**[Your State] Dissemination Plan (2019-2020)**

Together with your state leadership team (SLT), describe your plan for disseminating Leap into Science in your state from April 2019 - March 2020. **This completed form is due to** [**cherrera@ngcproject.org**](mailto:cherrera@ngcproject.org) **by February 20, 2019.**

**Year Two Expectations:**

Expectations for this year include:

* Recruit and train 60-90 educators from rural and/or urban areas in your state. Informal educators should attend in groups of two or more coming from a common organization whenever possible, and share one kit per organization.
* Post trainings in the NGCP event system.
* Coordinate distribution of kits to newly trained educators.
* Attend monthly national community webinars with all state leaders and national project team.
* Lead quarterly state calls with all trained educators in your state.
* Follow up with educators to remind about hosting workshops, posting workshops in the Connectory, and completing project evaluations.
* Observe two or more Leap into Science workshops for youth or families happening in your state.
* Support National Leap into Science Week programming in your state.
* Contribute to project evaluation by completing reflection forms after each training, completing annual surveys and interviews, and following up with educators to complete their post-training surveys and post-workshop reflection forms.

**YEAR ONE REPORT (2018-2019)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Trainings  Please list the details for your 2018-2019 trainings. Add more lines to this table, if necessary. | | | | |
| Training Date | **Location (City, State, Zip)** | **State leader(s) in attendance and role in the training** | **Types of Educators (e.g. librarians, museum educators, etc.)** | **Number of Attendees** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Spending  Please explain how your SLT spent or will spend your state’s $3,900 stipend funds in March 2018 – February 2019 each of the approved categories below. Add more lines to this table, if necessary. | | | |
| Approved  Category | **Funds Spent** | **Institution who Received Funds** | **Explanation** |
| State leader salary for time spent on project |  |  |  |
| Travel for trainings or observations of workshops |  |  |  |
| Materials or food associated with trainings or workshops |  |  |  |
| Books or materials used as incentives for educators |  |  |  |
| Other: |  |  |  |
| Total Spent: |  |  | If applicable, how will you use the remaining funds? |

|  |
| --- |
| Materials  Each SLT was allotted 48 kits (3 for the SLT and 45 for programs) in 2018-2019. Please describe how many kits were disseminated and how many are remaining, and your plan for the remainder. |
| Number of Kits Distributed:  Number of Kits Remaining:  Plan for Distributing Remaining Balance Kits (if applicable): |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Workshops (including National Leap into Science Week)  Please list the details for workshops that educators led in your state in 2018-2019, with as much information as you know. | | | | |
| Total Number of Workshops Hosted | **Total Number of People Attended** | **Locations of Workshops (City, State, Zip)** | **Types of Host Organizations (Libraries, Museums, etc.)** | **How can the national team better support ongoing tracking of workshops happening in your state?** |
|  |  |  |  |  |

**YEAR TWO PLAN (2019-2020)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Schedule  To the best of your ability, please list the details for your 2019-2010 trainings. Once these dates are confirmed, please enter the events into the [National Girls Collaborative Event System](http://www.ngcproject.org/events). Add more lines to this table, if necessary. | | | | | | |
| Training Date | **Time** | **Location (City, State, Zip)** | **State leader(s) attending their role(s) in the training** | **Types of Educators (e.g. librarians, museum educators, etc.)** | **Estimated Number of Attendees** | **From where will you recruit educators?** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quarterly Call Schedule  To the best of your ability, please list the details for your 2019-2010 quarterly calls. | | | | |
| Call Date | **Time** | **Phone Number or Webinar Service** | **Person(s) Leading** | **Estimated Number of Attendees** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| State Leader Responsibilities  Describe the responsibilities each state leader be contributing for dissemination in your state. | |
| Responsibility | **Responsible State Leaders**  *Who will be responsible for the following project tasks? If multiple people, how will you work together to complete these?* |
| Recruiting educators for trainings |  |
| Scheduling and posting trainings on NGCP Event System |  |
| Managing kit distribution |  |
| Checking list of registered educators for meeting criteria and sending acceptance information |  |
| Emailing educators reminders for trainings and calls |  |
| Leading trainings |  |
| Entering training attendance information on NGCP event system, and emailing list to Casi |  |
| Leading quarterly calls |  |
| Managing educator follow-up about:   * Hosting workshops * Completing reflection forms * Posting workshops on the Connectory * Completing evaluation * Hosting National Leap Week events |  |
| Other: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stipend Allocation  How will you allocate the $3,900 stipend among your state leader organizations in 2019-2020?  *You can choose to allocate all $3900 to one organization for distribution, or separate it among institutions as you see fit.*  In order to receive your stipend payment(s), please send the W9s for all organizations that are to receive stipend funds to Emily Early at [eearly@fi.edu](mailto:eearly@fi.edu). If you already submitted it in 2018, you do not need to send it again. | | | | |
| Approved Category  (salary, travel, materials) | **Explanation** | **Organization to be Paid** | **Mailing Address** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total: | | | | $3,900.00 |

|  |  |
| --- | --- |
| Recruitment Plan | |
| Which areas of your state will you be targeting this year? Indicate which communities are rural, and which are urban. |  |
| From which types of institutions will you be recruiting educators (e.g. libraries, museums, YMCA, 4H, afterschool programs, etc.)? |  |
| What methods will you use to recruit educators serving these communities? (e.g. newsletters, flyers, local/regional conferences, specific networks, etc.) |  |
| Which strategic partners will you work with, to ensure reaching both rural and urban populations in your state? |  |
| How will you communicate expectations to educators interested in participating in trainings (leading three workshops + Leap Week event, attending in groups of two or more, meeting state clearances)? |  |
| Will you be charging a fee for the trainings? If so, please describe how much the training will cost, and what expenses this will cover. *Note: Trainings may not exceed $25 per person, and must be used to cover costs only (e.g. food).* |  |

|  |  |
| --- | --- |
| Communications & Support | |
| Who else from your institution will be involved in Leap into Science in your state, that is new in 2019-2020? How will they be involved (e.g. advocating, recruiting, administrative support)? Please share names, titles, email addresses, and description of role related to this project. |  |

|  |  |
| --- | --- |
| Concerns | |
| Do you have any concerns/issues for implementing your plan this year? |  |
| How can the national team be most helpful in alleviating these concerns? |  |