**Teaching with BirdNote – Lesson Submission Form**

Thank you so much for sharing your BirdNote lesson for possible use on our website. Please fill out this form using Microsoft Word, and save your new version – with the title of the lesson in the file name – for submission. Follow the guidelines at [“How to Submit Teaching with BirdNote.”](http://birdnote.org/how-submit-teaching-birdnote-activities) If you need examples of how to complete this form, look at one of the lessons online, e.g., [*Stately State Birds*](http://birdnote.org/stately-state-birds) or [*Birds of Alaska*](http://birdnote.org/birds-alaska)*.* They offer different approaches to describing the flow of a lesson. Email your Word document, along with any photos or forms that you are willing to share and the attached consent form(s), to [info@BirdNote.org](mailto:info@BirdNote.org). Please include EDUCATOR in the subject line.

**School or organization information**

Name:

City & state:

**Educator’s contact information**

Name & position:

Mailing address:

City: State: ZIP:

Email: Preferred phone:

Where do you listen to BirdNote? (Place “x” next to all that apply)

Radio \_\_\_\_\_\_ What station? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BirdNote website \_\_\_\_\_\_

Podcast \_\_\_\_\_ iTunes \_\_\_\_\_ Facebook \_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lesson Information**

Title:

Duration:

Setting:

Subject Areas:

Grade Level:

Next Generation Science Standards: *[optional but very helpful]*

Common Core Standards: *[optional but very helpful]*

Lesson Objectives:

How BirdNote Is Used:

Materials: *[include any forms, applications, books, etc.]*

**Lesson Summary** (Please give a summary of your lesson in 150 words or less.)

**Lesson Plan**

Please include the following steps in your outline, if appropriate. However, feel free to use the organizational flow that works best for you.

Motivate:

Teach:

Show:

Application/Activity:

Extension(s):

Conservation Ideas/Projects:

Other:

**Resource Links**

Include websites, apps, blogs, and other resources.

**Materials**

If you have developed any paper forms or supplementary materials as part of your lesson and are willing to share them, please list them here *and* include digital copies with the submission form.

**Photos**

If you have photos of activities, materials, or students engaged in your lesson that you are willing to share, we would love to have them, although they are not required.

Here is our photo policy:

 If you do include photos, please limit the number to no more than 8 or 10. Both print (300DPI) and web (72DPI) resolution are fine; we suggest at least 600 pixels wide. BirdNote reserves the right to edit the number and selection of photos and may post some photos to the ["Teaching with BirdNote"](http://birdnote.org/teaching-birdnote) gallery.

 If photos include children under 18, you must obtain permission to publish in writing from the minors' parents or guardians. [For your convenience, we have attached a permission form.] Typing your name below indicates that you have that permission on file. We may request the copies of the form(s) for our files.

I have permission to publish photos of BirdNote lesson activities from the parents of the student(s) in the photos, in writing and on file.

\_\_\_\_\_\_\_[please type your name here]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal Disclaimer**

Top of Form

BirdNote appreciates the time you took to submit your teaching materials. We are excited to make it available to other educators! This agreement basically says that we have your permission to make your materials available for download from our website, certifies that you didn’t steal these materials from anyone else, and, if you are submitting materials from minors, you've received written parental permission.

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I certify that I am the sole author or owner of the Materials I am submitting, that I give an unrestricted license to BIRDNOTE.ORG for their Use, and that the Materials are not trade- or service-marked, copyrighted, or the property of anyone other than me. I understand and acknowledge that BIRDNOTE.ORG does not pay for or provide other compensation for submissions and that it will not charge for others’ Use of any Materials that I submit.   
  
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With respect to any words, sounds, audio or written quotations, photographs, video or other images (including reproductions) that I submit, which include minors under the age of eighteen, I certify that I have obtained the written permission of the responsible parent or legal guardian of each such minor for their Use under the terms provided herein. I am including a copy of the signed parental/guardian consent form (attached below) with this submission.   
  
While BIRDNOTE.ORG encourages and appreciates all submissions of Materials to TEACHING WITH BIRDNOTE.ORG, it reserves the right not to display or otherwise make Use of all or portions of any submitted Materials. Please be sure to retain sufficient copies or the originals of any Materials submitted to BIRDNOTE.ORG, Materials will not be returned to the submitter and may be disposed of by BIRDNOTE.ORG in its sole discretion, without further permission of the submitter, when they are no longer needed.

**To sign, please type:**

**Date:** \_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Parental Consent

### PARENT/GUARDIAN CONSENT FOR USE (for Minors under the age of 18)

Top of Form

I am the parent or legal guardian with authority to consent on behalf of the minor listed below, who is under the age of eighteen. I hereby certify that I have read and understand all of the terms of the above PERMISSION FOR BIRDNOTE.ORG TO USE MATERIALS SUBMITTED BY INDIVIDUALS and EDUCATORS AND RELEASE. I freely give my consent and permission on behalf of the minor to birdnote.org for the Use of all such Materials, including the words, sounds, audio or written quotations, photographs, video or other images (including reproductions thereof), of said minor that are submitted to birdnote.org, on the terms set forth in the paragraphs above without limitation, including the terms of the release, indemnification, defense and hold harmless provisions set forth above.

**Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_