**HOW TO START A STEM CLUB**

☐ Step 1: District/Administration Support

Talk to Principal to see if you have local administrative support (i.e., funding, supplies, to act as a

district liaison for club)

☐ Step 2: Funding - How do you plan on getting funding for the club materials, snacks, etc…?

☐ Write a grant/proposal for funds - Possible funding sources:

☐ Petition your district/school for funds

☐ Have students pay a fee to be in the club that can be used for supplies/snacks

☐ Step 3: Recruit STEM Club teachers

☐ Step 4: Recruit students

☐ How are you going to recruit students? Will you have an application or can anyone become involved?

☐ Find posters/handouts on <https://sites.ced.ncsu.edu/stem-career-awareness/resources/teacher-resources/how-to-start-a-stem-club/>

☐ Step 5: Plan activities for first 3 club meetings

☐ Step 6: Plan for Transportation home - Provide transportation for students?

☐ Yes- Where is the funding coming from to pay for buses? Bus transportation will need a list of students and addresses to plan routes

☐ No- How many students at your school will be able to be picked up by their parents? Is a subset of your student population going to be unable to attend due to transportation issues?

☐ Step 7: Purchase Materials for STEM clubs that are planned

☐ Step 8: Buy or procure snacks for first 3 clubs

Other things you might consider:

☐ Field Trips to universities or STEM locations or businesses

☐ Invite Parents to STEM Club meetings to help, observe or to form a community with other parents

☐ Invite speakers from community who work in STEM areas, or others at a distance who can Skype into Club meetings

Possible Funding Sources:

-Go Fund Me: <https://www.gofundme.com/>

-Fund My Classroom: <http://fundmyclassroom.com/>

-Donors Choose: <http://www.donorschoose.org/>

-Adopt a Classroom: <http://www.adoptaclassroom.org/>

-Class Wish: <http://www.classwish.org/>

-Local businesses

-PTA

Suggested Logistics

-Teachers do not have to be in STEM content but club content should be understood by the STEM teachers

-STEM teachers should practice running the club activities before the club day

-Arranging roles within the STEM teachers

-Someone for the various responsibilities (lead teachers in each classroom, materials, agenda, snacks, technology, etc…)

-Avoid noisy settings (cafeteria or auditorium) it is beneficial to have a few classrooms on the same hallway with about 15 students per room

-Shared materials can placed in the common hallway

-STEM teachers should try to make the STEM clubs feel different than the regular school day

-More relaxed but still purposeful

-A goal is for content to learned as well

-Social collaboration is a priority, having student working together in groups is encouraged

-Surveys can be used for data collection

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