

## **Chemistry-Based Outreach Project Contacting Teachers**

You may go ahead and start contacting any school you wish, or choose one from the attached list (please see Dr. Brush for the school addresses, phone number and email addresses). **DO NOT WAIT UNTIL THE LAST MINUTE TO BEGIN CONTACTING SCHOOLS!** March 29 through May 6 is the best time to visit schools, but keep in mind the school vacation week, April 18-22. The guidelines below are to help you in making the “first contact” with a teacher. If you have any questions, please feel free to contact Dr. Brush.

(1) If you are contacting a school that is not on the attached list, you will probably get the school secretary, so explain why you are calling, ask to speak to a specific teacher (whom you may already know), or ask to speak with a science teacher for the grade level you are interested in. Don't be surprised if they ask you questions about what you are doing and why, as they are very sensitive about the safety of their students. Find out the teacher's name, and if they are not available when you call leave your phone number and your email address. Teachers are in school from 7:30 AM - 4:00 PM. Keep in mind that teachers are very busy, so they will try to call you either during a break or in the evening. Use email if possible! If you do not hear back within 24 hours, try again. If you don't hear back a second time, try another school.

(2) If you are contacting a teacher from the list, I would suggest using both email and phone. If the teacher is not available when you call, leave your phone number and your email address. When you speak with the teacher (or if you send an email), introduce yourself, explain that you are a BSC student and that you are participating in the Chemistry Outreach program this spring, and would like to visit the teacher's class. Be prepared to explain what you are doing and why!

(3) The BSC faculty member in charge of the program is Dr. Ed Brush, (508) 531-2116; ebrush@bridgew.edu. You must ask the teacher if a “CORI” form is required! Tell the teacher that CORI background checks should not be necessary as the classroom teacher must be present at all times during the OutReach presentation. If the school requires CORI forms, thank the teacher for their time and say that it is very doubtful we could get these processed in time for an OutReach visit to their school.

(4) Arrange a date, time, and meeting place for your visit. Ask how many students are in the class, the grade level, and if electrical outlets are available in the classroom. Keep in mind that these demos are best for classes no larger than 25-30 students. If you plan to do the chemiluminescence demo, ask if the classroom can be darkened.

(5) Keep in mind that after you arrive at the school you will need about 15 minutes to set up, about 30-50 minutes to run your demos (discuss this with the teacher first), and 15-20 minutes to clean up. Leave at least 15 minutes between class presentations, if you are doing more than one. The kids will ask questions (and you should be prepared to ask questions yourself), so be prepared! Get directions to the school, and ask about parking.

(6) Get the teachers school mailing address, email address and confirm the school phone number. Tell the teacher that Dr. Brush will send a letter or email confirming the presentation.

(7) Call or email the teacher 2-3 days before your presentation to confirm time and meeting place. I will also provide you with a handout for the classroom teacher, which includes an evaluation form of the program.

**School Information Deadline: Friday, April 1<sup>st</sup>.** You must complete a School Visit Information Form (available on the OutReach web page) and return to Dr. Brush by this date. Dr. Brush will send a confirmation letter to the teacher and give you a copy.

**(List of schools is on back)**

**LIST OF POSSIBLE SCHOOLS FOR OUTREACH PRESENTATIONS – 2005**  
**(Contact Dr. Brush for complete school contact information)**

H.B. Burkland School, Middleboro, MA

Whitman Middle School, Whitman, MA

Williams Middle School, Bridgewater, MA

Indian Brook Elementary School, Plymouth, MA

Qualters Middle School, Mansfield, MA

J.F. Kennedy Elementary School, Brockton, MA

Potter Elementary School, Dartmouth, MA

New Beginnings Academy, Hyde Park, MA

E.S. Brown Elementary School, Swansea, MA

John W. Decas Elementary School, Wareham, MA

Pingree Elementary School, E. Weymouth, MA

Hobomock Elementary School, Pembroke, MA

Potter Elementary School, Dartmouth, MA

Galligan School, Taunton, MA

Henry A. Yelle Elementary School, Norton, MA

Parker Middle School, Taunton, MA

\*St. Mary's Elementary School, Taunton, MA

\*F.L. Olmsted School, Easton, MA

\*George M. Mitchell Elementary School  
(formally Bridgewater Elementary School)  
Bridgewater, MA

\*Grace-Farrar Cole School, Norwell

\*Dighton Middle School, Dighton, MA

\*Hatherly School, Scituate

\*Beckwith Middle School, Rehoboth

**\*These schools were visited in 2004.**