

STEM Expo – May 24, 2012

Student Teacher Group Registration Instructions:

One representative from each of the school districts will check in – it won't necessarily be the person listed on the clipboard. If not, write their name along with the one that is already there.

Ask representative for Talent Authorization release forms. Collect forms. Ask if anyone is unable to be photographed and ask for their help in making sure they are not photographed.

Give representative padfolio with appropriate district name. Padfolio includes: Expo Schedule & Map, Activities List, List of STEM Majors, and Bookmark. Also, 3 CONNECT folders with the same info to give to each teacher leading a group of 10 students. Also, one envelope containing student surveys and raffle tickets; direct teacher to have students fill out surveys then return them to CONNECT in enclosed envelope. Each student completing a survey must also complete a raffle ticket which should be returned along with the surveys.

Give representative package of bags to distribute to students. There are 30 bags in each package (green ribbons) except Provincetown (blue ribbon) which has 18 bags. A collection of extra bags is bound with a red ribbon.

Representatives may then escort their students into the Moakley auditorium at their designated time, then proceed to activities per map.

School District Community Team Registration Instructions:

Check master list for name and highlight. If not on list, have person fill out sign-in sheet. Then give folder and direct to Auditorium for 10:30 presentation.