



# AU Explore 2016

Sponsored by the College of Sciences and Mathematics  
Getting the Most Out of Your Experience

## Before You Arrive:

### 1.) Send home a parent reminder and Student Waiver –

Remind students to bring money if they wish to purchase anything (sodas, candy, t-shirts, lunch) and to dress appropriately for the weather. Some events will occur outdoors, so sunscreen and hats are recommended! Send home the Student Waiver to be signed by each parent.

### 2.) Complete the School Demographics Form –

Complete the School Demographics Form (located in the teacher packet) and bring it with you to registration for submission.

### 3.) Submit Student Waivers to AU –

Submit all Student Waivers to Kristen Bond at [kristen.bond@auburn.edu](mailto:kristen.bond@auburn.edu) or to the following address: 315 Roosevelt Concourse, Auburn University, AL 36849 by **Friday, April 15.**

### 4.) Assign Groups and Adult Leaders –

If your school is bringing a large number of students, you will have multiple groups with different schedules. **Each group must be accompanied by at least one adult.** Before arriving on campus, assign one adult to the group of students, give the adult a roster of their assigned students and make sure the students know their assigned leader.

### 5.) Label your Lunchbox Coolers –

We will have approximately 1100 students bringing sack lunches on the day of the event. Many schools bring boxes or coolers that look similar to one another. Take a moment to label every cooler. Brightly colored paper with the name of the school works well.

### 6.) Print Bus and Car Parking Permit(s) and Parking Map –

Auburn University has strict parking regulations. Take care to print the permits and map ahead of time so that you can aid your bus driver and park easily.

## Upon Arrival:

### 1.) Unload your students and coolers quickly and efficiently –

The unloading zone is small and those schools who unload slowly will back-up traffic on to a major city street. To expedite the process we ask that you ***do not give kids instructions while unloading!*** PLEASE DO THIS BEFORE YOU ARRIVE TO CAMPUS!

### 2.) The lead teacher should proceed directly to check-in –

The lead teachers should go directly to the check-in station upon arrival. Let another teacher/adult be responsible for the coolers and students. ONLY the lead teacher for the school should come to the check-in station. The other teachers/adults traveling with the students should be organizing students into their appropriate groups during this time.

### 3.) Send an adult (and students if needed) to Cooler Drop-Off –

The cooler drop-off location is located just past the Check-In Station on the side of Parker Hall. Send at least one adult (with students, if needed) to Drop-off your coolers. There will be a Cooler Drop-Off coordinator that will assign you a Cooler Location (A, B, C, etc.). This is where you will pick-up your coolers at lunch.

## During the Event:

### 1.) Arrive and leave from all events on-time –

Please make a concerted effort to attend all scheduled activities and to arrive and leave on time from your scheduled events. This will help your kids enjoy the events to the fullest. Our faculty and staff have donated their time to help at AU Explore and are looking forward to full classrooms of excited, young scientists!

### 2.) Pick up and throw away all garbage –

The College of Sciences and Mathematics allows us to host this event outdoors in our green space and throughout the college's buildings. Please remind students to pick-up and dispose of all trash and recyclables. Trash and Recycling receptacles will be located all throughout the main Green Space and all buildings have receptacles as well.

### 3.) Discourage yelling and disruptive behaviors –

This year's event is occurring on an official Auburn University class day. Please do not allow your students to engage in disruptive behaviors (especially indoors). Running, yelling, and other disruptive behaviors will not be tolerated while students are on campus, especially inside buildings.