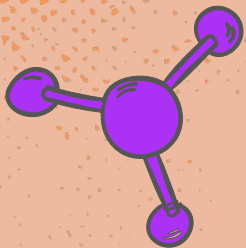# How to Plan A STEAM Fair In a Nutshell

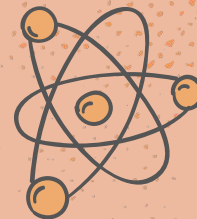Presented by Alicia Clouser from team 2486 the CocoNuts

Introduction

- Hi! My name is Alicia Clouser
- I am a senior on team 2486 the CocoNuts and I specialize in outreach and advocacy.
- I created the 1st annual "Dine People Are The Future" STEM Fair
- I also organized the 2nd annual "¡Tambien Lo Puedo Hacer! (I Can Do It Too!)" STEM Fair

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You will learn how make an email and email administration

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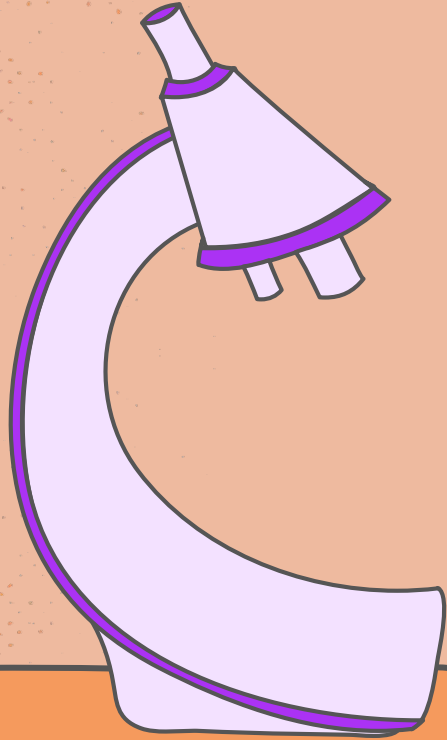You learn about the emailing process and what to say

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Emailing
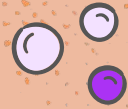Administration
At a School

Make a professional email

- Remember you are creating a business relationship with these people, so keep it professional!
- If your team can make a email or you (EX: aliciac@team2486.org) then use that! If not, there are some examples below.
- EX: FirstNameLastName@gmail.com
- EX: FirstNameLastNameInitals@gmail.com
- EX: FirstNameMiddleNameLastName@gmail.com
- Try to use your legal name (unless you go by a different name for personal reasons)

When Should I Plan This?

- First talk to your coaches on what date is best for the team.
- EX: NOT during build session
- Plan the fair around 4-12 months in advance
- Plan for 3 different dates for the administration to choose from.

How Do I Name My Fair?

- There are many ways to name a fair!
- You just do <u>School Name</u> STEAM Fair
- Or choose the demographic like "Dine People Are The Future STEM Fair"

Now Write The Email

- Create an email with your new professional email address.
- Write the email to the principal of the school and CC your coaches, and the rest of the administration.
- In the subject write, "STEAM Fair at School Name"
- Now for the body of the email you will write about who you are, your team affiliation, and what you are planning. If you are an alumni from the school or have family connections, that's great, include it!

Example of Email

Dear <u>Principal Name</u>
My name is <u>First Name and Last Name</u> and <u>I'm an alumni from School Name</u> or <u>I have family at School Name.</u> I'm from <u>Team Number, Team Name</u>. I'm writing this email in regards to creating a STEAM fair at your school titled: <u>Your STEAM fair name.</u> Below are some dates and times that we can consider.
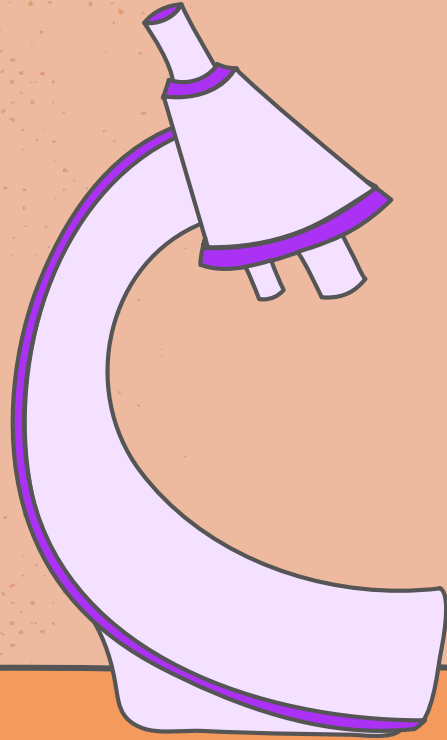
Dates and times:
<u>Your three different dates and times listed</u>

Please email if you have any questions or are interested! Thank you for your time and consideration.

Sincerely,
<u>Your Name</u>

Emailing Local STEAM orgs.

Create A Google Form

- Creating a Google form will help with keeping track of who's going to fair. Below is a brief summary of what to put into a Google form.
- Email
- Organization affiliation
- Phone number
- Their target audience (optional)
- How many booths (optional)
- Will you have activities for kids & how many?
- Number of people the organization will bring
- Any questions?

Create A Google Form

After creating a google form, go to your responses and click the "View in Sheets" button. This will allow you to view people's responses in a Google spreadsheet.

Breaking Down Emails

- To: sending it to one person, like sending a letter to someone.
- CC: is adding someone else on the email but it's not directed to them.
- BCC: allows us to include multiple people but not allow others (except for the sender) to see the emails.

Sending Emails to STEAM orgs

- Make of list of organizations you want to email
- Create a email
- In the "To " part of the email, put your coaches emails
- In the "BCC" put all of the organizations email addresses
- Now write the email using the template on the next slide
- You may have to re-mail multiple times

Email Example

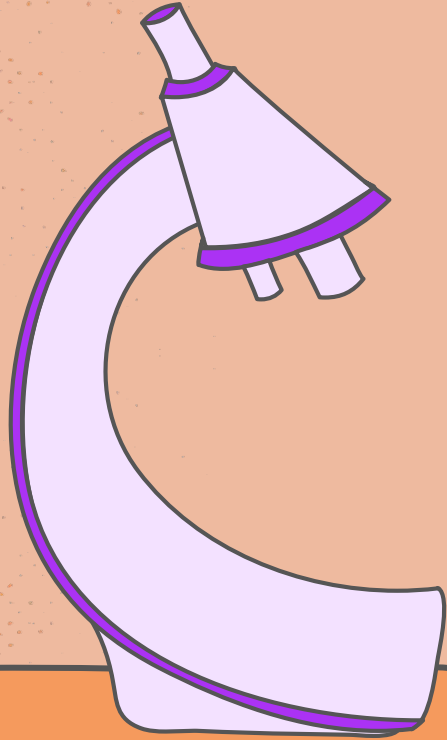Now write the email...
To Whom It May Concern,

Hello my name is <u>First Name and Last Name</u> I am a member of team <u>Number and Name.</u> I am writing this email in regards to see if your STEAM organization will like to partake in on <u>Time and Date </u>at <u>Elementary School name.</u>

Thank you for your time and have a great day!

Sincerely,
<u>Your Name</u>

03

Now You Have STEAM orgs - Now what?

Making The Fair Smooth As Possible

- Go to the school in person to brainstorm on how to organize the tables and placements. It's best to bring a pen and paper to draw out your idea.
- Have a map of booths for each vendor so they can be easily placed with less stress.
- Make goodie bags!
  - This one is optional if you have the supplies
  - Making handmade cards with everyone's signatures on it will make a good impression on you and your team.
- Provide snacks! (if you can)
  - Volunteering is very time/calorie consuming. So providing snacks is great!
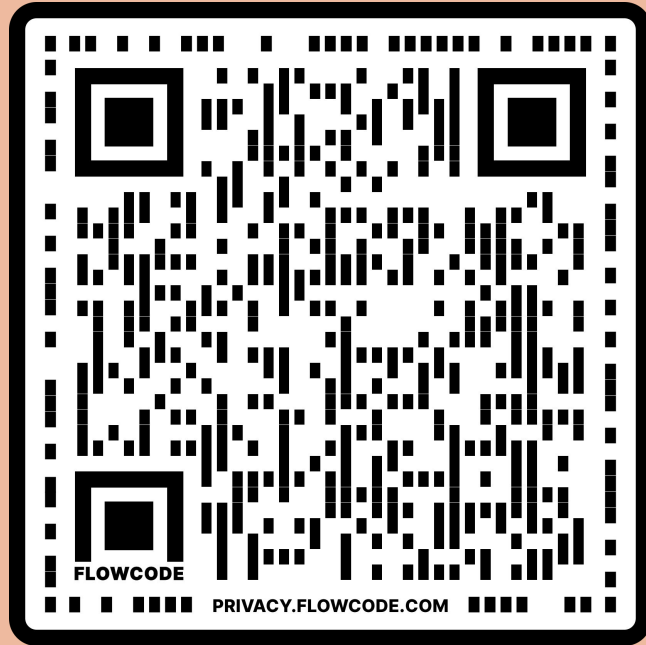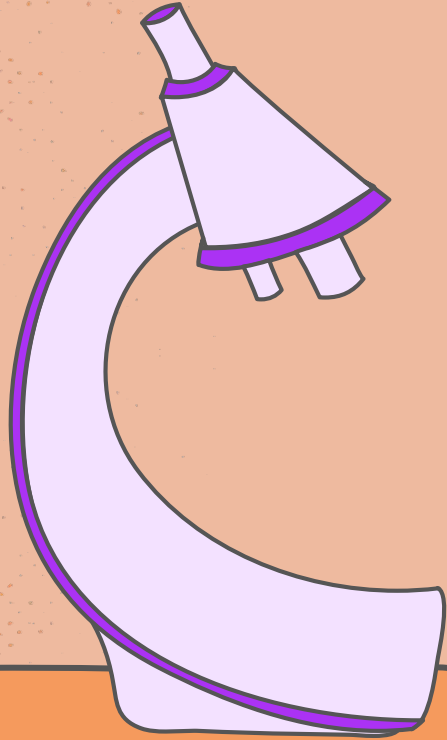
Write A Speech!

- This is your time to shine and show the amount of work you put in!
- Include some of the things below for your STEAM fair!
  - Your name
  - Why the fair is important to you
  - List all of the STEAM organizations there
  - Say thank you to the school administrators and/or teachers who made it possible!

Remember, it's not about the quantity but the quality of the STEAM fair

Google Doc of What's Been Talked About Today

04

questions?