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# INITIATING A K-12 EVENT

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## 1. FINDING THE RIGHT PERSON WITH WHOM TO COORDINATE

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- School Administrator
- Stem Coordinator
- Passionate Teacher
- Look for STEM Non-Profit Organizations

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## 2. TAKING CHARGE OF THE ORGANIZATION

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- Have an Idea in Mind!
- Allow your collaborator to be involved but don't put too much weight on them
- Enlist volunteers!

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## 3. TARGETING A DEMOGRAPHIC AND AGE GROUP

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- 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

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## 4. INVITE STUDENTS TO YOUR COLLEGE CAMPUS

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- Entertain the idea of a college visit with the school and with your University
- Many teachers will support exposing their students to college

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## 5. DON'T BE DISCOURAGED BY FAILED ATTEMPTS

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- 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



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