SCHOOL RESPONSIBILITIES

• Identify a primary contact for communication and on-site assistance for the day of the event (i.e., school nurse, phys. ed. teacher, PTA President, etc.).
• Have a 50 by 60 ft indoor space available for the Body Walk exhibit for the entire day of the event. The floor should be swept and clean.
• Provide 6 gymnasium tumble mats, 6-8 tables, 1 trash barrel and 12-14 chairs.
• Recruit a minimum of 3 adult volunteers for both set-up and take down of the exhibit. Set-up and take-down requires moderately heavy lifting. Set-up generally takes ~1.5 to 2 hours and breakdown takes ~1 hour.
• Recruit 12-15 presenters to engage the children in the activities provided at each Body Walk Station. Parents, community members, college students, and even mature high school juniors and seniors, if they work well with younger students, are great for this important role.
• CORI all adult volunteers, as needed.
• Provide lunch, snacks, and/or bottled water for volunteers, as deemed appropriate.
• Prepare teachers for Body Walk by copying and distributing:
  o Teacher memos describing and explaining Body Walk.
  o Body Walk classroom activities electronically via email.
  o Schedule of classroom visits.
  o Take-home materials/activity books for participating students. These will be provided by Cape Cod Cooperative Extension.
• Complete follow-up evaluations within a week after Body Walk is over.
• Provide payment upon invoice of $100 per day payable to Barnstable County.

After Body Walk is scheduled for your school...

• Approximately 6 weeks prior to the visit, you will be sent Body Walk Station Scripts to be distributed to all volunteer presenters and a hard copy of the Classroom Activities Manual. Electronic copies of classroom activities will be distributed via email to all participating classroom teachers by the school’s contact person.
• Four weeks prior to the visit, you will be contacted by the Project Coordinator, Susan Bourque, to finalize set-up time, schedule of classroom visits, and other details. The volunteer training will be scheduled at this time.
• One week prior to the visit, a 30 minute mandatory training will be conducted by the Project Coordinator for all volunteers participating in the event.
• During the week leading up to the visit, you will receive a confirmation call from the Body Walk Coordinator.

If there are questions regarding the above, please contact:
Susan Bourque, RD, LDN
508-375-6693
sbourque@barnstablecounty.org