

Peoples Gas Middle School STEM Club Guidelines for 2017 – 2018

Objectives for all STEM Clubs:

- Assist students (grades 6-8) in selecting and developing their ideas for STEM exhibition research projects.
- Participate in Regional Network STEM Exhibition (2017-18 Letter of Intent must be on file)
- Each club member produces a STEM research project and presents it in the school STEM Exhibition.
- Foster students' interest in research and exhibiting their work.
- Develop data collecting skills using LabQuest
- Access the professional advice and feedback of Peoples Gas engineers and scientists to help students develop their projects.
- Help students obtain and share equipment and supplies while determining that each project meets the safety requirements as outlined in the current *STEM Exhibition Handbook*.

Schedule of Club Meetings:

It is recommended that the club have one or two meeting sessions per week for 1 - 1.5 hours. Holding two meetings per week on different days beginning no later than October 16, 2017 and ending by May 18, 2018 should result in a minimum of 27 student contact hours, plus 4 hours for prep time and 4 hours for professional development - total of 35 hours. The days can be consecutive, i.e. Monday and Tuesday; or alternate ex. Monday – Wednesday or Tuesday – Thursday. Club hours must be held after school hours are completed.

Student Club Members: A notice should be posted school-wide to announce the date, time, and location of meetings, should encourage new membership and be open to any 6th - 8th grade student. Each club should include and maintain approximately 10 members. **All club members must complete a STEM project, exhibit it in the school's STEM Exhibition and complete a survey/evaluation at a mid point and end of the semester.**

Resource Materials: Resource materials to assist teachers to engage students in experimentation will be given to each science club. This year's emphasis will be placed on using technology for data collection and graphing. Equipment and software will be available for loan from Student Science Fair, Inc. Materials and professional development will be given at Orientation Meeting.

Peoples Gas Club Advisor: Volunteer engineers and scientists from Peoples Gas will again be available to advise and give feedback about club members' projects. Club leaders are expected to contact their designated Peoples Gas Club Advisor to arrange how he/she will participate; from email correspondence to regularly attending club, the arrangement should be suitable for all parties and to the benefit of the student club members. Each club is mandated to have a minimum of eight (8) hours/5 meeting sessions of in school engagement with Peoples Gas Club Advisor.

STEM Club Leader: The Peoples Gas Science Club Leader must be a member of the school's faculty. A time sheet must be maintained, signed by the principal and submitted as requested for payment purposes. The faculty sponsor must maintain an attendance sign-in sheet of students at meetings or work sessions and complete a final survey/evaluation – which includes a report of all club activities and indicates the number of students who participated in the school, area, city, or state science exhibitions

Stipend: Club leaders may earn a stipend up to \$1000. To earn this maximum stipend, **27 hours** must be student contact hours when the club meets. **Four (4) hours** for preparing for club meetings and the school STEM exhibition. The remaining **four (4) hours** are spent attending and completing workshops, reports and evaluations. If less than 35 hours are completed, a \$20/hr. stipend will be paid. Instructions on how to account for these hours on timesheets will be given at the Orientation Meeting. Original timesheets (signed by the principal) and student attendance sign-in sheets for each club meeting are to be submitted. They may be sent via mail, mail run or in person. *Faxed and emailed copies will not be accepted.* Stipends will be paid upon completion of the program and return of all materials. More detailed information on submitting documents will be given to you at the appropriate time.

Approval Process & Required Orientation Meeting: Complete the *Peoples Gas STEM Club Application*, have your principal sign, and return the application as soon as possible. Upon approval, you will receive a notice about the **Orientation Meeting. The STEM club leader must attend the Orientation Meeting.** Orientation date will be on October 3, 2017. Save this date should your application be accepted. This meeting counts as workshop time on your time sheets.

Program Evaluation: Site visits and semester evaluations will reflect the success of the program. At our orientation meeting we will define as a group a standard of adequate mid-point progress to which all clubs will be held. Clubs not progressing at the midterm evaluation will be given special assistance. If subsequent progress is not made, the club may be disbanded. Clubs not meeting objectives by the end of the semester will not be invited to apply the following year.

Applications: Complete all information required on the Peoples Gas Middle School STEM Club Application. Applications are to be returned to Luba Johnson, CSSF After-school STEM Club Coordinator by Fax 773-925-1135, or by email – ljohnson131@cps.edu . If you have any questions, please contact Luba Johnson by email or by phone – 773-209-2204.



Peoples Gas Middle School Science Club Application for 2017-2018

PLEASE PRINT OR TYPE ALL INFORMATION

Due September 25, 2017

School: _____ Phone: _____

Network: _____ School ID #(6-digit) _____ GSR # (Mail Run): _____

Fax: _____

School Address: _____ Zip Code _____

Principal: _____ Circle one: (Dr. Mr. Ms. Mrs.)

Email _____

STEM Club Leader: _____

Home Address: _____

City, State, Zip Code

Home Phone: _____ Cell Phone: _____ E-mail: _____

1) Club information (projected information; we understand that change may be possible)

Day(s) science club meetings will be held: _____ Time (from-to): _____

Starting date: _____

How will you solicit student participation? _____

Currently teaching: Grade(s) _____ Subjects(s) _____

3) Endorsements (circle all that apply): Science Math Language Arts Special Ed.

4) Club Sponsorship (Please check one)

_____ This would be the first after-school STEM club I've ever sponsored.

_____ I've sponsored an after-school club but it was not STEM related for _____ years.

_____ I've sponsored a STEM related after-school club in the past for _____ years.

5) School STEM Exhibitions (Choose one that best fits the description of how students are selected to go to the Regional Network STEM Exhibitions)

_____ We have no classroom or school exhibitions; teachers choose the school's best projects to go to the Regional Network STEM Exhibition.

_____ We only have classroom exhibitions, the best projects from these go to the Regional Network STEM Exhibitions.

_____ We have a school exhibition with (circle one) <10 10-20 20+ 6th – 8th grade projects; the best of these go on to the Regional Network STEM Exhibition.

6) Club Leader's School STEM Exhibition involvement (Choose one which best describes your role in your school's STEM exhibition)

_____ I help students with their STEM projects to participate in the school STEM Exhibition.

_____ I am on the STEM committee for our school STEM Exhibition.

_____ I work extensively on our school STEM Exhibition. Explain _____

_____ I am our school's STEM Exhibition coordinator.

7) Project sponsorship (tell us how many students' STEM projects you have sponsored and to which exhibitions they have gone to): In the last 3 years I've sponsored _____ projects at our school STEM exhibition; _____ projects have gone on to the Regional Network exhibition, _____ of which have gone on to the city STEM exhibition and _____ of which have gone on to the state science fair.

I have provided the information above truthfully to the best of my knowledge and understand that changes that occur must be reported immediately to club coordinator.

Applicant's signature _____ Date: _____

Principal's signature _____ Date: _____