior to the event, confirming the following:
  ✓ Approval to dig up to two feet deep in your outdoor classroom area; and
  ✓ Underground utility lines (gas, electric, water, sewer, phone, cable & sprinkler) will be marked with spray paint or flags 2-3 days prior to the event.

Date Faxed to AWF (@ 334.285.4959) or Emailed to OC Consultant: __________________________

☐ Press Release: Fill out the Press Release Info Sheet and submit it to the AWF at least two weeks prior to the event. We will use this information to create a press release for your OC Day. Then your school or school system should send out the finalized press release to your media contacts 5-7 days prior to the event. It also helps to call the media with a reminder the day before the event. Media will respond to local schools more than AWF.

Date Press Release Info Sheet Faxed or Emailed to AWF: __________________________

Date Finalized Press Release Sent to Local Media Contacts: __________________________

☐ Student Consent Form: Send out & collect these forms at least two weeks prior to the event. Each teacher is responsible for collecting their own students’ consent forms. Students without consent forms are not allowed to participate in any OC Day activities with equipment such as shovels. Remind students that they must wear appropriate clothes and shoes to participate (no open-toed shoes allowed).

Date Sent to Guardians: __________________________

☐ Volunteers & Support Needed Form: Send out & collect these forms at least two weeks prior to the event. Finalize the volunteer list & schedule the week before the event. Volunteer shifts should begin at 7:30 am to help with setting up and should end around 3:30 pm to help with clean up. Need at least 2-3 volunteers at each learning station during each timeslot, with at least 5 strong volunteers present at all times if you plan to do a lot of digging that day.

Date Sent to Parents & Volunteers: __________________________

☐ Volunteer Supplies: Remind volunteers to bring hats, gloves, sunscreen, extra water/gatorade, extra shovels, extra wheel borrows, extra hoses, and extra power drills (if needed). Also, remind parents to wear appropriate clothes and shoes for working (no open-toed shoes allowed).

☐ Volunteer Tent: Need tent for shade; table with sign in sheets (for thank you notes); coolers with ice, bottled water & Gatorade; and snacks and lunch for volunteers. Ask PTA/PTO or local businesses to donate the food and drinks.

☐ OC Day Supplies: Provide the following supplies the day before the OC Day (or by 7:30 am on the OC day at the latest):
  ○ All of the materials & plants needed to complete all of the projects and learning stations that day. See the “Project Plan” for each project or learning station for the full list of materials needed on AWF’s website at http://www.alabamawildlife.org/outdoor-classroom-learning-stations/.
  ○ 20-25 durable 1 gallon milk jugs for students to transport materials such as crushed limestone, mulch, or soil;
  ○ 2-3 strong/sturdy wheel borrows for each learning station;
  ○ 4-5 shovels for adults & 4-5 short shovels or trowels for students at each learning station;
  ○ 1-2 extension cords for drills, saws, or other construction equipment;
  ○ 1-2 cameras to record the progress made during the OC Day along with “before” and “after” photos;
  ○ 2-4 hoses for filling pond, filling bog, or watering trees, bushes and flowers; and
  ○ 1-2 large garbage cans for trash and debris.

Contact your Alabama Wildlife Federation Outdoor Classroom Program Consultant with questions:

Name: April Waltz, AWF Alabama Outdoor Classroom Program Coordinator
Contact Info: aprilwaltz@alabamawildlife.org or 256-882-9183 / 256-975-1852 cell