



Family STEM Event

Overview

Thank you for your interest in hosting a TAME Family STEM Event (FSE). An FSE is a great way to help students and their families become aware of STEM resources in their community. Participants will **explore STEM concepts, learn about STEM careers and interact with STEM professionals** in an informal learning setting. Please keep these in mind as you design a STEM event for your community. Staff members from TAME, the Boeing Company and the Curiosity Machine are here to support you in this effort.

TAME Family STEM Events are anchored by the Trailblazer, our STEM museum-on-wheels, which is designed to highlight STEM concepts and careers. In addition, we ask that you schedule at least two other STEM activities at your event. Since many of the events are held in the evening, consider providing a simple meal at the event. Pizza, hot dogs and tacos are always popular options.

One of the additional activities at your STEM Event must be from the Curiosity Machine website. (<https://www.curiositymachine.org/challenges/>). The others could be a presentation from an astronaut or a visit with an alligator from your local aquarium! (If your application is selected you will have the opportunity to be connected to STEM professionals in Boeing's network.) You can find ideas and suggestions for successful STEM Event Activities on the TAME Pinterest Boards https://www.pinterest.com/tame_stem/. We look forward to hearing what you have planned for your FSE.

This document includes instructions on completing the application for the mini-grant, best-practices for planning and hosting a STEM event and the reporting requirements. Please contact the TAME State Office at trailblazer@tame.org or 512-471-6100 if you have questions.

Application Instructions

Completed applications must be received at the TAME State Office by 5:00 pm, Friday, April 15th 2016.

1 – Host information

Contact Name: Full name of person submitting this application. This person serves as the primary point of contact for this project, working with TAME and the community partners to plan and deliver a fun, exciting STEM Event for the community. Typically, the person works for the school, library or organization that will host the event.

Contact Email: Email Address for the primary contact, listed above

Contact Phone Number: Phone number for the primary contact, listed above

Facility Name: School/Library or Community Organization that will host the event



Facility Address: Full mailing address of facility where event will be hosted

School District Name: If host is a school, enter the name of the school district

Title I School? If a school is hosting the event, indicate if the school qualifies as a Title I Campus

Dates: Enter three (3) dates on which you could host the Family STEM Night. Dates must be between May 1st, 2016 and December 31st, 2016.

2 – Event proposal

Participants at Family STEM Nights *explore STEM concepts, learn about STEM careers and interact with STEM professionals.*

With this in mind, determine activities that would be of most interest to your community and to participants of all ages. Consider the resources and potential partnerships that exist in your area like astronauts, alligators, museums, academic institutions, and STEM businesses.

Activity 1: TAME Trailblazer

Activity 2: From Curiosity Machine www.curiositymachine.org

Activity 3, 4, etc.: Check out the TAME Pinterest Board for ideas and fun activities
www.pinterest.com/tame_stem/tame-family-stem-nights

Food: Determine what you will serve, keeping in mind dietary restrictions of expected participants. You can set up the schedule so that participants can pick up their food only after having visited a couple of activity stations. The sample schedules have ideas and suggestions on how to schedule food distribution into an event like this.

If there is an activity or presentation you would like to include or need assistance with, please contact the TAME office at trailblazer@tame.org or 512-471-6100.

3 – Parent engagement model

Family STEM Events are designed to strengthen family awareness of and support for their child or children's involvement in STEM. Accordingly, we ask participants to outline what strategies their school has in place to involve parents (i.e., volunteer opportunities, progress reports, other informal campus events like PTA Nights, parent-led clubs, etc.). A sample is attached for your reference.

4 – Budget proposal

The mini-grant you are applying for includes a free Trailblazer visit and cash reimbursement for FSE-related expenses up to \$750. When planning your budget, please note that you will only receive a reimbursement for the expenses incurred for the FSE. If you do not spend the full amount, you will not be entitled to the remainder of your mini-grant award for non-FSE purposes. Therefore, we strongly encourage you to plan to spend the full amount on FSE-related materials.



The attached sample budget provides some examples of how to allocate your funds. The proportions and budget categories (i.e., materials, food, advertising and prizes) are suggestions; do not feel that you have to adhere to our sample budget.

Other examples of allowable expenses include buying science kits, robotics kits, microscopes, etc. for your activity areas. As long as the equipment is used at the FSEs, it can be used again for other purposes.

Using some, or all, of your grant award to bring in another vendor to add to the event is acceptable, too. However, in order to ensure that there are plenty of activities for families, these outside vendor(s) should be in addition to your FSE programming (activity stations, presentations, refreshments, etc.) and not the only other activity besides the Trailblazer.

Remember, **keep receipts**. In order for us to reimburse you for any expense, we must receive the associated receipt and it should be completely legible. Our auditors require strict accounting of our funds, so we have to show a paper trail for every penny spent. We suggest sending us a copy (physical or electronic) and retaining the original for your records.

5 – Letter of Commitment from Campus Administration

We require a letter of commitment signed by the school principal or chief executive of the hosting organization. The letter must be on the organization's letter head and must explicitly highlight the organization's support of the Family STEM Event. A sample letter is provided for your reference.

Planning your Family STEM Night

Planning and preparation are key to hosting a successful event. Here are some best practices:

- 1) Choose a "point person." The STEM Event Chair (and Co-Chair, if desired) serve as the central hub coordinating all the event.
- 2) Determine a budget early in the process. Appoint a treasurer to track all expenses. Save all receipts.
- 3) Create a detailed timeline for all event-related tasks (i.e., confirm location and time; confirm presentations/speakers/etc.; recruit volunteers; post flyers; issue press release; submit final report; write thank-you's; etc.). Allow plenty of time for planning and preparation.
- 4) Work with TAME's program representative to plan the Trailblazer's attendance at your FSE.
- 5) Select working committee members from appropriate grade and content levels. Choose members who have the time, expertise, and willingness to serve and who are intent on supporting STEM programs and events.
- 6) Determine activities, speakers, and program events. Take advantage of TAME's Pinterest Board, Curiosity Machine, Teacher's TryScience website (www.teacherstryscience.org), and access to STEM professionals.



- 7) Recruit volunteers and collaborators. These individuals are the “boots on the ground” for the event. Hailing from PTOs/PTAs, community organizations, or university student group, they can be counted on for event set-up, clean-up, refreshments, Trailblazer tour guides (you will need at least five (5) for this), etc.
- 8) Get the word out! Marketing for the STEM Event is essential and can be accomplished by social media, flyers, campus websites, television and radio spots, personal visits to organizational meetings (i.e., AAUW, SWE, etc.) Start early with a Save the Date for the event a month prior and follow up with reminders.
- 9) Develop media contacts and keep them in the loop for event coverage by local, ISD, other television stations and other media outlets.
- 10) Encourage attendance by offering student incentives.
 - a. Students/families that turn in their completed passports are entered into a chance to win a gift card or other prize
 - b. Give extra credit on homework or assignments
- 11) Stay in contact with TAME State Office staff throughout the process.
- 12) Devise an event rubric or assessment as part of the planning process to help you measure your FSE’s success. What would success look like to you? Use our evaluation forms to help you measure success.
- 13) Maintain accurate records and documentation of the entire program planning process not only to assess success of the current program but also to develop a sustainability plan for future STEM programs and events. Don’t forget to track lessons learned!
- 14) Follow ups – You will not receive your reimbursement until the reporting and follow ups are completed. Please provide data, photos, etc. to TAME State Office.
- 15) Send notes of affirmation and thanks to those who made the TAME STEM Event successful.

Reporting and Follow-up

Once your STEM Event has concluded, you are responsible for submitting a report to the TAME State Office. TAME will include this report in our own project report back to our grantor, Boeing. By providing detailed information on the successes and challenges of these events, you help us to improve and to continue to receive funding for future events.

We will only be able to issue your reimbursement once we receive your report and all receipts. Report details are listed just below and the report is due within three (3) weeks following your FSE.

Your report to TAME must include the following:

- 1) Socioeconomic and ethnic composition of your campus or user group (sample attached)
- 2) Summary of participation data (including total number of students, parents and community volunteers)
- 3) Copy of receipts for all expenses for which you are requesting reimbursement
- 4) Participant feedback: in addition to the evaluation forms, please include any brief anecdotes, comments, and quotes from participants. These are great for getting a feel for the event.



- 5) Sample/copy of event program or agenda, flyers/advertisements used
- 6) Copies of social media posts
- 7) Photo documentation of event. (Note: if students are depicted, the school must provide verification that parents/guardians have agreed to the use of these pictures in publicity materials developed by Boeing or TAME. A media release form is attached.)
- 8) Completed participant questionnaire/event evaluation form (provided by TAME, sample attached)
- 9) Turn in the report within three (3) weeks of your FSE date

Completed applications must be received at the TAME State Office by 5:00 pm, Friday, April 15th 2016.

Applications may be submitted via mail, email or fax at the following coordinates –

TAME
10100 Burnet Road, R9200
Austin TX 78758

trailblazer@tame.org

Fax- 512-471-6797