

Keep Louisiana Beautiful's
Environmental Education Program
Teacher Workshop





KLB'S ENVIRONMENTAL EDUCATION PROGRAM

Welcome to Rocksey the Raccoon's Toolbox of Learning!

Rocksey the Raccoon has teamed up with Keep Louisiana Beautiful. Together they are on a mission to keep Louisiana clean and green. With lesson plans and hands-on activities, Rocksey's Toolbox is a comprehensive ten-lesson plan curriculum created to help guide young students to make smart choices about the items they use every day. These lessons will help students understand the importance of caring for their community and the role they play in preserving the beauty of their space.

A Keep Louisiana Beautiful education coordinator will conduct teacher workshops at various communities throughout the state. The workshops will take place on Saturdays, from 9am to 3pm. Although it is a free workshop, space is limited and teachers must register to reserve their spot. Teachers attending the full day training will receive a \$50 stipend, CLU credits as well as the educational manual and some of the supplies needed to implement the lessons. The manual contains ten lesson plans with identified GLEs for grades K – 4. Each lesson plan contains hands-on experimental activities, background information, a call to action and additional resources along with two fun student activity sheets. The toolbox contains all the necessary supplies to perform the activities. If you are interested in coordinating a workshop in your community here is what you will need to do. In return for your services, KLB will pay you or your organization a \$150 stipend.

Responsibilities of the Workshop Coordinator:

- Secure a free location. The location must be large enough to accommodate fifteen to twenty teachers. The space must be large enough to conduct the hands-on activities. There must be either indoor or outdoor space large enough to conduct activities that require physical movement by the attendees. Other requirements include the use of bathrooms, tables, chairs, water for cleanup, free parking, and permission to bring in food and drinks. The space should also have a projector and a screen. Please let KLB know if it doesn't and they will provide one. Workshops can be held in any public space including schools, local library, community center, church space or town hall.
- Make contact with your local school district communications department to determine if they can help disseminate the workshop information via the school district email list service. Ideally, we would like for them to email the information to all K- 4th grade teachers within the school district. If they cannot do this then find the best way to disseminate the information to the teachers. Delivering the flyer to the schools and putting it in their mailboxes in the office might be the best next way.
- Promote the workshop within the school district, and public and private schools. It is ideal to have teachers from many different schools attend. We don't necessarily want teachers from all one school. Distribute (digitally or hardcopy) flyers and information to all teachers in grades K – 4 in your parish. KLB will provide a digital version.

- Distribute a press release three weeks prior to the workshop to the local media. KLB will provide a template.
- Serve as the local point person for the training. Include your name, phone number and email address on all print materials. Teachers will register online at keeploouisianabeautiful.org/register and is limited to twenty participants. If necessary, a wait list will be provided for additional parties that are interested. At least twelve participants must confirm for the workshop to be conducted.
- Four days before the workshop, the host must confirm all logistics.
- One week and three days prior to the workshop, host must email the teachers a reminder.
- On the day of the workshop, provide cold water, ice, ice chest and snacks for attendees. Order lunch and make arrangements for pick up or delivery. Lunch can be a tray of sandwiches, fresh fruit and individual bags of chips or pizza. KLB will provide bottled water and up to \$12 per person for coffee, snacks and lunch. You may solicit in-kind donations for food.
- For teachers to receive CLU credit, they must sign in and out the day of the workshop. KLB will provide a sign in sheet. You will be responsible for ensuring all teachers sign in and out accurately. CLU credit forms will be filled out and signed by KLB prior to the workshop. At the end of the workshop, the forms will be filled in with the number of hours and distributed to the teachers.
- KLB will provide each teacher who attends the full workshop with a \$50 stipend. Each teacher must fill out a form and sign it to verify they participated the entire day. KLB will mail them a check.
- Set up room, be present the entire workshop and break down the room once it is over.