

MITSWE OUTREACH TRANSITIONS

>> Girl Scouts Outreach

Contact Information

Please use this email address for all of your contacts.

mitsweoutreach@mit.edu/gmail.com

Password: outreachchairs

Questions? Email sweVPoutreach@mit.edu (will go to my gmail account). If you're ever unsure about anything, send me an email! I promise I won't ever get annoyed because you send too many emails. ☺

Your Events:

1. 3x Junior Day (Spring)
2. 3x Brownie Day (Fall)
3. Cadets/ Seniors? (Fall)

1. Junior Day

DATE: 4/2, 4/23, 4/30

LOCATION: TBA: need to follow up with Diandra on this

BUDGET: \$3000

Description of Activity:

Junior Girl Scout Day occurs each spring. We bring between 100 and 130 girl scouts and their parents/troop leaders to campus to work on an engineering challenge. They work in groups of 5 to 10 throughout the morning the complete an engineering challenge.

Past challenges have included extracting DNA from strawberries, making/fortifying a castle, completely a Rube-Goldberg contraption, etc. The girls receive a snack over the course of the morning. Typically Tim the Beaver visits during snack time. Then at the end of the morning they present their projects to the rest of the group.

There are no prizes and this isn't a competition, just a fun engineering challenge where everyone wins. We usually give them a SWE badge (can be purchased from the SWE website) for participating.

Of course, feel free to change the event as you see fit. Some suggestions I heard this year are:

- More organization for the volunteers, such as instruction sheets with more detail
- Involve the parents more so they're not just sitting on the sidelines

Planning Timeline

Immediately	Advertise to past participants and ask the regional Girl Scout coordinator to put a blurb in the newsletter. This may or may not be necessary as spots fill up extremely quickly for Girl Scout Events.
Immediately	Finalize space reservations with Diandra
A month before the event	<p>Open Registration</p> <ul style="list-style-type: none"> • Create Google form to keep track of sign ups <ul style="list-style-type: none"> ○ Form needs to include <ul style="list-style-type: none"> ▪ Name of each girl attending ▪ T-shirt size of each girl attending ▪ Dietary restrictions of each girl attending ▪ Cell phone & email ○ Also include this form on the website so people can sign up electronically • You will need to have a strict first come first serve policy in an effort to be fair. This year, however, look at the google doc from last year and try to include troops that were waitlisted last year. • Each participant needs to fill out 3 forms: <ul style="list-style-type: none"> ○ Liability ○ Medical ○ Photo release <p style="color: #4F81BD;">They can bring these on the day of, but can't participate without them.</p>
A month before the event	Finalize a list of activities to be done as well as supplies needed. Also prepare detailed instructions for everyone involved.
A few weeks before the event	<p>Start to advertise to MIT volunteers</p> <ul style="list-style-type: none"> • mitswe@mit.edu • Swe-outreach-interest@mit.edu • FSILGs • Posters, flyers, etc. <p>Also keep their info on a google doc. Make sure to ask them if they want to join the Swe-outreach-interest@mit.edu mailing list. Also make sure to get their cell # so we can call them if they don't show up.</p>
2 weeks before	Order shirts. We order from peter at qrst's. info@qrsts.com . T-shirts should say event name, date, MITSWE. We usually get a different color shirt for the mentors.
2 weeks before	Complete event registration form
1 week before	Order food. Make sure to keep track of vegetarian/allergies
1 week before	Get supplies from Costco, Home Depot, etc.
1 week before	Get Audio/Visual if needed. Contact MITAV in the basement of the student center.
A few days before	Send out reminder emails to everyone, along with the schedules and necessary forms. Train volunteers if needed.
On the day of	Take lots of pictures! ☺

Day of the Event Logistics

Tentative Schedule

8:30am – 12:30pm

8:30am-9:00am – Registration (also volunteer orientation)

9:00am-9:15am – Welcome, Engineering Challenge

9:15am-10:30am – Work on the challenge

10:30am-11:00am – Snack/Tim the Beaver/MIT students talk about their work

11:00am-11:45am – More work on their projects

11:45am-12:15pm – Project Presentations

12:15pm-12:30pm – Wrap up and Evals, Thank you, Good byes!

2. Brownie Day

DATE: Fall 2011, TBA –decide on this ASAP during retreat!!

LOCATION: Lobdell

BUDGET: \$3000

3. Cadets/Senior

DATE: Fall 2011, TBA –decide on this ASAP during retreat!!

LOCATION: Lobdell, or other location

BUDGET: \$1000

Event Description

Format will be similar to WiSE—discuss this at retreat with WiSE/KEYs chairs.