**Rock Creek Science Docent Program 2017-18**

Mission: To enrich and reinforce student learning and excite interest in science through interactive curriculum-based lab experiments

Philosophy: Rock Creek‘s Science Lab: Building Curious Minds

Internal Program Structure and Duties 2017-18

1. **Head Coordinators**:
   1. Review Experiments for relevance to curriculum taught
   2. Chair/facilitate all general meetings with volunteers, teacher s and staff
   3. Coordinate recruitment and training of docents
   4. Purchase supplies
   5. Make and Monitor Budget
   6. Maintain docent contact information
   7. Plan for End of the Year gifts and thank-you’s
   8. Monitor general Lab housekeeping, laundry
   9. Produce biannual newsletter
   10. Maintain website
   11. Coordinate STEM fair
2. G**rade Level Coordinators:**
   1. Review the current lab experiment and make sure there are sufficient supplies- notify head coordinators of needed supplies
   2. Make necessary copies and leave in stackers on the left of the front white boards
   3. Suggest the possibility of coordinating labs to expedite preparation
   4. Distribute lab experiment information to docents in their grade
3. **Classroom head docents:**
   1. Contact teacher with title of the lab and possible dates, contacts other class docents on their availability for those dates, sets final date with teacher and notifies other docents. T
   2. Add the appropriate data on the Lab calendar; Be sure to include Grade (via appropriate color), teacher, classroom head docent’s name and the name of the lab
   3. Send email reminder to teacher and other docents a week before the lab
   4. Coordinate set up of experiment with other docents

**2017-18**

**Head Coordinators:** Natalie Bowen and Karen Enghusen

**Grade Level Coordinators:**

* **TK:**
* **K :**
* **Grade 1:**
* **Grade 2:**
* **Grade 3:**
* **Grade 4:**
* **Grade 5:**
* **Grade 6:**

**Classroom volunteers**

**T/K** Knorzer Moores

**K** Snyder Campus Helen

**1** Cable Mazzone/Sprinkle Stinchfield

**2** Breckenridge McCoy/Miller Radmilovic

**3** Goldsmith Moore Wallin/Miller

**4** Grider Kircher Neff

**5** Gillespie Morgan Schwenning

6. Hutton Martin