



Checklist When Talking With Group Leaders

If you are the contact naturalist, this is an easy checklist to use when getting ready for a requested program. You can call or email the teacher or group leader, depending on what works best for them and you.

- Contact leader as soon as you get confirmation from the Natural History Program Coordinator or Natural History Program Specialist.
- Confirm date, time, location and length of time for the program.
- Ask leader for her/his expectations and the group's expectations for the program. Discuss possible topics and activities.
- Ask leader to contact you if there are any changes to number of participants, date, time, etc.
- Ask leader to oversee discipline – and discuss what you and leader will permit/not permit during program.
- Refer to “Adult Leader’s Guide,” sent to all children’s program requestors, for expectations.
- If a children's group - includes different ages, get ages to determine best interpretive activities for entire group (or divide into smaller groups).
- Remind leader that adults must remain with children during entire program – they cannot leave naturalists alone with children. If this is an outdoor program, remind them they need to have enough adults present to chaperone each small group.
- Ask teacher to provide name tags (first names only) for all students to help interpreters engage the group.
- If you are planning to divide the group into smaller groups, ask the teacher to determine these groups before they arrive. It’s easier for them to assign kids who might cause trouble to separate groups.
- Ask leader that adults be a part of program audience – not following behind group or having private conversations with other adults.
- Decide on a "sign" (hand signal?) for quieting the group – ask leader to review the sign before program.
- Tell leader the names (not telephone numbers) of all volunteer naturalists that will be helping with program.
- If an outdoor program, remind group to dress appropriately for the weather and bring drinking water.
- If an indoor program, confirm where you must check-in and where classroom/program room is located from entrance door.
- Confirm on "exact" location in park where you'll meet group.
- If you are concerned about bad weather, contact leader and decide on a "Plan B.”