

GEORGIA AG EXPERIENCE

A MOBILE CLASSROOM POWERED BY



County Office Manager Training

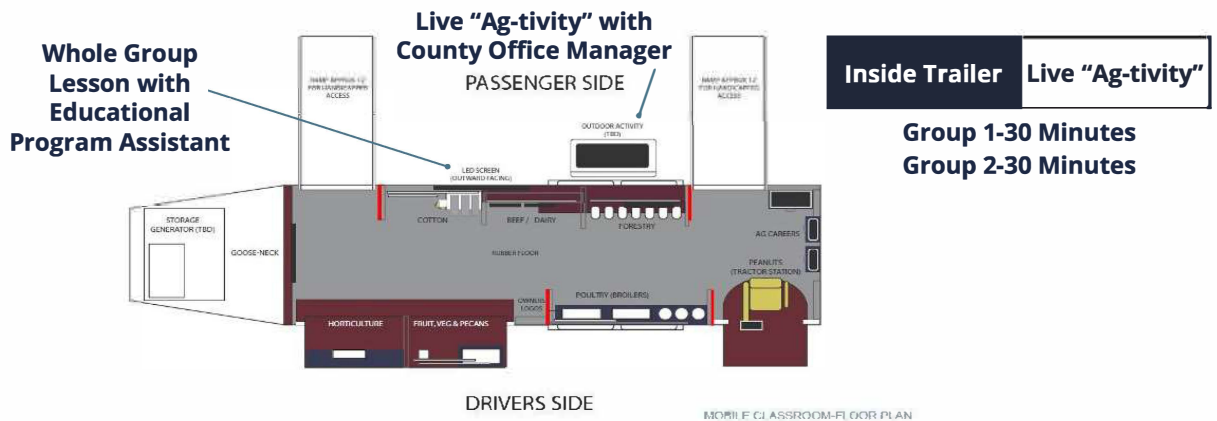
What is the Georgia Ag Experience?

The Georgia Ag Experience is a unique STEM based educational program that invites students across Georgia to explore the vast opportunities in agriculture that is primarily for grades 3-5.

3 Step Component:

PRE-VISIT LESSON: A Teacher Prep Packet will be emailed to you & your school contact by one of the Educational Program Assistants for the Georgia Ag Experience, which includes the REQUIRED survey link and lessons that should be completed prior to the arrival of the Georgia AG Experience. The educational program assistant assigned to your school will keep in constant contact with you and your school to ensure that everybody is on the same page. The lessons plans will ensure that each student has the same knowledge of Georgia agriculture and will help maximize their learning experience. These lessons were tailored towards 3rd, 4th & 5th grade students using Georgia Educational Standards.

CLASSROOM VISIT: 1-hour (per class) visit with enriching agriculture activities. During the visit, our educational program assistants will welcome the class & conduct an initial whole group "ag-tivity." Then each class will be split into two groups of ideally no more than 15 per group and will rotate between the two activities.



POST-VISIT LESSON: The post visit survey and lesson can be found in the Teacher Packet that was emailed prior to the visit. After the mobile classroom has left the school, we invite schools to continue the exploration of Georgia agriculture through a student-led investigative research project. Once again, we provide the lesson plans but encourage the teachers and students to be creative as they deepen their understanding of Georgia agriculture through a STEM lens.

- Professional Letters: Students can say thank you to our sponsors who made this classroom possible!
- Teachers can dive deeper into a particular commodity that may be local to their community
- Teachers can also participate in our STEM challenge! (Challenges are unveiled in the spring and fall.) Visit GFB.AG/STEMCHALLENGE

Timeline:

This is what every visit prep timeline will look like! Visits must be requested by the county office, during your district's sign up period - for each quarter (visit website for schedule). You and the school will be notified at the end of sign-up period and will be given the next steps. The educational program assistants will now reach out directly to the schools. They will collect class schedule forms, distribute the lesson plan packet, consent and release forms and encourage the school to coordinate with their county office about payment. Counties OMs will still be responsible for collecting payment. Each school should prep by beginning their lesson plan at least 1 week out from their visit. Visit days are anywhere from 2-5 days long. After the visit, the schools will participate in their post lesson and send in their surveys!



Mobile Visit Fee:

- There is a 2-day minimum when booking the mobile classroom.
- There are many ways to pay such as:

1. County FB Budget
2. County FB GROWs account with the Foundation
3. School or organization budget
4. Local community sponsors or mini grants
5. A combination of all of the above!

**\$250
per day!**

COVID-19:

The current Covid-19 plan for the Mobile Classroom is based on the most recent Center for Disease Control guidelines and will be modified as needed. As students come through the trailer we will sanitize and wipe down equipment between classes. We encourage the use of the sanitizing stations before and after being inside the trailer. Educational Program Assistants will wear masks inside the trailer. We will follow each schools Individual COVID-19 policy, please email your educational program assistant with any policies prior to arrival.

Staffing the Georgia Ag Experience:

We all have a role to play when staffing the Georgia Ag Experience!

 <p>1 Part Time Hauler 2 Full Time Educational Program Assistants</p>	 <p>1 Contact for Educational Program Assistants (preferably County FB Office Managers) 2-3 Volunteers</p>	 <p>1 Contact for Educational Program Assistants (such as principal, department head etc.) 1 Teacher with every class</p>
<p>Roles and Responsibilities:</p> <p>Hauler: Correspond with Educational Program Assistants, contact schools on delivery day, deliver and pick up GAE.</p> <p>Educational Program Assistants: Correspond with schools for class schedule, pre/post visit lesson plan, consent, and release, correspond with office managers, correspond with the press as needed, conduct whole group lesson, ensure stations are running smoothly, day-of-student safety and sanitation.</p>	<p>Roles and Responsibilities:</p> <p>Office Managers: Main responsibilities - Submit visit request, support Educational Program Assistants, coordinate payment with schools, secure volunteers, ensure day-of-visit safety, sanitation and work the outside station.</p> <p>Volunteers: Day-of-visit student safety, sanitation and answering questions as needed as students explore the inside of the mobile classroom.</p>	<p>Roles and Responsibilities:</p> <p>School Contact: Main responsibilities - communicate with Educational Program Assistant, deliver and collect consent forms from teachers, develop class schedules, ensure pre/post lesson plans and surveys are completed by teachers and communicate with hauler for delivery.</p> <p>Teachers:</p> <ul style="list-style-type: none"> • Complete Lesson (Pre&Post), • Complete survey (Pre&Post) • Obtain consent & release forms. • Teacher must always stay with their class during the experience.

Day of Visit Plan:

1. Arrive to school and assist with set up of mobile classroom.
2. As classes come through:
 - Educational Programs Assistant will conduct a welcome and whole group activity. Then will split the students into two groups where one group will go into the trailer and the second group will stay outside with 1-2 volunteers.
 - As one group is inside playing the games with the Educational Programs Assistant and a volunteer, the second group will be outside with a volunteer who is conducting an outside activity pre-determined by the Georgia Ag Experience and another will be monitoring behavior and student safety. We chose to now place the Educational Program assistant inside so technology and content questions can be more clearly addressed.
3. Between classes the inside volunteer will clean and sanitize the stations.
4. There will be a 30-minute lunch break for county volunteers and educational program assistants. Please make quick lunch plans.
5. After all the classes have went through the classroom- the volunteers will assist with cleaning the stations, sweeping & using the Swiffer mop on the floors.
6. At the end of the day, the trailer will need to be fully shut down, ramps removed and doors locked up.

Summary:

We are so excited to come to your community & provide students with such a unique opportunity!

Let's summarize what we discussed in this document:

1. There are 3 main components to the Georgia Ag Experience
 - **Pre-Visit Lesson & Student Assessment**
 - **During Visit**
 - **Post-Visit Lesson, Student Assessment and Teacher Survey**
2. The Pre & Post Visit Lesson & Survey are REQUIRED.
3. During the visit: The visit begins with a whole group lesson with the educational program assistant and then the class splits into 2 groups.
 - First group goes Inside to explore the 8 stations
 - Second groups will stay outside for an GAE Program "ag-tivity "with the Office Manager.
4. Each party is required to help in staffing the mobile classroom.
5. The fee is \$250.00 per day unless otherwise stated and requires a 2-day minimum for the visit during the school year.
6. The educational program assistant will serve as a coordinator between the school and office manager to support communication and collecting information necessary for a smooth visit.
7. Office managers are responsible for: Date request, securing volunteers, corresponding about payment with the school, day-of-visit responsibilities.

Please submit the following assessment quiz using the link below. You will be required to sign and date to confirm that you have read this training guide and understand your role and responsibilities with the Georgia Ag Experience.

Your quiz is required to be completed annually prior to your date request and will be reviewed by the GAE committee when you submit your county date requests throughout the year.

Visit the link below to take your quiz. Good luck! Thank you for your support of our program.

www.gfb.ag/GAEquiz

Email info@georgiaagexperience.org if any issues with your quiz or questions about the content.