

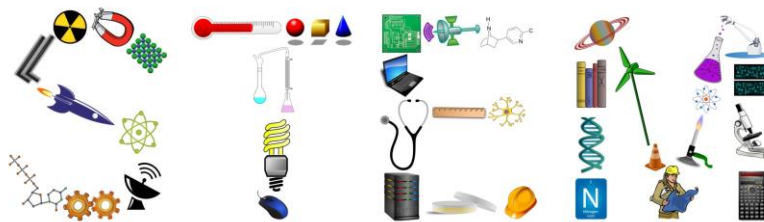
Mentoring Café

bring signed permission slips, one per student, to the event. DOE will provide the permission slip prior to the Café and all forms will be collected by the museum upon registration. Additionally, educators are expected to brief their students before the event, explaining the acronym STEM and the purpose of meeting these professionals and learning about their careers. Educators are provided take-home material to help engage their students in STEM learning beyond the Café. Educators are also provided contact information for STEM professionals to encourage continued involvement with the STEM professionals beyond the day of the event. Students are asked to come prepared to ask questions to the mentors and fill out handbooks during the event to track the STEM professionals met and cool facts from their conversations.

ROLE of MUSEUM

Museums volunteer to host the event at no cost to the Department of Energy. Museums are asked to provide support that includes:

- Working with the STEM Mentoring Café team to select a date and time for the event and the event capacity.
- Coordinating logistics including sharing directions/instructions for entry to the building, parking and transportation, access to restrooms, signage for entry, registration table, etc.
- Distributing last minute detail information to guests will be coordinated between DOE and museum.
- Producing a volunteer contact sheet, using STEM mentor's contact information and profile pictures. DOE and the museum will work collaboratively. Contact sheet will need to be compiled and printed the day of the event.
- Providing tables that can seat 8-10 people (1 mentor, 1 educator and up to 8 students).
- Providing table tents visible with table number and name of mentor.
- Providing a podium and microphone.
- Providing a coordinator for planning and day-of-event facilitation.
- Providing volunteers for day of event to assist with event facilitation, including registration table, flow, etc.
- Providing a welcome speaker.
- Facilitating marketing materials and external communications in partnership with the Department of Energy.
- Sending invites to local students, teachers, and organizations including Boys and Girls Clubs, YMCA/YWCA, etc. (the National Girls Collaborative Project, DOE, Department of Education, and other federal agencies will assist).
- Recruiting STEM professionals (on a case by case basis).
- Collecting permission slips/photo releases from registrants. Responsible for coordinating a plan for those who do not give permission for photos to be taken or used publicly (i.e. stickers for those who do not give photo permission).



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- Facilitating social media following the Café (blogs, tweets, Facebook posts).
- (Encouraged but optional) Agreeing to allow guests access to the museum following the Café free of charge.
- Providing a photographer or videographer if available.

ROLE of STEM MENTORING CAFÉ PLANNING TEAM

The planning team is responsible for:

- Identifying the ASTC location.
- Coordinating and facilitating of meetings with the museum prior to Café.
- Overseeing communications between mentors, educators, and museum hosts, including marketing and communication for the day of the event.
- NGCP will provide outreach to attendees through their member organizations, provide material for educators and students, provide guidance to STEM mentors and host the registration page on their website.
- DOE is responsible for recruitment of STEM professionals in coordination with museums if applicable.
- Assisting with recruitment of educators and students through network and local partners.
- Securing a keynote speaker for event to provide brief remarks before the start of the mentoring session.
- Providing a Café planning team member to maintain flow of event if available.
- Providing sample resources to be modified as needed, including STEM handbook for students to capture and highlight STEM interactions.
- Sending thank you notes to educators and mentors following the Café.

PAST CAFES

Learn about previous STEM Mentoring Café events on our website, www.energy.gov/diversity/stem-mentoring-caf including videos and blogs of past events.

CONTACT US

Request more information via email to STEMED@energy.gov