On-Campus and Off-Campus Offices to contact during the planning process:

- Administration (President, VP, Deans, Corporate Services, etc.)
- Admissions/Advising/Registrar (to have a table for parents to get info on programs and enrollment)
- Broadcasting (we have a PBS and NPR station – for publicity)
- Business Services (for MTU to arrange meals for volunteers, etc)
- Campus
- Disability Resources (to include a blurb in fliers about accommodations that could be made available)
- Divisions – to have tables with activities and info on programs, see below
- Dual Enrollment & Home Schooling Offices (to provide info to teachers and parents about dual enrollment opportunities, and make the event available to home school groups)
- Facilities Management (for tables, sign stands, flow of traffic, reserved VIP parking for sponsors, bus drop off, etc.)
- Food Services (to make sure café would be open, coordinate volunteer meals)
- Office of Strategic Partnerships (for names of area schools)
- Promotion on & off campus – work with MTU and your Marketing Departments
- Public Safety (for officers and extra officers if needed)
- Room Scheduling
- Service Learning (for potential volunteers)
- STEM related clubs (to participate with a table and promote the club: e.x. Science Olympiad, Biology Club, etc.)
- Student Engagement (for student volunteers)
- Also send out a campus wide email to see if any other faculty/staff would like to get involved

*NOTE: Most importantly, relax and enjoy the ride. There will be a LOT of emails coming your way. Good luck and enjoy. It’s a roller coaster that’s entirely worth it!
STEM Festival Planning Checklist:

~ 6 Months or More Ahead:

1. **Set Date**
   - Check public school calendars to avoid PD / No School days
   - Check events calendar on your site to avoid conflicts

2. **Contact all major Departments & Divisions on campus** to answer questions, etc.

3. **Send out email invite to:**
   - Superintendents
   - Principals
   - STEM teachers

4. **Marketing** – Arrange with them for the following & connect them with MTU Marketing
   - Press Release
   - Radio Spot (ex. NPR station on campus)
   - TV Spot (ex. QTV/PBS on campus)
   - Poster/Bookmark & other promo material approval
   - Web Page – info, videos, links to Mind Trekkers site, copy of video spot, etc.
   - Marketing can arrange for interviews, if local stations are interested

5. **Create on campus Planning Committee** to share preparations.

6. **Create a message document on your desktop (will save you time later on!):**
   - Copy and paste commonly sent emails so that you don’t have to keep reinventing the wheel, such as:
     i. Promo email to public
     ii. Promo email to internal groups
     iii. Promo email to schools
     iv. Notices to teachers

7. **Contact Divisions** – to have tables with activities and info on programs:
   - Health & Wellness
   - Manufacturing & Technical Trades
   - Math
   - Science
   - Non-STEM (ex: Psychology, Social Science, etc.)
   - STEM specific programs (to have a table for promotion: ex: Environmental Tech, Fire Science Tech, Chem Tech, Pre-Engineering, WET)
1. **Send out repeat invitation to schools**, especially if planning occurred over the summer.
2. **Check school signups DAILY** to close before overfilling.
3. **Set up VolunteerSpot** site to organize volunteer sign up process. Benefits include:
   - This site will automatically send volunteers reminders.
   - It will minimize the number of emails you get from potential volunteers.
   - You can send a mass email to all volunteers through the site.
   - You can download the list of volunteers as a spreadsheet or print a task list.
   - You can copy and reuse for your next event!
4. **Food Service & Administrative office** that works with contracts:
   - Volunteer lunches
   - Order plastic table covers (helps with cleanup as many activities are messy!)
   - Provide waters for volunteers throughout the day
5. **Enrollment Office**
   - Arrange for enrollment to develop an online survey with URL and QR code to gather data about visitors. Can then be used for targeting potential future students for STEM related programs, courses and events.
   - Work with the Admin Office (President) for prizes for the attendance survey to encourage visitors to fill out the survey – we are giving away an iPad mini, FIT watches, and an iPod.
6. **Send out email to:**
   - Superintendents
   - Principals
   - STEM teachers
7. **Audio-Visual needs**
   - Gym
     - Microphone
     - Access to speaker system to hook up iPod for music
8. **Print:**
   - Promo posters – provided by MTU – send to:
     - Schools, libraries, public centers, childcare centers, fitness centers, etc.
   - Other promotional distributions such as bookmarks, postcards, rulers, etc.
9. **T-shirts**
   - Order matching shirts for your team of volunteers if you have monetary support for it.
   - Mind Trekkers have their own jerseys that they wear
~ 1-2 Weeks Ahead:

1. **OIT** – Tech Support – get public WiFi codes to post on tables for partners & guests
2. Send email to participating teachers
   - Event format (free flow), suggestions/tips, maps, scavenger hunt & key, layout, parking, times, wristbands (if having overlapping sessions)
3. Confirm your campus table needs & volunteer numbers to MTU for lunches
4. Create signs for:
   - Volunteers group tables
   - Food service location & hours
   - Group times, & WiFi password info - copy for each table

Last Minute Checklist (week of event):

- Submit sign stand request to Facilities BY TUESDAY
- Confirm liquid nitrogen delivery
- Submit Campus List serve Notice
- Print
  - Mini-maps for Saturday
  - OIT password & emergency numbers
  - Table signs
  - Hallway signs
  - Layout of event
  - Copies of schools attending
    - Take copy to Campus Safety
  - Final volunteer assignments
- Send email to volunteers via VolunteerSpot including layout, assignments etc.
- Check w/ AV:
  - FMic & speaker system access
- Bring t-shirts for local volunteers
- Verify:
  - Volunteer lunches are ordered and room they will be in
  - Teacher’s Lounge refreshments (if there will be one)
- Radios – take one to Campus Safety
- Check w/ Facilities re:
  - Large trash cans
  - Liquid Nitrogen delivery
  - A/C or Heat as needed
  - Storage room for partners big items
- Double check table locations
• Place table covers on all tables
• Place signs in stands & on tables
• Rearrange tables as needed

FINAL CLOSING CHECKLIST for Saturday:

• Remove signs from stands – recycle
• Remove table covers
• Pick up radio from Campus Safety
• Return all radios
• Remove large signs by campus entrances
• Place all garbage in garbage cans or dumpsters
Sample email sent out to all partners to promote event:

Good morning,

The dates of September 26th and 27th are fast approaching. If you have already signed up with Tom Maynard at MTU to participate in this year’s DOW Chemical Great Lakes Bay Regional Science and Engineering Festival scheduled at Delta College on September 26th and 27th, we are looking forward to seeing you soon.

If you have not yet signed up, please consider participating this year and let me tell you a little more about the event. It is an incredible event with an opportunity for you to share your aspect of STEM with thousands of children and their families. This is Delta College’s second year hosting this wonderful event that brings to life the areas of STEM through engaging hands-on activities. The event is a partnership between higher education and local businesses to captivate and stimulate the minds of students and the community to the possibilities and excitement that majoring in STEM offers.

Friday is focused on middle school students. Our hope is to have over 3500 area middle school students out here on Friday. Registration is underway and we are already well on our way to being full. Teachers sign up for two hour blocks to bring their students out with the blocks starting at 8:30 am and ending at 2:00 pm on Friday. Saturday is free and open to the public and runs from 9:00 am to 4:00 pm.

The festival basis is Michigan Tech's Mind Trekkers festival. Michigan Tech will bring down approximately 60 faculty, staff and students and many activities they have developed over the history of Mind Trekkers. Delta will have over 150 faculty, staff and students engaged in the event. Other higher education participants last year included faculty and staff from CMU, SVSU, Kettering and MSU. There will also be many local business partners that will be part of the program highlighting STEM and how their company is involved in STEM. Dow Chemical is our naming sponsor and will have the largest presence.

Those who wish to participate would ideally design one or more short activities to engage students. Typically we are looking for 45 second to 3 minute hands-on activities. A secondary purpose is to have information on hand about how your group is a part of STEM and how your group can expand on their interests in STEM or provide careers in STEM fields. Most participating organizations request one or two tables to serve as the platform to run their activities on, some bring their own apparatus and do not need a table but rather a reserved space. A link to a video on last year’s festival may give you a better idea of what the event looks like. Setup for those hosting activities can either be done Thursday night or more typically Friday morning prior to the 8:30 start for the event. Please let me know by September 3rd if your college would like space and the number of tables.

If you participated last year, we are looking to have an even bigger and better festival this year - although the format will be very much the same.

This year, Friday will have four sessions with a 30 min lunch break. Saturday will be the same as 2013. Our schedule is this:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am - 10:30am</td>
<td></td>
</tr>
<tr>
<td>9:00am - 11:00am</td>
<td></td>
</tr>
</tbody>
</table>
11:30am - 1:30pm
12:00pm - 2:00pm
Saturday: 9:00am - 4:00pm

(a detailed schedule will be sent out before the event along with maps)

Please see the attached 'Save-the-Date' flier for information that can be easily circulated.

If you have not already done so, please reserve table space by emailing Tom Maynard the following:

- The organization's name (This will be displayed on an 8.5" x 11" sign on your table)
- The contact for your group. (Name, phone number, and the org's mailing address)
- Whether you will need access to a power outlet
- How many 6' or 8' tables you will need (we mostly have 8’ tables)
- The number of people at your table(s) each day (Lunch is provided and we need an accurate count)
- Whether you will need additional space beyond your tables
- Whether you have a preferred location – we will do our best to accommodate
- A brief (1-2 sentences) description of your hands-on activity

I can’t thank you enough for being a part of the festival this year. In the span of two crazy days we will spark the imaginations of thousands of young people. Feel free to contact me or Tom Maynard (twmaynar@mtu.edu) with any questions you have. He can help you with logistics or brainstorming activities to do at the event. Think of him as your festival tech support. Check out last year’s festival on Youtube, Flickr and Delta’s site- get excited!
Sample email sent out to participating teachers week before event:

Good morning STEM teachers!

We are excited that you have chosen to bring your students to Delta for the 2nd Dow Chemical Great Lakes Bay Regional Science and Engineering Festival. This email confirms that you are registered to bring students to the main campus of Delta College on Friday, September 26th for two hours of fun, learning and exploration in a huge array of STEM fields. As the event approaches, I'd like to give you some important updates. Please read through all of these carefully as there are a few important changes from last year's event. In addition there are several important attachments that you should review as soon as possible.

1. **BUSES - same format as 2013**
   - Check in begins 10 minutes before your session start time.
   - Please try to have your buses arrive as close to your start time as possible. We have four overlapping sessions this year to alleviate some congestion as you arrive. Please do not arrive too early if you are in the 9am or 12pm sessions, as the earlier buses may still be moving to the other side of campus. It is essential that the 8:30 am and 11:30 am buses completely unload and move to the other side of campus before buses for the 9:00 am session or 12pm sessions get in the line for unloading. You will not be allowed to unload and will be asked to loop back around if you arrive before the 8:30 and 11:30am buses have finished unloading.
   - Thank you for your understanding. This is going to be a bit of a dance to keep things moving smoothly and your assistance and patience on this are essential and greatly appreciated.
   - Buses will **arrive and drop off on the East side of campus**, off of Delta Road.
   - Buses will **load and depart on the West side of campus**, departing onto Mackinaw Road.
   - This format will minimize the interference of incoming and outgoing buses.
   - Buses can park out in the far lot on the West side of campus until time to load. Please see attached map for locations of unloading and loading.

2. **Format for the event**
   - See the attached map showing approximate locations of activity locations. Since we have new additions and changes right up until the event, we cannot provide specific locations of each activity.
   - Event is free flow. Mind Trekkers has always kept a very informal format to their events to allow visitors to explore at their own pace and to spend time at activities that meets their individual interests. See below for tips to keep unloading and loading smooth.
   - There will be music in the gym and big things happening in the blue highlighted halls and in the courtyard. Students tend not to wander far from these activities.
3. **Arrivals**
   - Please remain on the bus until a volunteer checks you in for the event.
   - Before you let the students off the bus, you might want to discuss a meeting point for bus loading. All buses will load on the West side of campus, closest to Mackinaw Road. You might want to bring a hand held sign with your school name to hold over your heads for students and volunteers to see. I would recommend just inside the main East entrance doors near the gym if it is rainy and outside the doors if it is nice out.

4. **Departures**
   - An announcement will be made about 10 minutes before the end of your session so that your students can start heading toward the departure meeting point. It will be something like "Morning Sessions will be loading in 10 minutes"
   - If you are missing any students, let one of the volunteers know so that we can assist you in a search if necessary. This can be avoided in most cases by having students with a buddy system where they have a fellow student they at least meet up with maybe 30 minutes prior to your departure.
   - **Please do a head count of your students BEFORE your bus is leaving the College campus.** If you are missing someone, we can make an announcement in the gym and volunteers can assist with your search.

5. **Festival Pre-Survey**
   - Please ask your students to take this attached survey in class before the event. After the festival, your students will have the opportunity to complete a post-survey. The data gained from these is kept anonymous. This information helps us make the case to event funders that festivals like this are worth the time and effort invested. The information that we get helps us to keep our events free of charge. These surveys can either be scanned and emailed to twmaynar@mtu.edu, or sent in an envelope to the following address. (Please pick the method of delivery that is easiest for you).
     - **Center for Pre-College Outreach**
       - Attn. Mind Trekkers, Admin 217
       - 1400 Townsend Dr.
       - Houghton, MI 49931

6. **Scavenger Hunt (Questions and Answers)**
   - A tool for you to keep students on task - feel free to give these scavenger hunts out to your class when attending the event. You may collect them at the end of the festival or have your students turn them in to us to enter into our t-shirt drawing. Included is a set with answers for you.

7. **Some suggested topics to discuss with your students prior to arrival at Delta.**
   - **What is STEM?** Many students may not know what this event is about or why they should care. They may not realize that knowledge in STEM areas is infused in virtually all non-STEM fields as well.
   - **Job prospects are increasing in STEM fields.**
The event will be free flow with at times close to 2000 middle school kids milling around the campus. They should be sure to remember that they are on a College Campus where classes are in session and they should act accordingly. **We want this to be FUN, but we also want it to be safe.**

8. **Suggested attitudes and behaviors that they should bring to maximize the experience:**
   - **Be prepared to explore.** You WILL find something that interests you. There are MANY activities to choose from.
   - **Ask a LOT of questions!** We are here to spark your interest and discuss ways you can continue to have fun with STEM in the future. There will be a lot of professionals on hand to talk about the activities you are doing as well as answer questions about jobs in STEM.
   - Minimize jostling in crowded areas - **be patient** and you will find an activity that is not as busy
   - **You will NOT be able to see everything in the two hours. Bring your family back on Saturday from 9am-4pm if you want to see more.**
   - **Be respectful** of your fellow classmates, the campus, and the professionals that are volunteering their time so that you can have this amazing experience.
   - **Pay attention to safety rules**, especially at liquid nitrogen activities. ONLY event workers should be handling the liquid nitrogen!

**Attachments:**

1. Campus Map with marked areas for bus loading, unloading and parking
2. Festival Pre-Survey - send to Tom Maynard at MTU
3. Hallway Layout - blue highlighted areas show approximate locations of activities
4. Scavenger Hunt - share with your students if you want
5. Scavenger Hunt Answers - never hurts to have the key!

Thank you again for attending. It's going to be a blast (literally)!
Sample notice posted on campus List Serve:

An exciting (and FREE) opportunity for you and your family!

This invitation is for all students, staff, and faculty!

- Bring your family and friends to a FREE fun-filled family-friendly event on Delta’s campus on Saturday, September 27, 2014, from 9am-4pm. In collaboration with Michigan Technological University, The Dow Chemical Company, and a host of area corporations and sponsors, Delta College is hosting the 2nd Dow Chemical Great Lakes Bay Regional Science & Engineering Festival. This Saturday event is FREE, OPEN TO THE PUBLIC and has hands-on science demonstrations that bring the WOW of STEM (Science, Technology, Engineering & Math) to life! Meet with professionals in STEM and participate in fun, educational activities. It is designed to be fun for all ages! To see pictures from last year’s event, click on this link: http://www.delta.edu/science/science-festival.aspx. We encourage you, your family and friends to take advantage of this fun-filled Saturday event.

- In addition, if you are enthusiastic about STEM, want to learn more, or just want to share in an exciting event with area youth and their families, please consider volunteering for the Festival. Please continue to read this email for more details. This is an incredible opportunity to make a difference in the lives of our area youth! We need help in all areas, so no experience is necessary. Just bring your enthusiasm and love of learning.

(I then included the Volunteer Recruiting message.)
Sample notice sent to recruit volunteers:

An exciting (and FREE) opportunity for you and your family!

This invitation is for all students, staff, and faculty!

- Bring your family and friends to a FREE fun-filled family-friendly event on Delta’s campus on Saturday, September 27, 2014, from 9am-4pm. In collaboration with MTU, The Dow Chemical Company, and a host of area corporations and sponsors, Delta College is hosting the 2nd Dow Chemical Great Lakes Bay Regional Science & Engineering Festival. This Saturday event is FREE, OPEN TO THE PUBLIC and has hands-on science demonstrations that bring the WOW of STEM (Science, Technology, Engineering & Math) to life! Meet with professionals in STEM and participate in fun, educational activities. It is designed to be fun for all ages! To see pictures from last year’s event, click on this link: http://www.delta.edu/science/science-festival.aspx. We encourage you, your family and friends to take advantage of this fun-filled Saturday event.

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VOLUNTEERING DETAILS:

This is Delta College's second year hosting this incredible event that brings to life the areas of STEM (Science, Technology, Engineering, & Math) through engaging hands-on activities. The event is a partnership between Delta College, Michigan Technological University's Mind Trekkers road show, The Dow Chemical Company, and many area businesses, corporations, foundations, groups and schools to captivate and stimulate the minds of students and the community to the possibilities and excitement that majoring in STEM offers.

Friday is focused on middle school students with over 3,400 area middle school students (yes, I wrote that correctly!) registered to come to Delta College on Friday. Teachers have signed up to bring their students for two-hour blocks starting at 8:30 am and ending at 2:00 pm on Friday. Saturday is free and open to the public from 9:00 am to 4:00 pm.

For an event of this size to run smoothly, we could use YOUR HELP! This event is all about hands-on exploration with volunteers who help to run activities and to help with keeping the event running smoothly. No experience is necessary, just a willingness to have fun and an enthusiasm for learning.

Why should you volunteer? Here are a few good reasons:

1. Volunteers will be provided a free lunch during the event.
2. A Delta STEM T-shirt to wear at the event will be provided to volunteers as supplies last.
3. You will have a blast (sometimes literally!) with our area youth and their families.
4. An opportunity with network with area businesses hiring in STEM fields.
5. An opportunity to collaborate with businesses, students, STEM professionals and other members of the Delta community.
To make signing up to volunteer easy, we're using VolunteerSpot (the leading online signup and reminder tool) to organize our upcoming activity. **You may sign up for more than one spot, so if you are able to spend an entire day (or two) with us, please do so!** On the day you sign up for, you should check in with the Delta Volunteer Coordinator in E110 at least 10 minutes prior to your start time. **NO EXPERIENCE IS NECESSARY, JUST ENTHUSIASM!** Keep in mind that aspects of STEM are a part of almost all non-STEM careers, too!

Please consider signing up for the Science & Engineering (STEM) Festival to become a part of this very special event. Here's how it works in 3 easy steps:

1. **Click this link** to go to our invitation page on VolunteerSpot: [http://vols.pt/aSZRZv](http://vols.pt/aSZRZv)
2. **Enter your email address:** (You will NOT need to register an account on VolunteerSpot)
3. **Sign up!** Choose your spots - VolunteerSpot will send you an automated confirmation and reminders. Easy!

Note: VolunteerSpot does not share your email address with anyone. During your sign up process you will be asked if you want to receive information about other topics. Just click those boxes so they are NOT checked if you do not want this.

**VolunteerSpot does need your email address because the site uses this to send you reminders of your volunteer activities and we can then use this to contact all volunteers if necessary.**

If you have questions, please contact us by replying to cynthiadrake@delta.edu

We hope you take the time to be a participant of the event and to also consider volunteering some of your time. I want to thank you in advance for helping and being a part of something really spectacular!

We hope to see you there!
Sample notice sent to potential partners to have tables:

Dow Chemical Great Lakes Bay Region Science and Engineering Festival being held at Delta College on September 26 and 27, 2014.

This is Delta College's second year hosting this wonderful event that brings to life the areas of STEM through engaging hands-on activities. The event is a partnership between higher education and local businesses to captivate and stimulate the minds of students and the community to the possibilities and excitement that majoring in STEM offers.

Friday is focused on middle school students. Our hope is to have over 3500 area middle school students out here on Friday. Registration is underway and we are over half full. Teachers sign up for two hour blocks to bring their students out with the blocks starting at 8:30 am and ending at 2:00 pm on Friday. Saturday is free and open to the public and runs from 9:00 am to 4:00 pm.

The festival basis is Michigan Tech's Mind Trekkers festival. Michigan Tech will bring down approximately 60 faculty, staff and students and many activities they have developed over the history of Mind Trekkers. Delta will have over 150 faculty, staff and students engaged in the event. Other higher education participants last year included faculty and staff from CMU, SVSU, Kettering and MSU. There will also be many local business partners that will be part of the program highlighting STEM and how it is a part of what their company is involved in. Dow Chemical has the largest presence.

Those that wish to participate would ideally design one or more short activities to engage students. Typically we are looking for 45 seconds to 3 minutes hands-on activities. A secondary purpose is to have information on-hand about the programs of study your institution offers in STEM. Most participating organizations request one or two tables to serve as the platform to run their activities on, some bring their own apparatus and do not need a table but rather a reserved space. A [link to a video on last years festival](#) may give you a better idea of what the event looks like. Setup for those hosting activities can either be done Thursday night or more typically Friday morning prior to the 8:30 start for the event.
**Sample email sent to non-STEM Divisions to participate:**

As you probably know I am the Delta coordinator for the huge STEM Festival (aka Mind Trekkers or the longer name above in the subject heading) that we held last fall on our main campus. We are doing it bigger and better this year now that I know what to expect. As I walked around our event last year it occurred to me that we were missing something important. More and more the public is hearing about how and understanding in STEM fields (Science, Technology, Engineering and Math) is critical for non-STEM fields as well. It would be great if your Divisions could have a table at our event that could showcase in some way how any of these fields is utilized in your area. One idea might be how Engineering or other Technology is often used in Art, for instance.

If you would like your area to have a table at the event, please let me know how many tables you would like and if you would need any electrical access.

The event will be changing slightly from last year in an effort to alleviate some of the congestion that we saw on Friday morning when 2011 middle school students converged on Delta all at once! This year we have reduced the morning and afternoons to 1800 total students max and broken AM and PM into two smaller overlapping sessions that run for 2 hours each. They will run:

- **Break into FOUR SESSIONS:**
  - 8:30-10:30am
  - 9-11am
  - 11:30am-1:30pm
  - 12-2pm

We are also hoping to get enough volunteers to add student or maybe Boy Scout greeters who can help with traffic flow on both days. If you have a table, they should be set up and have a table cover on Thursday so you can set up anytime, but be ready to roll no later than 8:30am.

On Saturday the event runs from 9am-4pm, but you should be prepared to start at 8am if possible as we encourage all partners to use this time to network.

Thank you so much for your consideration.