**Participant Registration Template for a Tech-Free STEM + Families Science Festival**

Your PTA should set up a registration form for families planning to participate in this program, even though they’re doing so at their own pace without using technology. This will allow you to send interested families all the information they need to participate at home, help encourage them to complete the activities and provide support to them as they do so. This will also help you know how many materials–guides/handouts and possibly experiment supplies–you need to distribute.

Collecting the contact information for interested families will also help you follow up with them towards the end of your time period for this event and ask them to complete the participant survey, which you can incentivize them to complete via giveaways.

There are two options for this registration–online or in print. Because this is a tech-free program, use caution if you have an online registration. This makes it difficult for families who don’t have access to technology to participate. Alternatively, if you anticipate many families participating who do have access to technology, you can give this online registration as one option. We recommend you at least have a paper sign-up/registration form as an option. You can have this form at school pick-up if your school is operating in-person, at a school distribution time (whether its food or supply distribution) or another opportunity where you can distribute a paper sign-up form.

Consider using the following fields:

Your Name

Your Email Address

Number of children participating [**NOTE:** The age and grade level can help your PTA plan more specifically for who the participants will be–you may or may not want to collect this information.]

* + Child 1
		- Age, Grade
	+ Child 2
		- Age, Grade
	+ Child 3
		- Age, Grade
	+ Child 4
		- Age, Grade
	+ Child 5
		- Age, Grade
* Experiment Supplies [**NOTE:** Your PTA definitely needs to distribute printed materials for the Caregiver Guide and Student Handouts, but you can decide if you want to also provide any of the experiment supplies. Include this option for families to indicate if they want the supplies you are providing. You can either provide all materials or just some–just be sure to specify what you’re offering.]
	+ My family would benefit from being provided the necessary experiment supplies ([listed here](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/at-your-own-pace/materials-list.docx)) by the PTA.
	+ My family can provide our own experiment supplies.
* Experiment Supplies [**NOTE:** Only use this option if your PTA asks all families to supply their own experiment supplies.]
	+ I understand I will need to gather the experiment supplies my family needs ([listed here](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/at-your-own-pace/materials-list.docx)) to complete these activities on my own.
* Home address (so we can send instructional materials to your home) [**NOTE:** If your PTA plans to offer activity supplies as well, add “and activity supplies” after “instructional materials”.]
* Photo consent [**NOTE:** This helps your PTA get participants to actually complete the media release form, meaning your PTA can share the photos with National PTA. This also covers your PTA for posting photos taken during the event.]
	+ I agree to have pictures that I share with my PTA of my child/ren and me posted publicly. By selecting this, I commit to submitting a [media release form](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/at-your-own-pace/media-release-form.docx) if I send any photos of my family from this event. Alternatively, I will share photos via social media and tag my PTA where a media release form isn’t required. This does not require you to share pictures, it is just a requirement if you do choose to.