



**Idaho  
Out-of-School  
Network**



**Think Make Create**

**LABS**

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# Think Make Create (TMC) Works! Site Administrator Orientation

Amy Post and Natalia DiGiosia

# AGENDA

- 1.Intro to TMC Labs and TMC Works
- 2.Roles and Responsibilities
- 3.Payment Schedule
- 4.Tax ID Submission
- 5.Training
- 6.STEM Worksite Visits & Youth Council
- 7.Financial Management
- 8.Reports

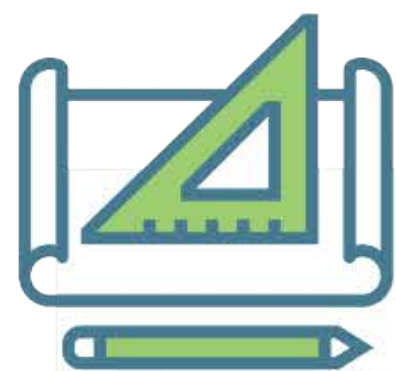


### **Mission:**

The Idaho Out-of-School Network's (ION) mission is to build, advocate for, and lead a strong out-of-school community. ION provides tools and resources to increase access to quality youth programs.

### **Vision:**

Every Idaho child has an opportunity to learn and thrive through participation in a high quality out-of-school program.



**Think Make Create**



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Why is STEM  
important?

# The State of America's Workforce



UNITED STATES

**40%**

of U.S. companies report difficulty in filling positions because of a lack of STEM skills.<sup>1</sup>

INTERNATIONAL

**\$2.5 Trillion**

The U.S. would gain an extra \$2.5 trillion in Gross Domestic Product between now and 2050 if its students scored at the international average on math and science tests.<sup>2</sup>

**27%**

of the new high-skills jobs related to agriculture that will be created in the next five years will require a STEM education.<sup>3</sup>

**86%**

of engineers and 74 percent of computer professionals are men.<sup>4</sup>

**14%**

of the engineering workforce is made up of women.<sup>4</sup>

**21%**

STEM employees earn 21% more than individuals in non-STEM fields.<sup>5</sup>

**10%**

Underrepresented minorities hold only 10% of science and engineering jobs despite making up over a quarter of the U.S. population age 21 and older.<sup>6</sup>



Sources:

1. Brookings Institution, Still Searching: Job Vacancies and STEM Skills, 2014

2. Washington Center for Equitable Growth, January 2015

3. <https://www.purdue.edu/usda/employment/wp-content/uploads/2015/04/2-Page-USDA-Employ.pdf>

4. CTEq analysis of U.S. Census Bureau report on STEM college graduates, 2014

5. Brookings Institution, Still Searching: Job Vacancies and STEM Skills, 2014

6. National Science Foundation, Science & Engineering Indicators, 2013



# 80%



For students in elementary through high school, **more than 80% of their time is spent learning outside of school** at afterschool and summer programs, in libraries, museums, science centers, or at home or in the community.

# 15%



Female scientists and engineers are concentrated in different occupations than are men, with relatively high shares of women in the social sciences (62%) and biological, agricultural, and environmental life sciences (48%) and relatively low shares in engineering (15%) and computer and mathematical sciences (25%).

# 3%



Women make up half of the total U.S. college-educated workforce, but less than one third of the science and engineering workforce. **Latinx and African-American women make up less than 3%.**



**Think Make Create**

LABS

# STEM teaches “soft” skills

- A.k.a. durable or 21<sup>st</sup> century skills
- Employers have trouble filling jobs due to the “soft skills” gap
- Major in-demand skills of tomorrow are the Four C’s:
  - Communication
  - Collaboration
  - Creativity
  - Critical thinking
- Youth learn widely-applicable problem-solving through inquiry.



# Challenges to STEM Education

The following reasons were the same if STEM was offered in afterschool programs or not:

- ✓ Do not have **funding** for STEM curriculum
- ✓ Do not have qualified **staff**
- ✓ Do not have **time** for a STEM program
- ✓ Do not know of an appropriate STEM **curriculum**



Jocelyn Cullers. Idaho Out-of-School Network Survey.  
Boise State University Institute for STEM & Diversity Initiatives, June 2018.

connecting youth & communities



# TMC LABS

- TMC Leadership Team successfully launched the first 16 labs in May 2021.
- 28 TMC Labs on the road in 2024, one TMC Unhitched Lab.
- More than 50,000 youth have used the labs so far.
- Each month, approximately 1,000 K-8 youth use TMC Labs.



# TMC Lab Locations



- |   |  |
|---|--|
| 1. UI Extension 4-H Youth Development           | 14. Gooding Public Library                           |
| 2. UI Extension in Bingham County               | 15. UI Extension in Boundary County                  |
| 3. Boys & Girls Clubs of Magic Valley           | 16. UI Extension in Bear Lake County                 |
| 4. Treasure Valley Family YMCA                  | 17. Boys & Girls Club of Ada County                  |
| 5. Nampa School District                        | 18. Boys & Girls Club Ada County                     |
| 6. Boys & Girls Club of Western Treasure Valley | 19. Boys & Girls Clubs of Magic Valley               |
| 7. Children's Museum of the Magic Valley        | 20. Pinehurst After School Solutions                 |
| 8. UI Extension in Schitsu'umsh Reservation     | 21. United Way of Idaho Falls and Bonneville County  |
| 9. Boys & Girls Clubs of Lewis-Clark Valley     | 22. Boys & Girls Club of the Shoshone-Bannock Tribes |
| 10. UI Extension in Nez Perce Reservation       | 23. United Way of Southeastern Idaho                 |
| 11. Moscow School District                      | 24. One Stone  |
| 12. UI Extension in Lemhi County                | 25. Mountain View School District                    |
| 13. East Bonner County Library District         | 26. Treasure Valley Family YMCA                      |
|   | 27. Boys and Girls Club of Canyon County             |
|   | 28. Parma Learning Center                            |
|   | U1. BSU OnRamp                                       |





# Idaho's TMC Leadership Team



Anna Almerico  
*Program Director*

Amy Post  
*TMC Labs Coordinator*



Claire Sponseller  
*Area Extension Educator, 4-H STEM*



Andrea Baerwald  
*Science & ISAS Coordinator*





# What is TMC Labs?



STEM Labs in trailers



# What is TMC Labs?



STEM activities



# What is TMC Labs?



## Educator Training





# TMC LABS



## ➤ GOAL 1

Bring hands-on STEM learning and skills to rural and underserved youth.

## ➤ GOAL 2

Train educators to provide hands-on STEM learning to youth.

## ➤ GOAL 3

Increase communities' support of STEM learning and support Idaho's workforce development.

# WORKFORCE DEVELOPMENT TRAINING FUND

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## **Funding Source: Idaho WDC**

Innovation Grants fund local workforce development projects, providing skills training and career connections to address employer-identified skill gaps and promote economic mobility, job creation, and innovation.





# TMC WORKS!



## ➤ GOAL 1

Support STEM programming at out-of-school time employers.

## ➤ GOAL 2

Increase STEM job skills of 250 teenage and adult workers.

## ➤ GOAL 3

Increase STEM-readiness of the overall Idaho workforce.

# ROLES: SITE ADMINISTRATOR

- Paperwork
- Stipends
- Bookkeeping
  - General ledger
  - Receipts for supplies
  - Stipends
- Track hours
- Outreach for worksite visits

**Oversees  
project!**

- Hire STEM Supervisors with:
  - Experience teaching STEM
  - Organizational skills
  - Initiative
  - Desire to supervise and train



# Site Administrator - *To Do List*

1. Attend Administrator Orientation - *only once* or view recording on Learning Academy
2. Recruit STEM Supervisors
3. Submit STEM Supervisors Tax ID #s. See instructions at ION's TMC Works website
4. Coordinate STEM Supervisor Training with Amy, assign them Orientation
5. Ensure all Supervisors fill out TMC Works Participant Registration Form

1. Track hours for STEM Supervisors and Ambassadors
2. Buy STEM materials/ track receipts with Receipt Ledger form
3. Upload additional Tax ID #s as they come in
4. Check-in meeting with ION

1. Submit STEM Ambassador Tax ID #s once they have completed 100 hours
2. Administer stipends and submit business ledger
3. Submit Invoice Report Form
4. Participate in ION post-program evaluation

**PROGRAM START**

**COHORT DURATION**

**END OF COHORT**

<b>COHORT</b>	Summer 2024: 6/15.....	June - August.....	8/31/24
	Fall 2024: 9/1.....	September - December.....	12/25/24
	Spring 2025: 1/1.....	January - May.....	5/31/25
	Summer 2025: 5/15.....	May - August.....	8/25/25
	Fall 2025: 9/1.....	September - December.....	12/25/25

**TIMELINE**

# ROLES: STEM SUPERVISOR

- Recruit ambassadors
  - Train ambassadors
  - Supervise & coordinate ambassadors
  - Schedule and supervise STEM sessions
  - Mentor & coach ambassadors
  - Complete 20 hours training
  - Complete user reports (or have ambassadors do them)
  - Order supplies and turn in receipts
  - Outreach for worksite visits
- ★ Must submit TINs/SSNs to receive \$750 stipend (can only do once)

In charge of  
running the  
program!





# STEM Supervisor - *To Do List*

*Earn*  
**\$750**

1. Provide Tax ID# to Administrator
2. Complete 1 hour Orientation (online meeting or in ION's Learning Academy)
3. Fill out TMC Works Participant Registration Form (part of orientation)
4. Attend 4-hour STEM Supervisor in-person training session
5. Lead 3-hour live training with STEM Ambassadors within first few weeks

1. Schedule & manage STEM sessions
2. Help STEM Ambassadors plan and prepare activities
3. Supervise STEM sessions
4. Coordinate and coach STEM Ambassadors
5. Ensure completion of User Reports
6. Buy STEM materials for Ambassadors and submit receipts to Site Administrator
7. Complete additional 15 training hours
8. Complete 80 placement hours

1. Finish submitting all reports
2. Complete end-of-program surveys
3. Receive stipend

**PROGRAM START**

**COHORT DURATION**

**END OF COHORT**

Summer 2024: 6/15.....	June - August.....	8/31/24
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# ROLES: STEM AMBASSADOR

- Learn STEM by teaching STEM to younger children
  - Contribute to STEM program at your facility
  - Develop workplace skills
  - Explore future career options
  - Complete 20 hours training, 80 hours placement
  - Optional: visit a STEM workplace, participate in Youth Council
  - Can be employees, volunteers or program participants
- ★ Must submit TINs/SSNs to receive \$750 stipend

**Teens and adults  
teaching STEM!**



# STEM Ambassador - *To Do List*

1. Submit Tax ID# to Site Administrator
2. Fill out the TMC Works Participant Registration Form at:
  - STEM Ambassador Training Step 1 OR
  - Top of ION's TMC Works webpage
3. Complete first 6 steps in Ambassador Training on ION's Learning Academy
4. Attend 3-hour live training with STEM Supervisor within first few weeks

1. Complete 80 placement hours: plan, prepare, lead STEM activities with children
2. Complete TMC User Reports after activities
3. Complete 20 hrs. STEM Ambassador Training
4. Optional:
  - STEM Activity Facilitation Reflection with STEM Supervisor
  - Visit a STEM workplace or higher-education program
  - Participate in the Youth Leadership Council

1. Finish submitting all reports
2. Complete end-of-program surveys
3. Receive stipend

**PROGRAM START**

**COHORT DURATION**

**END OF COHORT**

Summer 2024: 6/15.....	June - August.....	8/31/24
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# STEM Worksite/School Visit

Ambassadors will...

- Explore an area of interest
- See what a worksite looks like
- Learn steps for entering that workplace
- Meet people at the worksite

Do this by:

- Setting up a tour at a STEM employers
- Visit a STEM program at a higher-education institution
- Interview a STEM professional and learn about their career



# PAYMENT STRUCTURE

First check will include ALL STEM Supervisor funding over all cohorts.

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All other payments are INVOICED  
at the end of each project cohort to ION / Jannus.

Invoiced payments include:  
STEM Ambassador funds and supplies.

# PAYMENT SCHEDULE

Worksite Name									
Cohort Name	Project Start Date	Cohort Completion Date	Submit Invoice to Jannus	Supervisors Identified & SS# entered	First Payment for STEM Supervisors	Ambassadors Recruited	Ambassador Invoice Amount	Supplies (with receipts)	Budgeted for invoice to Jannus (upon input of Ambassador SS#)
Summer 2024	June 15th, 2024	Full project all STEM Supervisors		8	\$14,400				\$14,400
Fall Semester 2024	September 1st, 2024	December 25th, 2024	December 31st, 2024			4	\$7,200	\$1,600	\$8,800
Spring Semester 2025	January 1st, 2025	May 25th, 2025	May 31st, 2025			4	\$7,200	\$1,600	\$8,800
Summer 2025	May 15th, 2025	August 25th, 2025	August 31st, 2025			4	\$7,200	\$1,600	\$8,800
Fall Semester 2025	September 1st, 2025	December 25th, 2025	December 31st, 2025			2	\$3,600	\$800	\$4,400
			Total	8	\$14,400	14	\$25,200	\$5,600	\$45,200



# TAX ID SUBMISSION

Worksites / employers must submit Tax ID numbers (social security numbers) into the Idaho Workforce Development Council (WDC) Portal to receive reimbursement from ION.

WDC tracks these submissions to gauge the impact of their innovation grant on Idaho's workforce.

How to Submit Tax ID to  
Workforce Development  
Council Portal

[View](#)  
[Instructions](#)  
[Tax ID Worksheet](#)

# TRAINING

## STEM Supervisors

- Online orientation (1 hrs)
- Train-the-trainer in-person training (4 hrs)
- Online courses aligned to learning goals

20 hours total for every TMC Works participant

## STEM Ambassadors

- STEM Ambassador Training on Learning Academy
- Orientation (Steps 1-6, 1.5 hr.)
- Plan, Prep and Lead STEM activities (3 hrs)
- Online trainings options (Steps 7+, 15.5 hrs.)



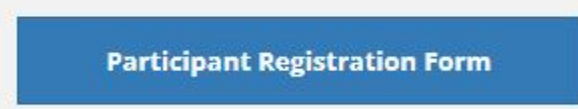


# TMC Works

## TMC Works

### TMC WORKS REGISTRATION

This web page contains resources for current participants in the TMC Works program. Prospective sites should email Amy Post at [apost@jannus.org](mailto:apost@jannus.org) for more information on joining the program.



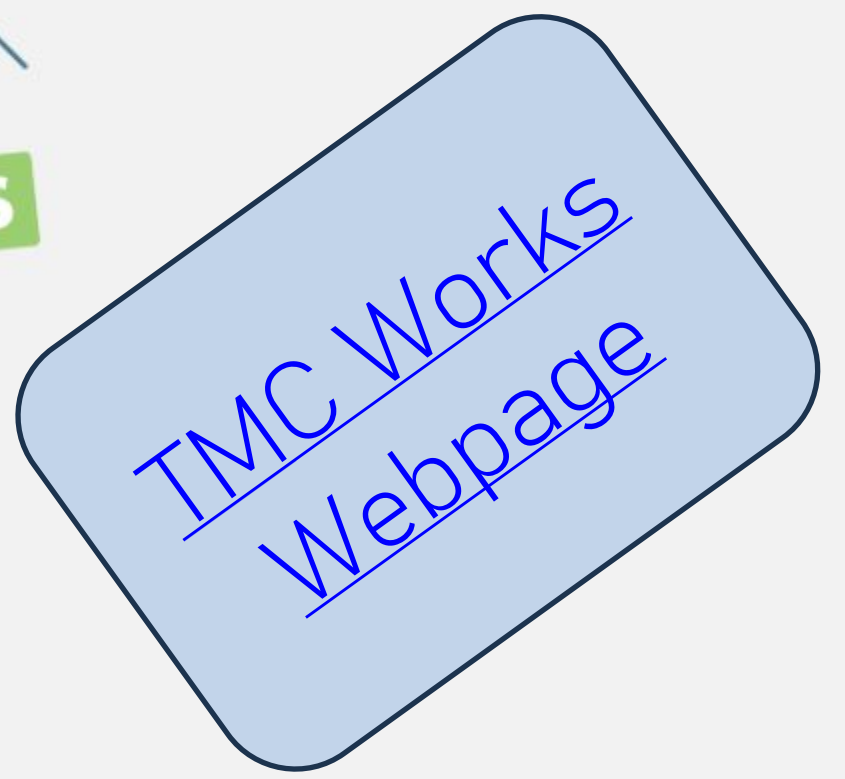
### IDAHO STEM ECOSYSTEM COMMUNITY PLATFORM

Please consider joining the [EcosySTEM Community Platform](#). This is a secure, password-protected platform, and your place to connect with STEM partners, find volunteer opportunities, learn about regional resources, share skills, and grow with our EcosySTEM.



### RESOURCES FOR TMC WORKS PARTICIPANTS

Site Administrators



# REPORTING

1

Mid-term check-in meeting or report for STEM Administrators and/or Supervisors for each cohort.

2

TMC Lab Usage Reports: submit monthly, includes activities and how many youth served (same form as past TMC user-reports).

3

Invoice Report Form: submit at the end of every cohort.

See [Budget and Supplies Ledger Excel Template](#)

4

ION may conduct additional qualitative evaluation: surveys, interviews, etc.





# 2024 TMC Lab User Report

Complete this report at least once/month.

Some questions are not required. Required questions are marked with a red asterisk.\*

**1. Lab Number/Hosting Organization \***

**2. Name of your organization**

**3. Your name\* \***

**4. Email address \***

**5. Date of use**

For multiple sessions, indicate first date TMC was used during this reporting period.

**6. Number of Sessions**

How many times was TMC used during this reporting period?

**7. Total number of hours \***

How many TMC "program hours" were delivered during this reporting period?

**8. Total number of youth participants \***

**9. Ages of youth participants (years old) \***



1



2



3



## 2024 TMC Lab Usage Report

Single use or monthly reporting form

This form is also available [online](#)



Required questions are marked with an asterisk\*

Today's date:\*

1. Lab #/Hosting Organization\*

2. Name of your organization

3. Your name\*

4. Email address\*

5. Date of use (For multiple sessions, indicate first date TMC was used during this reporting period.)

6. Number of sessions (How many times was TMC used during this reporting period?)

7. Total # of hours\* (How many TMC "program hours" were delivered during this reporting period?)

10. Community served (Name of town/community)

11. Program name and/or location (Name of youth program, class, library, community center, park, etc.)

12. School name\* (if applicable)

13. School District/Number (if applicable)

14. Number of program leaders (staff, volunteers, teachers, etc.) who used the TMC Lab (during this reporting period)

15. Where and when did you use TMC Labs?

- a) At a school, during school hours
- b) At a school, out of school hours
- c) Not at a school, during school hours
- d) Not at a school, non-school hours

16. How did you use TMC Labs?

- a) Used the trailer as a mobile makerspace/classroom
- b) Went "shopping" in the trailer and brought materials to youth
- c) Used the activity guide (aka LiveBinder) and my own materials
- d) Used TMC materials not stored in a trailer (TMC unhitched)



# FINANCIAL MANAGEMENT

At the end of every cohort submit an Invoice Report Form.  
Click the link to view form:

[VIEW INVOICE  
REPORT FORM](#)

See [Budget and  
Supplies Ledger Excel  
Template](#)

Invoice report asks:

- Number of Tax ID numbers submitted
- Number of STEM Ambassadors completed all placement hours
- Amount invoicing
- File attachments of PDF with receipts of purchase and ledgers

# ION CONTACTS AND ROLES

## Amy Post

TMC Labs Project Coordinator

- Training
- Site support
- Leading Training and Placement Team
- Educational Resources

## Natalia DiGiosia

Grants and Compliance Coordinator

- MOUs
- Tax ID submission
- Invoice reports
- Compliance

## Anna Almerico

Senior Program Director

- Program planning and oversight
- Outreach

## Tina Gosselin

Program Assistant

- Issues Contract
- Issues Payments