



*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 2017  
RE: Registration Packet and Instructions

Welcome to the 2017 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 registration 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 19<sup>th</sup>  
Location: Coe College in Cedar Rapids  
Audience: **7<sup>th</sup> and 8<sup>th</sup> grade girls only**  
Time: 9:00-2:00 (schools have the option of leaving at 12:15 – see below)  
Cost: \$14/student (financial need scholarships available) – includes snack, t-shirt & lunch  
\$7/chaperone (lunch only option)

### **2017 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 the seating arrangement. A brief orientation will be provided to the conference materials, map and schedules. Immediately following the welcome address, students 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 workshops will be the Lunch and Learn Rotation (11:40-1:30). Lunch is included in the registration fee for 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 2017

Registrations accepted on a **FIRST COME, FIRST SERVED** basis until all spaces are filled. Please act quickly by following the instructions below. If you have any questions about the process, please contact Susie Green at [sgreen@gwaea.org](mailto:sgreen@gwaea.org) or 319-399-6775. Thank you for your support and cooperation!

## 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:

- **NO repeat attendees from previous years**
  - **Consider girls who do not have other enrichment opportunities**
  - **Consider girls who may not currently be planning to attend college**
  - **Diversity is encouraged!**
2. **Distribute** *Registration Packets* to identified students. Students should then take materials home to be completed, signed and returned with payment attached. All checks should be made payable to: **YOUR SCHOOL.** (Note: Financial Need Scholarships are available. See below.)
  3. **Collect** registration materials. Track names on the *School Master List*.
  4. **Prepare payment** (school check or purchase order) to Grant Wood AEA. **If necessary, payment may be sent separately, in order to get registration materials turned in to Grant Wood AEA before spaces fill up.**
  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, payment may be sent separately from registration forms.)** Registrations will be processed on a first come, first served basis.
  8. **Confirmation** will be mailed from Grant Wood AEA to school by October 1<sup>st</sup>. 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 who may have difficulties making payment. 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 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.