

Guidance Document for Oregon Coast STEM Hub Funding Authorization Form

The Oregon Coast STEM Hub has limited funding for supporting STEM educational activities in Oregon Coastal communities. Our goal is to increase opportunities for *all* K-14 students and educators by:

- Enhancing STEM education along the Oregon Coast by supporting K-14 educators' involvement in STEM related professional development offerings. This includes reimbursing workshop registration fees, travel, and substitutes as needed.
- Supporting student participation in STEM fairs, engineering competitions, camps, internships, and other STEM-related activities. This includes paying for registration fees, bussing, substitutes, and materials for student STEM-related projects.
- Increasing community and parental support for and involvement in STEM education along the Oregon Coast. This includes funding to help support school wide or community wide STEM Fairs, including funding for snacks and other supplies.

Activities we are looking to support are “value added”, that is, Professional Development and learning activities that are not generally provided by school districts. In addition, our goal is to concentrate funding on those activities that target under represented audiences and that exhibit characteristics of effective STEM programs, including those that:

- Integrate the disciplines of science, technology, engineering, and math (STEM)
- Provide authentic experiences and contextual learning through partnerships with businesses, industries, agencies, and non-profits in the community
- Focus instruction on problem solving and critical thinking skills through inquiry and design
- Include effective instructional strategies that develop collaboration and teamwork
- Develop communication and literacy skills
- Include the use of standards-based performance assessments
- Provide post-secondary and career relevance and connections

Things that we do not fund:

- Textbooks, computer equipment, and associated PD that would normally be provided by the school district
- Non-STEM related PD and fieldtrips
- Hazardous equipment and materials

If you have questions regarding if an activity would qualify for STEM Hub support, contact OregonCoastSTEM@oregonstate.edu. To apply for support fill out the Oregon Coast STEM Hub Funding Authorization Form on the following pages.

Oregon Coast STEM Hub Funding Authorization Form

To be used by STEM Hub partners

Use this form to request funding from the Oregon Coast STEM Hub for the 2014-2015 school year. Do not proceed with activities until a signature of approval has been obtained from the Oregon Coast STEM Hub. See attached Guidance Document for further information.

INSTRUCTIONS:

1. Fill out this form completely and submit it for approval to: **OregonCoastSTEM@oregonstate.edu**
(or Tracy Crews, Oregon Coast STEM Hub, HMSC, 2030 SE Marine Science Drive, Newport, OR 97365)
2. Once approved, proceed with your STEM activity.
3. After the activity, submit this form with all **itemized** receipts to:
 - a. **If partner school district employee:** to your school district's business office, and they will invoice the Oregon Coast STEM Hub,
 - b. **if not an employee of a partner school district:** to Oregon Coast STEM Hub, c/o Tracy Crews at the address above.

Name of Person Making Request

Today's Date

E-mail

Phone

School

District

Briefly describe what the request is for

Who is the intended audience?

When will the activities occur?

Where the activities will occur?

How is the activity connected to STEM?

ITEMIZE THE DETAILS OF YOUR REQUEST BELOW:

1. Bus/Transportation

Date	Destination	Total Bus /Mileage Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Substitute teachers

Date	Number of substitutes	Total Sub Cost, incl fixed costs
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Registration Fee to attend an event

Date	Event Name	Total Registration Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Stipends for teachers attending a STEM event

Expected number of teachers	Stipend per teacher	Total Stipend Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Meals/snacks for STEM event

Expected number served	Total Meal Cost
<input type="text"/>	<input type="text"/>

6. Materials (consumable goods) used during the event. Please describe each item and estimate costs.

Item	Cost
<input type="text"/>	<input type="text"/>
Item	Cost
<input type="text"/>	<input type="text"/>
Item	Cost
<input type="text"/>	<input type="text"/>
Item	Cost
<input type="text"/>	<input type="text"/>
<i>Include additional items on a separate page, if needed</i>	
	Total Materials Cost
	<input type="text"/>

7. Other, please describe

	Cost
<input type="text"/>	<input type="text"/>

Total Request Amount

For Oregon Coast STEM Hub Use Only:

Approval:

Tracy Crews, Project Manager
Oregon Coast STEM Hub

Date