

# Coordinating Event

## Planning Visits (2-4 weeks before event)

- Make a list of schools in your area.
- Determine which grades you would like to read to.
- Contact school by phone or email and follow protocol to visit school.
- Introduce yourself and tell them about Ag Literacy week and the lesson you have prepared.
- Set a date and time.
- Plan to spend at least 30 minutes in the classroom.
- Make direct contact with teacher whose class you will visit— phone, email, or visit.
- Secure accurate agriculture books.
- Practice the lesson and reading the book prior to visit.

## Classroom Visit

- Arrive 15 minutes early and check in at school office.
- Introduce yourself— Name and connection to agriculture.
- Ask opening questions to get students thinking about agriculture.
- Explain that you are reading and visiting to share your knowledge about agriculture for TN Ag Literacy Week.
- Read the book and show pictures.
- After reading the book, ask questions, using words the student will recognize.
- Connect with students and teachers that **Tennessee farmers care for and protect our animals and our environment.**
- Leave **Teacher Survey Form** for them to complete by Dec. 31st

## After Visit

- Write a Thank- You Note to school or teacher
- Complete the online TN Ag Literacy Week report

Resources for TN Ag Literacy Week can be found at [tennesseeag.org](http://tennesseeag.org)

