**General Science Festival Overview**

# Timing

Most PTAs schedule their Science Festival in the evening, often from 6:00/6:30 p.m. to approximately 8:00 p.m. This maximizes the number of students and parents who can attend and means your PTA can offer free food/dinner to promote the event and welcome families to the school.

# Welcome Table

* Check in
* Sign [National PTA Photo](https://s3.amazonaws.com/rdcms-pta/files/production/public/National%20PTA%20Photo%20Release%20Form.pdf)  [Release Form](https://s3.amazonaws.com/rdcms-pta/files/production/public/National%20PTA%20Photo%20Release%20Form.pdf)

# STEM + Families Passport

* Pick up raffle tickets & passport
* Distribute food tickets (if applicable)
	+ Each attendee will receive their own passport. The Student Passport is green and the Parent Passport is yellow (see picture below).

* + There are 10 numbered stars on the passports, one for each of the 10 stations (both students **and** parents should visit each of the 10 corresponding game stations).
	+ The goal is for parents and their children to participate in each experiment **together**. After a parent and child complete an experiment at a station, the station facilitator will make a mark/initial/slash over the corresponding numbered star on the passports (i.e., after the student **and** parent complete the experiment at Station #2, the facilitator would write their initials over the #2 star on both the student and parent passport).
	+ Attendees do not need to do the stations in order.
	+ Once the attendees have a passport with all stars marked, they should go to the Rewards Table to trade in their passports for goody bags (for students) or to qualify for a giveaway (adults)!

# Volunteer Facilitator Guide

* + You should receive your station facilitator guide from your PTA Leader before the event date.
	+ Read the steps for your station before attending the event.
	+ Along with the facilitator guides that volunteers will use at the experiment stations; we have also included a hand-out with experiment instructions that adults and family members can use at the experiment stations
	+ Make sure to ask any questions you have on how to help parents and students successfully complete your station.

# For PTA Volunteers to Know and Remember

* + You should plan on being at the event 30 minutes early to receive direction and assignments.
	+ You may be facilitating one of the experiments. Don’t worry, there will be printed instructions at every station. Please take a few moments to familiarize yourself with yours.
	+ Along with the facilitator guides that volunteers will use at the experiment stations; we have also included a hand-out with experiment instructions that adults and family members can use at the experiment stations
	+ When students and family members come to your station, please make sure they have gotten their passports from the welcome table.
	+ Safety First! If your experiment requires safety goggles, please make sure that all participants are wearing the goggles at all times from start to finish of your station.
	+ **Parents and children should be participating in the experiments together**! If you see a parent standing around watching their student, please suggest that they join in the fun!
	+ One of the stations **(#10)** is a SURVEY asking participants about their experience. Participants should complete at least 5 stations before filling out the survey. If participants come to Station #10 with fewer than 5 stars, please ask them to complete at least 5 stations before completing the survey at Station #10.
	+ The adult give-away may be done as a drawing at the end of the event, if there is time. Alternatively, the drawing may be done after the event. If this happens, a PTA representative will contact the winner at the information provided on the passport.
	+ If you feel like you need help or a quick break, please ask another volunteer and they can co-facilitate or temporarily stand in for you.
* Most importantly—have fun too!