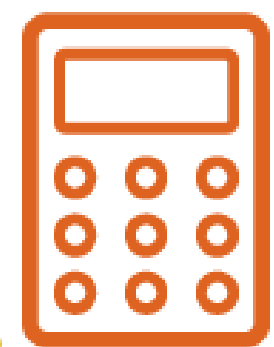




Hosting Your

National PTA®

STEM
+FAMILIES



Science Festival

A Step-by-Step Photo Guide

Promote Your Event

- Post flyers at high traffic points around the school—at student drop off points, in the lobby, etc.
- Send invitations home in students' backpacks, if possible!

NORTHERN VIRGINIA DISTRICT PTA



STEM + Families Founding &
Presenting Sponsor



INVITATION TO ATTEND!

MT. VERNON COMMUNITY: STEM + FAMILIES DAY

WHEN: SUNDAY, APRIL 23, 2:00 – 5:00 P.M.

WHERE: MT. VERNON HIGH SCHOOL, ENTRANCE 4

STEM experiments for all grades; Parents STEM Night Workshop and Panel; Exhibitors, Bayer scientists; Door Prizes; Light refreshments served, child care for ages 3-5 and translation services available, but must be requested during registration. All are invited as there's something for the entire family!

REGISTER to attend: www.novadistrictpta.org



Questions? Contact: stem@novadistrictpta.org



Set Up the Event Space

- Think about how to make the event welcoming and comfortable for adults *and* kids.
- Adult-sized seating says “This event is for you, too!”



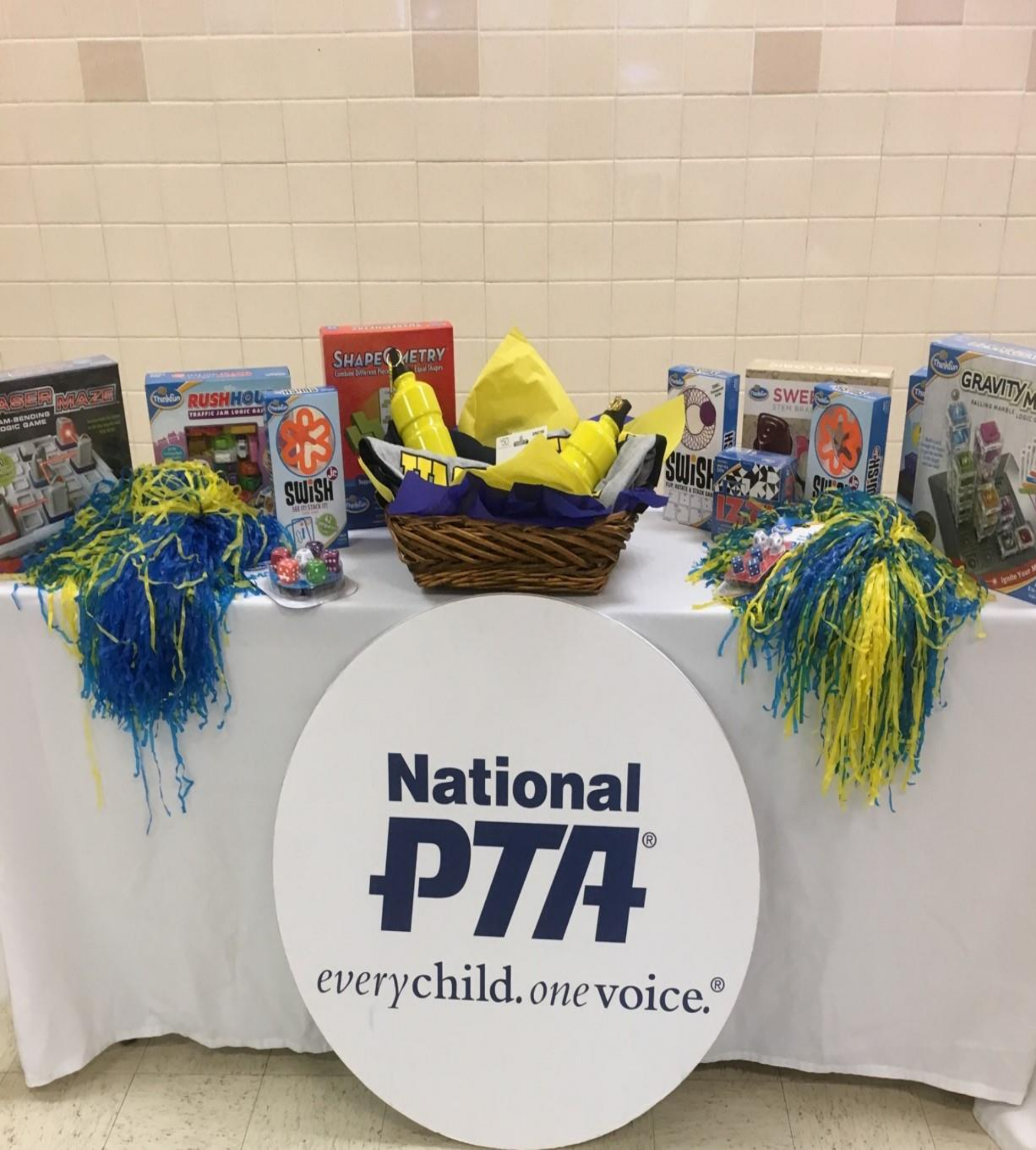
Welcome Volunteers

- Be sure all volunteers know their roles, when to arrive and where to report.
- Remember to track all volunteer hours for recognition and planning purposes.



Welcome Bayer Representatives

- Assign a specific volunteer to greet and host Bayer representatives and any media members who attend.



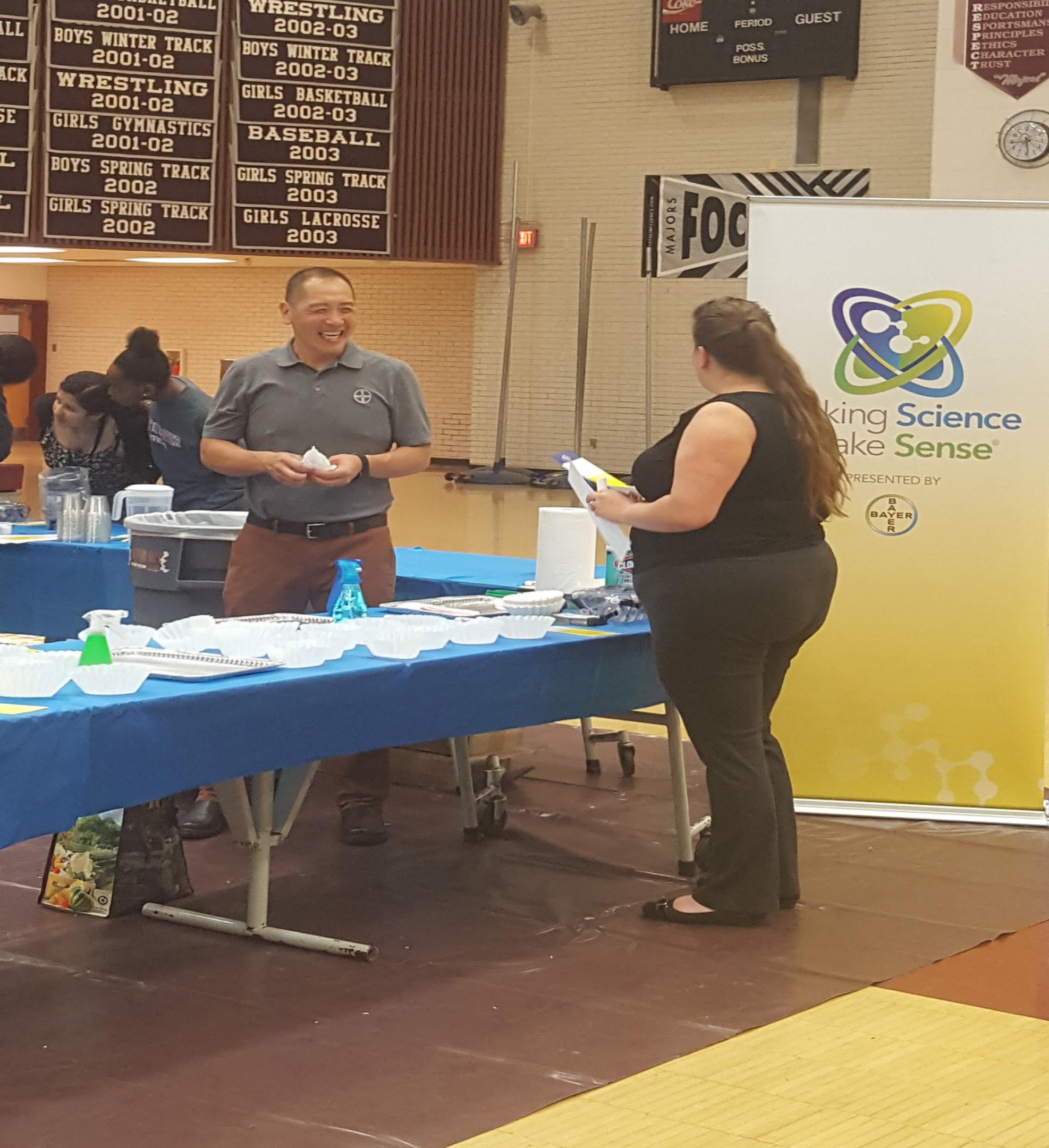
Assemble Awards Table

- Display prizes that will be awarded at the end of the event!



Volunteer Huddle

- You will need at least one facilitator for each of your 10 activity stations.
- You will also need volunteers to staff refreshment tables, greet families and direct them to stations.



Review Station Instructions

- Read through the facilitators guide for each activity.
- Check that you have all the supplies you will need.
- Make sure you understand how to do the experiment.



Families Arrive!

- Designate volunteers to greet families and direct them to the PTA Welcome Tables.



Welcome All Families

- Post welcome and directional signs in multiple languages to fully represent your school community.



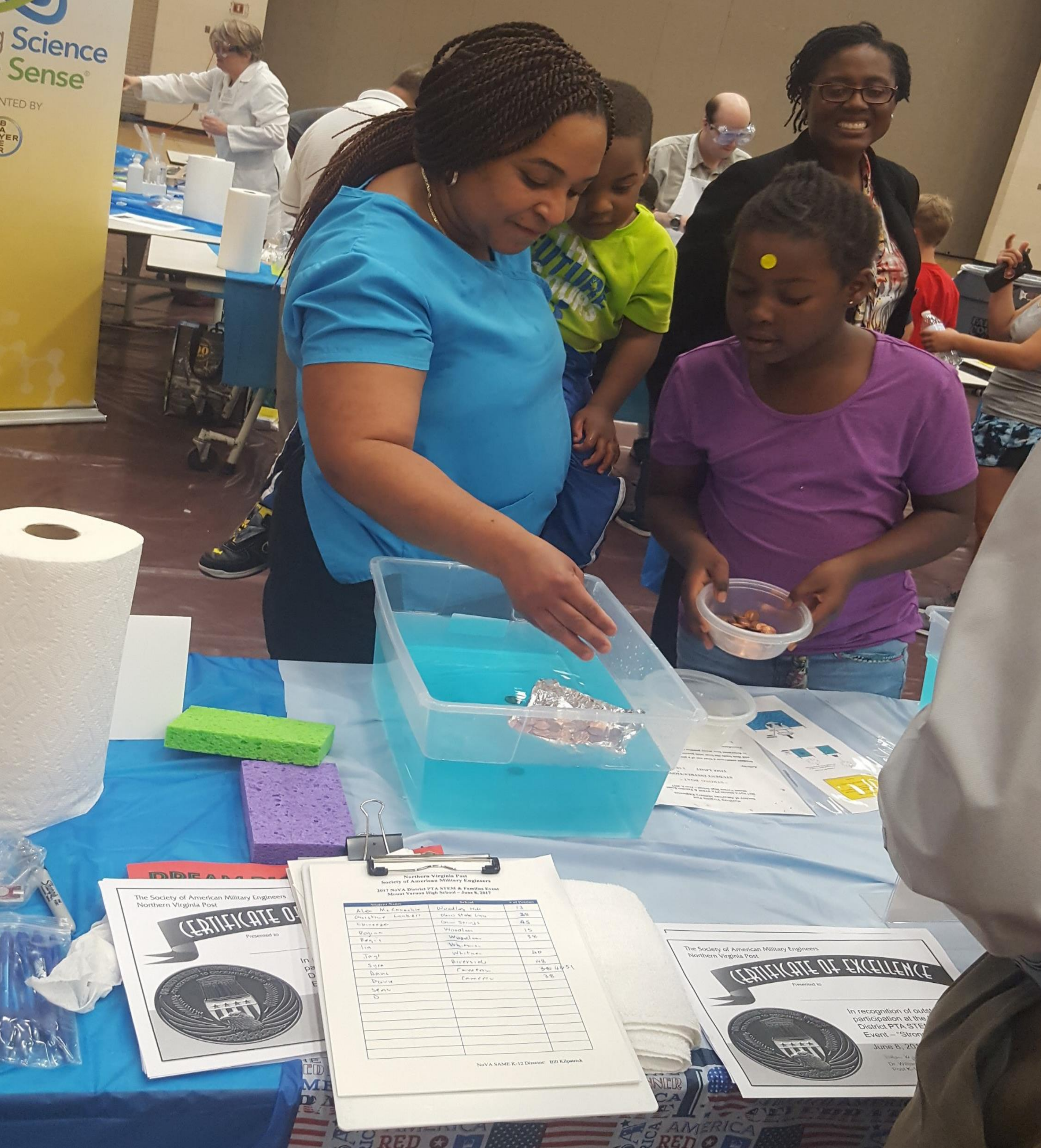
Eat Dinner!

- Providing a meal is a great way to encourage attendance at your PTA events—what parent doesn't love not having to cook?



Let the Festival Begin!

- When students and family members come to each station, make sure they have gotten their passports from the welcome table.



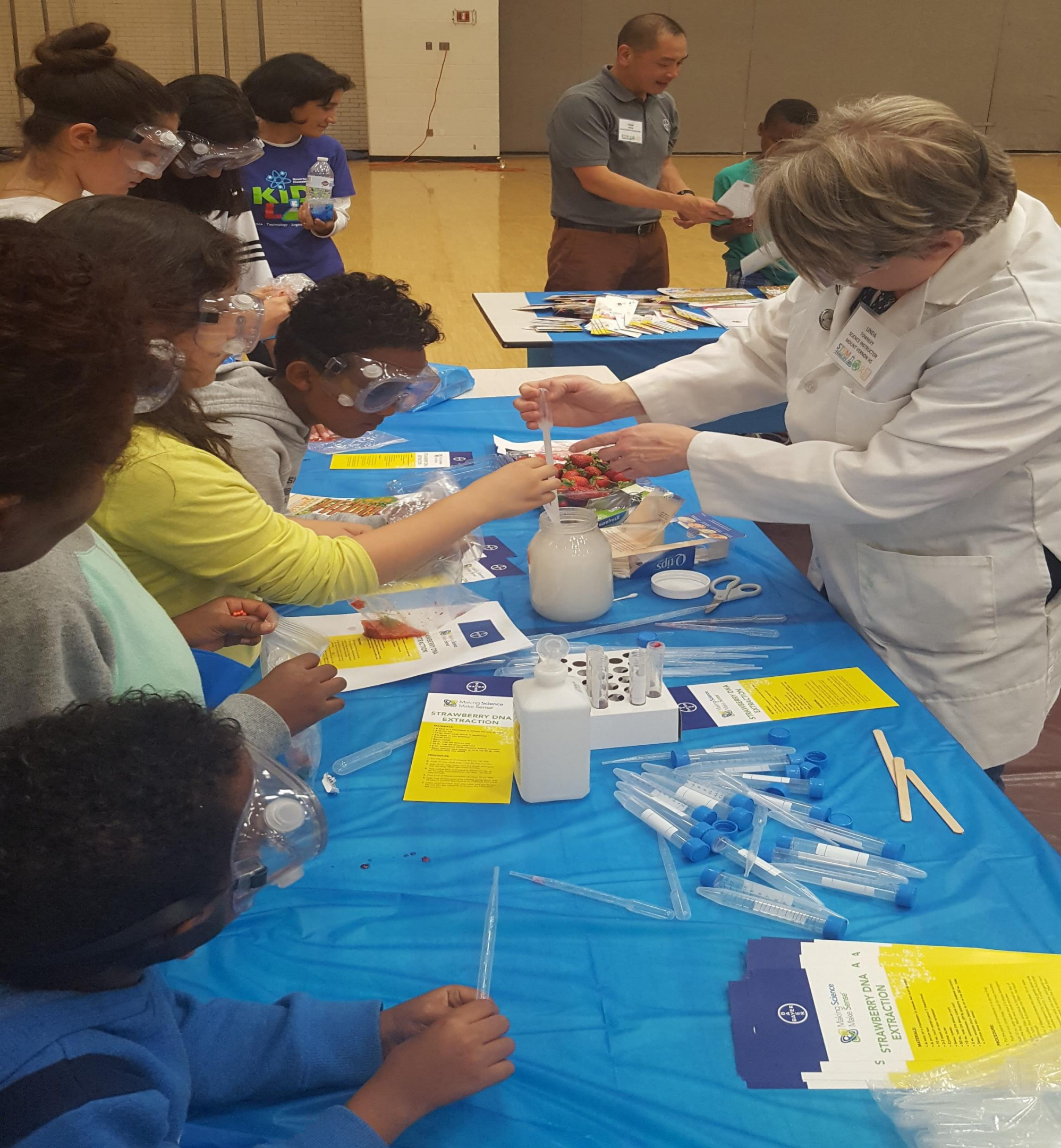
The Power of Play

- Parents and children should be completing the experiments together!
- Volunteers might need to encourage parents to get in on the fun.



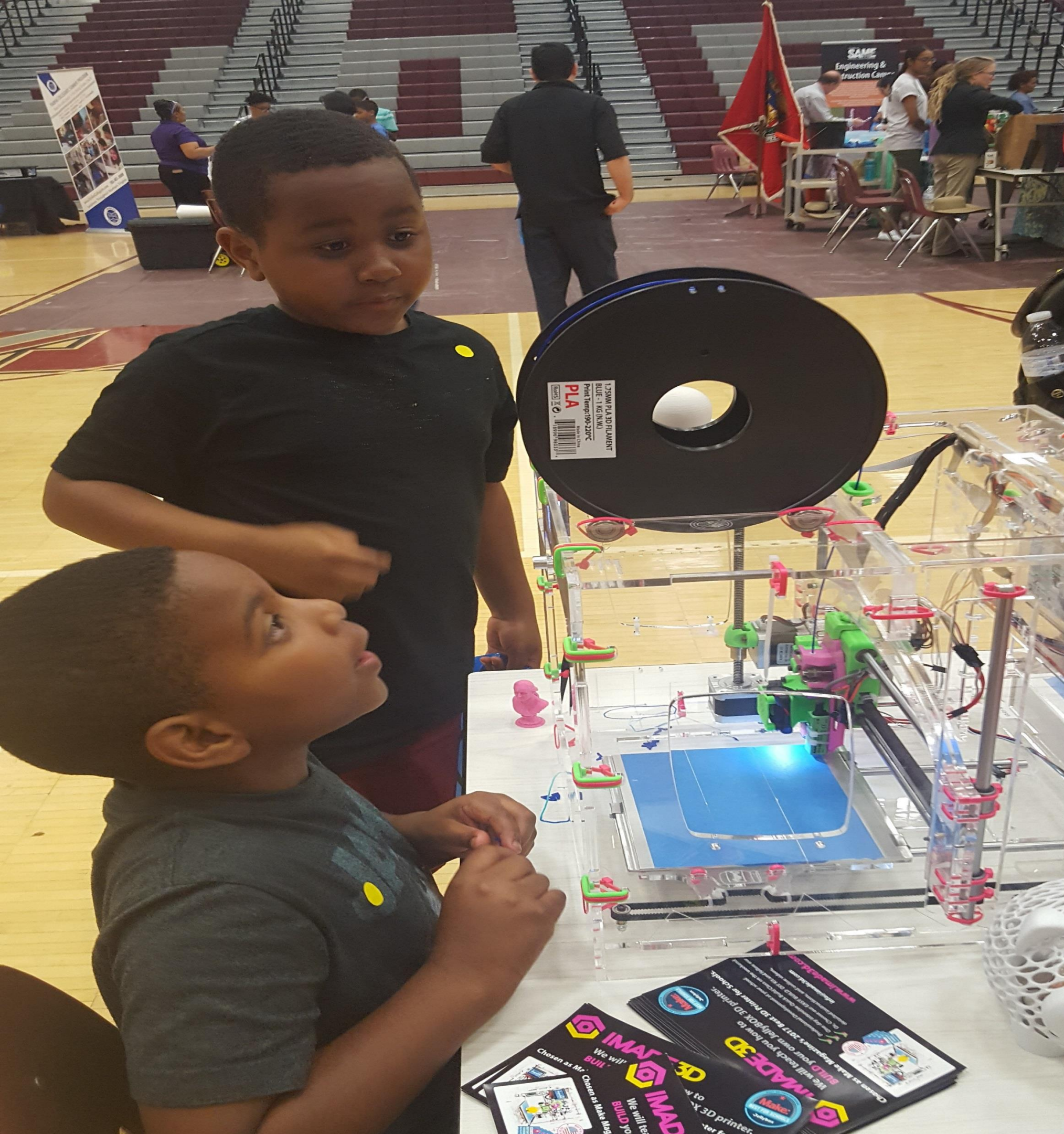
Change Stations

- Volunteers should mark off a star on each family's Passport before they leave the station.



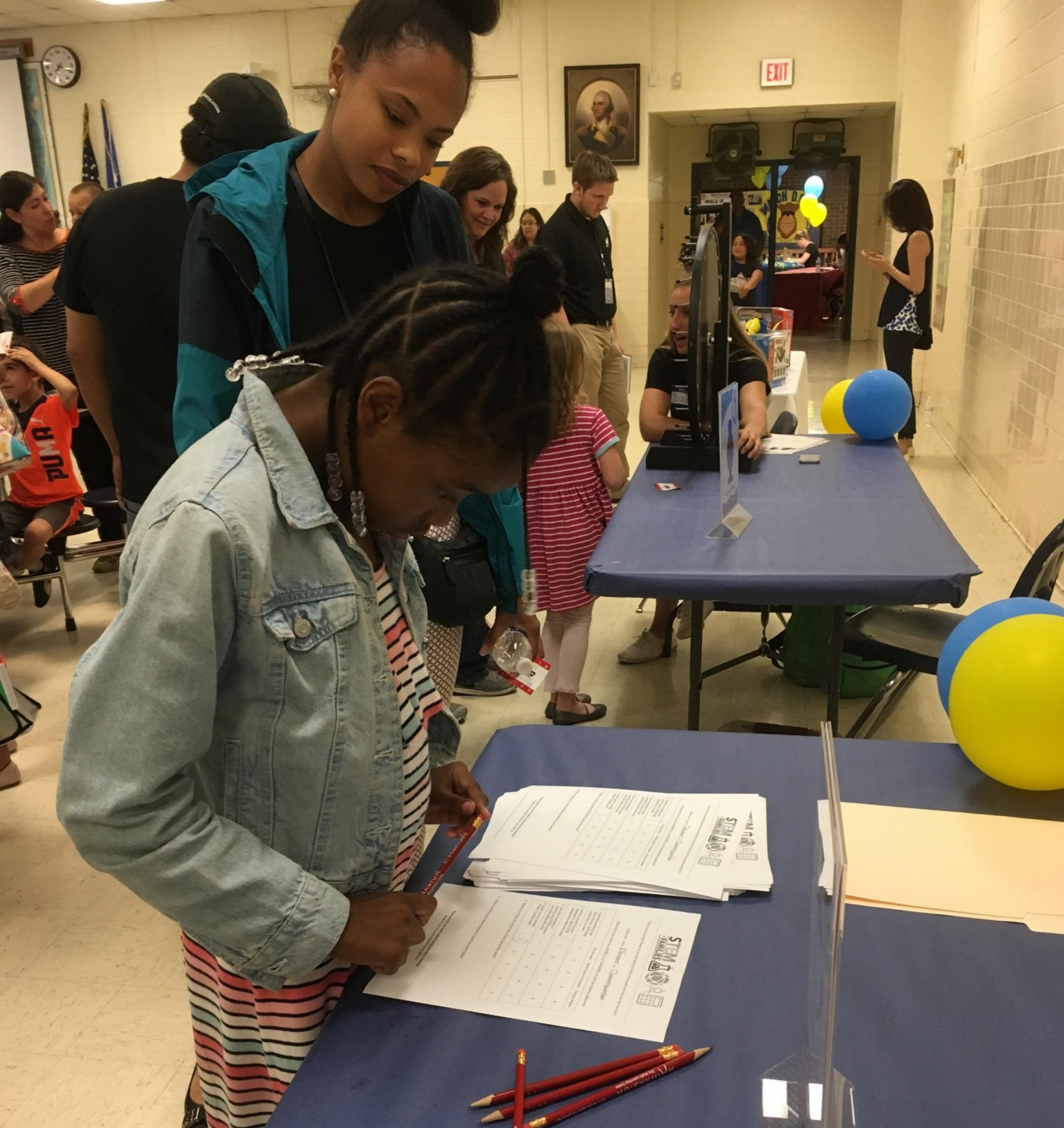
Engage as a Family

- If you see a parent standing around watching their student, please suggest that they join in the fun!



Have Fun with Science

- Research shows that **family engagement** leads to greater student success.



Gather Feedback

- 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.



Award Prizes

- After students and family members have all 10 stars marked on their passports, instruct them to go to the Rewards table and turn in their passports for a prize.





Thank Sponsors and Volunteers

- Thank sponsors, volunteers and staff during the event personally through a public announcement and/or with a small take-away gift.



Clean Up the Event Space

- Designating a clean-up crew ahead of time will ensure this happens quickly and efficiently



Visit Our

National PTA®

STEM
+ **FAMILIES**



Science Festival Toolkit

[PTA.org/STEM/Science/Toolkit](https://pta.org/STEM/Science/Toolkit)