

GET PREPARED CHECKLIST

As the Mobile Classroom Coordinator for your county office, you are responsible for overseeing a successful Georgia Ag Experience visit. At this point, you have already completed the first step in submitting your request and you have had your visit approved. Now it is time to guarantee your spot, get the school prepared and ensure a smooth visit experience for the students. The checklist below is your guide to success. Start with Step 2 and make sure to read the deadlines!

As the school main contact - School faculty, staff and volunteers play a critical role in executing a Georgia Ag Experience Visit. It is important that the timeline below is properly communicated to teachers and all steps are taken to ensure success. We greatly appreciate your help!

GREY: County FB Contact

BLUE: School Contact

Your Responsibilities

COMPLETE?	ASSIGNED	TASK	WEBLINK	INSTRUCTIONS/NOTES	START DATE	DUE DATE
✓	County FB Coordinator	Submit date request	Sign Up Form	Work with school/org contact to submit the request online during your available dates. Use the date request worksheet to help collect information prior to submitting.	1 month before sign up period opens	End of Sign Up Period
	County FB Coordinator	Edit Consent & Release Forms	ENGLISH version SPANISH version	Type the County FB Name and Visit Date in the blanks in the document. Send edited form to school contact.	At least 1 month in advance	1st day of visit for all students
	School Contact	Distribute Consent & Release Forms	ENGLISH SPANISH	Distribute consent & release forms. Collect 1 form per student. Any student without a signed consent form cannot attend the Georgia Ag. Experience.	At least 1 month in advance	1st day of visit for all students
	School Contact	Email teachers the lesson plan packet	LINK	The Pre Visit Lesson plan and assessment is very important for our data collection. We appreciate your help in preparing students for the visit.	Email lesson 1 month in advance and remind 2 weeks out	Lesson completed by visit date
	School Contact	Develop Class Schedule Worksheet	LINK	Create 1 class schedule per visit day. • Ensure each block is 1 hour • No large gaps (more than 30 mins) in the schedule	At least 1 month in advance	Due date listed in welcome email
	School Contact	Submit Class Schedule Worksheet	LINK	Review and submit the class schedules via email to info@georgiaagexperience.org	Due date listed in email	Due date listed in welcome email

	County FB Coordinator	Send "Get Ready" Email to School Contact	LINK	Copy and paste the text into a new email. Insert School relevant school info. Review entire email before sending.	1 week before 1st visit date	1 week before 1st visit date
	School Contact	Email teachers a reminder to complete the lesson plan	LINK	Pre assessment quiz so the students are ready!	1 week before 1st visit date	Day before visit
	County FB Coordinator	Confirm arrival time with education coordinator	LINK for contact info	You should receive a text from the EC after the trailer has been delivered to the school. If not, reach out.	Day before visit	Day before visit
	County FB Coordinator	Confirm attendance and arrival time with your volunteers	N/A	Confirm that 1-2 additional volunteers can in fact attend the visit. If not, find replacements. Day before - text the confirmed arrival time to your volunteers.	1 week in advance	Day before visit
	School Contact	Communicate with driver	LINK for contact info	*The trailer unit will be delivered the day the day before your visit. Unless you visit falls on a Monday – then it will be delivered the Friday before. *Most delivery times will be later afternoon/evening. *You will receive a phone call from our driver the morning of delivery to confirm arrival time.	Weekday before visit	Weekday before visit
	County FB Coordinator + 1-2 volunteers	Attend Visit	LINK	Assist education coordinator: set up/takedown, cleaning, handouts and supervising inside trailer	On Visit Dates	Visit Dates
	County FB Coordinator	Collect Final 50% Payment	LINK	Send payment online or via courier	Remind Day before visit	1st Day of Visit
	County FB Coordinator	Collect Consent Forms		Send forms in a large envelope via courier for filling	Each Day of Visit	Final Day of Visit
	County FB Coordinator	School follow up and survey collection	LINK	Copy and paste the text into a new email to school contact. Insert school name. Review entire email before sending.	Last day of visit	1 week after visit
	School Contact	Send reminder email to teachers with survey links	LINK TO LESSON SURVEY	The Post Visit Lesson plan, assessment and survey is very important for our data collection. We appreciate your help in improving our program.	Last day of visit	1 week after visit

SCHOOL REQUIREMENTS

School faculty, staff and volunteers play a critical role in executing a Georgia Ag. Experience Visit. It is important that the timeline below is properly communicated and all steps are taken to ensure success.

Expectations and Timeline for Schools

VISIT APPROVAL _____ The week you are approved

After receiving approval, within 1 week, please work with your county coordinator to submit form 1 and form 2.

Form 1: Confirmation of Date Form

**must be signed by the school Principal*

Form 2: 50% Deposit Form

**School to complete only if they are the payor.
Otherwise, county should complete.*

Form 3: Consent & Release

**Must collect 1 per student*

These may take a while to collect and are not due within the week. However, we recommend that you provide these to the school the first week. They should give each teacher a class set of Consent & Release forms. The class teachers will collect forms from parents and give you all signed forms on the first scheduled visit day. Any student without a signed consent form cannot attend the Georgia Ag. Experience.

VISIT DETAILS _____ 2 weeks out

Please submit the following forms before the first scheduled visit date: Date assigned in email. Email to your county office coordinator and cc info@GeorgiaAgExperience.org

Form 4: Class Schedule

**Must complete 1 per visit day*

PRE LESSON PLAN BEGINS _____ at least 1 week out

The Georgia Ag Experience is first-and-foremost an educational program. For all students to have the same learning experience, we require that the school participate in the pre-lesson for any class that is experiencing the mobile classroom. We have included a "Lesson Plan Packet" ([Link here](#)). for your use that was developed by UGA Ag Education and meets Georgia education standards. Please review the lesson plan and require your teachers to begin the lesson at least 1 week in advance of the scheduled visit. **YOU MAY WANT TO SHARE IN ADVANCE AND REMIND.**

TRAILER DELIVERY

1 day before your visit

A truck and trailer hauler will contact you in advance to schedule the trailer delivery. If you have not heard from anyone before 10 am the day before your visit – please contact your county office coordinator. The mobile classroom will be delivered the day before your first scheduled visit day. Unless your visit falls on a Monday – it will be delivered Friday. The trailer will remain on your campus until 4 pm of your last visit day. Please notify any on-campus security and/or your local police department so they can provide extra security. The trailer must be parked in a secure, level area with coverage, if possible. No power is required.

DAY OF EXPECTATIONS & REQUIREMENTS

- Georgia Farm Bureau County volunteers and the district education coordinator will arrive 1 hour before the first block to set up the trailer.
- Please have all classes arrive 5 minutes in advance of their scheduled block time. Provide all consent forms prior.
- Each class must be accompanied by at least one teacher at all times.
- The class will be split into 2-3 groups depending on class size. The first group will begin inside the trailer. Group 2 and 3 will take part in two activities outside the trailer. The groups will swap so each student can experience all activities.
 - In the event of rain, group 2 and 3 will begin inside with the same instruction.
- Georgia Ag. Experience staff and volunteers will be required to have their temperature taken in the morning and wear a mask. Each student will be required to use hand sanitizer before entering and after exiting the classroom.
- After the block, each teacher will be given 1 parent handout per student and 1 sheet with instructions for a post visit student and teacher survey.

POST VISIT

Lesson Plan:

Help your students deepen their experience by continuing the conversation after the mobile classroom has left. We have included an outline of activities in the “Lesson Plan Packet” (Link) for teachers to make use of. For classes that wish to dive deeper, consider requiring your school to participate in the STEM INNOVATION CHALLENGE. Your students will have a chance to investigate a real-world industry problem that affects a sector of Georgia’s agriculture community (Coming Soon).

Surveys:

We hope you enjoyed the Georgia Ag Experience and would love your feedback on how to improve! We currently have 2 surveys available: one for teachers/school administration and one for students. Please encourage the teachers to set aside time – right after the visit to complete the surveys. We will be conducting research with UGA on the effectiveness of our teaching and how it impacts students’ knowledge and attitude toward agriculture. Your responses to the survey are a fundamental part of advancing Georgia agricultural education! Survey flyer linked [here](#).

Make Ag Education A Priority!

If you wish to continue the conversation after the mobile classroom has left, we encourage you to consider these ideas:

- Reserve a “Traveling Truck” through your local county Farm Bureau office. Currently Georgia Farm Bureau has traveling ag education boxes with topics such as Georgia forestry and peanuts. These kits offer all you need to keep teaching agriculture in the classroom.
- Visit the Georgia Ag Experience website. We have fun activities for kids and many lesson plans for each station in the mobile classroom.
- Visit gfb.ag/aitc for ag mags, ag lessons, ag-tivities, no bake recipes, book suggestions and much more!
- Contact your local Farm Bureau Office and see how they and local farmers can be part of your classroom lessons and activities.

SCHOOL COORDINATOR CHECKLIST

School faculty, staff and volunteers play a critical role in executing a Georgia Ag. Experience Visit. It is important that the timeline below is properly communicated and all steps are taken to ensure success.

WE NEED YOUR HELP!

COMPLETE?	CLICK BELOW FOR LINK	DUE DATE	TASK	INSTRUCTIONS/NOTES
<input type="checkbox"/>	ENGLISH SPANISH	Share 1 month in advance Due 1st Day of Visit	Distribute Consent & Release Forms	Distribute consent & release forms. Collect 1 form per student. Any student without a signed consent form cannot attend the Georgia Ag. Experience.
	LINK	Share 1 month in advance Due 1st Day of Visit	Email teachers the lesson plan packet	The Pre Visit Lesson plan and assessment is very important for our data collection. We appreciate your help in preparing students for the visit.
	LINK	Due date listed in email Begin 1 month in advance	Develop Class Schedule Worksheet	Create 1 class schedule per visit day. Ensure each block is 1 hour No large gaps (more than 30 mins) in the schedule
	LINK	1-2 weeks before visit	Email teachers a reminder to complete the lesson plan	Pre assessment quiz so the students are ready The Pre Visit Lesson plan and assessment is very important for our data collection. We appreciate your help in preparing students for the visit.
	LINK	Weekday before visit	Communicate with driver	*The trailer unit will be delivered the day the day before your visit. Unless you visit falls on a Monday then it will be delivered the Friday before. *Most delivery times will be later afternoon/evening. *You will receive a phone call from our driver the morning of delivery to confirm arrival time.
	LINK	1 week after visit	Send reminder email to teachers with survey links	*The Post Visit Lesson plan, assessment and survey is very important for our data collection. We appreciate your help in improving our program.