

## Four Week Timeline for Discovering STEM Program

<b>School Name:</b>	<b>Date of your event:</b>		
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Task	Date needed	Date completed	
<b>Four weeks from event</b>			
Obtain Instructional/Informational Packet for Discovering STEM Day from Reg. Math & Science Center (download from web <a href="http://www.____">www.____</a> )			

Designate one person to be the contact person and responsible for management of materials and event			
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Set format of event (i.e. math night, science fair...)			
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Reserve Facilities/Reserve room(s)			
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Reserve kits (download form & return to RMSC)			
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Choose Events and Set-up Room Assignments			
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Create/Type Time Schedule for Events			
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<b>Three weeks before event</b>			
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Task	Date needed	Date completed	
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## Four Week Timeline for Discovering STEM Program

Schedule Volunteers with Event Assignments			
Arrange for Publicity of Discovery Day			
<b>Two weeks before the event</b>			
Prepare Teacher Packets			
Prepare/Type Student Certificates			
Call and confirm volunteers			
Prepare Room Signs			
<b>One week before event</b>			
Pick up kits from Regional Math & Science Center Allendale campus			
Arrange for Room Keys if necessary			
Order food/treats for volunteers			
Review procedures with event supervisors and school staff (training session)			
<b>Task</b>	<b>Date needed</b>	<b>Date completed</b>	

## Four Week Timeline for Discovering STEM Program

Distribute evaluation forms to event supervisors, teachers all volunteers			
<b>Day of event &amp; immediately following</b>			
Volunteers: Inventory and Clean Event Kits			
Return Event Kits to designated storage area			
Be sure that all volunteers, teachers and event supervisors have filled out evaluation forms			
Mail or email evaluation forms to RMSC			
Return kits to RMSC Allendale campus			