

# Leap into Science National Network

## State Leader Handbook 2019

Welcome to the Leap into Science National Network Initiative! You have been selected to be part of a state leadership team who will be responsible for disseminating Leap into Science in your state. This handbook will be your guide for the expectations of state leaders in this initiative.

### Program Overview

Leap into Science is a program designed to build interest and skills in science and literacy for children ages 3-10 and their families, in community settings like libraries, museums, and out-of-school time programs. The program consists of three types of workshops (preschool, elementary, and family), and includes a broad range of science concepts including balance, wind and air, light and shadows, measurement, sound, water, magnets, structures, and more. The program includes professional development resources for in-person trainings, instructional videos, and an online network through which educators across the country can connect and support one another.

### Table of Contents

<a href="#">Program Background</a> .....	2
<a href="#">National Network Goals and Plan</a> .....	3
<a href="#">National Team &amp; Communication Guide</a> .....	4
<a href="#">Program Glossary</a> .....	5
<a href="#">State Leader Expectations</a> .....	6
<a href="#">Guidelines for Implementation &amp; Quarterly Calls</a> .....	7
<a href="#">Timeline of Expectations</a> .....	8-9
<a href="#">Expectation Details</a> .....	10-15
<a href="#">Curriculum and Logo Usage</a> .....	16
<a href="#">Social Media</a> .....	16
<a href="#">National Leap into Science Week Guide</a> .....	16-17
<a href="#">Kit Ordering Guide</a> .....	17-18
<a href="#">Monthly Community Meetings</a> .....	19
<a href="#">Online Resources</a> .....	20
<a href="#">Training Quick Guide</a> .....	21



INSTITUTE FOR  
Learning Innovation

**EDC** Learning  
transforms  
lives.



## Program Background

---

### Key Elements of Workshops

All Leap into Science workshops integrate **open-ended science activities with children's books** to highlight critical thinking skills that are key in science and literacy, as well as provide opportunities for children and caregivers to think like scientists by making observations and predictions, testing ideas, and learning from something that may not have worked as planned.

### History & Impacts (2007-2017)

Leap into Science originated in 2007 through a partnership between The Franklin Institute Science Museum and the Free Library of Philadelphia, with funding from the National Science Foundation. The goal of the original project was to engage underserved children and families across Philadelphia in science and literacy learning, by training library staff to lead programs in their branches. Through support from NSF and IMLS in 2010-2017, Leap into Science expanded to 11 new pilot cities to test and refine a larger set of curriculum and training resources.

Evaluation findings showed that after participating in Leap into Science, **children** developed positive attitudes toward science; demonstrated curiosity, interest, focus, understanding, enjoyment, creativity, and inspiration; and exhibited skills in exploring, experimenting, observing, cooperating, questioning, predicting, explaining, describing, and collaborating. **Caregivers** experienced benefits including having fun while learning, being inspired to take new risks with science and their children, increasing interest in doing science activities and reading books with science themes with their child(ren), and increasing their understanding of how children learn science. They also improved in awareness of and appreciation for museums and libraries as places for family learning in science and literacy. **Informal educators** demonstrated increases in interest in science, understanding of how children learn science, and confidence and beliefs of self-efficacy in science teaching and teaching science as inquiry. Program training resources also focused their facilitation on guiding children and families to explore, ask questions, make observations and predictions, test and retest, use books for scientific thinking and learning, and reflect upon how they were like scientists. **Participating informal institutions** demonstrated sustained partnerships between a wide range of institutions including science centers, children's museums, libraries, out-of-school time organizations, public television stations, a statewide afterschool network, and more (Ancelet, 2016; Ancelet & Luke, 2013; Coburn, 2003; Luke et al., 2010; Luke & Greenslit, 2015; Luke & Reichelt, 2016).

### Leap into Science National Network Initiative (2017-2021)

From 2017-2021 with funding from NSF, The Franklin Institute, the National Girls Collaborative Project and the Institute for Learning Innovation aim to disseminate Leap into Science across 15 states through state partnerships between informal institutions. Using a train-the-trainer approach, qualified state leaders will train and support informal educators, who will lead programs for a broad and diverse audience of children living in urban or rural communities.

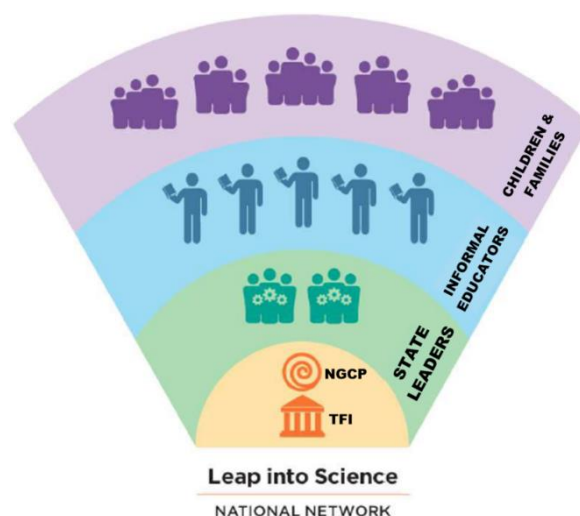
## National Network Goals and Plan

### Goals by Audience

- For **children and caregivers** to have fun exploring science and books together, think scientifically, and build positive attitudes toward science learning in community settings.
- For **informal educators** to build knowledge, skills, and confidence in leading engaging science and literacy learning experiences for children and families; and build collaboration between educators across a region and state.
- For **state leaders** to build knowledge, skills, and confidence in training and supporting informal educators in the implementation of science and literacy programs; and build collaborative partnerships among state leadership teams to effectively disseminate the program together.
- For **informal organizations** to build collaborative statewide and regional partnerships with other informal organizations like libraries, museums, and out-of-school time organizations; and build their capacity for engaging underserved rural and urban communities in science and literacy learning.

### National Dissemination Plan

Fifteen states will join the National Leap into Science Network, divided into three cohorts. Each year, a new cohort of state leadership teams will be trained in a new curriculum theme. A limited number of informal educators in those states will receive in-person training and materials for that year's science theme. In subsequent years, all state leaders will continue to offer in-person trainings and resources in the new themes to **different educators**, to maximize reach across the state. Returning educators who already received an in-person training will receive new curriculum and web-based training from The Franklin Institute in subsequent years, and will need to assemble materials individually.



Years	Curriculum Theme	States		
2018-2019	Balance	Cohort 1		
2019-2020	Wind	Cohort 1	Cohort 2	
2019-2020	Light & Shadows	Cohort 1	Cohort 2	Cohort 3

## National Team & Communication Guide

Below are the organizations and individuals leading the Leap into Science National Network, and guidelines for who to contact for what.

Institution	People	Communication Guide
<b>The Franklin Institute (TFI)</b> Lead institution on the initiative and developer of the Leap into Science curriculum and training resources.	Julia Skolnik, Principal Investigator/Project Director Tara Cox, Co-Principal Investigator/Lead Trainer Rachel Castro-Diephouse, Curriculum Developer Andrea Foster, Program Coordinator Emily Early, Program Administrator	<ul style="list-style-type: none"> <li>Contact <b>Tara Cox</b> at <a href="mailto:tc Cox@fi.edu">tc Cox@fi.edu</a> for questions regarding content of curriculum or training</li> <li>Contact <b>Emily Early</b> at <a href="mailto:early@fi.edu">early@fi.edu</a> for questions regarding contracts, conference, reimbursements, and website access.</li> </ul>
<b>National Girls Collaborative Project (NGCP)</b> Leads communication and systems with state leaders in conjunction with established national NGCP network.	Karen Peterson, Co-Principal Investigator/CEO of NGCP Casi Herrera, Educational Programs Manager of NGCP/Network Manager	<ul style="list-style-type: none"> <li>Contact <b>Casi Herrera</b> at <a href="mailto:cherrera@ngcproject.org">cherrera@ngcproject.org</a> for questions regarding scheduling trainings, kit shipments, monthly community meetings, and dissemination plans.</li> </ul>
<b>Institute for Learning Innovation (ILI)</b> Leads research initiative exploring family STEM interest development in rural and urban settings	Lynn Dierking, Co-Principal Investigator/Lead Researcher Debbie Siegel, Senior Researcher Scott Pattison, Contributing Researcher	<ul style="list-style-type: none"> <li>Contact <b>Debbie Siegel</b> at Debbie Siegel <a href="mailto:debbie.siegel@freechoicelearning.org">debbie.siegel@freechoicelearning.org</a> for questions regarding the research study.</li> </ul>
<b>Education Development Center (EDC)</b> External evaluation team collecting data to assess effectiveness of program in reaching its intended outcomes and impacts.	Erin Stafford, Lead Evaluator Sara Greller, Supporting Evaluator	<ul style="list-style-type: none"> <li>Contact <b>Erin Stafford</b> at <a href="mailto:estafford@edc.org">estafford@edc.org</a> for questions regarding the evaluation study.</li> </ul>

## Program Glossary

Below are the key terms and definitions used in this program.

<b>State Leadership Team or State Leaders</b>	Qualified representatives from leading informal institutions in the same state, with complementary sets of experience in science, literacy, and out-of-school time programming. These individuals will collaboratively disseminate Leap into Science programming in their state until 2021.
<b>National Leadership Institute (NLI)</b>	A three-day professional development conference in Philadelphia, PA that all new state leaders must attend once in order to disseminate Leap into Science in their state.
<b>Monthly National Community Meetings</b>	Once each month after NLI, all state leaders will convene on a one-hour community meeting with the project leadership team, to continue learning and supporting one another during the project.
<b>Training</b>	Minimum of 4-hour professional development session led by state leader(s) for informal educators to learn how to lead Leap into Science workshops for children and families.
<b>Quarterly State Calls</b>	Once per quarter, state leaders will lead a 1-hour phone call with all trained educators to provide support for implementation and allow educators to share successes and challenges with one another.
<b>Informal Educator</b>	People who work in institutions like libraries, museums, or out-of-school time programs, who receive training to lead Leap into Science workshops.
<b>Organization</b>	Institution like a library, museum, afterschool program, or community center who sends two or more staff to participate in a Leap into Science training. Educators will share one materials kit per organization.
<b>Workshop or Event</b>	A session for children or families, led by a trained educator that corresponds with activities from the Leap into Science curriculum.
<b>Curriculum</b>	The written set of three Leap into Science workshops (preschool, elementary, and family) that corresponds with a theme (e.g. balance).
<b>Website</b>	Trained educators will receive a private log-in to <a href="http://leap.fi.edu">leap.fi.edu</a> to access videos, documents, links, and a national forum to share ideas.
<b>National Leap into Science Week</b>	The last week of February each year in which all trained educators will lead Leap into Science events using that year's theme curricula. This is a great opportunity for educators to collaboratively host community events.
<b>Materials Kit</b>	Set of materials for all three workshops in one curriculum. Each organization receives one kit to share amongst trained educators. Most of the items can be used multiple times, though some will need to be replenished after one use.
<b>Training Survey</b>	Online survey completed by educators after they experience a training.
<b><u>Training Report</u></b>	Online report completed by state leaders after leading each training for educators.
<b><u>Workshop Report</u></b>	Online report completed by educators after leading each workshop for children or families.



## State Leader Expectations

Below are the expectations for each state leadership team, in collaboratively disseminating Leap into Science in your state from 2019-2021.

- ☐ Participate in one **National Leadership Institute** in Philadelphia, PA.
- ☐ Submit an **annual dissemination plan** for your state leadership team's trainings, kit distribution, quarterly calls, and plan for spending your stipend funds.
- ☐ Recruit and train **60-90 new informal educators each year**, who reach underserved populations in **rural and urban areas** in your state.
  - ☐ Before the training, post your training on [NGCP's Event System](#).
  - ☐ Plan your training to be at least **four hours** in length, following provided Training Guide and using provided training PowerPoint slides.
  - ☐ Recruit **two or more educators from one organization** whenever possible, to share one kit of materials.
  - ☐ Take **attendance** at each training, and enter it into the [NGCP Event System](#) after each training.
- ☐ Coordinate **distribution of kits to newly trained educators** each year.
- ☐ Attend **monthly national community webinars** with all state leaders, led by The Franklin Institute and National Girls Collaborative Project.
- ☐ Lead **quarterly state calls** with trained educators in your state for programmatic support and facilitating sharing between educators.
- ☐ **Observe two or more Leap into Science workshops** for youth or families happening in your state, and one or more National Leap into Science Week event.
- ☐ Contribute to project **evaluation** efforts, which includes:
  - ☐ After every training you lead, complete a [Training Report](#).
  - ☐ Follow-up with educators to remind them to complete a [Workshop Report](#), as well as annual surveys and interviews with the evaluation team.
  - ☐ Complete an annual survey and interview with the evaluation team.
  - ☐ Assist in coordinating site visits to trainings and/or workshops in your state.
- ☐ Attend **annual webinars** to be trained in new curriculum themes beginning 2020.

## Guidelines for Implementation

The following items represent components of statewide implementation that are **essential**, as well as those that are **flexible** and are up to the discretion of the state leadership team.

Essential	Flexible
<ul style="list-style-type: none"> <li><input type="checkbox"/> Each state is offered one <b>\$3,900 stipend per year</b> to distribute among partners. Stipends can only be used for: <ul style="list-style-type: none"> <li>• <b>Salary</b> commensurate with spent on project</li> <li>• <b>Travel</b> for trainings and observations of workshops</li> <li>• <b>Materials</b> or food (no alcohol) for workshops or trainings</li> <li>• <b>Conference call or webinar platform</b> for hosting quarterly calls for educators</li> </ul> </li> <li><input type="checkbox"/> State leaders may <b>NOT offer train-the-trainer</b> sessions. Educators must provide direct service to children and families.</li> </ul>	<ul style="list-style-type: none"> <li>• How many state leaders lead a training</li> <li>• How the stipend is distributed among the state leader organizations (with justification)</li> <li>• How stipend is distributed among the approved spending categories (with justification)</li> <li>• State leaders and educators are able to assemble and distribute additional kits at your own cost</li> <li>• State leaders may lead additional trainings for more people at your own cost</li> <li>• State leaders may charge a nominal fee for trainings to cover food costs only, during the grant period (max \$25/person).</li> </ul>

## Guidelines for Quarterly Calls

The following items represent components of quarterly calls that are **essential**, as well as those that are **flexible** and are up to the discretion of the state leadership team.

Essential	Flexible
<ul style="list-style-type: none"> <li><input type="checkbox"/> Calls should occur about every three months after the first training, and last about one hour each.</li> <li><input type="checkbox"/> State leaders should create an agenda and share with educators in advance.</li> <li><input type="checkbox"/> Calls should include opportunities for educators to share updates about programming, as well as reminders about completing surveys and planning for National Leap into Science Week.</li> <li><input type="checkbox"/> All state leaders must be present on every call.</li> </ul>	<ul style="list-style-type: none"> <li>• Dates and times of the calls</li> <li>• Which state leader(s) send email communications about the calls to educators</li> <li>• Which state leader is the lead facilitator of the call</li> <li>• Specific themes discussed in each call</li> </ul>

## Timeline of Expectations (2019-2020)

The table below outlines the annual timeline of expectations for the three years of the program.

Expectation	Description	Due Date
Complete wind trainings	<b>Cohort 1</b> will view a recorded wind training and discuss it on the monthly webinar on March 20, 2019. <b>Cohort 2</b> will participate in National Leadership Institute from February 24-26, 2019.	Cohort 1 – March Cohort 2 – Feb
Complete post-training surveys	Complete post-training surveys administered by EDC to share your feedback about the experience to the national team.	March 2019
Submit annual report and dissemination plan	Collaboratively determine & submit your state's annual report ( <b>cohort 1 only</b> ) and <a href="#">dissemination plan</a> , including state leaders' responsibilities, schedule for trainings and calls, and spending.	Cohort 1 – Feb Cohort 2 – Apr
Attend national community webinars	All state leaders must attend a monthly virtual meeting with the national team and other state leaders, to support dissemination of the project and building collaborations within the network.	Monthly
Enter trainings in the NGCP Event System	Enter your training dates, times, and location details into the <a href="#">NGCP Event System</a> ( <a href="#">downloadable how-to guide</a> ).	Regularly
Recruit educators for trainings	Advertise and recruit <b>NEW</b> educators to participate in Leap into Science trainings each year. Use the editable <a href="#">recruitment message template</a> provided.	6-8 weeks prior to trainings
Review educator registration information	Ensure that educators recruited are prepared to meet the required expectations: leading programs and evaluation, signing up in groups of two or more from a common institution whenever possible, and indicate that they have met their state's (or organization's) requirements for clearances to work with children. Collect <a href="#">commitment forms</a> from each registered educator to confirm attendance in training.	3-4 weeks prior to each training
Send training confirmation email to educators	Send a <a href="#">training confirmation email</a> to all educators who meet the project expectations. Include details about date, time, parking, food, and taking home materials (one kit per organization).	3 weeks prior
Prepare for the trainings	Create your <a href="#">training agenda</a> and update slide deck. Review the training guide, curriculum guide, and materials kit.	3 weeks prior
	Finalize training logistics and gather materials, including curriculum kit materials for you and the educators, nametags, markers, sign-in sheet, pens, and optional exit slip.	1 week prior
	Send final email training reminder to accepted educators.	1 week prior
Lead trainings	Follow training guide and use approved slides and materials. Test the technology you will be using before the start of the training.	Apr – Oct 2019
Complete Training Report	Complete a brief <a href="#">Training Report</a> with numbers of attendees and brief reflections after every training.	1 week after each



## Timeline of Expectations (continued)

The table below outlines the annual timeline of expectations for the three years of the program.

Expectation	Description	Due Date
Confirm educator attendance	Log-in to the <a href="#">NGCP Event System</a> to record attendance for the training. Download the CSV file of attendees and email to <a href="#">Casi Herrera</a> .	1 week after
Receive welcome message	The national team will send a welcome message to all educators with expectations, next steps, and relevant links. Forward this message to trained educators using the <a href="#">follow-up message template</a> to ensure receipt.	1 week after
Monitor progress for educators	Review submissions in <a href="#">The Connector</a> for Leap into Science events in your state. Check-in with educators using the <a href="#">message template</a> about entering events, and completing a <a href="#">workshop report</a> after each workshop.	Monthly
Email reminder about quarterly state calls	Email trained educators a reminder with the date, time, call-in information, and agenda for the next Quarterly State Call.	1 week before each call
Lead quarterly state calls with educators	Lead calls with all trained educators in your state. Discuss support topics like planning and leading workshops, materials management, web-based systems, evaluation efforts.	Every three months after first training
Observe at least two events in your state	Attend at least two events for children or families, led by an educator trained by your state leadership team. It is preferable to observe a mix of urban and rural settings.	September 2019 – February 2020
Support planning of National Leap into Science Week events	Discuss National Leap Week expectations on quarterly call. Refer to and share the National Leap Week guide.	Oct – Dec 2019
	Send email with <a href="#">national survey</a> to gather information about Leap Week events in your state, and reminder to use The Connector.	Early January 2020
	Follow-up one-on-one with educators who have not completed the National Leap Week survey.	Mid-January 2020
	Celebrate National Leap Week by attending one or more events in your state. Take pictures and share on social media with #leapweek #leapintoscience @TheFranklin @ngcproject	Feb 24-March 1, 2020
Complete annual survey and interviews	Complete end-of-year surveys and interviews with evaluators.	Jan – March 2020
Assist with data collection from educators	Assist national team in coordinating in-person observations of trainings and events, as well as interviews with select educators and families.	As needed
Attend webinar training for new theme	Attend a curriculum and train-the-trainer webinars training by The Franklin Institute and National Girls Collaborative Project to learn the 2020 theme--light & shadows.	April 2020
Repeat complete annual timeline again beginning with “Submit Annual Report and Dissemination Plan”, etc.		

## Expectation Details

---

### Complete wind trainings

Cohort 1 will participate in a web-based training for the wind theme in two parts. Cohort 2 will participate in the National Leadership Institute (NLI), which is a three-day conference to understand and be prepared to disseminate Leap into Science across their state. It is held annually at The Franklin Institute in Philadelphia, PA and prepares state leaders to lead trainings, recruit and support educators during implementation, and participate in evaluation.

### Complete post-training survey

After attending the web-based training (cohort 1) or NLI (cohort 2), state leaders will receive a link for an online survey to share reflections about their experience and preparedness for leading trainings and national implementation.

### Submit annual report and dissemination plan

State leadership teams must submit their annual reports (cohort 1) and dissemination plans (cohorts 1 & 2) to [Casi Herrera](#). The plan must include: 1) each state leader's responsibilities; 2) when and where trainings will be held between April – August of that year; 3) how kits will be distributed; 4) how the stipend will be allocated among the state partners, and how it will be spent; 5) dates, times, and link/number for quarterly state calls, etc.

### Attend national community webinars

State leaders are expected to participate in monthly webinars with other state leaders and the national project team, to learn updates about the project and share best practices among the network. A [schedule and webinar information](#) are listed later in this guide.

### Enter training event(s) into the NGCP Event System

Once you have set dates for your Leap into Science trainings, create events in the [NGCP Event System](#). This is how you will collect information on those who are applying to attend the Leap into Science training and is also how you will notify your Leap National team about upcoming events. Instructions on how to create an event can be found in the [NGCP Event How To Guide](#).

### Recruit educators for trainings

Recruit educators through email, newsletters, conferences, and more. Use the provided [recruitment message template](#) and [training flyer](#) to develop your messaging for recruiting throughout your state. Start recruiting 6-8 week prior to your trainings.

- Recruit educators to participate in **groups of two or more** from a common institution, to maximize support and sustainability during implementation. They will also be sharing one kit of materials per organization.
- Recruit **NEW** educators for in-person trainings each year. Returning educators receive web-based training and curriculum resources for the new science themes.

## Review educator registration information

When educators register in the [NGCP Event System](#), they will be asked the following commitment questions:

- Are you able to host three workshops for children & families using the Leap into Science kit and curriculum by end of next April?
- Are you able to host an event using Leap curriculum and kit during National Leap Week, the last week of next February?
- Are you able to complete brief online reports after each workshop you host?
- Are you able to participate in quarterly community calls lead by your Leap into Science state leaders?
- Are you able to participate in an end-of-year survey about your experience with Leap into Science?
- In your current position, have you completed and passed your state's criminal, child abuse, and FBI clearances?

You must review this registration information in determining which educators are approved to participate in the training. The answer to each of these questions should be **YES** in order for an educator to qualify to participate in a Leap into Science training. If the answer to any of these questions is **NO**, follow-up with those educators within 2-3 business days to collect information about why they are unable to meet these commitments. Send any follow-up questions you have for the Leap into Science national team to [Casi Herrera](#).

## Welcome educators

After reviewing educator registration information, for all educators that meet the project requirements, you can accept them to participate in the training. Send them a [training confirmation email](#) 3-4 weeks prior to the training.

## Prepare for a training

- 1) Prepare training agenda and slides.
  - Consider your audience. If you are training mostly preschool educators, you might consider choosing the Preschool Workshop to model completely. Similarly, educators whose audience is children ages 6-10 might benefit from seeing a full modeling of the Elementary Workshop instead.
  - Choose one of the provided networking activities to use in the Network section.
  - Review and update the provided [Leap into Science Training Agenda](#).
  - Review and update the provided [Leap into Science Training PowerPoint slides](#).
- 2) Carefully review the training resources.

- **Training Guide:** Review the intended goals of each section of the training, and plan how you will communicate these ideas and facilitate the activities.
- **Curriculum Guide:** Re-read the entire curriculum guide including the Core Four Strategies. Plan how you will model each of the sections of the workshop you will be leading in full. Practice reading the main book, pausing in purposeful places to ask reflective questions.
- **Videos:** Download, play, and watch the videos to make sure they work on your computer.
- **Leap National Network Website:** Remind yourself of its functions and resources, to demonstrate for educators during the training.
- **The Connector:** Refresh your knowledge on how to create a new event, to demonstrate for educators during the workshop. You can use the [Getting Started with The Connector Guide](#) to help educators through this process.
- **Educator Handbook:** Review the handbook that educators will receive, which outlines their expectations and timeline for participating in this project.

### 3) Finalize training logistics.

- Review the attendee list through the [NGCP Event System](#). Ensure that all attendees meet the required criteria (e.g. coming in groups of two or more from a single organization, met state's requirements for clearances to work with children, etc).
- Confirm the date, time, space, and availability of tables and chairs for training.
- Confirm technology (projector, screen, adapter, speakers).
- Confirm food delivery and payment logistics, if applicable.

### 4) Gather materials.

- Prepare your training kit of books and materials. Collect what you will need for the fully modeled workshop as well as the family workshop stations.
- Arrange for delivery of kits to be present at the training (one per organization). Ensure educators will be able to access the printed materials inside (curriculum, handbook).
- Print any documents needed for the training (sign-in sheet, agenda, exit slips). Templates are available on [leap.fi.edu](http://leap.fi.edu).
- Gather other materials (chart paper, markers, nametags, pens, pencils, post-it notes).

### 5) Email reminder to approved educators.

- Include details regarding date, time, location, parking instructions, food, and that each organization will be taking home a large kit of materials.

## Lead trainings

Follow the provided [training guide](#) and use approved [slides](#) and materials to conduct Leap into Science trainings. Trainings should be offered between March – December each year. Each training should be a minimum of four hours, following the draft agenda outline provided. The agenda, slides, and workshop selections can be customized to meet the needs of your audience, following the tips for leading an effective training for educators (see Training Guide). Refer to the [Training Quick Guide](#) for a quick reference of what to do before and after trainings.

## Complete training report

After each training, the state leader(s) who led the training must complete a brief [training report](#) including numbers of people who attended and brief reflections.

## Confirm educator attendance

Within one week after each training:

- 1) Log-in to the [NGCP Event System](#) to record which registered educators actually attended the training.
- 2) Download the CSV file of attendee information, and email to [Casi Herrera](#). See [NGCP Event How To Guide](#) for details on how to record attendance and download your attendee list.

## Receive welcome email to educators

Within one week after each training, the national Leap into Science team will send a follow-up email to the educators who participated in the training, with program expectations, next steps, and relevant links.

## Monitor progress for educators

State leaders are responsible for providing ongoing support to educators during implementation of their workshops. Use the provided [message template](#) for checking in about the following items.

- 1) Collect information about educators' plans for implementation.
  - During or after each training, gather information from educators about where and when they plan to host workshops for children or families.
  - You can choose to print [Workshop Planning Tools](#) to use during the training for a real-time assessment of their plans. A template for this is available in the Editable Resources. You can choose to follow-up by email, or create an online survey, as well as check in during the next Quarterly call.
- 2) Confirm [The Connectory](#) listings for workshops.
  - Continue to check listings in The Connectory for the workshops that are scheduled.
  - Help educators enter their workshops onto The Connectory ([Getting Started with The Connectory Guide](#)).



- 3) Remind educators to complete the [Workshop Report](#) after leading workshops.
  - After every workshop an educator leads, he or she must complete a brief [Workshop Report](#), including number of attendees and brief reflections.

### **Email reminder about quarterly calls**

One week before each quarterly call, send a reminder email to all educators who have been trained in your state (from all years of the project). Provide date, time, and call-in information.

### **Lead quarterly calls with educators**

Every three months, state leaders must host a one-hour call with all trained educators, to provide ongoing support during implementation and facilitate collaboration between educators in your state. All state leaders must participate in the calls. State leadership teams must identify **one** leader for the calls, and that person must have led trainings for educators in the state.

- 1) Set times and dates prior to your first training.
  - State leaders must identify the schedule for quarterly calls in their annual plan.
  - Provide the schedule to educators in your [follow-up email](#) after the first training.
- 2) Choose a platform for holding your calls. You can either use a conference call (freeconferencecall.com) or webinar service (Adobe Connect, WebEx, GoToMeeting, Join.me). If possible, record the calls to share with educators and the national team after each call. If not, share your notes afterwards as a record of what was discussed.
- 3) Set your agenda for each call. A possible outline for the calls is below:
  - 1) Welcome & Introductions (5 minutes)
  - 2) Program Updates (20 minutes)
  - 3) Guidance on a Specific Theme (e.g. recruitment, materials, partnerships) (15 minutes)
  - 4) Questions (10 minutes)
  - 5) Reminders & Next Steps (10 minutes)
    - Post upcoming workshops in [The Connectory](#).
    - Complete Workshop Reports after every workshop. They can retroactively complete reports for any workshop they missed
    - Encourage planning and collaboration for National Leap into Science Week.
    - Ask for suggestions about topics for the next call.
    - Share the date and time for the next call.
- 4) One week before each call, email reminder with date, time, call-in information, and agenda.
- 5) During the calls:
  - Encourage inclusive participation from as many educators as possible.
  - Ask reflective questions that help educators share successes, challenges, and ideas for improvement.
  - Pause for several questions to allow for responses.

- Take notes on what was discussed during the call, and by whom (if possible).
- 6) After the call, email the notes out to your educator list and [Casi](#). Include a reminder about the next scheduled call date and time, and links for [The Connector](#) and [Leap National website](#).

### **Observe at least two events in your state**

After each programming, state leaders should select two events for children or families led by educators trained in your state, as formative feedback for effectiveness of trainings and support. State leaders can use the essential elements tools as a way to informally reflect with educators after they lead workshops.

### **Support planning of National Leap into Science Week events**

National Leap into Science Week is a national celebration of science and literacy learning for all participating educators, state leaders, and organizations. National Leap Week will be held February 24 – March 1, 2020, to coincide with February 29 (Leap Day)! Educators are expected to host Leap into Science programming, ideally involving partners from their community and/or other trained educators. See the [full guide](#) for details. State leaders should support them by:

- 1) Introduce National Leap into Science Week at the in-person training.
- 2) On quarterly calls, encourage educators to plan for National Leap into Science Week in advance. Encourage collaborations in one's community or across trained educators.
- 3) Send an [email](#) including the [planning survey](#) to gather information about these events in your state, and a reminder to use The Connector for posting the events.
- 4) Follow-up one-on-one with educators who have not shared their plans for hosting events.
- 5) Attend one or more Leap Week events in your state. Take pictures and share on social media using #leapweek #leapintoscience @TheFranklin @ngcproject @julia\_skolnik.

### **Complete annual surveys and interviews**

At the end of each project year, state leaders must complete an annual survey and participate in an interview with project evaluators. This will be an opportunity to share reflections on programming, skills gained, successes, and challenges from the previous year.

### **Assist with educator data collection**

Evaluation and research teams will be conducting surveys, phone interviews, and site visits throughout the project. State leaders will be responsible for coordinating logistics for observations, and helping to ensure data collection from educators and families are complete.

### **Attend webinar training for new theme**

At the start of a new project year, all returning state leaders will receive a web-based train-the-trainer session for a new curriculum theme. In 2020-2021 the theme will be light and shadows. This webinar will train state leaders to lead in-person trainings for new educators in workshops related to the new theme.

## Curriculum and Logo Usage

The Leap into Science curriculum and training resources are the intellectual property of The Franklin Institute. Trained state leaders and educators are **NOT** permitted to share or sell these resources (print or electronic) beyond intended use in this project.

The approved Leap into Science logo (right) **MUST** be shown on any newly-created public-facing materials. Educators are **NOT** permitted to use The Franklin Institute's logo on any newly-created public-facing materials.



## Social Media

Please join our [Leap into Science Educators Facebook Group](#)! This is a closed group, intended for use only by Leap into Science educators, staff, and partners to collaborate across our national network of educators engaging communities in science and literacy. Great ways to engage with this group include sharing a success from your Leap into Science training or workshop, asking a question or for advice from other educators, and sharing photos or short videos of your Leap into Science programming.

We also encourage sharing about Leap into Science workshops and events on **Twitter** and **Instagram**. Please refer the [social media tool kit](#) for guidance on creating posts, example pictures, etc. Caregivers must provide approval to use photos of them or their children on social media before posting. Please use the hashtags and handles below:

**#leapintoscience**

**@TheFranklin**

**@ngcproject**

## National Leap into Science Week Guide

National Leap into Science Week is an annual celebration of science and literacy learning for all participating educators, state leaders, and organizations across the country, to increase awareness for science and literacy learning in community settings. National Leap Week will take place each year during the last week in February, to coincide with February 29 (Leap Day) in years when that happens.

Leap into Science educators are encouraged to host Leap into Science programming, ideally involving partners from their community and/or other trained educators.

Expectations for State leaders:

1. Introduce National Leap into Science Week at the in-person training.
2. On quarterly calls, encourage educators to plan for National Leap into Science Week in advance. Encourage collaborations in one's community or across trained educators.

3. Send out an [email about National Leap Week](#) to all trained educators in your state with the [planning survey](#) to gather information about these events in your state.
4. Remind educators to create an opportunity in [The Connector](#) for their Leap Week event and to share pictures on social media using the hashtags and handles below (as well as your organization's and personal handles if willing)
5. Follow-up one-on-one with educators who have not shared their plans for hosting events.
6. Attend one or more National Leap Week events in your state.
7. Share posts and pictures on social media following the guidelines below.

## Social Media Guidelines

Promoting National Leap into Science week via social media is encouraged for state leaders as well as educators. Cross-tagging between people, organizations, and hashtags is a key strategy for a strong presence on social media. Below are drafted examples to use through personal or organizational accounts. Feel free to customize, using the same hashtags and handles, and adding your own and your state leadership team institutions' handles. When possible, include pictures of programs that take place in public spaces and/or when permission is given from adults and parents/guardians for their children in the pictures. Note: People in photos must not be wearing identifying information like name tags.

**Twitter:** "Celebrating national #leapweek with #leapintoscience science and literacy programming for children and families in [your city, state]! @TheFranklin @ngcproject @julia\_skolnik [state leader organization handles]"

**Instagram:** "Celebrating national #leapweek with #leapintoscience science and literacy programming for children and families in [your city, state]! @FranklinInstitute @juliaskolnik [state leader organization handles]"

**In Leap Educators Facebook Group** – Post the event that you are hosting and/or information or pictures from your event that shares ideas with other educators.

## Kit Ordering Guide

Each Leap into Science State Leadership Team (SLT) will receive 48 wind-themed kits to disseminate for programming between spring 2019-spring 2020.

SLTs will be responsible for ordering and distributing kits throughout their network of trainer educators. Three (3) of the kits are meant to serve the SLT as training kits. The remaining 45 should be distributed among the trained educators who have committed to the Leap into Science [program expectations](#). Only one kit may be offered to each participating organization or program, and shared between multiple trained educators. To maximize reach in each state, priority for receiving wind kits must be given to organizations who have not participated in previous years of the program and received a balance kit.

## Ordering Kits

SLTs are responsible for ordering the 48 kits, and specifying locations, dates, and contact people for these deliveries. You will do so through the [Kit Order Form](#), which will be reviewed and approved by Casi Herrera before the order is completed. SLTs may receive questions if concerns arise about the nature of the order before processing.

*The maximum number of shipping requests for the 48 kits is four (4).* Shipping in bundles is most cost effective, and is recommended for all orders. Please consider requesting a shipment of 10 or more kits to each training location. For questions or concerns, please contact [Casi Herrera](#).

## Timing

SLTs must order kits at least four (4) weeks PRIOR to the date they would like their kits to arrive. Kits ordered less than four (4) weeks before a training are not guaranteed to arrive on time.

## Kit Order Form

SLTs will complete a separate [Kit Order Form](#) for each shipment. The following information will be requested on the form.

**State Lead Contact Information:** You will be asked to provide the name, email, phone number, and state for the person completing the form.

**Shipping Information:** You will be asked to provide the contact information for the person who will be available to receive the shipment. This might be the same as the State Lead Contact. Many of these shipments will be delivered via freight shipment, so residential delivery addresses are discouraged. The freight companies will need contact information and any delivery notes necessary for freight shipment (e.g. no loading dock, inside delivery required, delivery appointment, etc.).

**Kits and Timing:** You will be asked to indicate how many kits you would like to have delivered in this shipment. You will also be asked to indicate the days you prefer for the kits to arrive as well as the latest acceptable delivery date. Please note: the kits are stored in ~64 quart containers. In large quantities, they can be difficult to store. Having them shipped as close to your training date as possible can alleviate storage concerns. Additionally, it is good to get the kits at least a few days prior to the training date so you can look through to ensure you have all the materials needed to host your Leap into Science training.

## Confirmation

After you complete the Kit Order Form, you will receive a confirmation email with the details of your kit order. If you notice any mistakes, please contact [Casi Herrera](#) immediately. Please also contact Casi if you have any request for modifying your kit order.



## Monthly National Community Meetings

Leap into Science Community meetings occur monthly via webinar, and are an opportunity to share experiences, ask questions, and brainstorm ways to improve our project. *Calls will continue to be scheduled through 2021.*

### **Cohort 1 States ONLY (Jan – Apr 2019):**

- January 16, 2019 – 11:00am Pacific, 2:00pm Eastern
- February 20, 2019 – 11:00am Pacific, 2:00pm Eastern
- March 20, 2019 – 11:00am Pacific, 2:00pm Eastern – Wind Training of Trainers
- April – NO CALL

### **Cohort 2 States ONLY (Jan – April 2019):**

- January 23, 2019 – 10:00am Pacific, 1:00pm Eastern
- February 6, 2019 – 10:00am Pacific, 1:00pm Eastern
- March – NO CALL
- April – Independent state leadership team check-ins with national team

### **Cohorts 1 & 2 Together Schedule (cohorts 1 & 2):**

- May 15, 2019 – 11:00am Pacific, 2:00pm Eastern
- June 19, 2019 – 11:00am Pacific, 2:00pm Eastern
- July 17, 2019 – 11:00am Pacific, 2:00pm Eastern
- August – Independent state leadership team check-ins with national team
- September 18, 2019 – 11:00am Pacific, 2:00pm Eastern
- October 16, 2019 – 11:00am Pacific, 2:00pm Eastern
- November 20, 2019 – 11:00am Pacific, 2:00pm Eastern
- December – NO CALL
- *More to be scheduled in 2021*

### **Connection information**

Each webinar will use the following connection information. We will send out a reminder the Thursday prior to the meeting and include topics and any reporting requirements.

### **Test your connection before the webinar**

[http://connectpro35337274.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://connectpro35337274.adobeconnect.com/common/help/en/support/meeting_test.htm)

### **Requirements**

- **Attendance.** All state leaders must attend each Community Meeting.
- **Microphone.** Every call will require an online microphone connection. Please have a working microphone and test with the Adobe system at the beginning of each call. If you do not have a microphone, please contact [Casi Herrera](#).
- **Reporting.** Some calls will require state leadership teams to report on specific topics or activities. We will provide advance notice. Please come prepared with these materials.
- **Follow-up.** The Franklin Institute and National Girls Collaborative Project will address all questions promptly, and state leadership teams are expected to do the same.

## On Meeting Day

- Go to: <http://connectpro35337274.adobeconnect.com/leapngcp>
- Enter your first and last name and click <Enter Room>
- A webinar moderator will accept your request to enter the room.
- Audio will be via your computer speakers and microphone. There will be no separate phone line. Please use a computer with a microphone to fully participate.

## Online Resources

---

The following resources are available to you at [leap.fi.edu](http://leap.fi.edu):

- [Curriculum Guide](#)
- [Training Videos](#)
- [Training PowerPoint Slides](#)
- [Training Guide](#)
- [Educator & State Leader Handbooks](#)
- [How-to-Guide to Enter Workshops into The Connectory](#)
- [How-to-Guide to Enter Trainings into NGCP Event System](#)
- Links to surveys, reports, and [Facebook Group](#)
- Evaluation reports (when available)
- Editable resources:

### Recruitment Resources

- [Recruitment Message Template](#)
- [Confirmation Message Template](#)
- [Follow-Up Message Template](#)
- [Training Recruitment Flyer](#)
- [Workshop Recruitment Flyer](#) (for educators)

### Agendas

- [Training Agenda](#)
- Quarterly Call Reminder Email

### Sign-In Sheets

- [Training Sign-in Sheet](#)
- [Workshop Sign-in Sheet](#) (for educators)

**[Workshop Planning Tool Template](#)** *(for assessing educators' implementation plans)*

## Training Quick Guide

Expectation	Description	Due Date
<b>Recruit educators</b> to participate in trainings	Your state leadership team (SLT) is responsible for recruiting educators to participate in Leap into Science trainings. It is the responsibility of your SLT to ensure the educators recruited are prepared to meet the expectations as outlined at the NLI and in this handbook.	6-8 weeks prior to scheduling each training
<b>Create an event</b> in the NGCP event system	Enter your training dates, times, and location details into the <a href="#">NGCP Event System</a> ( <a href="#">downloadable how-to guide</a> ).	Upon setting training dates
<b>Manage educator commitment</b> and confirm participation	<ul style="list-style-type: none"> <li>Review the list of registrants who have signed up for your training.</li> <li>Collect a <a href="#">commitment form</a> from each educator or group of educators from one organization (program) to ensure they are able to commit to the expectations. Follow up with any educator that answers “No” to any of the question.</li> <li>Send a <a href="#">message</a> to confirm participation in the training to all educators who meet the expectations and complete commitment forms.</li> </ul>	3-4 week prior to each scheduled training
<b>Prepare</b> for the training	<ul style="list-style-type: none"> <li>Review the SLT Handbook, training guide, videos, and kit of materials.</li> <li>Finalize training logistics and gather materials, including curriculum kit materials for you and the educators, nametags, markers, sign-in sheet, pens, chart paper, and optional exit slip.</li> <li>Practice leading the activities using the books and kit materials.</li> <li>Send final training reminder to registered educators</li> </ul>	1 week before training
<b>Lead</b> Leap into Science training	Use approved slides and materials as documented in the Training Guide. Test the technology you will be using.	Dates vary
<b>Complete</b> Training Report	Complete a brief <a href="#">Training Report</a> with numbers of attendees and brief reflections after every training.	1 week after training
<b>Confirm educator attendance</b>	Log-in to the <a href="#">NGCP Event System</a> to record attendance for the training. Download the CSV file of attendees and email to <a href="#">Casi Herrera</a> . This will allow website logins to be created for these educators.	1 week after training
<b>Follow-up</b> with educators	All trained educators will receive a <a href="#">message</a> from the National Leap into Science team welcoming them to Leap into Science National Network. SLTs will be included on the messages. To ensure all educators receive this message, SLTs should forward the message to educator who attended their training with their own follow-up. SLTs can use/modify the template <a href="#">follow-up message</a> when connecting with trained educators.	1 week after training
<b>Monitor progress</b> and provide support to educators	<ul style="list-style-type: none"> <li>Review submissions in <a href="#">The Connector</a> for the Leap into Science programs in your region.</li> <li>Check in with educators regularly about: <ul style="list-style-type: none"> <li>Workshops/events in The Connector</li> <li>Curriculum and workshop support</li> <li>Completing the Workshop Reports after each workshop</li> <li>Planning National Leap into Science Week programming</li> </ul> </li> </ul>	Ongoing (monthly)