

**HOST Lab Chaperone Expectations**

*Dear Chaperones,*

*Thank you so much for volunteering to come with your students to visit the HOST Labs! We wouldn’t be able to do this without you. This is a great opportunity for middle school students to be exposed to engaging science lessons and interact with undergraduates enrolled at the university. You are welcome to be an observer or active participant. Below is information for what to expect on the day of the trip.*

**Chaperone Expectations:**

* You will need to stay on campus for the duration of the trip.
* You should ride to and from CSUEB on the bus unless you have arranged otherwise in advance. You will need to purchase a parking permit if you are driving your own car. Daily permits can be purchased at kiosks in the general parking lots.
* Meet with your group at designated check-in locations at designated times. Count your students, and let the teachers know if you are having issues with any students; they will take responsibility for any students that are not meeting expectations.
* Complete a ***Chaperone Video Release Form*** (p. 10, Information Packet), if you plan to stay in the HOST Lab.

**Schedule:**

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|  | * Students get into groups and meet their chaperones.
* Use the bathroom.
* Board the buses with your group
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| 9:15 – 9:20 | * Arrive at CSUEB.
* Meet HOST Lab coordinator.
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| 9:20 – 9:30 | Walk to HOST Lab (**South Science 336**).* Store backpacks and lunches.
* Put on lab coats and goggles.
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| 9:30 – 11:30 | HOST Lab Activities led by CSUEB students* Organizing teacher asked to stay to help provide feedback to the program
* Other chaperones are free to stay and observe or explore campus on their own.
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| 11:30 – 11:50 | HOST Lab Post-assessment |
| 11:50  | Lunch and campus explorations |

***Emergency Numbers: In the event of an emergency, please contact one of the following as soon as possible.***

**Teacher (cell phone):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**School’s office phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOST Lab Coordinator, Megan Jensen:** (510) 885-3463 (office) or (510) 435-2134 (cell)