

### ***KIC Checklist for Teachers***

- \_\_\_ Decide that you and your students would like to participate in a Kids' Inquiry Conference.
- \_\_\_ Launch students into authentic investigations that attempt to answer testable questions.
- \_\_\_ Secure bus transportation.
- \_\_\_ Have students complete applications to present at KIC, either the entire class or only students interested in presenting. Also make sure applications for hands-on displays are completed.
- \_\_\_ Evaluate applications to present. Return those in need of additional information.
- \_\_\_ Send acceptance letters with guidelines for presenting and preparing hands-on demonstrations.
- \_\_\_ Send letters to parents explaining KIC or host a parent meeting.
- \_\_\_ Have student presenters write blurbs that briefly describe presentations. Blurbs will be included in schedule and sign-up sheets.
- \_\_\_ Have the students rehearse presentations for one another and/or other students at school. Help them revise and adapt per audience response.
- \_\_\_ Distribute and gather parent permission slips/consent forms for trip permission and photo release.
- \_\_\_ Have students complete presentation articles for inclusion in the *KIC Journal*. Journal articles should be typed in Word.
- \_\_\_ Have students sign up for desired presentation sessions.
- \_\_\_ Notify media.
- \_\_\_ Arrange for chaperones.
- \_\_\_ Distribute letters to chaperones and/or moderators.
- \_\_\_ Have presenters prepare biography sheets for use by moderators. These are to be taken to the conference.
- \_\_\_ Have presenters prepare packing checklists for presentation materials to take to KIC.
- \_\_\_ Attend your Kids' Inquiry Conference.
- \_\_\_ Have students complete KIC survey.
- \_\_\_ Arrange for adult volunteers to copy and assemble *KIC Journals*, if needed.

On the day of the conference:

- \_\_\_ Assist students and chaperones with check-in and directions to rooms as needed.
- \_\_\_ Assist moderators (gather bio sheets, provide any special instructions).
- \_\_\_ Assist student presenters with setup.
- \_\_\_ Distribute KIC certificates and other materials.