



Norman Bird Sanctuary

Pre-Visit Checklist (In-School Outreach)

Thank you for scheduling an in-school outreach program with our education staff! In order for your experience with the Norman Bird Sanctuary to be as successful and enjoyable as possible for all participants, we ask that you review these important guidelines:

- ❑ **Please verify and return your confirmation letter**, and coordinate your schedule with the rest of your team. Make sure to notify the front office that we will be visiting.
- ❑ Let us know if any of the participants have **special needs**, including English as a second language. It is also helpful if we are aware of any severe allergies or medical conditions ahead of time.
- ❑ We like to call students by their first names, so please have your class wear **nametags**.
- ❑ **Remind your students of the rules!** The program will be active and fun, but it is also designed to be educational, so listening and participating in discussions is very important.
- ❑ Unless otherwise arranged, we will arrive 10-15 minutes early for **set-up**.
- ❑ We will be traveling with animals and/or other **program supplies**. It is helpful to have 1-2 tables to set up our materials. If there is space, we often like for our groups to sit on the carpet in a circle so that we can move around easily and conduct experiments and activities. Please call if you have any questions or suggestions for set-up.
- ❑ If you have scheduled an animals program, we will usually allow students to touch the education animals responsibly as part of the lesson. We will bring hand sanitizer for students to use. Please notify us ahead of time if you do not want students to touch the animals.
- ❑ Please review the **payment and cancellation policies** in your contract. If you will need a separate invoice for your business office, please let us know ahead of time.
- ❑ Help us to make our program even better – complete our **pre- and post-visit evaluation forms**. These are available on our website, www.NormanBirdSanctuary.org (visit the School Programs main page).
- ❑ For any last minute questions or concerns on the morning of your trip, please call the NBS education cell phone at **(401) 248-4074**.
- ❑ **Thank you** for your interest and cooperation! If you have any questions, please contact the Director of Education at **(401) 846-2577 x15**, or via e-mail, at **education@normanbirdsanctuary.org**.