

# **Hawthorne Elementary Fall Outreach!**

*Designed by Alpha Chi Sigma, Gamma Zeta Chapter*

---

**Target Audience:** Elementary school students

**Event Goals:** Spark excitement for science in young kids

**Event Type:** Outreach

**Setting:** School gymnasium/ multipurpose room

**Time Frame:** Fall season ~ End of October/Early November

**Led by:** College students

**Approximate Cost:** \$50

**Event Length:** Around three hours (variable)

---

## **Table of Contents:**

- Brief Description
  - Checklists
    - Prep Checklist
    - Day-Of Event Checklist
  - Committee Descriptions
  - Supplies
- 

## **BRIEF DESCRIPTION**

The Hawthorne Elementary School Fall Outreach Event is intended to get elementary school students excited about science through fall themed experiments. The event takes place in Hawthorne's multipurpose room and consists of about 4 stations of experiments that students cycle through. At the end of the rotations, a large demo is performed for all the students to watch. This event allows members of the Gamma Zeta Chapter to get involved in the SLO community and exposes kids to chemistry!

---

# CHECKLIST

## Prep Checklist (chronological):

### **Week 1-2 Fall Quarter/ASAP**

- Reach out to the Hawthorne Elementary School secretary and express interest in hosting a chemistry event in November
  - Jennifer Ritchie: [jritchie@slcusd.org](mailto:jritchie@slcusd.org)
- Form a committee to help plan this event (it requires a lot of logistical work)
- Finalize a date and time for the event with Jennifer ASAP (you may have to follow up a lot, she is busy!)
- Start the process to request facilities use with SLO Unified:  
<https://www.slcusd.org/departments/bgt/facility-usage>
  - This must be done 30 days prior to the event
  - You will need proof of insurance and non profit status (ask nationals for these documents)
  - Email [jmclaughlin@slcusd.org](mailto:jmclaughlin@slcusd.org) if there are any issues, he is very helpful

### **Week 3 Fall Quarter/~4 weeks before the event**

- Start planning what activities you are going to do with the students
  - I recommend 4 stations, 5 mins at each station
  - Look for fall themed, simple science experiments
- Write procedures for the activities
- Poll the active body to see who wants to volunteer at the event
- Confirm with Jennifer what volunteer paperwork must be filled out

### **Week 4 Fall Quarter/~3 weeks before the event**

- Finalize activity list and collect materials
  - Search AXS room for many materials
  - Ask Brendan in the stock room for any chemicals and glassware
  - Buy what we don't already have

### **Week 5 Fall Quarter/~2 weeks before the event**

- Ask pledges to sign up to come to the event
- Ensure all volunteers fill out the volunteer paperwork and send it to Jennifer
- Assign actives and pledges stations and provide them with the procedures

### **Week 6 Fall Quarter/week of the event**

- Confirm with Jennifer that the event is a go and make sure she has given you a schedule
  - In the past we have done 30 minute time slots for each class
- Confirm you have all materials and enough volunteered (ideally 3-4 per station)

**Day-Of Event Checklist:**

- Gather all materials and arrive at least 30 minutes before to setup
- I recommend bringing trash bags and paper towels to help with clean up
- GET EXCITED!!!!

---

**COMMITTEE DESCRIPTIONS**

- Prep crew, Clean-Up crew ← Have pledges help for marbles

<b><u>Activities Committee</u></b> ~5-6 people	<ul style="list-style-type: none"><li>- Plan activities</li><li>- Write procedures for each station</li><li>- Help gather materials</li><li>- One committee member in charge of each station on the day of the event</li></ul>
<b><u>Set-Up Crew</u></b> ~4-5 people	<ul style="list-style-type: none"><li>- Help load materials into car</li><li>- Unload at Hawthorne and setup</li></ul>
<b><u>Clean-Up Crew</u></b> ~4-5 people	<ul style="list-style-type: none"><li>- Throw away and clean necessary items</li><li>- Return borrowed items to stockroom</li></ul>

---

**GENERAL SUPPLIES**

- Paper towels
- Trash bags
- Extension cords
- Supplies specific to the activities you pick!