Greetings Coordinators, Principals, and Volunteers:

COSI will be coming to your school soon with exciting, educational, hands-on science programming designed to engage your students with the world around them. The COSI on Wheels Team wants to make sure you have everything you need for a successful and enjoyable program, as well as offer any additional resources we can for you and your school. Please use this handbook as a resource to help you navigate your way through your program day, and thank you for choosing COSI for your outreach programming!

What is COSI on WHEELS?

A Midwest school tradition since 1982, COSI on Wheels introduces dynamic science topics to your entire school with a high-energy, 45 minute assembly followed by a day of hands-on activities that enhance inquiry skills, encourage curiosity, and spark an interest in science! All COSI on Wheels programs support Ohio’s Learning Standards, as well as Next Generation Science Standards.

COSI on Wheels Educators, lovingly referred to as “COWs,” travel across Ohio and the surrounding states during the school year with our engaging programming. In one year, we can reach over 600 schools and see over 200,000 participants!
Below is an important checklist to review before you book a COSI on Wheels program. To have a great COSI day, you’ll need the following:

- **COORDINATOR FOR PROGRAM DAY**: The Coordinator is the main contact between COSI on Wheels and your school. This person should be present for the entire program day, and should be available during evening setup and program day teardown. We recommend that the Coordinator not be the Principal due to the demands of the COSI on Wheels program.

- **SCHEDULE SUBMITTED TO COSI ON WHEELS TEAM**: We ask for a completed schedule for your program day in advance to make sure everything looks great with plenty of time to make edits as needed. Please remember that we can reach up to 500 learners per day with a maximum of 62 students per hands-on session.

- **VOLUNTEERS ACQUIRED FOR PROGRAM DAY**: 15-20 volunteers are required for a full program day; the Educator needs 2-4 adults able to lift up to 50 lbs. to help unload the evening before the program day, and volunteers to help tear down and load up after the program. Volunteers can be high school students, parents, grandparents, or other teachers at least 16 years of age or older. Your volunteers are crucial for a great COSI day; they show your students that science is fun, accessible, and all around them!

- **PAYMENT SUBMITTED TO COSI’S FINANCE TEAM**: within the first two weeks of receiving your invoice, your $200 per day non-refundable deposit is due. In lieu of a deposit, COSI will accept a purchase order, which must be submitted within 2 weeks of receiving the invoice. If a cancellation is necessary the deposit made is non-refundable. Payment in full for the cost of the program is due 1 month prior to the date of the program.

- **SPACE OBTAINED FOR PROGRAM DAY**: this is typically a school gym, but can also be an auditorium, multi-purpose room, or additional large space. As a reminder, no other events are to be scheduled in this space from the moment of COSI on Wheels set up to the time of program tear down. Additionally, the space must be large enough for a school assembly and up to 10 hands-on stations.

- **STUDENT NUMBERS AT 500 OR BELOW**: we do this to ensure the quality of programming and safety of your students. If you have more than 500 students, you must schedule an additional COSI on Wheels program day.
Congratulations, your COSI on Wheels program date is coming up soon! What do you do to prepare for the big day? Here are a few tips and tricks to make sure you have the best program day possible!

1. **MAKE SURE YOUR INVOICE IS CORRECT.** Within 5 business days of your reservation request, you will be sent an invoice by the COSI on Wheels Team. Please review all information and make sure it is correct. Please also review the payment policies, terms and conditions, and cancellation policies in the confirmation e-mails you receive from COSI. Questions? Please contact our Manager of COSI on Wheels at 614-629-3144 or the Communication Senior Specialist at 614-629-3192.

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<th>ITEM DUE</th>
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<tr>
<td>Review Terms and Conditions</td>
<td>ASAP</td>
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<td>$200 per day non-refundable deposit</td>
<td>2 weeks after receipt of invoice</td>
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<td>(credited to total program fee)</td>
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<td>Program Schedule</td>
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<td>Remainder of program balance</td>
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**WHAT IF I NEED TO CANCEL?** Snow Days, Floods, Teacher Work Days… these things happen and can sneak up on us! Don’t worry, we can help! Program rescheduling may be available up to 1 month prior to the program date by contacting COSI.

Programs canceled due to weather (or other unexpected site closure) may be rescheduled to a new date in the same school year, or refunded minus the deposit.

2. **GATHER YOUR VOLUNTEERS.** We recommend starting this process at least a month in advance. Volunteers can be parents, grandparents, high school students, or other adults 16 years of age or older! The earlier you start volunteer recruitment, the better turnout you’ll get. Volunteers are crucial to the COSI on Wheels experience; they directly interact with your students and help them learn more about in-depth science concepts and the world around them during the hands-on sessions. **Volunteers must attend the mandatory orientation the morning of the program.**

3. **CREATE YOUR SCHEDULE.** To have a successful COSI on Wheels program day, your schedule must have the following:
   - 45 minute volunteer orientation *(before your assembly)*
   - 45 minute assembly *(please allow time for students to enter program space)*
   - 10-15 minute break for students to exit program space
   - 30-45 minute hands-on sessions *(max. 62 students per session)*
   - 30 min lunch break for Educator and volunteers
   - 30 min for volunteers to tear down stations and load up vehicle

4. **TALK WITH OUR EDUCATORS.** Your COSI on Wheels Educator (lovingly referred to as a COW) will contact you two weeks prior to your program day; they will go over all logistical information to make sure the program is as smooth, efficient, and fun as possible! They’re also able to answer any questions you might have about your program.
THANK YOU AGAIN
FOR BOOKING WITH

COSI on WHEELS

we look forward to working with you soon!

MANAGER OF COSI ON WHEELS:
614.629.3144

COMMUNICATION SENIOR SPECIALIST:
614.629.3192

cosionwheels@cosi.org