



## ComEd High School STEM Club Guidelines 2017-2018

### Objectives for all ComEd STEM Clubs:

- Assist students in selecting and developing their ideas for STEM Exhibition research projects and/or scientific papers (Symposium and Essay Contests) for the 2017-18 school year and/or for participation in the CPS Regional Network STEM Exhibition. Assist students who will be moving on to City, State or International Science Fair this school year. Where possible make resources available in the form of equipment and printed information. Insure that all rules and regulations set in the 2018 Handbook are adhered to for all projects. Schools must participate in CPS sponsored STEM Exhibition. The 2017-18 Letter of Intent (LOI) must be on file via Google doc at <https://docs.google.com/forms/d/e/1FAIpQLSdGCYH4OcT3jW38EyWuBhc9zocWNH0iY1YzDvBPkXcQ-pTxQ/viewform>
- Explore and perform activities that will support the Students STEM curriculum and assist them with their STEM research in their selected STEM Exhibition projects.
- Instill in students an interest in research and indicate the intrinsic values which are derived from independent investigations in a variety of topics (rocketry, gardening, rivers project and/or topics of interest to individuals).
- Assist students in preparing Mini or Maxi Research Grant and Advise-a-Student applications when projects meet the criteria.
- Arrange periodic small group discussions of progress on projects and provide opportunities to analyze and solve problems related to individual projects.
- Solicit the cooperation of other faculty members for facilities and services who are helpful in the guidance of students in their research and in the writing of their research, symposium, or essay papers.
- Provide information for students on STEM related fields and careers.
- Inform high school seniors of the Student Science Fair Scholarship Program for participants who have exhibited at a regional fair and beyond from 7-12 grade. Help students with the application process.

### Schedule Meetings:

The Science Club should meet on average once a week for one hour before or after the club sponsor's regular workday. Post a notice that announces the date, time, and location of meetings and encourages new membership. The club should be open to any student in the school. Science club activities should begin by October 23, 2017 and end by May 4, 2018. However, it is expected that the school club may meet twice a week or more often during the preparation of projects for the City STEM Exhibition, State Science Fair and/or ISEF. Science clubs should maintain club membership at a minimum of 10-15 students. Students are expected to attend all club sessions. Student Roster Sign in Sheets must be completed at the time of the club meeting and submitted at the end of the club sessions in May.

### Faculty Sponsor or Teacher Sponsor:

The sponsor of the Science Club must be a current or retired teacher of the Chicago Public Schools who is eligible for payment from the Board of Education City of Chicago. A timesheet must be maintained and submitted as requested for payment purposes. The faculty sponsor must maintain an attendance sheet of students at meetings or work sessions. An end-of-year survey/evaluation – which includes a report of all club activities and indicates the number of students who participated in the school, area, city, state, or international science fairs must be completed and submitted by the faculty sponsor.



## CPS Student Science Fair, Inc.

### **Stipend:**

Teacher sponsors are asked to meet with their students beginning October 23, 2017 to May 4, 2018 for a total of 40 (forty) **contact hours**. **This year only one teacher sponsor will be compensated a stipend of \$1000.** 36 hours of STEM activities and support. 4 hours for club preparation, and preparation of final documents. Teachers that do not fulfill their 40 hours will be paid an hourly rate of \$22.00 per hour. Time sheets, evaluations and student evaluations will be due by the end of May 2018. Stipends will be paid after all time sheets and evaluation forms have been completed and turned in.

### **Resource Materials:**

No material kits have been ordered for this school year. If you participated in previous years, it is our hope that you will continue to use the activities in the kits provided. Each ComEd Club will receive a reimbursement up to \$200 for lab materials needed to be used in club sessions. This \$200 Supply Grant does not cover supplies such as paper, pens, or computer supplies. We will reimburse purchases such as Poster Boards, lab materials needed for experimentation or design purposes. All clubs will also receive a bag for each student which was donated by Fisher-Thermal. This bag will contain goggles, gloves and a reusable safety apron.

### **Club Time:**

Designated ComEd Science Club meetings are solely to be used to meet the objectives of the science club as listed on page one of this guideline outline. Science Club time is **NOT to be used for students to be doing their daily classroom homework assignments, or used as homework help time.**

### **Club Visitation:**

A representative from CPS Student Science Fair will make every effort to visit your Science Club. We would appreciate it greatly if you can take pictures of your *students working with the science materials* and send to Luba Johnson at [ljohnson131@cps.edu](mailto:ljohnson131@cps.edu). Please keep a Media Consent Form on file for all participating ComEd Club students. Media Consent Form is posted at [www.cpsscifair.org](http://www.cpsscifair.org)

### **Approval Process:**

Complete the ComEd Science Club Application, have your principal sign, and return the **application by October 13, 2017**. This school year, we will be accepting 20 high schools to participate. Upon approval, you will receive a congratulations letter indicating your acceptance. Once you receive approval, it is our hope that club sessions will begin no later than October 23, 2017



# ComEd SCIENCE CLUB APPLICATION 2016-2017

**PLEASE PRINT OR TYPE ALL INFORMATION**

Science Club Sponsor: \_\_\_\_\_ (Note: All correspondence will be sent to this person.)  
Print full first and last name

School: \_\_\_\_\_ Principal: \_\_\_\_\_ Email: \_\_\_\_\_  
Circle One: Dr. Mr. Ms. Mrs Print full first and last name

School Contact Phone: \_\_\_\_\_ (Science Dept. Phone) Ext No: \_\_\_\_\_ School Fax: \_\_\_\_\_

NTWK: \_\_\_\_\_ GSR # (Mail Run): \_\_\_\_\_ School Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### ComEd Science Club Information

Have you participated in the ComEd High School Science Club? \_\_\_\_\_ If yes, how many years? \_\_\_\_\_

Day(s) science club meetings will be held: \_\_\_\_\_ Time (From-to): \_\_\_\_\_ Starting date: \_\_\_\_\_

How will the science club be announced? \_\_\_\_\_

Give a brief description of your involvement with working with students in the STEM areas this school year. Include information on students participating in special programs and science fairs. Please indicate how you may be using the provided kit during your Science Club.

**The ComEd Science Club guidelines have been read and accepted as indicated by the signatures below on this date of \_\_\_\_\_, 2017.**

\_\_\_\_\_  
Signature of the Science Club Sponsor

\_\_\_\_\_  
Approval of the Principal

**Return by October 13, 2017 to:**

Luba Johnson, After School Club Chairperson  
CPS Student Science Fair, Inc.

Fax Number 773-925-1136 or E-mail to [ljohnson131@cps.edu](mailto:ljohnson131@cps.edu)