August 13, 2014

To Whom it May Concern:

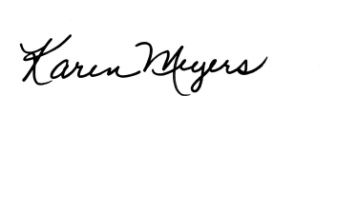
The Regional Math and Science Center at Grand Valley State University (GVSU), in collaboration with the Physics Department, the College of Liberal Arts & Sciences, and partners in the Grand Rapids and Lakeshore communities is sponsoring a STEM open house on Saturday, January 24, 2015, from 10:00 am-4:00 pm on GVSU’s Allendale Campus. This event, ***Super Science Saturday: The Wonder of Light,*** is one of the International Year of Light (IYL) activities planned for 2015. This event will provide educational activities and opportunities for students and their families to explore and learn how light affects our everyday lives and connects with biology, earth science, physics, health science, engineering, history, art, and more. Our goal is to have activities offered by a wide range of scientists, engineers, and others that will educate K-12 students, teachers, parents, and the community-at-large about how each of these fields adds to our understanding and application of light.

We are writing to invite you to be a part of this exciting day by featuring the science and employees which represent your organization. We are asking you to plan and host an educational activity. Inclusion of how IYL relates to your work in encouraged, but not required. The activity could be one of the following formats:

* **Display Table** – A table(s) set up in a public area to allow you to present materials or demonstrate items related to your topic. Participants would spend only a few minutes with you.
* **Open Event** – A station(s) set up in a room where individuals could independently partake in the activity or series of activities. An example of this type of activity – “Catch the Wave” – allows students to explore the properties of waves through guided hands-on activities using Slinkies and strings to learn about atomic physics and chemistry.
* **Scheduled Event** – Participants show up at a given time and participate in a group activity for a set period of time. This event may be offered once or repeated several times over the course of the day. An example of this event – “Traveling in Space” – has the instructor presenting the activity to the entire group and assisting them in completing an activity.

Our intent in providing these activities is to engage children and families in active scientific exploration as well as show them the appealing side of science, mathematics, engineering, and the arts. The activities can be targeted to a particular grade level or it can be open to all. I am available to explore ideas and answer questions to help you plan for your event. You may contact me at 331-2515 or [meyersk@gvsu.edu](mailto:meyersk@gvsu.edu). Please complete and return the enclosed *Planning Form* by November 7, 2014 if you are interested in participating in this event, or if you would like to be on our mailing list or receive our electronic newsletter, please check the appropriate spaces.

We are hoping you and your employees will be excited about joining us for ***Super Science Saturday: The Wonder of Light.*** I am confident you will find participating in this event rewarding and gratifying. Previous Super Science Saturdays have attracted 2,000-3,000 attendees and some of them stayed for the full day enjoying and learning about STEM. Thank you for considering this invitation. We look forward to working with you in the very near future.

Sincerely,

Karen Meyers, Director

Regional Math and Science Center

[www.gvsu.edu/rmsc](http://www.gvsu.edu/rmsc)

Enclosures: RMSC brochure, IYL Poster, IYL Concept Sheet, Event Planning Form, Previous Super Science Saturday program provided as an example.