



Outdoor Classroom Development Checklist for the Alabama Outdoor Classroom Program

Step 1: Collect & Share Information

- School:** Inquire about AOC Program and contact AWF Outdoor Classroom Consultant. *Date completed:* _____
- AWF:** Share AOC Program Resources video and provide customized webpage with OC Benefits video & Survey Monkey faculty survey for school's faculty.
- School:** Share OC Benefits video and conduct faculty survey. *Date completed:* _____

Step 2: Organize your Planning Committee

- AWF:** Share faculty survey results, and explain how to create a planning committee and enroll in the AOC Program.
- School:** Organize planning committee including the teachers who signed up on the faculty survey and all life science teachers with one teacher representing each grade if possible. *Date completed:* _____

Step 3: Enroll in the AOC Program

- School:** Fill out AOC enrollment form (*online*) and pay one-time \$50 commitment fee. *Date completed:* _____
- AWF:** Mail AOC enrollment packet to school.

Step 4: Evaluate your Campus

- AWF:** Schedule virtual meeting with school's principal (and the school's OC Coordinator if available) to discuss potential outdoor classroom sites.
- School:** Discuss and confirm which site would work best for the outdoor classroom with the AWF OC Consultant. *Date completed:* _____
- AWF:** Schedule on-site meetings (1) with the principal to review the OC Site Approval Form and the school utility lines map, and (2) with the planning committee to review the faculty survey results, OC Data Hub and OC site.
- School:** Meet with AWF OC Consultant to discuss the OC Site Approval Form, the school utility lines map, their faculty survey results, OC Data Hub, OC site, and next steps. *Date completed:* _____
- AWF:** Provide OC Site Approval Form for principal.

Step 5: Develop a Master Plan

- School:** (1) Principal and school system's Buildings & Maintenance Supervisor review and sign the Site Approval Form, and then provide the signed form along with the utility line map to the Consultant. *Date completed:* _____
(2) Planning committee develops their short & long-term goals using their OC Data Hub. *Date completed:* _____
- AWF:** Upon receipt of the signed Site Approval Form, create a customized OC Site Map for the school and then email it to the planning committee for review.
- School:** Email AWF OC Consultant with comments and suggestions for OC Site Map. *Date completed:* _____
- AWF:** (1) Finalize the OC Site Map, create a Materials List and Estimated Budget for the outdoor learning stations, and email the map and budget to the planning committee. (2) Schedule an on-site meeting with the planning committee to review their site map, estimated budget, and OC Data Hub.
- School:** Meet with Consultant to discuss site map, estimated budget, and OC Data Hub. *Date completed:* _____

Step 6: Obtain Funding & Support

- School:** Review list of possible sources of funding under OC Grants on AWF’s website, and obtain funding through grants, fundraisers, donations, etc.
- AWF:** Review grant proposals when needed.

Step 7: Construct your Outdoor Classroom

- School:** Contact AWF OC Consultant to plan OC Day for constructing new learning station(s). *Date completed:* _____
- AWF:** (1) On-site meeting with planning committee to review OC Day Planning Checklist. (2) Virtual meeting with planning committee one week before OC Day to review Checklist. (3) On-site prep and organization of materials and plants the day before the event. (4) On-site technical assistance during the OC Day.
- School:** (1) Meet with AWF OC Consultant to plan OC Day. *Date completed:* _____
(2) Review checklist with Consultant one week before OC Day. *Date completed:* _____
(3) Organize materials and plants with Consultant’s assistance on the day before the event. *Date completed:* _____
(4) Students build learning stations and other projects with assistance from the Consultant, teachers, parents, and community volunteers during the OC Day. *Date completed:* _____
- AWF:** Meet with planning committee after the OC Day to review their “next steps” in the development of their outdoor classroom including adding educational learning station signs and plant ID signs (if they don’t already have them), integrating activities into their curriculum, establishing a maintenance plan, preparing for certification.

Step 8: Integrate the OC into your Curriculum

- School:** Schedule on-site Professional Development for the faculty to review the free, hands-on, inquiry-based activities and lesson plans from AWF’s website that help teach Alabama’s math, science and language arts standards and can be used in conjunction with their outdoor classroom.
- AWF:** Provide on-site Professional Development for their faculty to review activities and lesson plans that can be used in conjunction with the school’s outdoor classroom.

Step 9: Establish a Maintenance Plan

- School:** Schedule an on-site meeting with the AWF OC Consultant to receive their maintenance packets and to discuss their maintenance plan, educational signage, OC Data Hub, and certification. *Date completed:* _____
- AWF:** Meet with planning committee to establish their year-round maintenance plan and review certification steps.

Step 10: Certify your Outdoor Classroom

- School:** Submit the Alabama Outdoor Classroom Certification Application. *Date completed:* _____
- AWF:** Schedule on-site meeting to review certification application and plan Certification Ceremony.
- School:** Hold OC Certification Ceremony. *Date completed:* _____
- AWF:** Provide on-site assistance at Certification Ceremony.
- School:** Contact AWF OC Consultant for further assistance when needed.

**Due to breaks in the school calendar and hectic teacher schedules, most outdoor classrooms take 2-5 years to complete.*