

## KHOC Teacher Checklist

- Attend Orientation(s): virtual** (required for bus funds)
- Obtain Printed Materials:** Teacher Guide + Student Booklets (one for each student)
- Decide Field Trip Type: Self-Guided or Naturalist-Led**
  - For **Naturalist-Led** field trips, submit a Naturalist Program application to your desired Visitor Center. Transportation can be requested directly in this application.
    - Apply for a Naturalist Program at [apply.ebparks.org](https://apply.ebparks.org) by **Monday December 9, 2024**
- Confirm Field Trip Date:** Either self-chosen (for **Self-Guided** field trips) **or** confirmed with Visitor Center (for **Naturalist-Led** field trips)
- Submit Bus Transportation Application **Monday December 9, 2024****
  - For **Self-Guided** field trips, your field trip date **MUST** be confirmed; bus transportation cannot be held for pending dates
  - For **Naturalist-Led** field trips, you may request bus transportation directly in the Naturalist Program application
- Complete Three Challenges and Take Field Trip by **Friday, May 9, 2025****
- Complete Teacher Feedback Survey by **mid-late May 2025****

## Teacher Guidelines & Instructions

These following resources and instructions are designed to help navigate you through the KHOC program and successfully take your field trip. Please reach out to [KHOC@ebparks.org](mailto:KHOC@ebparks.org) should you have any questions.

## Orientation Schedule

Virtual Orientations (via Zoom)
<b>Wednesday, Oct 16, 2024</b> 5:00 – 6:30pm via Zoom
<b>Sunday, October 20, 2024</b> 3:00 – 4:30pm via Zoom



## Field Trip Options: **Self-Guided (encouraged)** or **Naturalist-Led (optional)**

- **Self-Guided** (encouraged): Aided by a Teacher Kit (*a backpack available on loan from various Visitor Centers filled with tools, gadgets, activities, and resources*), teachers opt to lead their class to one of four designated parks with pre-planned instructions. Alternatively, teachers are welcome to lead their class on a field trip to *any* East Bay Regional Park. Refer to the KHOC booklets and employ your educator skills outdoors to facilitate a great, hands-on opportunity for your students.
  - **Note:** Completing a **Self-Guided** field trip will earn each participating teacher one free personal annual Park District membership through the Regional Parks Foundation.

– OR –

- **Naturalist-Led\*** (optional): Receive a program led by one of the District’s Naturalists through a Visitor Center of your choosing. Teachers must apply for a Naturalist program **by Monday, December 9, 2024**.
  - **Note: Naturalist-Led** programs are not guaranteed. These programs can be scheduled at many (but not all) Regional Park facilities. Naturalist program demand often exceeds availability. Staff will accommodate requests as scheduling permits. Please submit ONE program request on behalf of all participating KHOC classes at your school.

For a list of Visitor Centers and to apply for a **Naturalist-Led** field trip, visit [apply.ebparks.org](http://apply.ebparks.org).

- **Note:** *creating an account is encouraged, though not required.*

In the application, after **Public School** is selected as the **Group Type**, several questions including a required question about KHOC will appear. This question identifies current-year KHOC participants.

Select **Yes, I am an approved KHOC teacher for 2024-2025**.

✓ Are you a 3rd grade teacher enrolled in the Kids Health Outdoor Challenge (KHOC) Program?

Yes, I am ▾

Yes, I am an approved KHOC teacher for 2023-2024

No, I am not enrolled in KHOC

No, but I'd like to learn more

What is your goal for the program?

\*KHOC funding does not cover fees for Naturalist programs, though fee reductions may be requested. Review the Fee Reduction process here <https://www.ebparks.org/sites/default/files/Fee-Waiver-Procedures.pdf> or email [FeeReduction@ebparks.org](mailto:FeeReduction@ebparks.org) for more information.

For additional information about fees charged by the District, please refer to the 2023 Fee Schedule – see section 57. FEE WAIVER OR REDUCTION PROCEDURE <https://www.ebparks.org/sites/default/files/2024-Fee-Schedule.pdf>.



## Transportation – Deadline to Submit Application: **Monday December 9, 2024**

- IF you are applying for transportation for a **Self-Guided** field trip, submit a **KHOC Transportation Only** application as soon as you select your trip date.
  - Apply for **transportation only** here: [apply.ebparks.org](https://apply.ebparks.org)
- IF you are applying for transportation for a **Naturalist-Led** program, you may request bus transportation directly in the Naturalist Program application (see section above).
  - Submit your transportation application **at least four weeks** before your requested trip date.
  - **Naturalist Program Requests are due by Monday December 9, 2024**

There is **no fee** for bus transportation, as this is covered by grant funds from the Regional Parks Foundation. Bus availability is limited and cannot be guaranteed.

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We highly recommend planning your field trip for completion by mid-March for best chances of securing a bus. Buses are coordinated through EBRPD's Parks Transportation Office.

Please direct transportation inquiries to [ParksTransportation@ebparks.org](mailto:ParksTransportation@ebparks.org) or (510) 544-2205.

## Take Your trip! Field trips must be completed by **Friday, May 9, 2025**

Have fun and take pictures! If you would like to share pictures\*, artwork, photos of completed challenges, or essentially anything that captures students enjoying their KHOC experience, please send to [KHOC@ebparks.org](mailto:KHOC@ebparks.org). We **LOVE** to see students enjoying their Regional Parks. Submissions may be included in the end-of-year summary report about the program.

\*Students faces or other identifying features need not be present.

## Teacher Feedback (Optional) – Requested by **Mid-late May 2025**

Your feedback and suggestions are essential to the continued success of the program. You will receive an online survey toward the end of the school year. Expect an email with survey link **in mid-late May 2025**.

Please visit [ebparks.org/KHOC](https://ebparks.org/KHOC) or email [KHOC@ebparks.org](mailto:KHOC@ebparks.org) should you have any questions.

**Thank you for participating in KHOC  
and have a fantastic school year!**

