INITIATING A K-12 EVENT

1. FINDING THE RIGHT PERSON WITH WHOM TO COORDINATE
   - School Administrator
   - Stem Coordinator
   - Passionate Teacher
   - Look for STEM Non-Profit Organizations

2. TAKING CHARGE OF THE ORGANIZATION
   - Have an Idea in Mind!
   - Allow your collaborator to be involved but don’t put too much weight on them
   - Enlist volunteers!

3. TARGETING A DEMOGRAPHIC AND AGE GROUP
   - Focus on Elementary and Middle School Students
   - Find a Group you Can connect with
   - Have passion with your mission
   - Keep the audience age in mind when tailoring the complexity of the activity

4. INVITE STUDENTS TO YOUR COLLEGE CAMPUS
   - Entertain the idea of a college visit with the school and with your University
   - Many teachers will support exposing their students to college

5. DON’T BE DISCOURAGED BY FAILED ATTEMPTS
   - School administrators are busy and may take a while to return calls/emails
   - Have patience and don’t be afraid to follow up
   - Perhaps look for other opportunities