**Elementary Spring Conference 2018**

**Cherokee Central Schools**

*86 Elk Crossing Lane, Cherokee NC*

 **Elementary School Conference Schedule**

**9:15-9:30 Schools Arrive. Gather in Auditorium**

9:45-10:20 = **1st session**

10:20-10:30am = Transition time

10:30-11:10am **2nd session**

11:15**-A Lunch**

11:35 **B Lunch**

11:15- ***B Lunch Views Parade of Displays***

**11:45 A Lunch Views-** =**Parade of Displays- STEM-E/Entrepreneurship Parade/Tri-fold-Lunch & STEM-E Parade (Tri Fold Display of Activities and Future Ideas)**

12:10-12:20 pm = Transition

12:20-1:00pm = **3rd Session**

1:00-1:10 =Survey participants during 3rd

1:10-1:30 Breakdown Displays & Depart

 **Elementary Checklist to Prepare for Conference**

\_\_\_Signed permission from parents for school field trip (For school purposes only).

\_\_\_Check with school to ensure photo release on file

\_\_\_Secure substitute for classroom on day of conference

\_\_\_Recruit a volunteer chaperone (s) to attend.

\_\_\_Create name tags and have students wear to conference

\_\_\_Create a ticket for each student with room number of session the class is attending in case the student becomes separated from the group.(Caroline will let you know which session your group will attend)

\_\_\_Ensure dietary needs-vegetarian, allergies etc. are provided

\_\_\_Prepare display demonstrating activities your group participation. Include an entrepreneurship component.(Photos, Art, Magazine pictures, etc.)(See Tri-Fold Handout)

\_\_\_Bring or email *Travel Expenses Form* to the conference for reimbursement. Coordinator will submit invoices for substitute and travel expenses for reimbursement. Sub reimbursement will be mailed to district office. Travel reimbursement goes directly to school office manager in most cases.

\_\_\_Please  make sure your students know which workshop they are supposed to attend during the day!