

# Lynnhaven Anchored4Life

## Tour Checklist

Greet them with a smile, slight head nod, speak up, say your name, title  
“I am a Crew Member or Team Leader in Anchored4Life” grade and class, seek something in common by asking a question  
“What is your favorite activity? What do you like to do for fun?”

### Tour Route:

- Innovation Lab**: Grab a checklist and Welcome Bag
- Give them the Welcome Bag and tell them what's inside

### During the tour:

- Share about Lynnhaven, our mascot is Leo the Lion
- Introduce them to important people in the places you visit

### Continue Tour:

- Go to the Library: introduce them, show them the computers and check-out
- Remember the '**During the Tour**' section
- Security Desk & Front Office - *Don't forget Leo the Lion*
- Music & Art
- Cafeteria - **Turn around**
- Nurse's Office
- Counselors Offices - show both offices and the notes
- Gym - point out the playground on the way

### After the tour:

- Thank them for their time!
- Remind them of your name, grade
- Welcome them again
- Remind them to say hi or waive when they see you in the hall
- Take them back to their classroom