**Biotech Outreach Education Center**

checklist for K-12 class visits

Welcome to the BOEC, and thank you for partnering with us. We know the lives of educators are more hectic than ever, and we appreciate your desire to offer students high-quality learning experiences outside the walls of your school.

We want to ensure each visit is as impactful as possible, meeting the needs of students, teachers, and ISU staff and researchers we may encounter during your time on campus. Please review this short list of reminders as you prepare for your time with us:

* Make sure you’ve obtained any parent/guardian permission required by your school or district. This includes emergency health information, etc. ISU does not require the use of a “standard” permission form by visitors, but we ask that parents/guardians have been notified of the campus visit and have granted necessary permissions for their student’s involvement.
* All visiting teachers and students must complete an ISU event photo release form.
* Students must wear long pants and closed-toe shoes in labs. All other personal protective equipment (PPE) will be provided on-site.
* There may be some walking during your time on campus, so make sure students dress appropriately. Umbrellas or jackets help immensely when walking across a rainy campus!
* Water bottles, other drinks, and food are not allowed inside our labs, but we do have a space where they can be stored nearby.
* Storage areas for coats and bookbags/backpacks are also available since they are not allowed in the BOEC labs.

An agenda will be provided as we plan your visit. Please note that lunch times are generally 1-1½ hours long. Many schools walk to the Memorial Union, where you’ll find various “fast food” options. There are also several fast food options within a short driving distance of campus.

Parking permits are available for the lots closest to the Molecular Biology Building. Please let us know how many vehicles you’ll have so that we can provide the correct number of permits. We will have permits available when you arrive on the day of your visit. Parking permit information will be collected from you via email a few days before your visit.

If you have additional questions before your arrival on campus, please let me know. We look forward to seeing you and your students soon!





Eric Hall, BOEC Program Coordinator