

AMA/Iosco Math Science Center

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Family Engineering Night ~ Event Organization

AMA/Iosco Math Science Center staff will bring materials for the engineering openers and guided challenge activities. Families will have time to explore the openers while everyone arrives and registers. After the openers, families will sit together in groups of 4-6 and participate in the engineering challenges, guided by SLEC staff.

Volunteers: Volunteer roles might include:

- Scheduling
- Flyer development and distribution (Sample provided)
- Invite local newspapers and school board members
- Pre-registration (form provided)
- Meet the SLEC staff and help set up as needed
- Check families in as they arrive using pre-registration form
- Help SLEC staff clean up activity materials and load up at the end of the night

Pre-event Registration: Included in this packet is a registration sheet that will help keep track of the families planning to attend. We recommend you have families pre-register; the event is limited to 120 participants. We recommend including a name and phone number on the flyer for the individual doing pre-registration. Distribute the flyers to the students two to four weeks prior to the night of the event. We encourage inviting all grades in your school as this is a family event.

Event Fees: The AMA/Iosco MSC is charging **xxx** to bring a “Family Engineering Night” to your school. The Community Foundation for Northeast Michigan (<http://www.cfnem.org/CFNEM/YACGrant.aspx>) has mini-grants available which could be used for Family Engineering Nights.

Food and Prizes: You might choose to provide a meal and use Title I funds or just have snacks and drinks available as part of the event. Prizes are always fun. Here are some ideas for prize give a ways:

- 1) Have a candy estimate jar on display. Have every student make a guess as to how many candies are in the container and give away the candy jar to the one who guesses the closest.
- 2) Have a name drawing and give away science or math toys. Have each child sign up as they enter and have a drawing later in the evening.

Time: The event may be scheduled for up to two hours of activities. A two-hour block gives families plenty of time to explore the openers and engage in at least one engineering challenge.

Set up and Clean up: The Center staff will need access to the event site one hour prior to the start of the event. Six 8' tables or the equivalent will be needed for the openers, along with tables or floor space for up to 20 family/ groups of 4-6 people.

***AMA/Iosco Math Science Center
Family Engineering Night ~ Registration Form (school use)***

School: _____ Date: _____

Family Name	# of Adults	# of Children	Total # of People