Science Kits
Pick-Ups & Returns at CSO, Wyatt 060 Suite Back Counter
Office hours: Monday – Friday between 8:30-4:30; confirm the kit is ready before you come.
(The building is usually accessible 7a-6p as well.)

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.

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 two 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 sig 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.
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.
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 cups, plates, bags, containers, etc. There are some kits where disposing of bags and cups is ok, but please double check the instructions first.
3. Please rinse out and dry all used cups and containers. Encourage your students to do this step of the lab.
4. When returning the kit please send an email to the list serve email stating you are returning it and what needs to be replaced or improved. Also, sign the kit back in on the clipboard in Wyatt 060. If you have any suggestions, please let us know.