SHPE

NOCHE de CIENCIAS

ENGAGING COMMUNITIES IN STEM

MANUAL

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First edition prepared by Society of Hispanic Professional Engineers, October 2014. Last revised in October 2021.

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SHPE & NOCHE DE CIENCIAS OVERVIEW

About SHPE

For over 40 years, Society of Hispanic Professional Engineers (SHPE) has been dedicated to increasing the number of Hispanics pursuing careers in science, technology, engineering, and math (STEM). SHPE works to address the need for increasing the number of Hispanics in pursuing STEM degrees and entering the STEM workforce. SHPE is also committed to empowering Hispanic youth to realize their fullest potential, and Noche de Ciencias is SHPE's signature program for realizing this impact.

About Noche de Ciencias (NdC)

NdC's purpose is to engage and inspire Hispanic youth to pursue STEM degrees and careers and ultimately advance SHPE's mission and vision. NdC programming is aligned with impactful STEM after-school programs that yield STEM specific benefits, such as pursuing STEM education and STEM career paths later in life. NdC objectives are grouped into three (3) main categories: 1) increasing awareness of STEM fields and careers; 2) increasing participants' beliefs about their ability to succeed in STEM; and 3) increasing participants' sense of STEM identity. These objectives are accomplished through interactive STEM activities, networking opportunities, and sharing information on SHPE, as well as, by helping parents understand STEM opportunities through Bilingual Parent Workshops.

Learning Objectives

1. **STEM Awareness:** I KNOW STEM. Increase students' awareness of STEM so that they can properly identify the different degrees, careers, and industries within the STEM field.
2. **SELF-EFFICACY IN STEM:** I CAN DO STEM. Empower and strengthen students' self-confidence in pursuing and achieving STEM degrees and careers.
3. **SELF-IDENTITY IN STEM:** I AM STEM. Provide students opportunities to think and act as STEM professionals.

Why Noche de Ciencias?

Aside from bringing awareness and education to the next generation of STEM professionals nationwide, some key benefits of Noche de Ciencias include:

- **Interactive STEM Activities:** Students have an opportunity to engage with professional and university student leaders in their community and participate in fun, hands-on STEM activities. Activities are designed for students to learn about science and the engineering design process, while learning about STEM education and careers.
- **Networking Opportunities:** Parents and students have the opportunity to interact with college students and/or professionals in STEM fields to answer questions about college life and fields of study.

- **SHPE Overview:** Students will learn more about how to get involved with a SHPE Jr. Chapter, how to become a SHPE Jr. Chapter at-large member, and how to participate in the Pre-College Conference at the National Convention.
- **NdC is a great way to launch a SHPE Jr. Chapter.** NdC events can be held in partnership with a SHPE Jr. Chapter or as a way to launch one. For existing Jr. Chapters, the event is a great way to recruit members and showcase the chapter to parents, volunteers, and school administration. Whether you are establishing or sustaining a SHPE Jr. Chapter, NdC creates momentum and the reach you need to get to the next level.
- **Pay it Forward.** Hosting a NdC event provides a way for students and professionals in your SHPE Chapter to pay it forward and give back to your community!
- **Bilingual Parent Workshops (Required):** Parents play a key role in supporting their student's future goals. Workshops on STEM fields, college options, financial aid, and how to prepare students for college will be available to all participants' parents or guardians.

Navigating This Noche De Ciencias Manual

Conducting a Noche de Ciencias requires a strong commitment from your SHPE Chapter. This leadership experience will prove to be incredibly rewarding for you and your peers. This manual is design to support you and your chapter as you plan, design, and execute your Noche de Ciencias event. It documents best practices used by SHPE chapters and outlines a step-by-step approach to plan and execute a successful Noche de Ciencias event. The next section provides guidance on Planning and Organizing Your NdC Event, followed by information on Event Outreach: Fundraising & Marketing; then discusses Noche de Ciencias Event Flow and Logistics; and concludes with an Event Planning Checklist. This information should be useful to support planning your Noche de Ciencias event. If you have suggestions on additional resources that would be useful, please contact us at programs@shpe.org.

Helpful definitions:

- **SHPE Jr. Chapter** – an official SHPE chapter in a middle school or a high school
- **Target School(s)** – a middle school or high school from which NdC participants will be recruited
- **Host Chapter** – the university chapter or professional chapter that plans, organizes, and executes the NdC event
- **Event Venue** – the site where the NdC event is held; this may be a school, the university of host chapter, or a community venue (e.g., community center, Boys and Girls Club)

PLANNING & ORGANIZING YOUR NDC EVENT

Planning and executing a Noche de Ciencias event may seem overwhelming. In the following pages, the key tasks are broken down into manageable pieces to help make the process more manageable. Figure 1 portrays the key tasks involved in planning and executing a Noche de Ciencias event which incorporates hands-on activities for participants and bilingual parent workshops. Alternately, your chapter could organize a NdC mentoring event, or a NdC field-trip event.

While NdC events can be hosted by a SHPE Jr. Chapter, it is a best practice to partner with a SHPE University Chapter or a SHPE Professional Chapter to maximize your impact and leverage the expertise they offer. Doing so puts SHPE's core values of Familia and community into practice.

Noche de Ciencias Committee

It is important that your SHPE Chapter form a NdC Committee to plan, organize, and deliver a successful NdC event. Your committee will be composed of at least seven members who agree to serve in the leadership roles described below. In addition to these key leaders, it is suggested that you recruit 15-20 volunteers to help with specific tasks during the program. It is critical that the Host Chapter identify members to support the planning, organizing, and execution of your NdC event. The following leadership roles are recommended:

- Noche de Ciencias Lead
- Noche de Ciencias Marketing and Fundraising Lead
- Noche de Ciencias Volunteer Lead
- Hands-on STEM Activities Lead(s)
- Parent Workshop Lead(s)
- Noche de Ciencias Reporting Lead
- Survey Administration Lead

Table 1 provides details on the responsibilities of each of these committee member roles. If you don't decide to include a particular role on your committee, you will need to decide how those corresponding responsibilities are distributed to other roles or to volunteers.

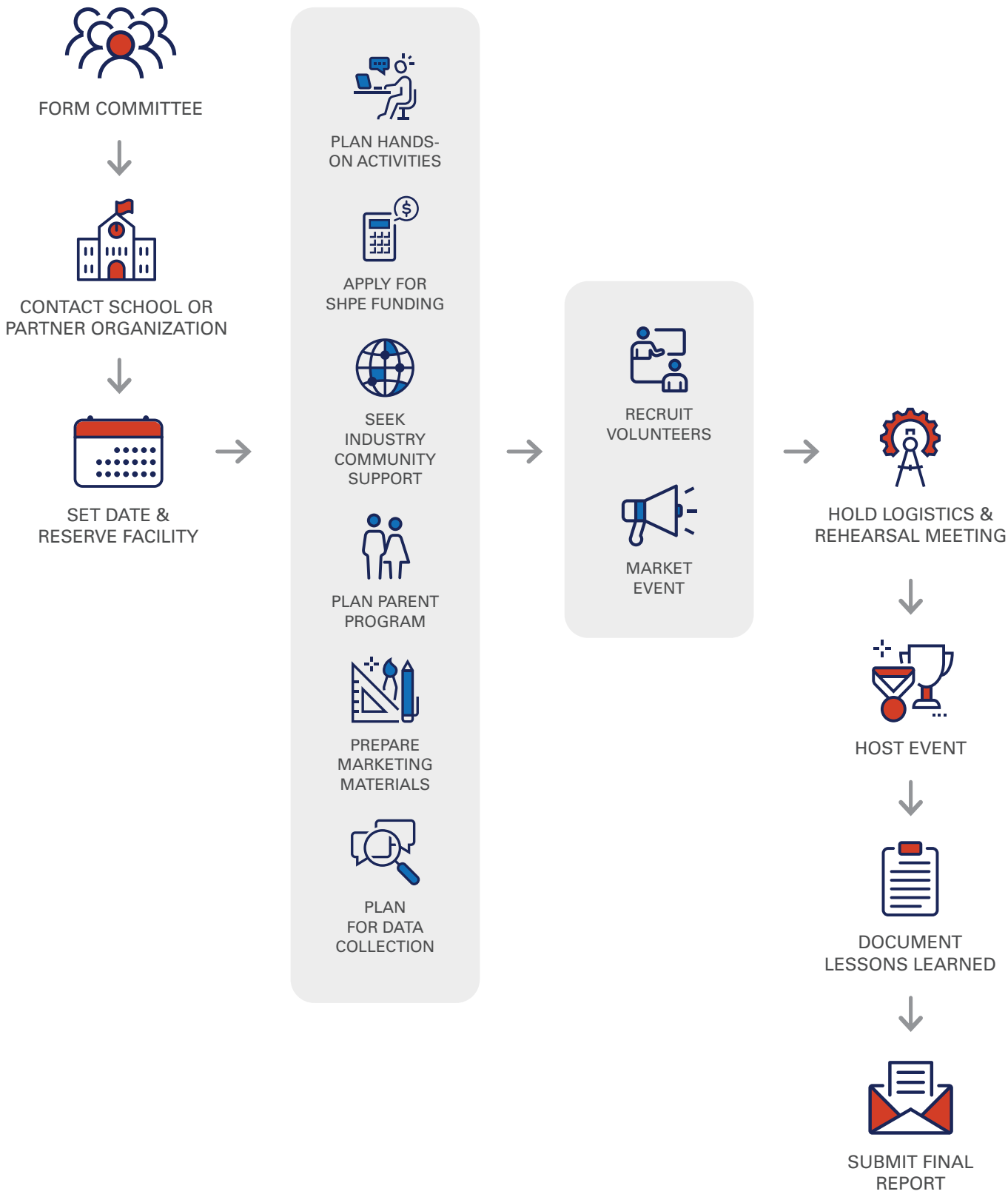

FIGURE 1. FLOWCHART OF KEY NOCHE DE CIENCIAS TASKS.

TABLE 1. COMMITTEE ROLES & RESPONSIBILITIES.

Noche de Ciencias Lead	• Ensures adherence to SHPE's timeline and reporting requirements • Initiates and maintains contact with school administrators and partners • Leads the event planning and logistics execution • Obtains School Participation Agreement signed by school administration • Submits application for funding • Reviews final report prior to submission to SHPE National
Noche de Ciencias Marketing and Fundraising Lead	• Develops Noche de Ciencias flyer and promotional materials • Distributes printed materials and/or electronic communications to invite targeted community, media, and general community to attend the Noche de Ciencias • Manages social media channels • Promotes Noche de Ciencias to students, teachers, administrators, community leaders, and media • Prepares application for SHPE National funding • Seeks in-kind and monetary support from local businesses and corporations in the community • Sends thank you notes to community partners
Noche de Ciencias Volunteer Lead	• Identifies a keynote speaker and STEM panelists • Invites a local university's admissions and financial aid department to conduct the Parent Workshop • Recruits volunteers to support Noche de Ciencias • Ensures volunteers are prepared and understand their responsibilities • Maintains contact with volunteers throughout planning process • Sends thank you notes to volunteers
Hands-on STEM Activities Lead(s) Recommend 2 committee members (one for each activity)	• Selects hands-on activities • Determine materials and set-up needed for activities • Recruit additional volunteers to support the implementation of hands-on activities • Manages set-up for hands-on activities • Coaches volunteers on using vocabulary words and making an engineering or science connection for each activity • Answer questions during activities • Make sure activities stays on track with time • Manages classroom clean-up after activities

TABLE 1. COMMITTEE ROLES & RESPONSIBILITIES (CONTINUED).

Parent Workshop Lead(s) Recommend 1 committee member for each session planned	• Answer questions during event • Clean up classroom after workshop • Make sure workshop stays on track with time • Bilingual volunteer conducts workshop in English and Spanish, or two unilingual volunteers (one English-speaker and one Spanish-speaker) conduct the workshop in separate, concurrent sessions
Noche de Ciencias Report Lead	• Ensures ALL receipts are collected, copied, and saved for reporting • Must make sure all required materials are printed and available for event: sign-in sheets, Accident & Media Liability Release waivers, participant pre- and post-surveys, parent pre- and post-surveys • Compiles and submits Final Report to SHPE (i.e., receipts, event photos, completed surveys, waiver forms)
Noche de Ciencias Survey Monitor Lead	• Ensures surveys are disseminated to the participants at the start of the event • Oversees the administration and collection of surveys • Sets up SHPE survey delivery method (print or online) • Submits surveys to Noche de Ciencias Report Lead

Effectively Using Volunteers

One exciting aspect of planning a Noche de Ciencias is involving the members of your SHPE Familia in the process. There are many opportunities for volunteers to be involved the day of the event. Table 2 describes the roles and responsibilities of the volunteers needed to ensure a successful Noche de Ciencias.

Volunteers may serve in more than one role if appropriate. Remember to make use of everyone involved (e.g., a volunteer can serve as a workshop lead as well as the Master of Ceremonies (MC) if time permits; the MC can also be part of the clean-up committee).

TABLE 2. VOLUNTEER ROLES & RESPONSIBILITIES.

Role	Volunteers Needed	Arrive	Responsibilities
Set-up Committee	3-4	2 hours before event	• Make sure that rooms are set-up and materials are ready for hands-on activities and parent sessions • Must make sure all required materials are printed and available for event: sign-in sheets, Accident & Media Liability Release waivers, surveys found on Tools & Resources page

TABLE 2. VOLUNTEER ROLES & RESPONSIBILITIES (CONTINUED).

Role	Volunteers Needed	Arrive	Responsibilities
Food and Beverage Committee	3-4	1.5 hours before event	• Ensure food and beverages are set up • Keep food and beverages stocked during event • Clean food and beverage station
Master of Ceremonies (MC)	1	1 hour before event	• Spokesperson for event • Deliver opening and closing remarks • Deliver announcements and instructions
Greeter	1	1 hour before event	• Point of contact for presenters • Confirm presenters before event • Greet presenters at the event
Keynote Speaker	1	1 hour before event	• Deliver a short speech about a relevant topic, education, or career in the STEM field
STEM Panelist Moderator	1	30 minutes before event	• Facilitate discussion and encourage students to ask questions of STEM panelists
STEM Panelists	3-4	30 minutes before event	• Serve on a panel responding to questions about STEM education and careers • Provide insights of an average day in a STEM career or university setting
College Workshop Facilitators	2-3	30 minutes before event	• Provide insights on financial aid, college admissions, and university life
Survey Monitors	2-3	1 hour before event	• Set up surveys • Ensure each participant and each parent complete both pre-survey and post-survey • Send completed surveys to NdC Reporting Lead
Floaters	2-3	1 hour before event	• Provide directions and answer questions • Assist presenters during workshops • Take photos
Clean-up Committee	3-4	Stay 1 hour after event	• Clean up general session and workshop rooms • Take down directional signs and banners at venue • Pack up materials, sign-in sheets, and food

If you are short on volunteers, remember that volunteers can do more than one task during the event. For instance, you can ask the Set-up Committee to also serve as the Food & Beverage Committee. At the end of the event you can ask all volunteers and attendees to help with clean up.

Selecting Your Target School(s)

When planning your Noche de Ciencias event, it's important to be purposeful in selecting your target school(s). If you have an established relationship with a school from hosting a prior NdC event, this could be a strong rationale for continuing to build this partnership. Having an active SHPE Jr. Chapter at a local school would also be a strong rationale for partnering with a school. If you don't have a SHPE Jr. Chapter locally, you might want to consider looking a demographic and need based information when selecting a target school(s). The National Center for Education Statistics (NCES) website can be used to identify demographic information about schools in your area. Here's a short video to show you how to use the site to identify proportion Hispanic and socio-economic status for schools in your area.

If there is a SHPE Jr. Chapter at your target school, involve them in the planning process. The more invested they are in the event, the more likely they will attend and to encourage their peers to attend as well. If area schools are not able to partner with you, you could consider partnering with community organizations like the Boys and Girls Club or scouting organizations. It may also be feasible to partner with local schools and community organizations to meet your event attendance goals.

Selecting STEM Hands-On Activities

Students learn through experiences, and the earlier we provide STEM hands-on learning experiences, the better. Noche de Ciencias activities inspire innovation and excitement as students discover their inner engineer and become lifelong STEM learners. The activities you select should teach students both thinking and reasoning skills. You want to provide information to help students understand how to analyze and solve real world STEM problems while also helping them understand what STEM professionals do in their jobs. Your NdC activities should designed to engage students with support and encouragement from your volunteer leaders and to encourage participants to "think and be" engineers. This will improve their understanding of STEM in a way that capitalizes upon their creativity and teamwork skills.

You should utilize volunteers (university STEM students or STEM professionals) to facilitate the hands-on activities. If your activity is team based, you would ideally have a volunteer leader working with each small group of students. It is important for the volunteers to help keep the group on task and to keep an eye on time to make sure the activity is completed and the event stays on schedule. Some questions that can help engage participants include:

- Do you agree/disagree with this step/process? Why?
- How else can we make this possible?
- What would happen if we tried it this way?
- Why do you think it is not working?

You may select your Hands-on STEM Student Activities come from a variety of resources. Here are a few that we recommend you consider:

Beats Unlocked is a Facebook workshop bringing **beatmaking and coding** to life for **middle and high school students** in underrepresented communities. Students create musical beats using basic coding and ultimately participate in a **beats showcase** where they celebrate their work. Through this experience, Beats Unlocked provides an outlet for **creative expression** while **building confidence and computer science skills.**

Facebook has partnered with CodeHS to bring the Beats Unlocked workshop experience to life. CodeHS is an industry leading coding education platform and has over a million users across the world. They provide customizable web-based computer science curricula, a suite of tools and professional development for educators.

Visit the Beats Unlocked page to learn more!

Key Workshop Elements & Requirements

- The format can be virtual, hybrid, or in-person
- The workshop is for middle and high school students ages 13+
- The workshop is offered in flexible time lengths to fit your needs (agenda roadmaps available)
- One of the unique incentives for chapter leads is a $1000 honorarium (by availability)
- Students can participate in future annual FB Beat MVP contests. To learn more about this year's competition and contest prizes please click here! FB Beat MVP Contest
- Components of the workshop include a blend of music education and basic coding. No prior Computer Science (CS) experience required!
- Post-Workshop students can continue working on their beat through Unit 2, keep their CodeHS accounts cost-free, and gain access to 30+ CodeHS courses

Ready to bring Beats Unlocked to your chapter?

We welcome all educators including in-classroom and afterschool educators from across subjects to facilitate our workshop. The curriculum is flexible and introductory, meaning no prior CS experience required. Review our facilitator checklist for our full requirements.

- ☐ You are 18+ years old
- ☐ You have a group of students ages 13+
- ☐ You have access to Wi-Fi and a laptop/computer
  - » Note: Experience is not accessible on cellphone, mobile devices, and tablets

- ☐ You believe that every student should have an equal opportunity to build their future!
- ☐ Outlined steps for chapter requirements and honorarium information will be provided!

Register as a facilitator here: Register Here!

Teach Engineering – Learn More

PBS Learning Media – Learn More

Planning Bilingual Parent Workshops

Research indicates that parent engagement in their student's education yields positive results — students stay in school longer, they perform better and have better school experiences. The objective for offering Bilingual Parent Workshops in conjunction with Noche de Ciencias events is to help participants' parents understand the benefits of STEM careers and how to support the student in pursuing a STEM field. SHPE has developed and translated two parent workshops that can be adapted for your use. The first workshop is on Understanding College Options and the second workshop is on Financial Aid. These presentations can be adapted to support you in educating parents about college access, funding, STEM career pathways and the fundamentals of STEM.

The financial aid presentation gives a comparison of schools in Texas. This slide can be updated easily to include information on schools in your state or region using the Consumer Financial Protection Bureau's website. Here's a short video to show you how.

EVENT OUTREACH: FUNDRAISING & MARKETING

Fundraising

Fundraising is a critical component to conduct a successful Noche de Ciencias. A typical event can cost between $500-$4,000 depending on activities planned and participation size. Funds are typically used for STEM activity supplies, equipment, venue costs, and food. Below are some fundraising ideas your Noche de Ciencias Committee may want to consider:

- **Raffle:** Request donations from local businesses and sell raffle tickets.
- **Car Wash:** Schedule a car wash on a weekend in your community. Consider pre-selling car wash tickets in advance to maximize revenue.
- **Dinner or Lunch:** Many restaurants offer fundraising programs. These fundraising programs typically offer a profit sharing opportunity on a specific day or timeframe for the business brought in by the SHPE group.
- **Bake Sale:** Host a bake sale at your place of employment or university.

- **Host a Breakfast:** Invite friends, family, peers, and colleagues to a homemade breakfast at your place of employment or school. Ask for a $5-$10 donation for breakfast.

There are many other creative fundraising ideas to help fund Noche de Ciencias. Consider working with your school's student government, your college's student government, or your employer to understand fundraising guidelines at your school or place of employment.

Corporate Sponsorships

SHPE Chapters are encouraged to contact local businesses and organizations in their community for monetary or in-kind support. Chapters should not limit their outreach to STEM-related businesses and organizations.

Often many local companies are willing to donate supplies, refreshments, giveaways, or other incentives as an in-kind donation. Consider contacting your local grocery store or restaurant to request donations. The more companies you contact, the more likely you are to receive support. Most companies need a formal letter requesting the donation. It is best to contact the manager and be diligent about follow-up. Although many larger chain restaurants will support events like Noche de Ciencias, you may have better luck reaching out to local restaurants or leveraging any personal connections you or your SHPE Chapter may have to local businesses.

In addition to in-kind support, some corporations will consider a monetary donation. If you are associated with a SHPE Professional Chapter, you may want to ask if any member's company would consider sponsoring Noche de Ciencias. The monetary support can cover event expenses. Depending on the level of monetary support provided, a company can be recognized through marketing materials as the official sponsor of the event. The company benefits as they receive positive recognition in the community for their support of the event.

Be sure to recognize your sponsors at Noche de Ciencias, and always follow up with a personal thank you note recognizing their contribution and photos from the event.

Marketing Noche de Ciencias

Marketing Noche de Ciencias will be critical to reach your targeted number of attendees. When hosting a Noche de Ciencias, every sponsoring Chapter will have to reach out to local media, the target school(s), their partners, and the community in order to have the best turnout for the event. Promotion is a key factor to get the attention of the audience you wish to reach, so be sure to strategize your outreach implementation.

Key Messages

When promoting the event, some key messages to highlight could be:

- Event is FREE and open to all interested students
- Interactive, hands-on STEM activities
- Free scholarship and college workshops will be provided along with handouts

- Opportunity to meet college students and STEM professionals
- FREE food!
- Drawing for giveaways (if applicable)
- Parents welcomed and encouraged to attend – there will be a special session for parents in English and Spanish

School and Community Outreach

SHPE Chapters use a variety of marketing tactics for promoting Noche de Ciencias events. The following list includes marketing strategies that have worked for other SHPE Chapters.

- Research the School District's contacts and reach out to them, they may be able to put you directly in contact with schools that have shown high interest or need
- Visit the target school's website to compile emails of STEM teachers and inform them of the event
- Visit STEM classes and give a brief explanation of what SHPE is and the benefits/highlights of attending the Noche de Ciencias
- Ask STEM teachers to consider giving extra credit for attending the Noche de Ciencias
- Promote event in school announcements (school newsletter, Principal's communication, school website and high school social media)
- Visit the school and set up an information/registration table to recruit students
- Partner with existing organizations/clubs with similar interests within the school to promote the event
- Seek assistance from the school's College Counseling Department or the Activities Director
- The PTA and Parental Involvement Office are a great way to inform parents about the event and invite them to attend
- If you are hosting your event at your target school, check to see if they will allow students from other schools to attend. If feasible, use the above methods to invite surrounding middle and high schools to gain interest in and boost attendance numbers.
- If there is a SHPE Jr. Chapter at the school, involve them in the marketing process. They will know the best way to reach their peers to encourage attendance
- When you register parents and students, capture their phone number and/or email address, and send out reminders prior to the event
- Consider offering the first 40 registered attendees entrance in a giveaway drawing to be held at the event

- Send an invitation letter to local organizations, community centers and companies to spread the word of the Noche de Ciencias
- Promote your event via social media including Facebook, Instagram, and Twitter
- Leverage your personal social media presence to promote the event to your peers
- Contact attendees from last year's Noche de Ciencias to encourage them to attend again
- Post flyers in community boards at restaurants, coffee shops, community centers, libraries, churches, and supermarkets. If possible, create a two sided flyer with English version on one side and a Spanish version on the other
- Contact local media to post event information in their community events

Getting the Word Out

The following section provide more information on how to do both traditional and social media outreach.

Identify your media sources

- Radio – Local and Hispanic radio stations
- Television – Local news, commercials
- Social Media – Facebook, Instagram, Twitter, YouTube
- Community Centers – Churches, city/town hall meetings, local community centers with recurring events, bulletin boards in restaurants and coffee shops

Prepare messaging for each of the identified sources

It is important to consider your audience when designing your message and how to distribute it. Your event is a family STEM event through which Hispanic students in your community will be a part of hands-on activities and view STEM in different and exciting ways outside of the classroom. Parents will learn how to help their students get into and afford college with workshops in Spanish and English, so that they can see these are attainable goals as well. You likely want to use a mixture of traditional media outlets (i.e., radio, television), and social media outlets (i.e., Instagram, Twitter, Facebook). With traditional media outlets, it's often important to go to these media sources and physically present your pitch if you can. The bullet points below provide suggestions for both traditional and social media messaging.

- Traditional Media Outlets:
  - » For radio or television stations, your best contact would be any newsroom staff member. Reach out to them via email as well as by telephone; do not underestimate the value of initiative shown by making the phone call or visiting the station.

- » Radio: Your message needs to be concise. When you reach out to local radio stations, ask them to say one or two sentences about your Noche de Ciencias event. Your ideal scenario would be for them to interview you about the event.
- » Television: You will need to send a press release to their newsroom. Follow up with a phone call, and try to reach out directly to journalists who cover human interest pieces for the community. If your community has multiple stations, reach out to multiple to expand your coverage.

- Social Media Outreach:
  - » Prepare a series of posts (or tweets) and plan a schedule of when you will post them (e.g., three weeks prior, two weeks prior, and one week prior).
  - » Google can provide lots of studies on when the best time to post is. We read through a lot of studies to decide what to recommend here. Our recommendation is to stick with the middle of the week and the middle of the day.
  - » Be sure to post the NdC information on your SHPE Facebook page. Consider creating a Facebook Event that you can share. Tag @SHPENational for more exposure.
  - » Share your event through your Twitter and Instagram accounts too! Be sure to use hashtags for more discoverability. And tag @SHPE on Twitter and @SHPENational on Instagram.
  - » Here are some examples of posts that could be used:
    - · JOIN US January 21st @WestHighSchool at 5pm for our #NochedeCiencias! #STEM activities for students & bilingual parent workshops! @SHPEnational
    - · ÚNANSE! 21 de Enero @WestHighSchool at 5pm: #NochedeCiencias! Actividades estudiantiles #STEM y talleres bilingües para los padres! @SHPEnational
    - · Don't miss out: #NochedeCiencias @WestHighSchool 1/25 - 5pm! #STEM Student activities & parent workshops; guaranteed fun for all! @SHPEnational
    - · OJO: 1/25 #NochedeCiencias @WestHighSchool - 5pm! Actividades estudiantes #STEM y talleres para los padres! Diversion garantizada! @SHPEnational
  - » Assign someone to engage with people who comment on the posts or ask questions. Posts with images get more visibility and traction. Do you have images you could use from prior NdC events as a part of your post?

- Emails:
  - » If you need to send emails to recruit volunteers or to promote the event, current studies suggest that Tuesdays are probably the best day to send and mid-morning (10 am) is probably the best time to maximize open rates.

NOCHE DE CIENCIAS EVENT FLOW & LOGISTICS

It is important that you have a written event agenda to help you with time management and to best structure your Noche de Ciencias event. Your agenda should include session title, start time or duration (10:00 am or 10:00-11:00 am), and location (e.g., room name or number). Since the event is designed for both students and parents, there will often be several sessions occurring at the same time. Consider using two columns or having a two sided agenda with the student agenda on one side and the parent agenda on the other side. A sample agenda appears below.

Your Master of Ceremonies (MC) should begin the event with a short welcome address, ask parents and students to complete the pre-survey (if not done during the registration process), and provide instructions about the event. We recommend that the MC introduce volunteers during the welcome so attendees can approach the volunteers if they have any questions.

While the students are participating in the Hands-on STEM activities, the parents will be attending bilingual sessions on paying for college and helping your child go to college. If possible, it is highly recommended to also offer a corresponding College Workshop for students during the event. This session can facilitated by college representatives from the admissions and financial aid departments or by SHPE members.

The students and parents can come back together at the conclusion of the event for the STEM panel and closing remarks by the MC. It is important that both students and parents complete both the pre-survey and post-survey. This is an essential component of the event that allows SHPE to demonstrate impact to funders.

Example of a Suggested Agenda

Time	Students	Parents
6:00 pm – 6:30 pm	Welcome Address/Keynote Speaker/Student and Parent Pre-surveys (Main Auditorium)	
6:30 pm – 7:25 pm	Hands-on STEM Student Activity #1 (Room 115)	Bilingual Parent Workshop #1 – Paying for College (Room 103 - English (Room 105 – Spanish)
7:25 pm – 8:20 pm	Hands-on STEM Student Activity #2 (Room 115) or, College Workshop for Students (Room 112)	Bilingual Parent Workshop #2 – Helping your Child (Room 103 – English) (Room 105 – Spanish)
8:20 pm – 9:00 pm	STEM Panel/Closing Address/Student and Parent Post-surveys (Main Auditorium)	

Keep in Mind DURING your Noche de Ciencias

The Noche de Ciencias Report Lead and volunteers should gather information about the event that will be helpful when submitting final report. Some items include the following:

- **Required Documents:** Keep track of all the documents you will need to submit your report
  - » Participant Pre-Surveys and Parent Pre-Surveys
  - » Program Sign-In Sheets
  - » Accident & Media Liability Release Waivers
  - » Participant Post-Surveys and Parent Post-Surveys
  - » Receipts for Expenses
- Pictures of attendees during the welcome, workshops/activities, closing (minimum of ten photos)
- Capture quotes from attendees about their experience at the Noche de Ciencias
- Take notes for lessons learned

Supporting the Learning

Identify volunteers during welcome so attendees can approach them if they have any questions. Keep in mind that each activity should take approximately one hour, depending on the age group. For additional support, it is important to have a table leader at each table to prompt conversation, using phrases such as:

- Do you agree/disagree with this step/process? Why?
- How else can we make this possible?
- What would happen if we tried it this way?
- Why do you think it is not working?

Keep in Mind AFTER your Noche de Ciencias

- If you received a SHPE Mini Grant for your NdC event, your final report to receive a check for the remainder of your grant. Your report will include all of the required documents listed above.
- If you are applying for a SHPE Reimbursement Grant, submit your application within sixty days after the event. Your application must include all of the required documents listed above.
  - » If your event is chapter funded, please submit your Program Sign-In Sheets, Participant Pre- and Post-Surveys, Parent Pre- and Post-Surveys, and your Accident & Media Liability Release Waivers.
- Submit your report to record your outreach and/or apply for funding via our Reports & Funding page

- Thank your volunteers and sponsors for their involvement in your Noche de Ciencias
- Highlight your event including students, parents, participating schools, volunteers, committee members and corporate sponsors on social media
  - » Be sure to tag @SHPEnational and use #NochedeCiencias for a chance to be highlighted on SHPE National's social media pages.
- Celebrate the success and recognize your outreach efforts!
- Discuss lessons learned from event and action plans for future ones. Let SHPE know how they can help improve the process!
- Start planning your next one!

EVENT PLANNING CHECKLIST

Planning Tasks:

- ☐ SHPE Chapter establishes a Noche de Ciencias Committee and determines Leads
- ☐ Noche de Ciencias Committee reviews Noche de Ciencias Manual
- ☐ Noche de Ciencias Committee and Noche de Ciencias Lead identifies a target school(s) to partner with and selects a venue for the event
- ☐ Noche de Ciencias Lead contacts school to secure commitment from school administrators
- ☐ Noche de Ciencias Lead provide partner school(s) with a School Participation Agreement, if needed
- ☐ Noche de Ciencias Lead sets the date, time and location of event (with target school input)
- ☐ Noche de Ciencias Lead recruits partners and volunteers for Noche de Ciencias activities
- ☐ Noche de Ciencias Marketing and Fundraising Lead develops marketing plan to promote the event
- ☐ Noche de Ciencias Marketing and Fundraising Lead contacts community partners for in-kind donations
- ☐ Noche de Ciencias Marketing and Fundraising Lead contacts potential partners for event sponsorship
- ☐ Noche de Ciencias Lead maintains a budget for Noche de Ciencias
- ☐ Noche de Ciencias Lead involves SHPE Jr. Chapter Executive Board in the planning process, if applicable
- ☐ Noche de Ciencias Report Lead reviews the Noche de Ciencias reporting requirements

Logistical Tasks:

- ☐ Volunteer Lead ensures volunteer roles have been filled
- ☐ Volunteer Lead requests involvement of keynote speaker, STEM panelists and community partners
- ☐ Volunteer Lead requests volunteers to sign Accident & Media Liability Release Waivers
- ☐ Noche de Ciencias Marketing and Fundraising Lead develops flyers, posts, and messaging to promote the event

Quality Assurance Tasks:

- ☐ Noche de Ciencias Marketing and Fundraising Lead reaches out to local media and sends messaging to be disseminated
- ☐ Hands-On STEM Activity Leads and Noche de Ciencias Lead review and establish activities
- ☐ Parent Workshop Leads and Noche de Ciencias Lead review and establish parent workshop
- ☐ Noche de Ciencias Survey Monitor Lead establishes methods to be used for administering surveys (either print or electronic)
- ☐ Noche de Ciencias Lead identifies promotional incentives, giveaways and additional materials to purchase
- ☐ Noche de Ciencias Lead makes required purchases and selects food vendor (if applicable)
- ☐ Noche de Ciencias Report Lead makes sure to track purchases as you go and save all receipts
- ☐ Hands-On STEM Activity Leads practice facilitating STEM activities
- ☐ Parent Workshop Leads practice delivering Parent Workshop presentation
- ☐ Volunteer Lead ensures volunteers have signed and returned Accident & Media Liability Release Waivers
- ☐ Noche de Ciencias Lead identifies A/V needs and communicate to event venue
- ☐ Noche de Ciencias Marketing and Fundraising Lead implements the marketing plan to promote the event
- ☐ Noche de Ciencias Marketing and Fundraising Lead follows up with community partners for in-kind donations
- ☐ Noche de Ciencias Marketing and Fundraising Lead follows up with potential partners for event sponsorship

The Week of Noche de Ciencias:

- ☐ Noche de Ciencias Lead makes additional copies of materials if needed
- ☐ Noche de Ciencias Lead confirms that rooms and A/V needs are in place
- ☐ Parent Workshop Leads confirm they have the materials needed for the workshop and save presentations to local computer to ensure they are available for event
- ☐ Hands-On STEM Activity Leads confirm they have the materials needed for the workshop and save presentations to local computer to ensure they are available for event
- ☐ Volunteer Lead ensures College Workshop Facilitators have the materials they need for the workshop
- ☐ Volunteer Lead confirms and reminds volunteers of their roles and responsibilities
- ☐ Noche de Ciencias Survey Lead confirms delivery method for SHPE surveys and makes sure Survey Monitors are prepared
- ☐ Noche de Ciencias Marketing and Fundraising Lead partners with SHPE Jr. Chapter Executive Board to remind students and parents about Noche de Ciencias
- ☐ Noche de Ciencias Marketing and Fundraising Lead confirms in-kind donations if not already received
- ☐ Noche de Ciencias Lead confirms food vendor and places order for Noche event