



# Komo Kulshan Outdoor School

## Teacher Checklist

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1. Schedule session dates 3-6 month prior to your session.
2. Nominate High School Leaders (HSLs) and distribute applications.
  - KKOS staff will schedule a recruitment day from associated High Schools but please recommend any students you may know. (*Homeschools – let us know if you have HS-aged students in your group, too!*) HSLs should turn in applications to the designated school official or counselor. Upon approval, that school official will mail those applications to KKOS.

*\*\* Note: In addition to the teacher, each class needs at least four adults in attendance. A combination of 2, KKOS-trained High School Leaders and 2 parent chaperones is ideal.*

3. Attend bi-annual **teacher training** at Baker Lake Lodge (Spring or Fall).
4. Schedule bus transportation from school to Baker Lake Lodge and return. Coordinate with others in your building and/or district.
5. Send Parent Packet home with students. (**Form#1, Form#2, Form#3.**)
6. Arrange informational parent meeting – select your parent chaperones and have them fill out KKOS Registration Forms.

*\*\*Note: **Registration forms** for teacher, chaperones, high school leaders and your students must be completed and turned in **prior** to your KKOS session.*

7. Make copies of all Registration Forms and send to KKOS at least 1-2 weeks prior to your arrival. Keep originals for yourself.
8. Arrange **pre-trip classroom visit** by KKOS staff 1-2 week prior to your session dates. At the pre-trip class visit, KKOS staff will pick up completed Registration Forms, if you have not yet mailed them.
9. Divide class into clans (learning groups) and lodge room-mates. (**Forms #4-5**). Bring these completed forms to KKOS.
10. Complete pre-trip section of KKOS journals, (green pages) with students at school.
11. Arrange for your HSLs to ride the bus with your class. HSLs will lead the “Magic Bus Ride” activity in student journals.
12. Arrange for at least one of your adult chaperones to bring their personal vehicle, in case of emergency, (i.e. student is ill and needs to depart early.)
13. Morning of departure: Be sure students have sack lunch and daypack, packed according to the Equipment Checklist in the Journals (**See form #3**)
14. Arrive at KKOS between 12:30 and 1:00. Please eat lunch before arrival, at school or en route.
15. Mail your bus reimbursement form to KKOS within the 30 days following your field session. Please plan to use your bus time efficiently, (For example - It is about a 45 minute ride to the lodge from most Sedro-Woolley schools, plus 15 minutes for unloading gear) Be sure mileage and hours are correctly recorded. Requests to refund overly long bus rides could jeopardize future funding opportunities.
16. Schedule **post-trip classroom visit** for 1-2 weeks after your field session. At the post-trip KKOS staff will collect Student Post-trip Surveys and Teacher Evaluations.