

# SCOPE EVENT REQUEST FORM



## Basic Information



## On-Campus Scheduling



## Off-Campus Scheduling



## Interview with a Scientist

- Organizer & group name
- Organizer & day-of contact info
- Event type
  - On-campus field trip
  - Off-campus event
  - Interview with a scientist
- Number of participants
- Group age bracket
  - Student/grade, adult/non-student, senior
- Participant special needs & accommodations
- Preferred dates/times
- How did you hear about SCOPE?
  - Friend/colleague, returning visitor, etc.
- Other questions/comments

- Ocean exposure of group
  - None (first time)
  - Some (few times in lifetime)
  - Moderate (few times a year)
  - Frequent (daily/weekly)
- Commuting address
- Mode of transportation
- Describe learning goals of group
- Top choices for year-round tour offerings and any other events of interest (i.e. collections, meet & greet)
- Group contract (Yes/No to "I understand that")
  - Tour guides are volunteers
  - Tours are 30-35 min long with 5-10 min booked for transition
  - I am expected to call if my group is late and may have shortened tours
  - Group chaperones will manage the behavior of group participants
  - Scripps is a working environment and unruly behavior is not tolerated
  - Parking can add ~20 min to the commute

- Select Event type (i.e. science night, career night, lecture, assembly, etc.)
- Further description of event
- Host & address of event
- Number of SCOPE volunteers requested
- Role of volunteers (i.e. research presentation, hands on activity, science booth, etc.)
- Recurring event? If so, add additional dates

- Describe the scientific topic of interest
- Deadline for response
- Preferred digital platform (email, phone, skype, zoom, etc.)
- What are your availability limits?
- To help us find a good scientific fit, what are two/three questions you plan to ask the researcher we match you with?