



## How do we bring The Leonardo on Wheels—Science to our school?

The Leonardo on Wheels—Science is flexible, accommodative, and adaptive to most scheduling considerations at host schools. If you have any questions regarding the site requirements below, or any other aspect of the program, please do not hesitate to contact us.

### Space

The Leonardo on Wheels—Science exhibits require approximately 3,000 square feet of space. Typically we set up in your school's lunchroom, auditorium or gymnasium. The exhibit area needs to have electrical outlets. Once exhibits are set up, they will need to stay up for the duration of the visit.

### Time

A visit from the outreach program lasts three to five days, depending on how many students are at your school. Minimum visit time is 3 days, and the minimum number of students is 450. The exhibits will arrive one day before the beginning of your scheduled visit for set up, and will leave late afternoon on the last day.

### Volunteers

The Leonardo on Wheels—Science will arrive with two motivated staff members, but the true success of a visit depends on the involvement of parents, PTA members, and other local volunteers. Please check out the "volunteer" section of this web site to learn more about training volunteers will receive, and their responsibilities. Your school and community will need to provide enough volunteers to create a 1:10 student to volunteer ratio during the school day. People who sign up as volunteers will be notified by e-mail and trained prior to the visit. Three to four individuals who can lift up to 50 pounds to help move the exhibits will need to be available for about 90 minutes on setup day and on takedown day. Depending on your location, the Science Center may also be able to bring several trained volunteers. You will be advised of that possibility in emails prior to your visit.

### Cost

The cost to your school varies depending on several factors including:

- **Geographic location.** Since the program is based out of Salt Lake City, visits to schools along the Wasatch front and the Tooele valley are the least costly.
- **Number of students.** The number of students that will be participating in a visit will determine the visit's duration. The best quality experience for every student is obtained when the number of students interacting with the exhibits at any one time is limited.

The cost of bringing the program to your school may be partially offset by our generous sponsors. The actual cost is determined at the time a visit is booked and confirmed. However, a good rule of thumb for estimating the cost of a visit is approximately \$3.00 per student. In an effort to bring the Utah Science Center to all schools, the LOW staff can work with local businesses and foundations to provide funding to help offset the cost to the school. Contact Jody Ostrander (801) 661-2120 if you are interested in this option.

## Family Nights

If your school would like to provide parents, family members, and other community members the chance to experience The Leonardo on Wheels—Science, an optional Family Night is available. Many schools utilize Family Nights to showcase what their students are doing or learning at school. The cost for a Family Night visit from The Leonardo on Wheels—Science is an additional \$500, which can often be covered by a local sponsor.

## Ideas to Make It Possible

**Combine with another school in your area to book a visit.** This can increase the number of students attending, utilize large spaces at bigger schools, and divide the cost between two school budgets.

**Conduct a fundraiser with a local community organization.** PTA, veterans groups, Rotary and Lions clubs are all good places to start. This is also a great way to recruit volunteers for the outreach program's visit!

**Contact local businesses and industry to contribute funds.**

## Booking a Visit

Okay, you've made it this far. Here's how the process works:

1. Go to our website at <http://www.theleonardo.org/onwheels/signup.php>.
2. An email confirmation will be sent immediately to the contact person specified in the reservation. A second email will follow within five (5) business days with information about cost, volunteer requirements, and other pertinent information about the visit. This email will require a reply and will serve as a contract for the visit.
3. One month prior to the scheduled visit, pre-visit classroom activity ideas and take home materials will be mailed to your school. You will be able to download these materials from our website at <http://www.theleonardo.org/onwheels/>. Other resources for teachers, parents and students will also be available on the site.