School Schedule

COSI ON WHEELS is scheduled to be at your school!

Program Name: _____

Program Date: _____

COMPLETE AND RETURN TO COSI FOUR WEEKS PRIOR TO YOUR EVENT DATE

Please help us prepare for this program by providing the information requested.
A completed copy must be sent to:

COSI
Attn: Call Center
333 West Broad St
Columbus, OH 43215
Or Fax: 614-629-3226 Or email: cosionwheels@cosi.org

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

SCHOOL PHONE #: _____

PRINCIPAL: _____ PREFERRED PHONE: _____

CONTACT PERSON: _____

PREFERRED PHONE: _____ALTERNATE PHONE: _____

EMAIL: _____

SET UP INFORMATION

SET UP TIME:_____(This should be in the late afternoon or evening prior to your visit date. We require the assistance of three-four adults for one hour to help unload and set up. If the room where the program will be set up has a stairway barrier we will need four-six adults who are able to lift approximately 50 pounds.)

SET UP LOCATION FOR ASSEMBLY: _____
(The location cannot be used for other events while COSI On Wheels is set up [e.g., sports practices, meetings, latchkey, breakfast, etc.])

SET UP LOCATION FOR HANDS-ON SESSIONS:_____ (The location for the hands-on sessions require 8-10 eight foot tables that are set up prior to our arrival. This location also cannot be used for other events while COSI On Wheels is set up.)

SCHEDULE FOR THE DAY OF THE PROGRAM

VOLUNTEER ORIENTATION TIME:_____ to _____(Scheduled for 45 minutes, 45-60 minutes before assembly begins.)

ASSEMBLY TIME:_____to_____ (Entire school will attend this 45 minute assembly *BEFORE* they participate in the hands-on sessions.) *If necessary, a second assembly can be scheduled after lunch in place of a hands-on session.*

NUMBER OF STUDENTS FOR ASSEMBLY:_____ GRADES:_____

15 MINUTE BREAK TIME:_____ to _____(To get students and volunteers in place prior to the first hands-on session.)

HANDS-ON SESSIONS: (Scheduled for 30-45 minutes each for a **maximum of 62 students in each session**. Hands-On Sessions can not occur during the assembly or lunch break. Additional hands-on sessions can be added if necessary and if time permits; the outline below is just a suggestion.)

TIME FOR SESSION #1:_____to_____ #of students_____ Grade_____

TIME FOR SESSION #2:_____to_____ #of students_____ Grade_____

TIME FOR SESSION #3:_____to_____ #of students_____ Grade_____

TIME FOR SESSION #4:_____to_____ #of students_____ Grade_____

LUNCH BREAK TIME:_____to_____(At least 30-45 minutes for the COSI Educator and school volunteers. Hands-on sessions cannot be scheduled during the lunch break.)

HANDS-ON SESSIONS CONTINUED:

TIME FOR SESSION #5:_____to_____ #of students_____ Grade_____

TIME FOR SESSION #6:_____to_____ #of students_____ Grade_____

TIME FOR SESSION #7:_____to_____ #of students_____ Grade_____

TIME FOR SESSION #8:_____to_____ #of students_____ Grade_____

CLEAN UP TIME:_____to_____ (Scheduled for 15 minutes with all volunteers. COSI Educator will require an additional 15 minutes to complete the clean up. Three-four strong adults are needed to assist the Educator with loading the vehicle.)

COSI On Wheels will provide:

* One COSI On Wheels Educator
* All equipment
* Training session for the school-provided volunteers
* Assembly and hands-on sessions
* Advance communication to confirm program details approximately one week prior to your event

The School/Host will provide:

* 15 to 20 Adult or supervised High School volunteers (**16 years or older**) to assist with activities for the entire program day.
* Set up time and secure, available space at the site on the evening prior to the event. The space cannot be used for other events while COSI On Wheels is set up (e.g., sports practices, meetings, latchkey, etc.).
* Set up and tear down assistance from three to four strong adults for approximately one hour each day. Four to six volunteers able to lift 50 pounds are required if there is a stairway barrier. If the appropriate number of volunteers are not available for the Educator at the scheduled set up time set up will be delayed until the situation is rectified. **The Educator will not unload the vehicle or set up without adequate assistance.**
* A room with approximately 600 square feet of space and ten 8-foot tables, or equivalent tabletop space, for hands-on activities. This room should be large enough to hold the assembly and the hands-on activities; a gymnasium or multi-purpose room is preferred. The space cannot be used for other events while COSI On Wheels is set up (e.g., sports practices, meetings, gym, breakfast, lunch, etc.).
* Full payment is due two months prior to the program.
* A contact person who will greet and assist the COSI Educator at the time of set up.
* The following items completed and sent to COSI at least four weeks prior to the program:
  --Signed COSI On Wheels Program Agreement
  --Completed schedule for COSI On Wheels assembly and hands-on sessions
  --Completed School Information sheet
* **500 students maximum capacity per day**; groups of 62 or fewer students per hands-on activity session. This limit will be enforced for liability reasons, and to provide the optimal educational experience for all participants.

I, acting as an authorized intermediary on behalf of the school, agree to all of the above mentioned items for the COSI On Wheels program. I understand that adherence to these rules is essential in order to provide the greatest service and best possible educational experience for the students. Failure to abide by these regulations will result in a breach of contract.

_____ _____

Signature of Contact Person Date

_____

School Name

Please Note - COSI may be taking photos for COSI's use in materials such as brochures, promotions, website, etc. When students are photographed it is possible that his or her photo may be used for these publications. If for any reason there are students that may not have their photo taken for these purposes, please inform the photographer.

Please Note - Programs canceled more than six weeks prior to the program date will receive a partial refund, less the $200 per day non-refundable deposit. Weather-related cancellations can be rescheduled to a new date within the same school year with no penalty. Weather-related cancellations that are not rescheduled into a new date within the same school year will be refunded, minus the non-refundable $200 per day deposit. **Programs canceled less than six weeks (42 days) prior to the program will not be refunded or credited in any way. Unpaid programs that cancel less than six weeks prior to the program date will still be responsible for paying the full program fee.**