

Site Administrator - *To Do List*

1. Review and sign your TMC Works contract
2. Attend Site Administrator Orientation
3. Recruit STEM Supervisors at your site
4. Collect STEM Supervisors' Tax ID#s
5. Submit Tax ID#s to ID Dept. of Labor portal
6. Email ION the names of Tax ID#s submitted
7. Coordinate in-person training with ION
8. Assign "STEM Supervisor Training" in ION's Learning Academy to STEM Supervisors
9. Ensure Supervisors immediately complete Step 1 (TMC Works Participant Registration Form) of "STEM Supervisor Training"

1. Track hours for STEM Supervisors and Ambassadors
2. Buy STEM materials & track receipts with Receipt Ledger form
3. Ensure Supervisors submit training records (online and in-person) and user reports
4. Check-in meeting with ION
5. Submit remaining Ambassadors and Supervisors' Tax ID#s
6. Assign post-program surveys to STEM Ambassadors & Supervisors near the end of their 100 hours

1. Ensure all participants document 20 hours of training in Learning Academy accounts, including online and in-person training
2. Ensure Supervisors have submitted TMC user reports for all STEM activities
3. Email ION with names of participants. Indicate if they have completed, dropped out or remain active in the program
4. Complete Site Administrator post-program survey
5. Pay out stipends and save documentation
6. Submit Invoice, stipend documentation and receipt ledger to ION for reimbursement

All resources linked at idahooutofschool.org/tmc-works

PROGRAM START

COHORT DURATION

END OF COHORT

COHORT	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