



Kansas Farm Bureau's Leading Kids to Ag Knowledge

PRE-PLANNING STEPS

- Contact the county coordinator, telling them of your interest to attend a classroom.
- Contact the elementary teacher whose classroom you hope to attend. Include the following information:
 - The lesson you would like to present.
 - The length of time needed to teach the lesson.
 - Possible dates that you would be able to attend the classroom at least 2.5 weeks away from the date you email - to give county coordinators enough time to organize materials.
- Before confirming the date with the cooperating teacher, be sure to do the following things:
 - Contact your county coordinator to ensure the date works for them.
 - Contact the necessary faculty at your school, explaining the opportunity that you have to present to the elementary school to receive an excused absence.
- Confirm the date with your cooperating teacher and ask questions confirming needed details for the presentation. (ie. Number of students, allergies, etc.)
- Inform the county coordinator with how many students will be in the class to ensure there are enough materials.
- Take the answers to the questions you asked and develop a tailored lesson for the class considering any of the variables and start practicing.
- About a week before the presentation, touch base with your county coordinator to determine a time to get needed materials.
- Three days before the agreed upon date, send a reminder email to the cooperating teacher.
- Complete all coursework that you will be missing.
- Do presentation.

Questions? Contact your county coordinator @ {countyname}fb@kfb.org.