

EVENT SET UP PACKET

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STATION LIST AND MATERIALS NEEDED

STATION	MATERIALS NEEDED

SCIENCE FIELD DAY AND PARENT NIGHT YEAR LONG CHECKLIST

To Dos	School Site
Action Plan Meeting	<ul style="list-style-type: none"> Decide to have a SFD/PN Set a Budget (~\$10000, up to school) Assigning Site Contact(s) for: Organizing the event Location, Day, & Time of Both Events
Professional Development	<ul style="list-style-type: none"> Schedule PD time Ensure all Science Department Members will be at the meeting
By September 30th	<ul style="list-style-type: none"> List of items aligned to standards w/rationale How many games Number of students participating Begin ordering
30-minute pre-work meeting	<ul style="list-style-type: none"> Every volunteer attend to discuss curriculum for the school year pacing
At the end of each unit	<ul style="list-style-type: none"> Having student individually or in groups create a draft of games that highlight the standard
30-minute meeting	<ul style="list-style-type: none"> All faculty & Administration participating to attend meeting List of generic items kids might use (ie. Tape, glue, markers...)
By Winter Break	<ul style="list-style-type: none"> T-shirt design Number of shirts and sizes of cohort students Flag design for each teacher Parent Night flier design Order shirts & flags Door prizes
30-minute meeting in January	<ul style="list-style-type: none"> All faculty participating to attend meeting Discuss what needs to be completed by Spring Break

<p>By Spring Break</p>	<ul style="list-style-type: none"> • Contact universities/metro techs to participate in parent night • Start creating map of where stations will be located
<p>A month before event</p>	<ul style="list-style-type: none"> • Parent Night Publication: • Send off flyers • Social media • Blast email/robo call • Confirm location, date, & time • Print and provide fliers • Email confirmation to Administration of location, date, and time • Provide agenda
<p>30-minute meeting a week before event</p>	<ul style="list-style-type: none"> • All faculty & administration participating to attend meeting • Parent Night: blast email/robo call • Agenda finalized • Check-off list of who is assigned to the complete the tasks the day(s) before and day of event

SCIENCE FIELD DAY PLANNING CHECKLIST

2 Months Before	2 Weeks Before	1 Week Before	2-4 Days Before	1 Day Before	Day of Event
Order t-shirts (if needed)	Distribute station documents to volunteers	Finalize decorations	Final planning meeting	Decorate	Take attendance
Order decorations, photo booth props, prizes	Share the print request page with volunteers	Check that all copies have been made/stations are ready	Teachers complete "Engage" activity from 5E in classrooms to build excitement	Have materials for all stations	Hand out t-shirts and graphic organizers
Recruit volunteers	Plan/order lunch for volunteers	Collect materials for stations or plan to collect them the day before	Send reminder/thank you/tips to volunteers with details about lunch	Have a plan for taking attendance	Place station signs at each table
Share 5E lesson plan with teachers		Print stations signs		Prepare copies of station handouts for volunteers and students at all stations	Ensure all stations are manned
Reserve space for event		Print graphic organizer for each student			Encourage students to visit all stations, help with areas that are experiencing a backup

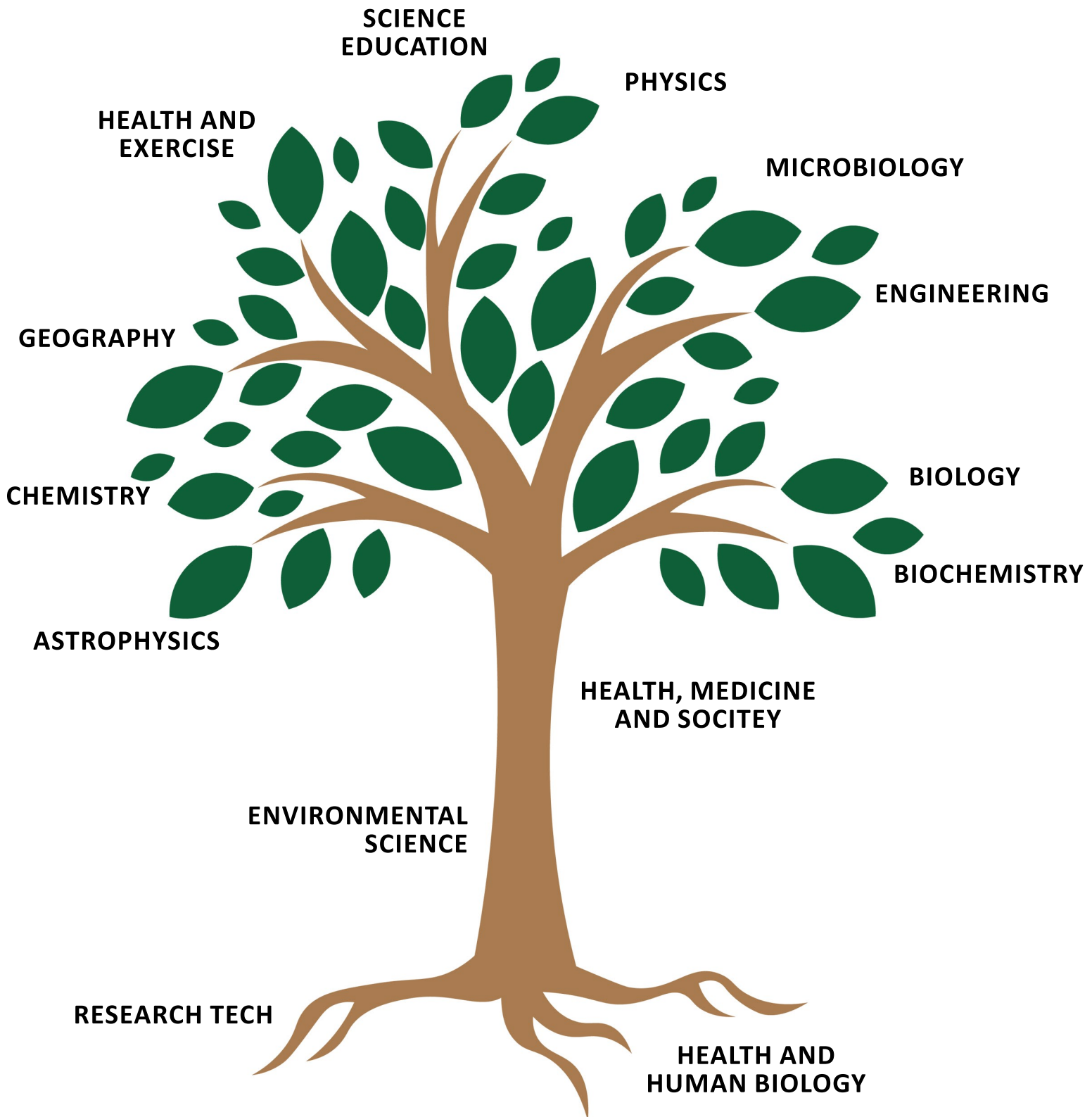
*Record the names of who is responsible for each task

SCIENCE PARENT NIGHT PLANNING CHECKLIST

2 Months Before	2 Weeks Before	1 Week Before	2-4 Days Before	1 Day Before	Day of Event
Recruit student volunteers for stations	Send fliers or messages home to parents about event	Finalize decorations	Final planning meeting	Decorate	Place station signs at each table
Reserve event space		Check that all copies have been made/stations are ready	Send reminder/thank you/tips to colleges and career tech center participants	Have materials for all stations	Ensure all stations are manned
Contact four-year colleges and extend an invitation		Collect materials for stations or plan to collect them the day before		Prepare space for OK Promise session such as sound system and seating	Display career tree posters
Contact two-year colleges and extend an invitation		Print stations signs			Encourage parents to move through stations and attend OK Promise session
Contact career tech centers and extend an invitation		Print graphic organizer for each student			

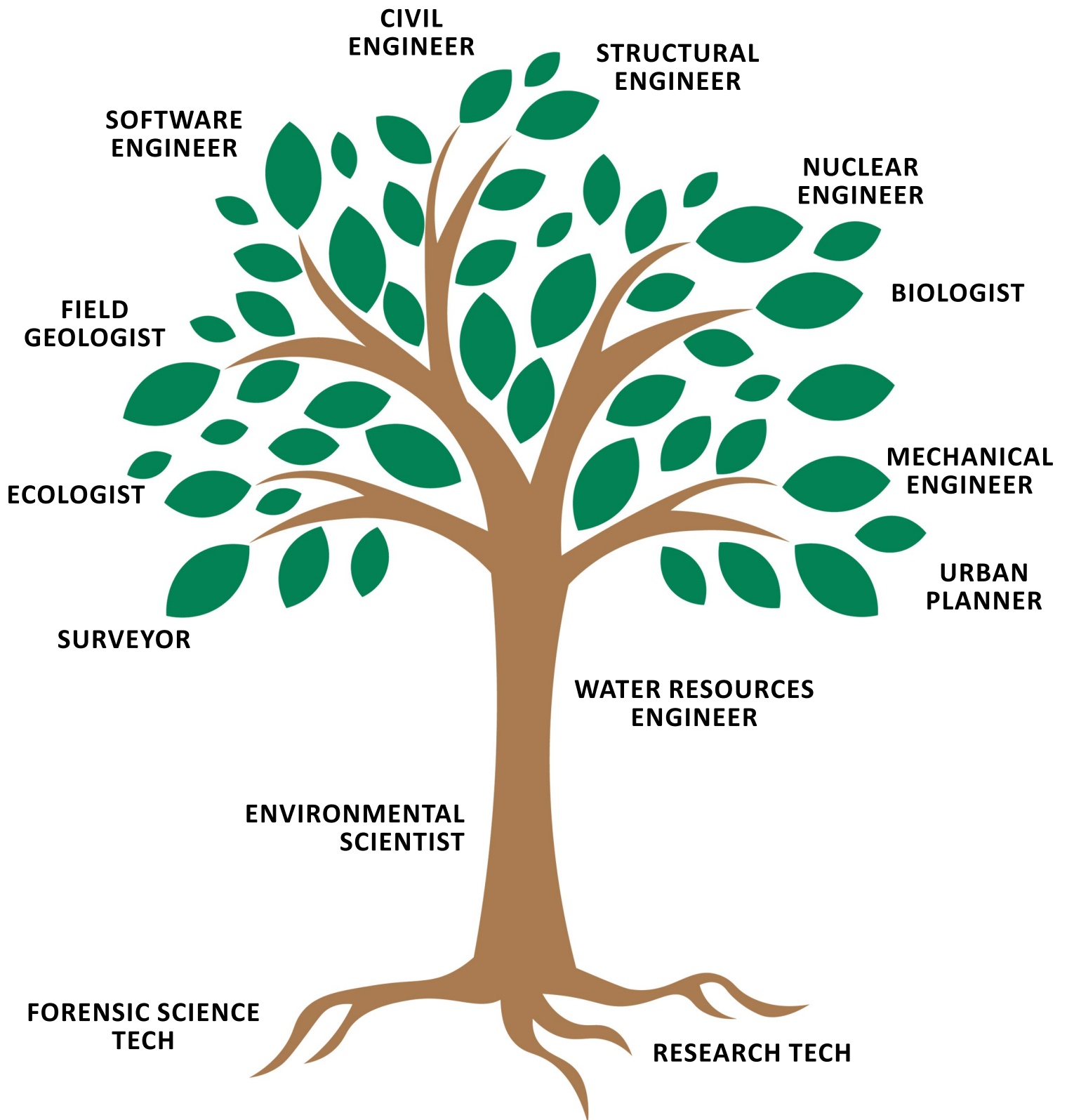
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SCIENCE MAJORS

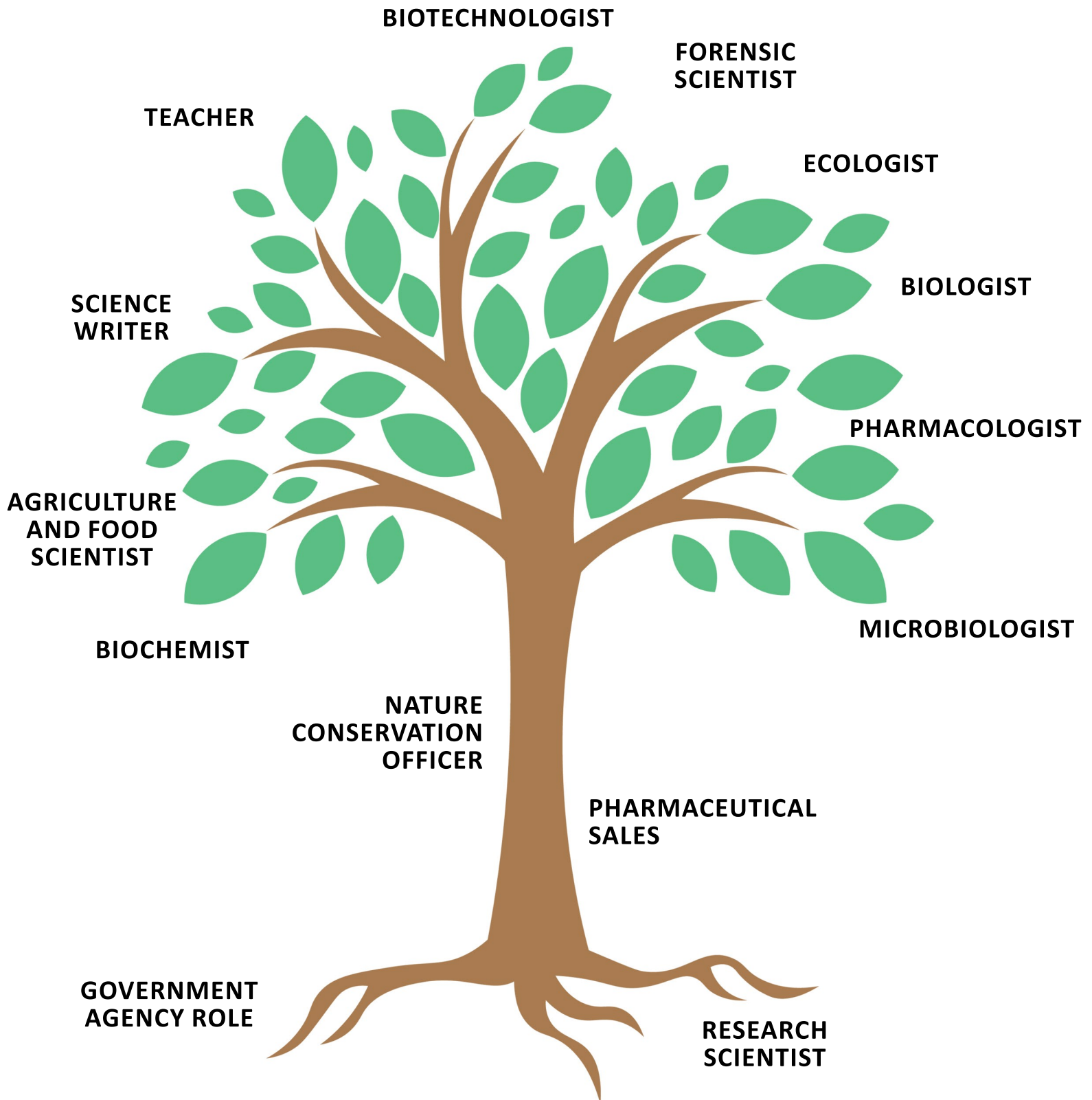


**ALL MAJORS OFFERED AT THE UNIVERSITY OF OKLAHOMA*

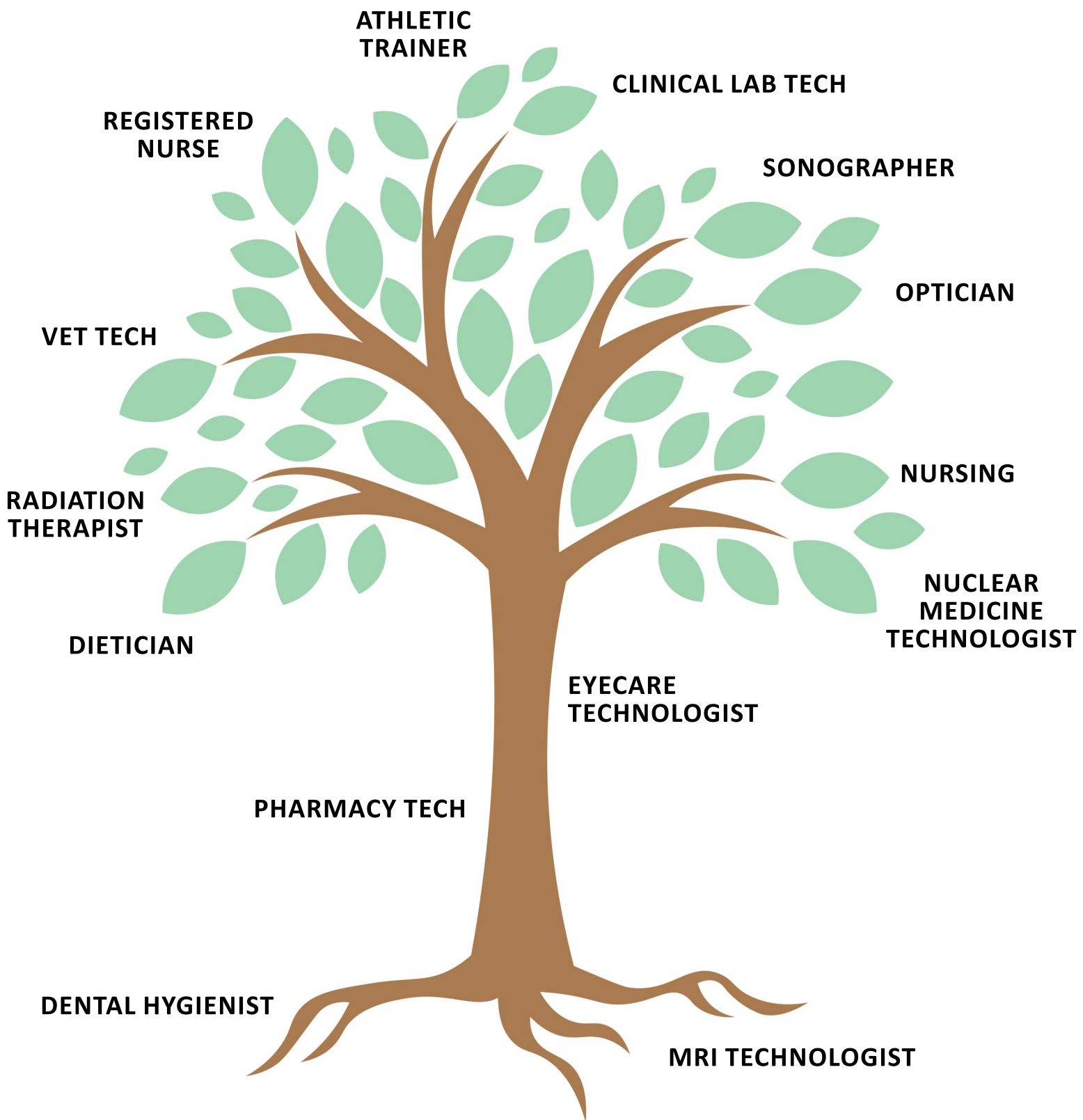
PHYSICAL SCIENCE CAREERS



BIOLOGY CAREERS



MEDICAL CAREERS



**ALL THESE CAREERS REQUIRE AN ASSOCIATE'S OR A BACHELOR'S DEGREE.*

Title

