Thank you for joining the Snap the Gap team. You are a valuable addition to the Snap the Gap program and your role serves to encourage the young STEM learners by coordinating and facilitating the whole program and ensuring that the program runs effectively and efficiently!

**Site Coordinator Overview**

**Site Coordination**

Over the course of the program, site coordinators will be required to complete pre-program responsibilities and coordinate and facilitate during the kick off event, guided invention sessions, and showcase event. The site coordinators will receive tools from SnaptheGap.org such as weekly session outlines, prompts, resources, and invention videos. Although, the Snap the Gap team and website will provide the site coordinators with detailed structure and information, the site coordinators are responsible for facilitating and coordinating the program and we encourage them to make adjustments as they see fit as well as keep in mind what works after each session.

**Mentor Training**

All site coordinators must complete the mentor training introductory webinar and review the other quick start resources we have provided via the SnaptheGap.org. In order to be a successful Site Coordinator and facilitator of the mentors and mentees, we ask that the site coordinator read over the resources provided to understand the mentor roles as well as reflect a positive role model for the mentees.

**Feedback**

Additionally, to support program development, the Snap the Gap team will be providing site coordinators with parent consent forms and mentee assent forms and surveys. The site coordinators are responsible for distributing and collecting the parent consent forms and the mentee assent and pre-survey forms in the beginning of the program and the post-survey mentee forms at the end of the program (i.e., Showcase). We also encourage site coordinators to provide additional feedback when possible to the Snap the Gap team. Suggestions and communication are valued and appreciated!
Site Coordinator Program Responsibilities

Pre-Program Preparation

After applying as a site coordinator, your site location should be set up and uploaded to our MWM site. Next, the site coordinator has specific pre-program responsibilities in order to prepare for their program site. Below are some tasks each site coordinator has to complete prior to each program:

Set Up Logistics

- Set final program dates and times.
- Reserve site location, if necessary.
- Connect with mentors via the Million Women Mentors (MWM) site, given via URL by the Snap the Gap team.
  - Note: The Snap the Gap team will work towards reaching out to industry, professional organizations, and higher education to assist with promoting the mentoring opportunity and encouraging engagement with your site.
  - However, site coordinators should assist with recruiting mentors by sending out their MWM site link to their own network or also with their local PTA or administration at local schools around their site.
- Instruct mentors to complete background check process unique to each site.
- Instruct mentors to review their training material as well as get familiar with the SnaptheGap.org website under “Weekly Sessions” section.
  - If prompted for a password to view materials, enter snapthegap.
  - The “Weekly Sessions” site details the sessions and what each program day will look like.
- Pick up Kits and paperwork at a designated location and coordinate storage space for them throughout the whole program.

Site Coordinator & Mentor Training

- Review site coordinator to gain knowledge and awareness of your role as well as review mentor training materials to familiarize yourself with mentor role and responsibilities as well as reflect the same mentor role model qualities for the program.

Prep for Program

- Prep for each session by reviewing the Weekly Sessions agenda materials, session prompts, and invention videos from the SnaptheGap.org under “Weekly Sessions” before each session in order to coordinate and facilitate the flow of each session, unique to each site.
If prompted for a password to view materials, enter snapthegap.

Each session page has information regarding the session overview, supplies, description and objectives of session, and other useful resources.

- Prep by gathering supplies for each specific session and adding extra material if needed based on activity of program.
  - Site Coordinators will be sent a document with possible site supplies.
  - Also, the “Weekly Sessions” session pages each have a section of any specific supplies needed for each session.

Attend an Onboarding Session

Please join one of the following sessions before you begin your program to discuss any questions you may have:

- Monday, Aug 26th @5pm PST
- Wednesday, Sept 4 @5pm PST
- Wednesday, Sept 18 @5pm PST
- Wednesday, Oct 2 @5pm PST
- Wednesday, Oct 16 @5pm PST
- Wednesday, Oct 30 @5pm PST

(Note: Sessions are available and will be saved via the “Site Resources” tab on the SnaptheGap.org)

Session Overview

Below is a guided overview of the program sessions. The program begins with Introduction Sessions and Guided Invention sessions follow. The last few programs are referred to as the Showcase Challenges. As the site coordinator, you will be responsible for facilitating and coordinating each session and also directing the mentors on what to do next. Please visit the SnaptheGap.org website to familiarize yourself with the outline of the weekly sessions and refer to each detailed program page in order to prepare and understand the objectives for each program session.

- Link Here: https://www.snapthegap.org/weekly-sessions

Introduction Session Breakdown

The kick off event is the first introductory session of the program. We encourage site coordinators to have some fun and get creative with their introductions and facilitation of the event to give the mentor and mentees the best first experience with the program. The following below is a breakdown of the introduction sessions (Kick Off Event) and necessary components and details about the first program session:

- Check In & Pair Off
- Pre-Survey & Get to Know Each Other
- Introduce: Snap the Gap & littleBits
- Create, Motion & Modes, & Sensors & Logic
- Reflect & Group Share
- Close
Log your Session

Check In & Pair Off

This is the area in which site coordinators need to facilitate or coordinate a point person at a check in table/area to check in all participants and collect or distribute the program forms/surveys. Some responsibilities include the following:

- Check in mentors and mentees.
- Distribute parent consent forms (provided by the Snap the Gap team) and collect forms from parents (if not done in advance)
  - It is important and necessary to collect the parent consent forms at the beginning of the program.
- Pair mentees with mentors.
- Distribute pre-survey (provided by the Snap the Gap Team) to pairs for mentees to fill out (if not done in advance).
  - It is important and necessary to collect pre-survey forms from the mentees at the beginning of the program.

Pre - Survey & Get to Know Each Other

Before diving into the program, please instruct mentors to start pre-surveys with their mentees (if they haven't filled it out yet) as the Snap the Gap team wants to get the mentees honest opinion on how she perceives STEM and STEM careers.

- Make sure the mentors follow the script provided in order to ensure that the mentees are not influenced by the mentors overflowing STEM enthusiasm until after the survey.
  - The script can be found on the first session link on the SnaptheGap.org under the “Weekly Sessions” tab.
- After the mentees fill out the survey or don't have a pre-survey to fill out, site coordinators can instruct mentors and mentees to get to know each other.

Introduce: Snap the Gap & littleBits

For the start of the event, site coordinators should set the tone by introducing the program by welcoming all participants and giving a brief description of the Snap the Gap program and introduce the littleBits kits with the use of the video and content provided on the “Weekly Sessions”.

- Also, it may be helpful to introduce yourself and why you are their supporting the mentees.
- Finally, distribute the littleBits kits and create a method for girls to label them.

Create, Motion & Modes, & Sensors & Logic

After introducing the Kick Off Event, we ask site coordinators to instruct mentors to move into the hands-on activity with the provided STEM kits or engage with other STEM related articles and events of your choosing. We hope that the mentors can connect these STEM topics to their mentee's daily life.
Instruct mentors to navigate towards the SnaptheGap.org under “Weekly Sessions” labeled “Session 1” via the “Create” Section and move through the prompts, videos or building sessions.

As a site coordinator, you can walk around and making sure the pairs have found the videos or need some help facilitating the mentor and mentee interaction.

Reflect & Group Share

At the end of the session, please conclude program by having mentees showcase final design and ask some questions about what they learned or what was difficult.

- Depending on the size of the group, site coordinators could have mentees discuss in small groups or with everyone.
- Next, conclude the program by giving the mentees a preview of the next session!

Close

At the end, instruct the mentees to deconstruct their design and put all of their stuff away in their designated labeled box. In addition, distribute JAM codes to the mentees.

- Make sure mentees power off the Power Bit and disconnect the battery.
  - Make sure to take pictures of what mentees have made.
- Distribute JAM codes to mentees/caregivers.
  - Remind mentees and parents that learning can continue between sessions with the use of JAM.com.
  - Emphasize they should sign up online before next session.
- Collect kits and store in storage place between sessions.
  - Kits should stay on site for the length of the program. Mentees will be able to take the kits home after the final program session showcase.
  - If space allows you might want to have a plastic tub, box, or bag to hang on to the littleBits paper templates.
  - Be sure to have mentees write their name with a permanent marker so they can take them home after the completion of the program along with their kit.

Log Your Session

- Instruct mentors to remember to fill out feedback form after each session period and make sure to fill it out yourself.
  - Link Here: https://ucdavis.co1.qualtrics.com/jfe/form/SV_ahqH9DfMshanhrL
- Next, we encourage the mentors and site coordinator to have a debrief time and to go over improved plan for next session date if necessary.
- Finally, tear down site.

Guided Invention Session Breakdown

Below is a guided overview of the Guided Invention sessions. Each session will have a different and specific invention to be built each time but the flow of the session should look the same. As each session continues, as a site coordinator, get creative with your own questions or prompts to keep building off of previous sessions. Below is the breakdown of what each guided invention sessions will look like:
Check In

- Facilitate check in table or coordinate point person for check in table.
- Pair mentees with mentors.

Inspire & Introduce

First, welcome everyone back to the program to set the tone! Information regarding topics or prompts specific to each program introduction will be listed in the session pages under the “Weekly Session” page.

- Next, have the mentors watch any inspiration video or prompts that may be given on the specific session page, with their mentees.
- Next, distribute the kits to the mentees and dismiss the pairs to begin their hands on activity.

Create, Play, & Mix

After introducing the Kick Off Event prompt, mentors can move into the hands-on activity with the STEM kits or engage with other STEM related articles and events of your choosing. We hope that the mentors can connect these STEM topics to their mentee's daily life.

- Instruct pairs to start building inventions under specific session webpage for that day and follow along any prompts or videos on session page.
- As a site coordinator, you can walk around and making sure the pairs have found the videos or need some help facilitating the mentee and mentor interaction.

Reflect & Group Share

At the end of the session, please conclude by having mentees showcase their final design and ask some questions about what they learned or what was difficult.

- Depending on the size of the group, site coordinators could have mentees discuss in small groups or with everyone.

Close

Next, instruct the girls to deconstruct their design, turn off on/off switch, unplug their batteries and put their stuff away in their designated labeled box. Please make sure to check out mentees with their parents.

- Remind mentees and parents that learning can continue between sessions with the use of JAM.com.
- Collect kits and store in storage place to store Kits between sessions.
Note: Following up towards the last few sessions leading to the Showcase Session, the mentees might need more room for their inventions therefore more space may be needed.

- Instruct mentors to remember to fill out feedback form after each session period.
- Next, we encourage the mentors and site coordinator to have a debrief time and to go over improved plan for next session date if necessary.
- Finally, tear down site.

**Showcase Challenge Session Overview**

The final 2-3 sessions of your program will consist of a “Carnival Challenge.” The first two sessions focus on creating and remixing unique carnival games with littleBits. In the third session, you will host a Carnival Showcase where mentees, mentors, and parents will take turns playing each other's games.

In addition, site coordinators should invite parents and caregivers to partake in the final Carnival Showcase session.

Please follow the session guides on the Weekly Sessions tab under “Showcase Challenge.” This session guide provides a detailed outline for the “Carnival Challenge” but feel free to improvise or put your own spin to things. If you have an idea for a challenge or prompt that will get mentees excited, go for it! If something is not working well, change course and experiment another path forward. If you do change things up, we would love to hear what has been successful for you!

**Showcase Challenge Session Breakdown**

The challenge session will look similar to the other sessions but please follow along on the SnaptheGap.org for more details. Here is an outline of what the Challenge Sessions will look like but some sites may vary:

- Check In
- Introduce & Inspire
- Create
- Reflect & Group Share
- Close
- Log your Session
Program Facilitation & Coordination

Throughout the program we ask that the site coordinators are keeping in mind these details for their personal site:

Preparation

- Familiarize yourself with the agenda for each program session according to information given on Snapthegap.org (i.e., videos to view, inventions to build, questions to ask).
  - Each session page has information regarding the session overview, supplies, description and objectives of session, and other useful resources.
  - Make sure to review these details before each session!

During Event

- **Implement**
  - Implement the step by step agenda given in order to establish structure into the program session flow.

- **Troubleshoot**
  - Troubleshooting may be involved, so take quick action!
    - For example, the video is not working, instead, read out prompt to the mentees instead to direct their focus.

- **Engagement**
  - Keep the pairs engaged and stay present to ensure that the program is running successfully.
    - For example, keep the mentees and mentors engaged with the flow of the event and ensuring that they are engaging with kits with their mentors!

- **Relationship**
  - Get to know your mentors and mentee pairs by taking time to meet them and learn about their stories.

- **Behavior**
  - Ensure that everyone is well behaved, take action and talk to a mentee if they need some specific attention.

- **Parent Involvement**
  - Make sure to inform the parents of progress.

After Event

- **Adjustments**
  - Think about certain things that did not work or worked well during the event or what could make the program run more efficiently.
For example, adjusting timeline of program or creating a “clap” activity to get the attention of the group.

- **Feedback**
  - If you received any great feedback from mentors, try to implement their ideas or thoughts or implement any of your own feedback into the program. Feel free to also update the Snap the Gap team with your ideas.

### Million Women Mentor Site & Background Checks

#### Million Women Mentor Site

The site coordinator will be given access to mentors through the MWM website, given to them via a URL.

- Mentors will be able to sign up to your site via the MWM website based on mentors zip code.
  - In addition to signing up on the MWM, make sure mentors sign up via the SnaptheGap.org under the “Mentors” tab.
- Site coordinators will be able to communicate with mentors here.
  - Instruct mentors to complete background check process unique to each site.
  - Distribute any specific instructions regarding parking, room access, or anything specific about your site.
- Site coordinators are also welcome to establish quicker communication with their mentors, especially for the start and during the program.
  - Collect your mentor’s cell number and start a group chat!
- In addition, site coordinators are welcome to pass their MWM link as well as the Snap the Gap mentor application on the SnaptheGap.org to their network.

(Note: A document will be provided for further instruction on how to navigate the MWM site.)

#### Background Checks

Site coordinators direct mentors to complete a background check in their local area. Please make sure the mentors know that they are expected to pay and turn in the submission or receipt of their background check process.

- Background checks may be available through your local police station or through your school administration.
- Background checks are also available via a third party company called Live Scan affiliated with the CA Department of Justice.
  - Please follow link here: https://oag.ca.gov/fingerprints/locations?
  - The mentors have to request a background check for a “volunteer” submission.
Program Policies

Confidentiality
As a site coordinator, you may learn private and personal information about your mentee and her family. It is important to keep such information private and not discuss it outside of the program. In addition, please follow any necessary mandated reporting protocol at your site.

Emergencies
In the event of an emergency or a sign that an adolescent needs outside help:

- If it relates to your mentee, call the parent or guardian and/or call emergency medical personnel (if appropriate)

Parental Permission
Families have signed consent forms to allow their children to participate in the program.

Contact Us

Website
https://stemstrategies.ucdavis.edu/snap-gap
http://SnaptheGap.org

Phone
(530) 754-0660

Email
snapthegap@ucdavis.edu