**[Your State] 2019 Report and 2020 Dissemination Plan**

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) **January 15, 2020.**

**2020 Light and Shadow Theme Expectations:**

Expectations for this year include:

* Recruit and train 50-80 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.

**Wind Theme Report**

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| Trainings  Please list the details for your 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** |
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| Spending  Please explain how your SLT spent or will spend your state’s $3,900 stipend funds in March 2019 – February 2020 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? |

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| Materials  Each SLT was allotted 48 kits (3 for the SLT and 45 for programs) in 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 Wind Kits (if applicable): |

**Light and Shadow Theme Plan**

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| Training Schedule  To the best of your ability, please list the details for your 2020 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?** |
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| Quarterly Call Schedule  To the best of your ability, please list the details for your planned 2020 quarterly calls. | | | | |
| Call Date | **Time** | **Phone Number or Webinar Service** | **Person(s) Leading** | **Estimated Number of Attendees** |
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| 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: |  |

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| Stipend Allocation  How will you allocate the $3,900 stipend among your state leader organizations in 2020?  *You can choose to allocate all $3,900 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 or 2019, you do not need to send it again. | | | | |
| Approved Category  (salary, travel, materials) | **Explanation** | **Organization to be Paid** | **Mailing Address** | **Amount of Check to be Sent** |
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| Total: | | | | $3,900.00 |

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| Recruitment Plan | |
| Which different areas of your state will you be targeting this year, to reach NEW educators? 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/or 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).* |  |

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| Communications & Support | |
| Who else from your institution will be involved in Leap into Science in your state that is new in 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. |  |

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| 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? |  |

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| Looking ahead to 2021  *NSF funds for site stipends and kits will be ending after 2020. While TFI and NGCP will be pursuing additional funding, this is not guaranteed.* | |
| Does your SLT plan to continue leading trainings in new Leap into Science curriculum in 2021 and beyond, if funding for time, travel, or materials is not provided? If so, which partners in your SLT will continue? Please explain. |  |
| Do you have external funds, or plan to raise funds, to support your time, travel, or materials for educators? Please explain. |  |