



# SWE Activity Report 2007 - 2008

Event: Girl Scout Day

Time: 9 am – 3 pm

Date: Saturday, March 29, 2008 Number of Participants: ~110 Girl Scouts + ~20 Volunteers

*Please attach all participant lists, relevant pamphlets/flyers, and pertinent info.*

Chairs of Event		
Name	Email	Year / Major
Nicole Rodia	<a href="mailto:ncr6@cornell.edu">ncr6@cornell.edu</a>	Junior (2009)/ECE
Zeynep Basaran	<a href="mailto:zb34@cornell.edu">zb34@cornell.edu</a>	Freshman (2011)/ChemE

Please submit a brief schedule of the planning of your event and any relevant contact people:

Activity to be done	By (Date)	Contact Person	Phone Number (or Email)
Arrange a date for the event with the council	August	Stephanie Hesler (Seven Lakes Council Program Director)	<a href="mailto:SHesler@girlscoutssevenlakes.org">SHesler@girlscoutssevenlakes.org</a>
Reserve rooms for GS Day	Beginning of spring semester	Engineering Registrar	Olin 158
Release flyer to councils so they can put it in their January newsletter (they like MS Publisher format)	mid-December	Stephanie Hesler Indian Hills Council	(same) <a href="mailto:info@gsihc.org">info@gsihc.org</a> <a href="mailto:chenango@gsihc.org">chenango@gsihc.org</a> <a href="mailto:otsego@gsihc.org">otsego@gsihc.org</a>
Correspond with troop leaders for troop registration	January-March		
Recruit volunteers (setup, morning, afternoon): listservs, tearoffs for SWE meetings, class announcements	January-March	Debbie Moss (DPE newsletter) Sundial WISC	<a href="mailto:d1m45@cornell.edu">d1m45@cornell.edu</a> <a href="mailto:sundial@cornell.edu">sundial@cornell.edu</a>
Check with SWE president about budget and t-shirt funding (corporate funding)	mid-January		
If corporate t-shirt funding still needed, ask Lockheed Martin	early February	Dan Christie	<a href="mailto:dan.christie@lmco.com">dan.christie@lmco.com</a>
Pick activities	mid-February	Main Street Science	<a href="http://www.nbtccornell.edu/mainstreetscience/kitlib/">http://www.nbtccornell.edu/mainstreetscience/kitlib/</a>
Reserve rooms for volunteer training (training should be the week of the event)	February	Engineering Registrar	Olin 158
Order badges (leave at least 3 weeks because large orders take a while)	3+ weeks prior	GSUSA ( <a href="http://www.gsusa.org">www.gsusa.org</a> )	1-800-811-9342
Design and order t-shirts (PSP Unlimited) generally 7-10 day turn around	3+ weeks prior	Brandy Adams	<a href="mailto:brandy@pspunlimited.com">brandy@pspunlimited.com</a>
Make activity rotation schedule, etc	Two weeks before event	Ruth Hall	<a href="mailto:rah45@cornell.edu">rah45@cornell.edu</a>
Confirm date/time and number of girls with	Two weeks		

troop leaders	prior		
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1. **About the event** – Please describe the event briefly. Was the turn out what you expected and/or wanted?
  - Activities:
    - Silly Putty: Mixed glue and sodium borate solution in a plastic fro make silly putty.
    - Marshmallow Bridges: Used toothpicks and mini marshmallows to build bridges.
    - Kaleidoscopes: used mirrors, index cards, and confetti to make a kaleidoscope.
    - Aluminum Boats: used tin foil to create a “boat” to hold pennies. Tested in a basin of water for buoyancy.
  - Turn out:
    - We had ~110 girls at the event and 20 volunteers.
    - Due to some communication difficulties, we had last minute cancelations before the event. We were originally expecting 130 girls. However, due to space constraints in Olin Hall, the lower turn-out was much more manageable.
2. **Specific Problems** – Please list any problems that were encountered in the organization and execution of the event.
  - Scrambling for a fourth classroom at the last minute.
  - We planned too much time for the introduction. It only took about 3 minutes. We then bumped the schedule up by twenty minutes= hectic.
  - Mainstreet Science could not provide an activity kit, but we found out the week of.
3. **Suggestions** – Please elaborate on ways in which SWE can improve this event for next year. Include general suggestions and advice for the future.
  - Confirm activity kits a month in advance to ensure that they will be available. Fill out the “kit request” online and then stay in touch with Mainstreet science to really confirm.
  - make sure to submit a separate room reservation form for each room. Do this on the first day of Spring semester.
  - Due to limited classroom space in Olin Hall, an alternate location such as Philips may be better in the future.
  - Maybe have a demonstration/mini activity during the introduction.
  - Volunteers were sufficient, but a few more for each activity (four per room would be great!)
4. **Budget-** Please make a budget of things purchased for this activity and their prices.

Item	Purchased From	Cost
T-shirts- 134, front screen print	PSP Unlimited	\$770(funded by LM)
Breakfast for volunteers (bagels, cream cheese, coffee, juice)	Collegetown Bagels	\$ 45
Lunch for volunteers (sandwiches, soda, chips)	Wegman’s – sub shop	\$100
Materials for Aluminum Boats Activity	Wal-Mart	\$10
Badges	GSUSA	\$120
<b>Total =</b>		<b>\$1,035</b>