

# Northern New Mexico Expanding Your Horizons 2007 Volunteer Welcome Packet

Dear Colleague,

The Northern Chapter of the New Mexico Network for Women in Science and Engineering (also known as LAWIS) invite all of you to participate in the 28th Annual *Expanding Your Horizons* Conference. Co-sponsored by the Los Alamos National Laboratory, this year's EYH Conference is scheduled for **March 14, 2007** at the University of New Mexico-Los Alamos campus. We host young women in grades 8-10 from throughout northern New Mexico and encourage them to become the next generation of scientists, engineers, and mathematicians.

EYH goals are:

- To provide young women with opportunities to meet and interact with positive women role models who are active in the STEM (science, technology, engineering, math) and associated fields
- To involve young women with limited opportunities for success in positive experiences in these fields;
- To increase the interest of young women in STEM by providing exciting and fun hands-on learning experiences;
- To encourage young women to study as much STEM as possible by showing them the benefits of education and its relevance to their lives;
- To foster awareness of career opportunities in STEM related careers.

***(modified from the 1999/2000 Expanding Your Horizons in Science and Mathematics<sup>TM</sup> Organizational Packet Materials,  
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The 1995 AAUW report *Growing Smarter* recognized that three of the key factors in girls' academic success are: (1) a hand-on approach to learning, (2) single sex setting for non-traditional activities, and (3) exposure to women role models. EYH strongly emphasizes these three elements.

*We are desperately looking for volunteers from Northern New Mexico. Please see the following pages for planning committee tasks. If you see something you'd like to do, contact the committee chair for that task. WE APPRECIATE ANY AND ALL HELP!!!*

LAWIS is a non-profit organization. To make a donation, please contact: Wendee Brunish (wb@lanl.gov). Thank you for your support.

Sincerely,

Aviva J Sussman  
2007 EYH Chair

## **EYH PLANNING COMMITTEE SUBDIVISIONS**

### **ATTENDEE COORDINATION**

**Tinka Gammel**  
**jtg@lanl.gov**

#### **1. Registration**

- make registration form
- give to webmaster
- print copies for people without computers
- collate data
- assign students to workshop
- deal with parent's signature for online forms
- coordinate info packet to be sent to schools

#### **2. Handouts**

- get brochures and other STEM fields info to be included

#### **3. Evaluation**

- create, distribute, collect, and analyze student evaluations

#### **4. Mailing Announcements**

### **COMMUNICATIONS**

**Meghan Quist**  
**meghan@lanl.gov**

#### **1. Listserv Management**

#### **2. Website**

- maintain links and keep website current (in conjunction with LAWIS)

#### **3. Publicity/Media Release**

- write to schools (along with registrar) with EYH information
- coordinate with LANL Public Affairs for interviews with media
- contact LA Monitor, Santa Fe, Espanola Papers, KSFR

#### **4. Program**

- layout, format, and print program: general info, schedule, workshop summaries, sponsors, etc

#### **5. School Contact Follow-up**

- call schools to make sure they got the info and are coming or not

### **MONIES**

**Lisa Colletti**  
**colletti@lanl.gov**

#### **1. Budget (LAWIS treasurer)**

- keep track of inflow and out flow of money
- keep track of cost codes

- access to accounts
- keep track of internal and external monies
- send budget to state
- fill out LANL's conference form

## **2. Transportation**

### **3. Site**

- what places are available when
- how much will it cost? any rules?
- How many people can it accommodate?
- How many workshops can it accommodate? Work w/workshop coordinator for any special requirements.
- Finalize contract - details for state insurance registration; arrange payment.

### **4. Food**

- find out who will give us the best food at the best price  
includes delivery ?
- purchase extra snacks
- deliver snacks to event site
- make sure there is enough food, and veggie options
- candies for the presenters to use as workshop rewards
- work within site limitations

### **5. Sponsors: Wendee Brunish: wb@lanl.gov**

#### *A. Internal*

- Identify LANL sponsor(s)
- Set up conference cost code
- Provide sponsor info to program printing chair

#### *B. External*

- Develop list of business sponsors to target
- Write draft letter to business sponsors
- Send letter to potential business sponsors
- Make follow-up phone calls or personal visits
- Give checks to treasurer or verify receipt by treasurer
- Provide sponsor info to program printing volunteer
- Provide sponsor info to thank you letter volunteer

### **6. Gifts, Prizes & Souvenirs**

Note: Gifts are for presenters & keynote speaker, Prizes are for students during competitive events, Souvenirs are for all student bags

- purchase Knowledge Cards
- check with sponsor organizer to see if sponsors have souvenirs
- get EYH pens
- gift for Keynote speaker
- gift for presenters
- packet stuffing
- work with LANL & LAWIS to get bags and other souvenirs, Get bags from State, get program from Communications Chair, work with Sponsors person

## **7. Thank You**

- writes thank you notes to keynote speaker, presenters, gofers, and sponsors and signs along with Sponsors person and EYH Chair

## **NEW IDEAS/EXPERIMENTS**

**Nancy Kanjorski**

**nkanjors@scieds.com**

1. Career Fair
2. Tracking (Dana's idea)
3. Logo Contest

## **VOLUNTEER COORDINATION**

**Georgia Pedicini**

**gap@lanl.gov**

### **1. Gofers**

- work with RSVP
- work with workshop coordinator to identify number/type of gofers needed
- arrange additional gofers to assist at registration/checkout table
- arrange training as appropriate; have hand-out of responsibilities
- arrange schedules for part-time gofers
- help desk
- organize Gofer meeting

### **2. Keynote**

- invite speaker (along with EYH chair)
- take care of speaker travel & honorarium
- write thank you note (along with EYH chair)
- arrange a lunch/dinner for interested parties

### **3. Presenters**

- get people to run workshops
- number of workshops depends on students/site
- find out how many students the workshop can accommodate
- supplies/special needs/assistant
- keep registrar informed of details that impact workshop assignments

### **4. Team Activity Presenter**

- create an activity that involves problem-solving and encourages group dynamics, with an output that can be ranked/competed/judged
- purchase supplies; set up for multiple teams
- write up instructions; participate in training associated volunteers
- coordinate judging and prizes

### **5. Staff Room**

- reserve a room for all volunteers to go to and put their coats, etc and have snacks available for them

**TEACHER'S CONFERENCE (AAUW)**  
**Marilyn Minshall & Mary Campbell**

**EYH CHAIR**  
**Aviva Sussman**  
**spring@lanl.gov**

**1. Oversees planning committee**

**2. Meetings**

- schedule and lead meetings

**3. Minutes & Updates**

- take minutes during the meeting, provide to webmaster for posting, and sends them to LAWIS & EYH Planning Committee

**4. Recruit new people**

- hand out welcome packet, make new volunteers feel welcome, give them a job and hook them up with a buddy

**5. Lessons Learned**

- work with other volunteers to make sure issues are resolved

**6. Invitations**

- invite keynote speaker, set up keynote dinner
- write letter to get LANL volunteers community service approved

**7. Thank Yous**

- along with Sponsors person and Volunteer Coordinator, signs thank you notes to speaker, presenters, gofers, and sponsors