



Peoples Gas Middle School STEM Club Guidelines for 2023-2024

Objectives for all STEM Clubs:

- Assist students (grades 6-8) in selecting and developing their ideas for CPSSSF, Inc STEM exhibition research projects.
- Participate in the Virtual Regional STEM Exhibition (2023-24 Letter of Intent must be on file on-line by October 13, 2023)
- Each club member produces a STEM research project and presents it in the school STEM Exhibition, if possible.
- Foster students' interest in research and exhibiting their work.
- Develop data collecting skills. *(There are some Vernier probes available to borrow. These analysis tools can be used with Chromebooks)*
- Access the professional advice and feedback of Peoples Gas mentors, engineers, and scientists and/or CPSSSF staff to help students develop their projects.
- Help students obtain and share equipment and supplies while determining that each project meets the safety requirements as outlined in the current *STEM Exhibition Handbook*.

Schedule of Club Meetings:

It is recommended that the club have one or two meeting sessions per week for 1 - 1.5 hours beginning no later than October 13, 2023 and ending by May 3, 2024 this should result in a minimum of 27 student contact hours, plus 4 hours for prep time and 4 hours for professional development - total of approximately 36 hours. The days can be consecutive, i.e. Monday and Tuesday; or alternate ex. Monday – Wednesday or Tuesday – Thursday. Club hours must be held after school hours, no morning clubs can be held.

Student Club Members: A notice should be posted school-wide to announce the date, time, and location of meetings, should encourage new membership and be open to any 6th - 8th grade student. Each club should include and maintain approximately 5 to 10 members. **All club members must complete a STEM project, exhibit in the school's STEM Exhibition and complete a survey/evaluation at a mid point and end of the semester.**

Resource Materials: Resource materials to assist teachers to engage students in experimentation can be requested by Club sponsor(s). This year's theme is *Helping the World through STEM*. Students can emphasize using technology for data collection and graphing or designs of products etc. (Tentatively) Equipment and software will be available for loan from Student Science Fair, Inc. **Virtual Orientation Meeting, Wednesday, October 18, 2023 at 5pm.**

Peoples Gas Club Advisor: Volunteer engineers and scientists from Peoples Gas will be available to advise and give feedback about club members' projects. Club leaders are expected to contact their designated Peoples Gas Club Advisor to arrange how he/she will participate; from email correspondence to virtual meetings and possibly attending a club meeting, the arrangement should be suitable for all parties and to the benefit of the student club members. Depending on the Peoples Gas Mentor *Each club should meet a minimum of four (4) hours/3 meeting sessions of in/virtual engagement time with the Peoples Gas Club Advisor.* **All volunteer engineers must complete the CPS Volunteer Level II application.**

STEM Club Leader: The Peoples Gas Science Club Leader must be a member of the school's faculty. A time sheet must be maintained, signed by the principal and submitted as requested for stipend payment. The faculty sponsor must maintain an attendance sign-in sheet of students at meetings or work sessions and

complete a final survey/evaluation – which includes a report of all club activities and indicates the number of students who participated in the school, regional, city, or state science exhibitions.

Stipend: Club leaders may earn a stipend up to \$1100. To earn this maximum stipend, **27 hours** must be student contact hours when the club meets. **Four (4) hours** for preparing for club meetings and the school STEM exhibition. The remaining **four (4) hours** are spent attending orientation, completing reports, evaluations and Virtual Regional Fair. If less than 35 hours are completed, a \$20/hr. stipend will be paid. Instructions on how to account for these hours on timesheets will be given at the *Virtual Orientation Meeting, Wednesday, October 18, 2023 at 5:00pm*. Original timesheets (signed by the principal) and student attendance sign-in sheets for each club meeting are to be submitted. They may be sent via mail, mail run or in person. *Faxed and emailed copies will not be accepted.* Stipends will be paid upon completion of the program and return of any borrowed materials. More detailed information on submitting documents will be given to you at the appropriate time.

Approval Process & Required Orientation Meeting: Complete the *Peoples Gas STEM Club Application*, have your principal sign, and return the application as soon as possible. Upon approval, you will receive a notice about the **Virtual Orientation Meeting. The STEM club leader must attend the Orientation Meeting.** *Orientation date is Wednesday, October 18, 2023, 5:00pm.* Save this date should your application be accepted. This meeting counts as workshop time on your time sheets.

Program Evaluation: Site visits and semester evaluations will reflect the success of the program. At our orientation meeting we will define as a group a standard of adequate mid-point progress to which all clubs will be held. Clubs not progressing at the midterm evaluation will be given special assistance. If subsequent progress is not made, the club may be disbanded. Clubs not meeting objectives by the end of the semester will not be invited to apply the following year.

Applications: Complete PGMSTEM interest survey: https://docs.google.com/forms/d/e/1FAIpQLSf-rQwzzNaU_0K_7WSrXzWJvC4MjOJve6kPwSMKTpQpPui7A/viewform?usp=sf_link

I will send applications out after survey is completed. If you have any questions, please contact Elizabeth Copper by email at escopper@cps.edu