**Welcome to Afterschool Coaching for Reflective Educators in STEM (ACRES)**

We are excited to have you participate in this TOTALLY virtual professional development opportunity for out-of-school time providers who want to embrace STEM education more deeply.

Below is a checklist of tasks you will need to accomplish prior to your first session:

**1.** Where this is a research project, we are looking to get information about your experiences in afterschool education both before and after you participate in ACRES. We ask that you **complete the following survey by Monday 8/6 at noon.**

Pre-ACRES Survey **[hyperlink]**

Upon completing the pre- and post-ACRES surveys you will receive a $100 stipend ($30 for pre and $70 for post).

**2.** Please fill out the attached **Media Release form** and **W-9 form** that you will find attached. The media release gives you the option to share video recordings or photos of you with us at MMSA, and the W-9 needs to be completed so that you can receive a stipend. You can either mail those directly to our staff accountant Cindy Caverly, 219 Capitol Street, Suite 3, Augusta, ME 04330, or fill them out and send me a scanned copy over email. If you snail mail it, please let me know over email so that we can look out for it.

**3.**We will be using Zoom video conferencing for our sessions. Take some time to watch this video on [How to Join a Zoom Meeting](https://youtu.be/Rzk4vdTIi0c?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe)and familiarize yourself with Zoom if you have not used it before. When we meet we will use the following connection:

**[ZOOM LINK AND PHONE NUMBER]**

**4.**A virtual setting can’t stop us from engaging in some hands-on and minds-on STEM! During the workshop you will have the opportunity to engineer a water filter alongside your colleagues. To do this you will gather some household materials and conduct the activity and collaborate on camera as if we are all in the same room. Please gather each of the following materials before the session:

* + Two-liter plastic soda bottle: Cut the soda bottle in half and invert the top half as a funnel into the bottom half. (you could also use a smaller plastic water bottle or two different-sized plastic cups)
	+ paper coffee filter
	+ cotton balls or cotton batting
	+ cheesecloth or gauze
	+ duct tape or masking tape
	+ scissors
	+ dirty water – a bucket of water with:
		- food coloring to represent chemicals
		- dried beans to represent solid waste
		- potting soil to represent the earth
		- cooking oil to represent motor oil

If you don’t have some of these materials handy, you may be able to find another household item that will do the trick. Feel free to get creative!

We are so excited to have you take part in this opportunity.**.**Please let me know if you have any questions. I am looking forward to meeting you on **[DATE, TIME, TIMEZONE].**

See you soon,

[Coach]