

Dear STEM Fair Mentor,

Thank you for volunteering your time to help a 3-5th grade student on his/her STEM Fair Project. This is the first year we have tried this program so please give me feedback as to what works and what doesn't so we may improve the program for the future.

I am starting to get requests from teachers for students that need a mentor. I will be working on matching you with a child this week. In the meantime, please fill out the Survey Monkey below to help the teachers schedule your time with the students.

<http://www.surveymonkey.com/s/78H3S35>

Once I have matched you with a student, it will be up to the teacher to contact you and work out a schedule between now and April 19th. The teacher will use the information that you provide in the Survey Monkey, so please be sure to fill that out promptly.

General Information:

1. Please use our new STEM @ Root website to gain access to information, forms and links to help your student with his/her project, [www.stematroot.weebly.com](http://www.stematroot.weebly.com)
2. If your child needs their materials purchased, please fill the appropriate area on their entry form (attached) and turn it into the STEM@Root mailbox asap. Anyone that needs a trifold display board will receive one upon request.
3. If you plan on purchasing their materials for them, but want to get reimbursed through the financial assistance program, please fill out the attached "STEM Fair Mentor Materials Reimbursement" along with your receipts to the STEM@ROOT mailbox.
4. If you are purchasing materials for your student and do NOT want to be reimbursed, BUT would like a receipt for tax purposes, please fill out the attached "STEM Fair Mentor Donation" form and return to the STEM@Root Mailbox.

5. If you need materials for your student and you want us to get them for you, just let me know and put the entry form with the list of materials needed in the STEM@Root Mailbox.

6. Your student may or may not have filled out a STEM Fair Entry form yet. Please work with them on picking out a simple project that should not take up too much time, but matches the interests of the child. Your first meeting will probably consist of getting to know your student and using resources to look up a topic. We have a book box labeled, "Science Fair" in the library with lots of science fair book resources that can be used at school (not to be checked out). **NO PLANT PROJECTS** will be allowed due to time restrictions/resources.

6. Once you have a topic OR change the topic they originally picked, please assist them on filling out an Entry Form and turn it into the STEM@Root Mailbox (may be turned in after Thursday, March 29 deadline). Your signature will be in the "parent signature" section (please note that you are the mentor and not the parent).

7. Please use the Scientific Method Guided Worksheet (attached) when working with your student on his/her project. ALL students need to demonstrate the use of the scientific method in their projects.

8. You can work on your projects any where that you can find in the building that is available. The kitchen at the end of the 2/3/4 hall is a good spot for when you are actually conducting your experiment.

9. Projects may be stored in the 4/5th grade hall basement storage room when you are not working on them. Please make sure the project is labeled properly.

10. Have fun! It is up to you if you would like to be present to help them "set up" on the big day (Apr 19). I expect this to be a very rewarding experience and I look forward to hearing how everything plays out this year. Please call or e-mail me at any time if you have questions. Mr. Peterson, Ms Jeffers or Ms. T will also be available to answer questions you may have when you are at school.