

Quick Checklist

Before You Start Planning

You've connected with a school — nice work! Here are a few logistics to lock down to make everything downstream easier and tell you which planning track you're on:

- ☐ **Start your clearance early.** Ask your teacher or school contact for the school's volunteer application for the 2026/27 year — usually a quick online form with a code of conduct to sign. Approval can take several weeks, so kick this off early rather than waiting until closer to your visit.
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- ☐ **Be mindful of back-to-school timelines.** Teachers typically return full-time in the final week of August (some schools start a little earlier, in mid-August), so before then, but principals and front office staff — who tend to work through the summer — are a good first point of contact. And remember there's no hard deadline: September 17 is the anchor date the campaign is built around, but any day can be Constitution Day — a visit in October or later works just as well.
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- ☐ **The key question: does the teacher already have a lesson or topic in mind?** Their answer decides your planning track (see next section below).
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- ☐ **Ask what the class is studying and what the teacher wants students to walk away with.** Match that goal to your lesson's stated objectives — a quick meeting of the minds so you're both clear on what success looks like. Also ask about any upcoming field trips or school events; a Capitol trip or courthouse visit is a natural tie-in worth building around.
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- ☐ **Scope the visit:** Ask the teacher how much they want to focus the Constitution lesson versus career exploration — most teachers love this part, so better to plan upfront. Trying to do both well in one visit is a stretch. If career exploration is a priority, consider splitting into two visits or letting that lead and keeping the civics light.
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- ☐ **Confirm the basics with your teacher:** grade, class size, exactly how long you'll have, the room and your A/V needs. Periods vary — often up to 60 minutes on paper but getting students settled in eats into that. Arrive at least 10 minutes early so you're not losing usable time at the front.

CONTACT US

We're here if you need us — email lawyersintheclassroom@courts.wa.gov any time before, during, or after your visit.