NRC Activities Planning Form  
Date\_\_\_\_\_\_\_\_\_\_\_\_

Class/Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Instructor/ Responsible Adult Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan attached? Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Class or Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Period/s or Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please plan time for cleanup)  
  
Transportation of students  
Bus -- Time of travel to NRC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of return \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Other transportation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Lunch Required from Cafeteria? Yes No

Site Accommodations   
Classroom #1 Home Economics Building \_\_\_\_\_  
Classroom #2 Multipurpose Makerspace \_\_\_\_\_  
Classroom #3 Higher Education Building \_\_\_\_\_  
Mycology Lab \_\_\_\_\_  
Aquaponics Lab \_\_\_\_\_  
Research Lab Indoor Open Space \_\_\_\_\_  
Greenhouse A B \_\_\_\_\_  
Food Forest \_\_\_\_\_  
Pavilion / Covered Outdoor Classroom \_\_\_\_\_  
Main Pollinator/Monarch Garden \_\_\_\_\_  
Small Pollinator Gardens \_\_\_\_\_  
Picnic Grounds \_\_\_\_\_  
Lower Riparian Zone/ Creek \_\_\_\_\_  
Upper Riparian Zone/ Creek \_\_\_\_\_  
Wetland \_\_\_\_\_  
Amphitheatre/Arena \_\_\_\_\_  
Main Parking Area \_\_\_\_\_  
Seed Bank \_\_\_\_\_  
Mountain Bicycle Shop \_\_\_\_\_  
Ceramics/Industrial Arts Lab \_\_\_\_\_

NRC Activities Planning Tools & Equipment Request

Gloves

Hoses

Shovel

Hard Rake

Leaf Rake

Pick

Dig bar

Hand trowels for planting

Refrigerator

Paint Brush

Paint Roller & Pan

Rubber Boots

Please be aware of any allergies or sensitivities your students may have before transporting them to the NRC.  
If you have a program or class which will require you students to be at the NRC for an extended period of time (weeks-months) please acquire medical information sheet from the main office and install that sheet in the “NRC Student Medical Record Binder” in Classroom #2.

There is a school furnished cell phone in Classroom #2. Please keep your personal cellphone with you, familiarize yourself with fire extinguisher and first aid kit locations.

Please notify other staff on the site that you are present (Other staff may be your backup in case of emergency or injury).

Do not tamper with “Game Cams” in Riparian Zone

**There is no custodial or janitorial service provided for the classrooms at the NRC!**

All pots, dishes and cooking utensils must be washed and in drying rack by the end of each day or session.

Please wipe down counter tops and sweep floors.

Food waste should be placed in appropriate receptacle or placed in the appropriate compost ben.

Please check restrooms for cleanliness and sanitary supplies and replace from supply cabinet if needed.

Perishable foods must be stored properly. Do not leave perishables in refrigerators indefinitely. Please clear out of date food from refrigerator at the end of the week and note that this action has been taken on refrigerator contents log attached to refrigerator.