

FORM B: WATCH & LEARN**ALTERNATIVE SITE + ALTERNATIVE COACH**

NAME: _____

SITE NAME & COACH: _____

This form is designed as a guide of things to be aware of while you observe an **ALTERNATE** coach conduct a workday at an **ALTERNATE** site. Take notes in the spaces below and refer back to this as you prepare for your own workdays in the future.

*Tips are provided on what workday components to look for

ADVANCED PLANNING

Tip: Verbal check of what was done to prepare for the workday

SITE LOCATION, STEWARDSHIP GOAL, LEADER AND GROUP DECISIONS, SIGNAGE DISPLAYED

Tip: Adjustments made during the workday

INTRO SPEECH

Tip: Welcome, waivers, explanation of goals for site & how to accomplish them, safety talk,

FLOW OF WORKDAY

Tip: Volunteers are working safely and engaged; job assignments; floating around to support others

PUBLIC ENGAGEMENT, INTERPRETIVE MOMENTS, BREAK TIME**WRAP UP & END of DAY**

Tip: Appreciation given, Safe Site Condition at departure

GENERAL COMMENTS & NEW IDEAS/TECHNIQUES LEARNED

E-mail completed form to volunteer.fpd@cookcountyil.gov or fax to 773.792.0539