

2018 Checklist for Ag in the Classroom Volunteers

Thank you for volunteering to teach children about agriculture! Here is a checklist to guide you through the process:

- View the list of requesting classrooms at <http://bit.ly/2kGM7Im> to choose those you wish to visit. Notify Rhodora at rcollins@dekalbfarmbureau.org or 815-756-6361.
- Obtain teacher contact and scheduling information. (This should be sent to you when you reserve your classrooms.)
- Contact teachers as soon as possible to schedule presentations.** They will be anxiously waiting to hear from an AITC volunteer!
- Attend volunteer training if needed: **Thursday, January 25, 6:30 p.m.** at Farm Bureau. Please contact Rhodora if you plan to attend.
- Pick up supplies to conduct lessons. Supplies will be available in the Farm Bureau office from the evening of January 25th throughout February.
- Conduct presentations. Make sure to leave teacher gift bags with each teacher. **Encourage teachers to fill out the online evaluation!**
- Complete the online volunteer evaluation** at <http://bit.ly/2DjSix3>.
- Return all remaining presentation supplies to the Farm Bureau for sorting and inventory by early March.** You may submit receipts for reimbursement for items purchased (i.e., ice, milk, and cream for the 2nd grade lesson). Please write your name on your receipts!
- Give yourself a well-deserved pat on the back. You've helped students, teachers, and parents understand agriculture!

Feel free to e-mail rcollins@dekalbfarmbureau.org or call 815-756-6361 with questions.

Volunteer lesson plans and related resources may be found at www.dekalbfarmbureau.org.

