



TMC Labs 2022 Host Application

The goal of *Idaho Think, Make, Create Labs* (TMC Labs™) is to provide robust, hands-on STEM tools and curricula for youth, in rural and underserved communities across the state. We want all Idaho youth to have access to STEM career pathways regardless of where they live.

The lab is a “pop up” activity center, which expands with easels, awnings and tables, for use in any outdoor space and storage bins to supply classroom and other indoor spaces. It comes stocked with tools and materials, a user manual and curriculum activities that can be tailored to the needs of the community.

Host organizations are needed to staff the labs and use them in their own programs. Hosts will be fully supported as they take on this new challenge. Training and professional development opportunities include on-site training, website and online resources, Community of Practice opportunities and evaluation tools. Host are expected to provide monthly Usage Reports, share their experiences with other hosts and reach out to other community members to maximize use of the TMC Lab

Organizational Information:

Date: _____

Name of Your Program: _____

Agency affiliation (if any): _____

Community/ General Service Area: _____

Contact Info:

Your Name: _____

Title: _____

Address: _____

City: _____ Zip: _____

Email: _____

Contact Phone (work): _____

Phone (cell): _____

best time to call you?

Program Vision or Mission:

How many hours per week does your organization operate youth programs?

In school:

Before and After School:

Summer Program:

Community Outreach:

Demographics of youth served (economic, social, etc.)

Please share your current goals for program growth and development?

How would a TMC Lab fit into your existing program?
How would you hope it might improve or enhance your program?
What other groups in your area might be involved to extend use of the lab?

About Your Current Program Capacity

Number of Full Time staff:	
Number of Part-Time staff:	
Number of operating days per year:	
Number of years of program operation	
What is your 2021 Program Budget?	
How much of your 2021 Budget has been secured?	
Projected 2020 Year End fund balance?	

Number of youth served per year?	
% Pre-K/ K	
% Primary	
% Middle	
% Secondary	
Gender ratio M/F	

Hosting Process

If your group is selected as a TMC Lab Host, a Hosting Agreement will be offered to you addressing the terms of use and provision for purchase or return. Labs will be hosted for a minimum of one-year. Hosts are encouraged to reach out to partners in their region to potentially share use of a lab.

Hosts will be responsible for operations including: 1) Setting up, staffing, cleaning and securing their Lab; 2) Ordering and re-stocking materials (although mini-grants may be available); 3) Participating in online training and in-person events; 4) Participating in a site visit from a Dimensions of Success (DOS) Certified Observer (to be arranged between ION and the Program Director); and 6) Contributing to the Idaho TMC online community about their experiences with the lab.

Costs

ION will work with potential hosts to get sponsors and minimize upfront cost. However, once a host organization receives a lab, that group will need to cover direct operating costs including staffing and re-supplying materials in the lab. Host organizations are encouraged to fundraise and seek local sponsors for special tools, staffing, materials and supplies.

The lab will be insured for theft and loss by ION, but host programs are expected to have their own operational liability insurance and drivers of vehicles pulling labs must have auto liability coverage extending to the TMC lab.¹

Other potential costs include consumable supplies used in youth activities, tail lights, truck hitches, safety equipment and “re-wrapping” graphic design on the lab if desired. Information on where to find donated materials and equipment will be shared between hosts on the TMC webpage.

Usage Requirements

Each mobile lab is expected to reach approximately 500 young people each year with quality, hand-on STEM learning opportunities. ION reserves the right to reclaim a lab if it is not being effectively used based on usage reports. If a local host is not able to consistently utilize a lab, it could be reclaimed by ION and offered to another host.

Training and Professional Development Requirements

Hosts will be provided with training opportunities for staff to become confident using the lab. Hosting organizations are required to appoint at least one Lead Educator to participate online in a TMC Labs Community Forum. Other educators and adult users can also participate online and by attending in-person events.

Evaluation and Reporting

Hosts will be expected to submit quarterly reports using the TMC evaluation protocol to monitor impact and help improve the program. Daily usage logs, journals and evaluation forms will be provided.

Application

¹ Liability for accidents on the road normally accrue to the insurer of the car and/or driver pulling the trailer. Everyone transporting a TMC lab should have at least a \$1 million auto liability policy.

Yes, our organization would like to apply to host an Idaho TMC Lab,

Name & Signature of Authorized Applicant

Return this form to:

Anna Almerico --- Idaho Out-of-School Network --- aalmerico@jannus.org