

COSI guide

Time commitment- there is about 20 hours of planning & communications that will occur between November & February (the day of the event)

Volunteers

You will need about 2-4 volunteers to help with setup the day before COSI. The COSI truck will arrive between 3:30-4:30 and you will help the COSI coordinator unpack the truck and setup the stations. There is some lifting and moving of heavier items involved.

30-40 volunteers the day of COSI (15-20 volunteers for each shift is ideal). You can do it with less. The more you have the more parents to help the kids at the stations. If you are having a hard time getting enough volunteers you can also contact the High School Science Department. High school students have helped out in the past and it worked out well.

To Do List:

Planning for COSI

- Get the COSI committee list from the Parent Volunteers Committee Chair
- Send out an initial email to the committee reminding them of the date and times for COSI and asking for a preference for shift.
- Sign the COSI program agreement and fax or mail to COSI. A deposit to hold the COSI date will be done in May or June of the year prior. The final balance is due 2 months before your COSI date. You can give the invoice and check request to the PSO Treasurer and they will write and mail the check in.
- Request the list of specials, lunch & recess schedules and number of kids in each class.
- Go online to the board website and reserve the cafeteria/gym

3-6 weeks Before

- Finalize the COSI schedule. Try to schedule the classes for their hands on times around their specials.
- 4 weeks before the COSI date- send the COSI School Information packet in. You will need to provide directions to the school and also 2 hotel choices
- Send a memo to each teacher with the COSI schedule and teacher information packet (you can get this off the COSI website). The office can run copies for you. Have the teachers contact you if the time you scheduled them for will not work so you can make an adjustment.
- Continue to recruit volunteers for the day of COSI. Signup Genius is a great website tool to track your volunteers.
- The kids will eat lunch in their classrooms this day. Ask the room parents to assist with finding someone to be in the classroom over the lunch time

Week of COSI

- Contact local media. COSI has received press coverage in the past
- Get 1 case of water, plates, napkins, cups and a few 2 liter bottles of pop for the day of COSI

Day before COSI

- Order pizza for lunch. Have it arrive in time for the scheduled lunch break. 2 sheets are usually enough. If you are having high school volunteers order more.
- Setup with 2-4 volunteers. COSI will confirm what time the coordinator will be arriving and ready to unpack. You will need about 8 long tables setup

Day of COSI

- Have volunteers sign in at the start of their shift to track volunteer hours for the PSO
- Have 2-4 volunteers to help pack up after COSI is over

After COSI

- Give the evaluation forms to Mrs. O'Mara
- Fill out check request form for reimbursement of pizza, water, pop, cups, plates etc.
- Review the current COSI offerings and determine 1st and 2nd choices for the following school year. Also check with Mrs. O'Mara on dates
- Call COSI and provide your 1st and 2nd choices for the following year.
- Arrange for the deposit to be sent in by the Treasurer