

PROJECT TEACH

Harvard's Official College &
Career Awareness Program

Pre-Visit Checklist for Teachers

Two weeks before your visit:

- Distribute Media Releases & Permission Slips
- Students select classes (details in your Project Teach kit)
- Visit projectteach.community.harvard.edu for pre-visit classroom activities

One week before:

- Collect Media Releases/Permission Slips
- Use class sign up + Media Release to assign color group, label name tag & indicate photo permission with colored dot (Yellow=Photos allowed, Blue=No photos)
- Notify coordinator of any student food allergies or accessibility needs
- Share schedule/expectations with chaperones (10:1 student to chaperone ratio)

Day before:

- Check the weather & remind students to dress appropriately
- Distribute any remaining colored dots to be placed on name tags for photo permissions (Yellow=Photos allowed, Blue=No photos)
- Gather all Media Release forms
- Refer to bus confirmation for pick-up time

Morning of visit:

- Bring signed media release forms