GRANT WOOD
AREA EDUCATION AGENCY

GOVERNOR'S STEM ADVISORY COUNCIL
SEAL OF APPROVAL
2016
IowaSTEM.gov/Seal

openminds,opendoors
STEM+ Conference for Young Women
Science, Technology, Engineering and Math

A collaboration of AAUW, Coe College, and Grant Wood AEA

TO: School Contacts – Open Minds, Open Doors
FROM: Susie Green, Student Programs Specialist
DATE: Fall 2016
RE: Registration Packet and Instructions

Welcome to the 2016 Open Minds, Open Doors STEM+ conference for girls! We are very excited to have the opportunity to sponsor this event and we appreciate your assistance in coordinating efforts at your school. Below are the details. We look forward to your participation!

General Information

Purpose: To introduce girls to careers in science, technology, engineering and math (STEM).

Date: Thursday, October 13th

Location: Coe College in Cedar Rapids

Audience: **7th and 8th grade girls only**

Time: 9:00-2:00 (schools have the option of leaving at 12:15 – see below)

Cost: $12/person (financial need scholarships available) – includes snack, t-shirt & lunch

2016 Format

Upon arrival, all school groups will check-in (8:30) and gather in Sinclair Auditorium for the opening welcome (9:00). Rows will be marked in the auditorium to indicate seating arrangement. A brief orientation will be provided to the conference materials, map and schedules. Immediately following the welcome, participants will attend 2 career workshop sessions (9:30-10:25 and 10:35-11:30) located throughout the Coe College campus. Conference volunteers will be present in and around all buildings to assist students during transition times. School chaperones are welcome to join in/observe any of the career workshop sessions, while checking on students.

Following the morning sessions will be the Lunch and Learn Rotation (11:40-1:30). Lunch will be provided to all students and chaperones. School groups must attend lunch together at their assigned rotation times (yet to be determined). Included in the Lunch and Learn Rotation will be the STEM Expo and an auditorium-style presentation. This presentation will represent an area of STEM+ and will be entertaining, interactive and demonstration-based.

Enclosed

- Registration Instructions (on back)
- 1 Chaperone Registration form (green)
- 1 School Master List form (white)
- Student Registration packets (pink)

Registration Instructions 2016

Please review and follow the instructions below. If you have questions, please contact Susie Green at sgreen@gwaea.org. Thank you again for your support and cooperation!

Registrations accepted on a first come, first served basis until September 19th, space permitting.

Directions

1. **Identify** girls to receive registration materials. **A maximum of 25 girls per school may register.** Please promote the conference to girls from a cross section of your student population. *All ability levels are welcome and diversity is encouraged*.

   Selection Guidance:
   - **a. NO repeat attendees**
   - b. Consider girls who do not have other opportunities for enrichment
   - c. Consider girls who may not be planning to attend college
   - d. Consider girls from diverse backgrounds

2. **Distribute** *Registration Packets* to identified students. Students should then take forms home to be completed, signed and returned with payment attached. All checks should be made payable to: *YOUR SCHOOL*.

3. **Collect** registration materials. Track on the *School Master List*.

4. **Prepare payment** (school check or purchase order) to Grant Wood AEA. If necessary, school-generated payment may be sent separately from registration forms.

5. **Identify** the teacher/adult chaperone who will accompany students to the conference and complete a *Chaperone Registration Form* for each attending teacher/adult. **Please see bulleted items under "SCHOOL EXPECTATIONS".**

6. **Indicate** on the *School Master List* whether or not your school group will stay for the full conference (9:00-2:00).

7. **Return** *School Master List, Student Registration Forms*, *Chaperone Registration Form(s)*, and check or purchase order to Grant Wood AEA. (If necessary, school-generated payment may be sent separately from registration forms.) Registrations will be processed on a first come, first served basis.

8. **Confirmation** will be mailed to school by September 30th. This mailing will include more specific information about the conference.

School Expectations

In the interest of safety and communication Grant Wood AEA requires schools to provide at least one teacher or adult chaperone to accompany students to the conference. The chaperone must remain on the Coe College campus during the conference and will be responsible for the following:

- □ Check-in at Sinclair Auditorium between 8:30 a.m. and 9:00 a.m.
- □ Alert conference staff of student absences on conference day.
- □ Check on students during their workshop sessions, and assist/intervene as needed.
- □ Remain with students during the lunch and learn rotation.
- □ Ensure appropriate behavior of students.
- □ Act as emergency contact for my students on conference day.

Financial Need Scholarships

Financial need scholarships are available for participants without other means to pay. To obtain a financial need scholarship for a student (or adult chaperone) please write "Financial Need Scholarship" on their registration form. **A limited number of financial need scholarships are available.** All scholarships awarded will be in memory of Katherine Kittredge, one of the founding AAUW members of the *Open Minds, Open Doors* conference.