

COSI Early Childhood Outreach Coordinator Pac

THANK YOU for taking the time to read through this information in order to make your COSI Early Childhood Outreach Program run as smoothly as possible. We are coming to your school to engage students in hands-on science activities. In order to best facilitate the program we will need your assistance with the following things:

VOLUNTEERS:

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- 2 volunteers to assist during each program session. These volunteers can interact with children during the activities and assist the COSI Early Childhood Outreach Educator as needed. The volunteers can be teachers or other adults at the school.
- o 1 volunteer to help with set-up and tear down of the program. This volunteer can be one of the two volunteers that assist during the program session, but he does not have to be.

We hope that our volunteers are **enthusiastic** and **excited** about the activities so that the children have a meaningful and fun learning experience. Volunteers do not need to have a science background.

Guidelines to assist you in your efforts recruiting this valuable resource:
Establish a recruiting timetable. It is best to begin your search for volunteers four weeks prior to COSI's visit. Phone calls work best. Remember to confirm with phone calls the night before to eliminate challenges the day of the program.
No experience necessary. The volunteers' main job is to have FUN! Many people think they must be experts in science to lead a COSI activity, but that is not the case. The COSI Educator is there to help them understand the science. It is meant to be a learning experience for all: students, teachers, and volunteers.

□ **Let them know they are appreciated.** The COSI Early Childhood Outreach Program could not happen if it were not for those fabulous volunteers. The volunteers are donating their time and a great deal of effort which is appreciated and helps the program to run smoothly.

SETTING UP THE SHOW/TEARING DOWN:

Set up takes place about 45 minutes betore the tirst session.
One volunteer must be present during the set up to assure proper equipment placement for the
event. The volunteer will assist with unloading the van and help with set-up of the program, as
well as tearing down the program and reloading the van at the end of the day.

ORIENTATION:

	The COSI	Educator	will train	the vo	lunteer	during	the set-up	of the	program.
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☐ The orientation will include background and "how to" information for all of the activity centers. In addition, the Educator can answer any and all questions the volunteer may have about the day.

CONTACT INFORMATION:

Please remit invoices, schedules and school information to:

COSI

Attn: Early Childhood Outreach

333 W. Broad St.

Columbus, OH 43215

You may also fax schedules and school information to:

614-629-3226

Attn: Early Childhood Outreach

If you need general information about COSI Early Childhood Outreach you can visit our web site at www.cosi.org. You can also call COSI's Call Center at 614-228-COSI, or toll free 888-819-COSI.

If you have specific questions about your event, please give us a call at these extensions:

Try First:

Cynthia Dove, Call Center Associate, at Ext. 1711 or earlychildhoodoutreach@cosi.org

Then Try:

Erica Gilbert, Manager of Early Childhood Outreach, at Ext. 2349 or egilbert@mail.cosi.org