

# **HOW TO HOST A “DAY OF SCIENCE”**

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**Service Unit 151**  
**Girl Scouts Troop 434**

## 7-8 MONTHS BEFORE...

### 1. Decide what your purposes and goals are.

- Why are you hosting this event?
- What issue do you hope to resolve?
- What audience are you targeting?
- Brainstorm ideas of things that you want the event to include. These ideas will show that you have given some thought in planning your event when you talk to your sponsors and the school that you will host the event at.

### 2. Contact possible sponsors for the event. The groups that you present ask for support from should be nonprofit, and preferably STEM (science/technology/engineering/math)-related. These can range from school clubs, corporate outreach programs, science museums, and so much more.

- Ask Girl Scout leaders if they know of any organizations that they have worked with before.
- If you know any friends or family members who work in STEM fields, ask if their companies have community outreach programs. Also, ask if they would be willing to donate their time to speak to students about their jobs.
- Use the Internet, email, and phone to get into contact with local museums, aquariums, and botanical gardens. Many of them will have “traveling” educational programs that bring exhibitions to schools.

When speaking to these organizations, you should express your need for:

- Volunteers for the event
- Refreshments to serve at the event
- Sponsored booths (set up and run by representatives of the organizations) \*
- Supplies that you might need to set up your own booths and experiments

\*Having an organization commit to hosting their own booth at your event is definitely the biggest donation that you will receive. Make sure to specially thank these organizations for donating a significant amount their time, supplies, funds, and manpower to planning their booths and attending your event.

**This will probably be the most important step in the entire planning process.** The more organizations you contact; the better chance you have of getting sponsors and having a variety of fun activities. Not every organization will reply “Yes” or even reply at all, but it is crucial that you reach out to as many people as you can. Don’t get discouraged if you don’t succeed at first. There are lots of people in the community who will want to help out. It’s just a matter of seeking them out and contacting them.

## **6 MONTHS BEFORE...**

**1. Develop a vague idea of how the event will be set up.** Here are a few of the many things to consider:

- Will the event be “students-only” Or will it be open to parents and family members?
- Will you serve refreshments?
- If there are prizes, how will students win those prizes?
- Will there be a set schedule that students have to follow? Or can they walk up to any booth they want to?

**2. Contact the school that you want to hold the event at.**

Some staff that you might want to get in touch with:

- Principal
- Science and math teachers in any grade level
- Science club or science fair sponsors
- Parent-Teacher Association (PTA)

Share your ideas, but be flexible. The school may not be able to accommodate all of your original ideas. The staff might also have ideas and input on what they would like the event to include.

Decide on a date for the event. This date should give you sufficient time to organize the event as well as advertise it to the students.

## 4-3 MONTHS BEFORE

### 1. Plan the booths for the event.

- Keep in contact with the sponsors who have pledged to host a booth. Let them know what supplies are available at the school (ex. the number of tables and chairs that they will be provided and whether they will have whiteboards available)
- For your own booths, decide what experiments to have at each one. These experiments will depend on the type and number of supplies that sponsors donate. There are countless websites, blogs, and videos that have instructions and curriculum for fun and educational experiments. Here are a few:

[http://www.exploratorium.edu/science\\_explorer/](http://www.exploratorium.edu/science_explorer/)

<http://www.funology.com/science-experiments/>

<http://www.hometrainingtools.com/a/science-projects>

<http://www.stevespanglerscience.com/lab/experiments/>

2. Create “Science Notebooks” that will be handed out to the students during the event.

It’s important that STEM education continues even after they leave the event. What better way to do that than compiling a notebook of fun experiments to try at home? Include explanations for each experiment.

**\*ACCESS THE COMPLETE PDF VERSION OF MY SCIENCE NOTEBOOK IN THE “HANDBOOK” PAGE OF THE WEBSITE**

**PREVIEW:**

### BAKING SODA BALLOON

You will need:

-a balloon	-vinegar
-an empty bottle	-a spoon
-baking soda	

1. Blow up the balloon a little
2. Pour 2 spoons of baking soda into the balloon
3. Fill the bottle halfway with vinegar
4. Cover the opening of the bottle with the balloon
5. Dump the baking soda into the bottle.

What do you think will happen? (Hypothesis)



Baking soda

Vinegar

What did you observe? (Results)

What Happened? (Explanation)

A **CHEMICAL REACTION** occurs when a new substance is formed. Baking soda and vinegar react to form **CARBON DIOXIDE**, which is the gas that fills the balloon.

3. Stay in touch with the school.

- Learn about their safety procedures and guidelines. Make sure that they will have an administrator and a First-Aid kit provided on the day of the event.
- Advertise to the students and families at the school by creating a flyer that can be distributed by hand or electronically.

## FORMAN'S DAY OF SCIENCE!

**WHAT? A CHANCE TO TRY FUN EXPERIMENTS,**

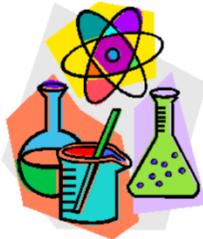
**WIN PRIZES, AND ENJOY SNACKS!**

**WHEN? SATURDAY, APRIL 30, 2016**

**9 AM-1 PM**

**WHERE? FORMAN ELEMENTARY CAFETERIA**

**WHO? ALL FORMAN STUDENTS AND FAMILIES**



girl scouts



HOLA



RAPA

DALLAS ARBORETUM  
4500 ARBORETUM BLVD

In association with Forman Elementary PTA

## ¡DÍA DE CIENCIA DE FORMAN!

**¿QUÉ? UNA OPORTUNIDAD PARA HACER**

**EXPERIMENTOS DIVERTIDOS, GANAR PRECIOS, Y**

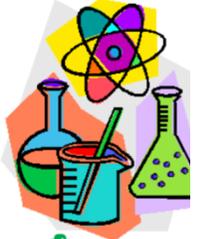
**COMER MERIENDAS**

**¿CUÁNDO? SÁBADO, 30 DE ABRIL, 2016**

**¿DÓNDE? LA CAFETERÍA DE FORMAN**

**¿QUIÉN? TODOS LOS ESTUDIANTES Y FAMILIAS DE**

**FORMAN**



girl scouts



HOLA



RAPA

DALLAS ARBORETUM  
4500 ARBORETUM BLVD

En asociación con Forman Elementary PTA

**PLEASE RETURN TO YOUR TEACHER**

**NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**POR FAVOR, DEVUELVA A SU MAESTRO**

**NOMBRE:** \_\_\_\_\_

**GRADO:** \_\_\_\_\_

The forms are two-sided (English/Spanish) and have a "cut-out" portion to return to the students' teachers, who will help keep a tentative head count.

## 2-1 MONTH BEFORE

### 1. Recruit volunteers. Possible volunteers include:

- Classmates. Many are actively seeking for opportunities to volunteer for service hours in order to fulfill club requirements.
- Girl Scouts. The ones in your troop will definitely want to help! Also, girls and leaders in your service unit are great sources.
- People who work for your sponsors. Contact your sponsors and see if you can send an electronic flyer to request volunteers from the company/organization.
- Teachers and administrators at the school. They would be excellent volunteers because they will know most of the students by name, which will make the environment friendlier and more relaxed.
- Anyone and everyone! You will need plenty of volunteers for the event, so ask anyone you know! Keep in mind that volunteers should be mature enough to supervise elementary-age kids, though.

### 2. Test out your experiments.

You can do trial runs with a younger Girl Scout troop or neighborhood kids. Identify things that could go wrong and work to fix those aspects. For example, if a chemical has the tendency to stain hands/fingers, modify your procedures to include gloves.



### **3. Hold sessions to train your volunteers.**

You don't want to wait until the morning of the event to explain the experiments to the volunteers.

- Find a meeting place (such as an empty classroom after school, a community center, or your house). Be sure to ask for permission to use that facility first, and always bring a parent.
- Demonstrate how to perform each experiment. As you do the experiment, show the volunteers how to explain certain concepts, answer questions, keep the station clean, and deal with safety hazards.

### **4. Contact the school for a head count of the number of students that will be attending.**

This is NOT an exact number. You should prepare for about 30% more students than the head count calls for (ex. head count is 100 students; prepare for 130 students).

### **5. Start to organize your supplies in a way that will make event set-up easy. You might need some volunteers to help.**

- Package all the supplies for a station into one box and label it with the station name
- Prepare any materials that you can before the event (mix solutions, cut paper, sharpen pencils, etc.)



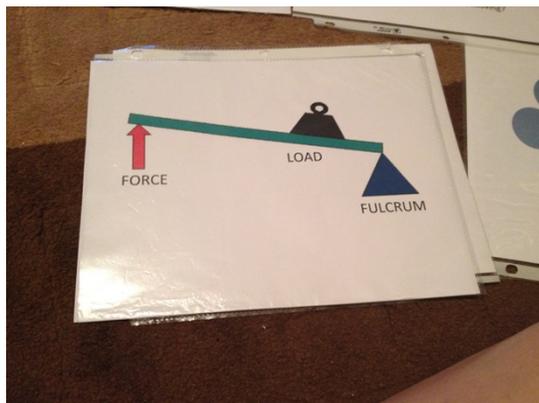
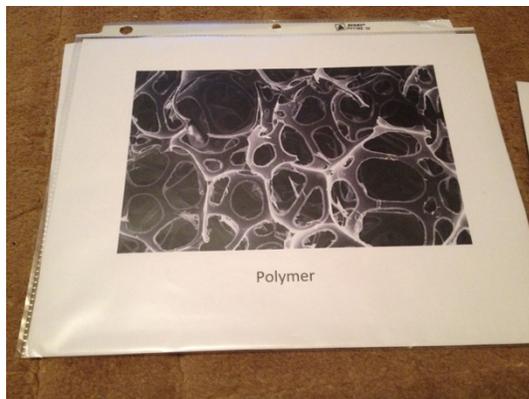
Ready-made kits to hand out to students. This saves a lot of time during the event.

- Create signs for each booth so the students can clearly see which experiment is at each station.



**6. Create visual aids that will help the volunteers explain concepts to the students.**

Make “mini-lesson plans” for the volunteers to use at their booths.



Make sure your diagrams are laminated or placed into plastic sleeves, so they can be protected from spills.

7. Create "satisfaction surveys" to hand out to the families. These will help you gauge your effectiveness and gain insight on how your event could be improved for the next time.

*Parent Survey/Encuesta a los padres*

*Please rate your overall experience:*

*Califique su experiencia en general :*

 1                      2                      3                      4                      5                      

*What was your child's favorite station?*

*¿Cuál estación era la favorita de su estudiante?*

*Any suggestions to improve this event?*

*¿Sugerencias para mejorar este evento?*

## **2-1 WEEK BEFORE**

### **1. Contact your sponsors and volunteers with specific instructions regarding the day of the event.**

The best way to reach everyone at once is through a mass email. It should answer questions such as:

- Where can they park?
- How many students should they plan for?
- What time will set-up begin?
- What should they wear? (High school volunteers should wear shirts to represent their schools; company representatives should wear shirts to represent their companies)
- MAKE SURE TO THANK THEM!

### **2. Do a final count of all the supplies and make sure you have everything you need.**

Now is the time to create your “emergency kit.” You should probably have: a few pairs of scissors, masking or duct tape, permanent markers, extra tablecloths, a clipboard, pens, and anything else that you might need.

## 1 DAY BEFORE

1. If you will be providing snacks at the event, pick them up from the store or from your sponsor.



2. Load all your supplies into your car the night before. This will reduce stress on the morning of the event.

# **EVENT DAY!**

## **1. Arrive earlier than the set-up time.**

Better be safe than sorry! Make sure you have everything you need and that you are ready to give the volunteers instructions, in order to make set-up go as smoothly and quickly as possible.

## **2. Set up.**

Have volunteers and sponsors set up booths by moving tables and chairs, posting signs, laying out materials, and identifying emergency exits.

## **3. Make sure you have volunteer shifts assigned.**

It's likely that most volunteers will not be able to work for the entire duration of the event.

- Let them know who is taking over for who when someone has to leave.
- Set-up is a good time to let the volunteers cross-train each other.

## **4. Enjoy the event!**

- If you have enough volunteers, you will not be constrained to overseeing just one booth. You can check in with volunteers and sponsors at all the booths, asking them if they need assistance, offering them snacks, or giving them further instructions.
- Talk to students and parents at the booths. Find out their thoughts on the event.
- Restock supplies when needed.

**You can view pictures of my event under "Gallery" on the website.**

## 5. Clean up.

- This will be similar to set-up, except volunteers and sponsors will be wiping down tables, disposing of trash, returning tables and chairs, and packing up unused supplies.
- Make sure that everything is put back the way you found it at the beginning of the day. Actually, Girl Scouts should always leave a place better than they found it!
- Sign volunteers' hours logs (if they are students, they need to keep track of the community service hours they have completed).
- Collect the satisfaction surveys to review later on.

### **\*\*\*IMPORTANT\*\*\***

**Make sure to personally thank everyone who contributed to your event, whether they are sponsors, volunteers, administrators, teachers, or parents. A thank-you email would be a nice way to stay in touch with the generous people in your community.**