

How to be an Engineers Week Team Leader

It's simple, rewarding and FUN!

The Central Texas EWeek Steering Committee will match volunteers to schools and provide information submitted by teachers to you.

You should receive the following info from us:

- School & Teacher Name
- Contact information
- Grade and number of students
- Preliminary date(s) for visit

Also provided by Cen Tex EWeek:

- Team Leader & Team training
- Activity Ideas & resources
- Giveaways for each classroom

1. Confirm Visit Details

- Contact the teacher arranging the visit
- Determine the number of classrooms and students to be visited
- Confirm the visit date (and perhaps an alternate date as well)
- *Optional:* discuss topics the students are learning about and ideas for experiments that might tie in

Once you have a date and know the number of teachers and students to be visited you can start planning. We recommend at least two volunteers per classroom during a visit, but plan according to your comfort level and experience.

2. Build Your Team

- Recruit volunteers from your friends and colleagues
- Contact texeweek@us.ibm.com if you need help recruiting volunteers
- Choose an activity from www.cetexeweek.org or create your own
- One team member should gather materials needed for your activity
- One team member should pick up classroom giveaways during distribution dates
- Practice your activity with your team

We recommend that you meet with your team 1 or 2 days before your planned school visit and practice your activity. Central Texas EWeek volunteers are willing to arrange special team trainings for this purpose.

3. Enjoy Your Visit

- Briefly introduce your team to the class
- Spend most of your time on the activity
- Recap your visit and tie the activity to real world engineering
- Remember to take evaluation surveys for the teachers (can be downloaded from centexeweek.org)
- Send us photos or testimonials from your visit

Engineers Make a World of Difference – Deep in the Heart of Texas