



Nature Program

School Visit Checklist

Here are my basic guidelines. I work with each school to design a fun and inspirational day that fits their unique needs and schedule.

- Email Kathy to confirm date, select your program option (free, or fee with benefits) and the number of bookmarks needed.
- Kathy will email a “Letter/ order form” and will mail posters, and book(s) for the library.
- Set the assembly schedule. Morning is preferable. The program is 45 minutes, but allow 15 minutes transition time. For two assemblies, group students by grade i.e. K-2, and 3-5.
- Schedule the author lunch. A select class or group can meet with Kathy for lunch. This can be the environmental club, student’s council, best reader from each class, struggling readers, the class who reads the most books, the class that has the best record for returning library books on time, writing contest winners, or a winner from each class of a styrofoam peanuts guessing game. The lunch doesn’t have to be anything fancy. I often eat the cafeteria lunch. It’s an opportunity to give a small group of students face to face time with an author.
- Schedule time for the book signing. I like to meet the students and sign their book in front of them, if possible. This is typically done in the afternoon, following the author lunch. Students can be called to the ‘signing’ area by grade or class.
- Prepare Students: Please preview the books with all students to build excitement for my visit. The program will include science, photography tips and info on how they can use photography to create stories. *A parent recently told me that her 4th grade daughter wanted the book but was worried about her peers teasing her for getting a picture book. Please emphasize with older students that the photography & non-fiction basis of this book make it appropriate for any age, including adults!*

Writing activities focused on chipmunks will enhance the anticipated visit.

- Inform Parents: Send home the Letter to Parents/Order Form. I only need a few days notice of how many books to bring. I always bring extra so I can handle last minute orders. The paperwork is due the Friday before my visit, but you'll need to make reminder announcements.
- Collect book orders, and organize them by grade level and then teacher. A few days before the visit email an approximate total number of each book ordered. It works best to separate the payment from the slips. Verify checks are made payable to Kathy Miller and write the check # on the order slip.
- Technical needs: screen, microphone, AV cart (for my laptop and projector), a small table & chair, extension cord, and power strip. I bring my own laptop and projector, so I'll use yours as a back-up.
- If you are receiving free books and posters as student giveaways, please have these winners preselected so they can be presented at the assemblies.
- Find a volunteer to wear the Chippy Chipmunk mascot costume. (They will get a free book and only need to wear it for a few minutes during each program.)
- Inform your gym teacher if the gymnasium is being utilized.
- Inform the cafeteria staff if the cafeteria is being utilized. (They need set up time before lunch.)
- Inform maintenance staff of technical needs.
- A bottle of water would be most appreciated.