



Principal Invitation

Dear Principal,

Congratulations, your District leaders have recently selected your school's fifth-grade classes to participate in the upcoming FY24-25 STARBASE Florida Academy. STARBASE Florida is a 5-consecutive day, 25-hour hands-on educational STEM program held at the 125th Fighter Wing located at Florida Air National Guard military base. This program is sponsored through a partnership with the Duval County Public Schools, the Department of Military Affairs, and the Department of Defense. Through this partnership, the only cost to your school is for daily transportation and brown-bag lunches for each student. The DoD STARBASE curriculum targets Science, Technology, Engineering, and Math (STEM) based concepts which align with both the National and State Standards. This fast-paced, hands-on educational experience will not only be amazing and incredible, but also motivating and stimulating for each of your students and teachers attending.

Your partnership is important to us. STARBASE Staff will provide the following:

- A five-day STEM-based student academy with focus on Science, Technology, Engineering, and Math, as well as building Problem-Solving skills from 9 am -2 pm.
- All materials for teachers and students. *No items needed for the program (backpacks, paper, pencils, etc.)*
- Pre-test, Post-test, and scores provided for the school *upon request*.
- FUN LEARNING at our state-of-the-art off-site learning center located at the 125th Fighter Wing Base of the Florida Air National Guard is located adjacent to the Jacksonville International Airport.

PRINCIPALS - Please help us help you by assuring the following:

- Dates agreed to are not scheduled for other events for 5th-grade students or teachers.
- STARBASE can host up to 2 classes per week. Make sure each class has no more than 28 students each for a total of 56 students weekly due to limited space restrictions (*20 students per class MANDATORY minimum*).
- Allow all 5th-grade students and teachers the opportunity to participate in this life-altering experience, and confirm that all participating teachers understand their responsibilities as addressed in the “*Role of Teacher Chaperone*” guide located in the Welcome Packet.
- **Attendance Policy:** Only one absence per student will be allowed. If a student is absent twice, he or she may **NOT** return to STARBASE. Suspended students are not permitted to participate in STARBASE Florida classes.
- Arrangements are made for students and teachers to bring "brown-bag" lunches and beverages.
- **Make sure all transportation is scheduled and booked in advance**, before the visit. Schools must arrive by 9 am and leave at 2 pm. Buses must remain at the STARBASE campus for the entire trip.
- Complete and submit all required forms to STARBASE within the established deadlines.
- Establish a point of contact (POC) with the STARBASE office to arrange all necessary administrative duties to assure that your school is fully prepared and ready to attend the program.
- All necessary forms are available from our website at: **<https://starbaseflorida.org/registration>**

✓ How many 5th grade classes and total students for FY24-25? _____

Due to limited space, the calendar will fill up fast, so please do not hesitate and miss out on this awesome opportunity! If this program truly interests your school, we ask that you please sign and return this form immediately so your spot can be preserved. If for any reason your school is not initially chosen to participate, your school will be added to a waiting list in the order it was received. Once we receive your form, we will notify you and inform you with further details moving forward. Please email the form to: sb.florida@dodstarbase.org.

Sincerely,

Peter Carafano, PhD
STARBASE Florida
Program Director

Principal Name and Date

School Name