Science Kits
Pick-Ups & Returns at CSO, Wyatt 060 Suite, counter under the window
Office hours: Monday – Friday between 8:30-4:30 (The building is usually accessible 7a-6p, M-F)

Kits are designed for 7th and or 8th grade curricula, but if you are working with a different grade, you may want to be familiar with them anyway; you can modify them to be appropriate for the grade level.

Information
http://www.vanderbilt.edu/cso/Science-Kits.php has links to kits listed in by subject/grade/standards, as well as full lessons you should read before requesting. May kits do not come ready-to-go, and it is your responsibility to plan accordingly, and familiarize yourself with the materials and steps before teaching it.

Scheduling
1. Kit schedules need to be submitted during the SCP Summer Workshop. Due to kit limitations, only one person will be able to reserve the same kit per week.
2. Please fill in the partner information sheet today with who your partner is, what day of the week you use the kits, how many classes you have, and how many students per class.
3. Somebody will send you a google calendar invitation to the kits calendar. Please refer to it when making requests. The format should be as follows. It should go from M-F of the week you desire regardless of your actual classroom day. If the kit is needed for more than one week, weekends are okay. In the actual event please put: “Kit name – Fellow name/Teacher name, School name”
4. In the event that you need to change your kit request, please check and modify the master schedule first to ensure that the kit is available, and ALSO contact the kit director at scpkits@list.vanderbilt.edu as soon as possible to request changes. Even if the schedule allows, changes with less than three weeks’ notice cannot be guaranteed, due to time needed to order and prepare supplies.

About VSVS… The Vanderbilt Student Volunteers for Science designed many of the original kits ours are based on, and they publish full lessons for them on their website. However, their library is more comprehensive than ours; our available kits are listed on the following pages. Many thanks to VSVS!
http://studentorgs.vanderbilt.edu/vsvs/lessons.html

Kit Pick-Up
1. It is expected for you to pick up the kit no earlier than 3PM the Friday before the week you will use it in the classroom. Make sure you sign the kit in and out and fill out any refills on the checkout clipboard. When ready, the kit will be on the counter at the end of the 060 Suite in Wyatt. If you would like to pick the kit up earlier than Friday, make those requests as early as possible. (They may be available earlier anyway; feel free to ask.) In the event the kit can’t be ready by 3:00 the Friday before your week, we will make every effort to email you.
2. Review the lesson prior to pick-up. This can be done here: http://www.vanderbilt.edu/cso/Kit-lessons.php. When receiving the kit, do a quick check to make sure you have all your materials and in the correct quantities.
3. It is highly recommended that you do the lesson yourself to make sure that everything works properly and that you are familiar with the explanations and potential problems.
4. You may need to purchase extra supplies immediately prior to use (ie. perishable items). Jennifer will give you more instructions on that. Do not return kits with items inside that are prone to rot.

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Kit Use
1. Master copies of handouts should be provided in the kits. Make enough copies for your class at your school. The teacher can access most of the lesson plans to make copies prior to your arrival with the kit.
2. Supplies may need to be prepared prior to use. For instance, a lesson may require you to cut potatoes, make a solution, etc. This will be done ahead of time if possible, but it must be pre-coordinated.

Kit Return
1. Kits should be returned as soon after use as feasible, usually 2-3 days. Within a day may be necessary if it is being checked out again within the following week or two. It is your responsibility to check the schedule and get it back clean, complete, and in working order with plenty of time to be replenished for the next person. A fellow who fails to return the kit clean, dry, and organized will not be allowed to check kits out for the rest of the year.
2. Return all materials that are not consumed in the course of the lesson.
3. Please rinse out and dry all used cups, plates, and containers (even if they look disposable). There are some kits where disposing of bags and cups is necessary, but please double check the instructions. Leave time for your students to clean up their own equipment!
4. When returning the kit please send an email what needs to be replaced or improved before it can be used in another classroom. Also, sign the kit back in on the clipboard in Wyatt 060. If you have any suggestions, please let us know.

Kit staff:
Greta Clinton-Selin, CSO Data Mgmt. Specialist, greta.c.selin@vanderbilt.edu
Taylor Evans, Undergrad TA, taylor.evans@vanderbilt.edu

scpkits@list.vanderbilt.edu
- automatically forwards emails to Greta, Taylor, and Jennifer Ufnar
- in the event that the kits staff changes, so will the recipients of this list
- the best email to use for kits inquiries, especially for the fastest response & logistical coordination

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