

## Art2STEM (A2S) Statement of Expectations for Coaches

The guidelines below provide a better understanding of what is expected of Art2STEM Coaches.

### **For Art2STEM to be successful, Coaches need to: \***

1. **Conduct after school meetings:** Six fall semester club meetings occur between September 6 and November 22; six spring semester club meetings occur between January 6 and April 27 (second field trip of spring may occur after TCAP testing). Club meetings and Art2STEM events should be added to your school's calendar – in addition to the A2S Google master calendar – to help prevent conflicts. Additionally, we understand that all Coaches may not be able to participate in all club meetings. In these cases, when at least 2 members of the Coaching team can be present, club meetings should proceed as scheduled. Remember that at least one (1) MNPS teacher is required to accompany your club on any site visit.

2. **Collaborate on scheduling site visits:** In addition to after school meetings, A2S club will have two business site visits (field trips) during the fall semester and two business site visits in the spring semester. Coaches coordinate with representatives from businesses and/or colleges to set agendas and schedule visits. Then teams work with John Hawkins (A2S Coordinator) on logistics. Remember to follow your school's administrative policies when requesting site visit dates.

3. **Have approval for expenditures:** To request resources (i.e., photo paper, plates, food, napkins) for your club, get authorization from John Hawkins (A2S Coordinator). Requests are to be submitted via email with a minimum one-week notice to [jhawkins@adventuresci.com](mailto:jhawkins@adventuresci.com).

4. **Hold planning meetings:** In order for club sessions to run efficiently, coaches are encouraged to hold a minimum of two face-to-face planning meetings per semester – in addition to regular club meetings. The A2S leadership team is available to help with planning, if needed. Please let us know when you hold your planning meetings and post these meetings on the Google master calendar. We would like to join you occasionally.

5. **Make sure information (forms) collection is complete:** Girls wishing to participate in Art2STEM need to complete and submit the necessary consent forms (i.e., Enrollment, Parent Consent, Parent Commitment, Photo/Video Permission) before the first club meeting. Those who do not complete and submit their forms by the first club meeting will not be able to participate in Art2STEM. In addition, clubs need to allow time to complete any evaluation within two weeks of the first club meeting, and again at the end of the school year.

6. **Post any changes to the Google master calendar:** This includes club meetings and business site visits; inform club members, fellow coaches, business representatives (if field trip or guest speaker is affected), and the A2S Coordinator, John Hawkins ([jhawkins@adventuresci.com](mailto:jhawkins@adventuresci.com) or 615.585.1881) of changes in your club's schedule.

7. **Makeup cancelled sessions:** Post makeup dates to the Google master calendar; inform club members, fellow coaches, business representatives (if field trip or guest speaker is affected), and the A2S Coordinator, John Hawkins ([jhawkins@adventuresci.com](mailto:jhawkins@adventuresci.com) or 615.585.1881).

8. **Participate in all relevant professional development training:** Professional development opportunities are required unless otherwise noted. These training sessions will be posted on the Google master calendar. To be respectful of your time, we will give you at least two weeks notice for professional development training.

9. **Manage and maintain project resources:** Coaches are expected to exercise proper care and maintenance of resources (i.e., Flip cameras, flash drives, laptops, etc.). Should there be any issues with resources – i.e., an item is lost, stolen, or damaged – we ask that you immediately notify A2S Coordinator, John Hawkins ([jhawkins@adventuresci.com](mailto:jhawkins@adventuresci.com) or 615.585.1881). Then fill out and email an incident report to John's attention.

*\*Should expectations consistently go unmet, Coaching Teams will be restructured to provide the greatest benefit to the girls and to achieve the desired outcomes set by Art2STEM.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature means you understand and commit to the Art2STEM expectations above. Please fax this page to John Hawkins, at: 615.862.5178