



**Idaho
Out-of-School
Network**



Think Make Create

LABS

© 2018 Nebraska Children and Families Foundation | Beyond School Walls

Think Make Create (TMC) Works! Site Administrator Orientation

Amy Post and Natalia DiGiosia



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.

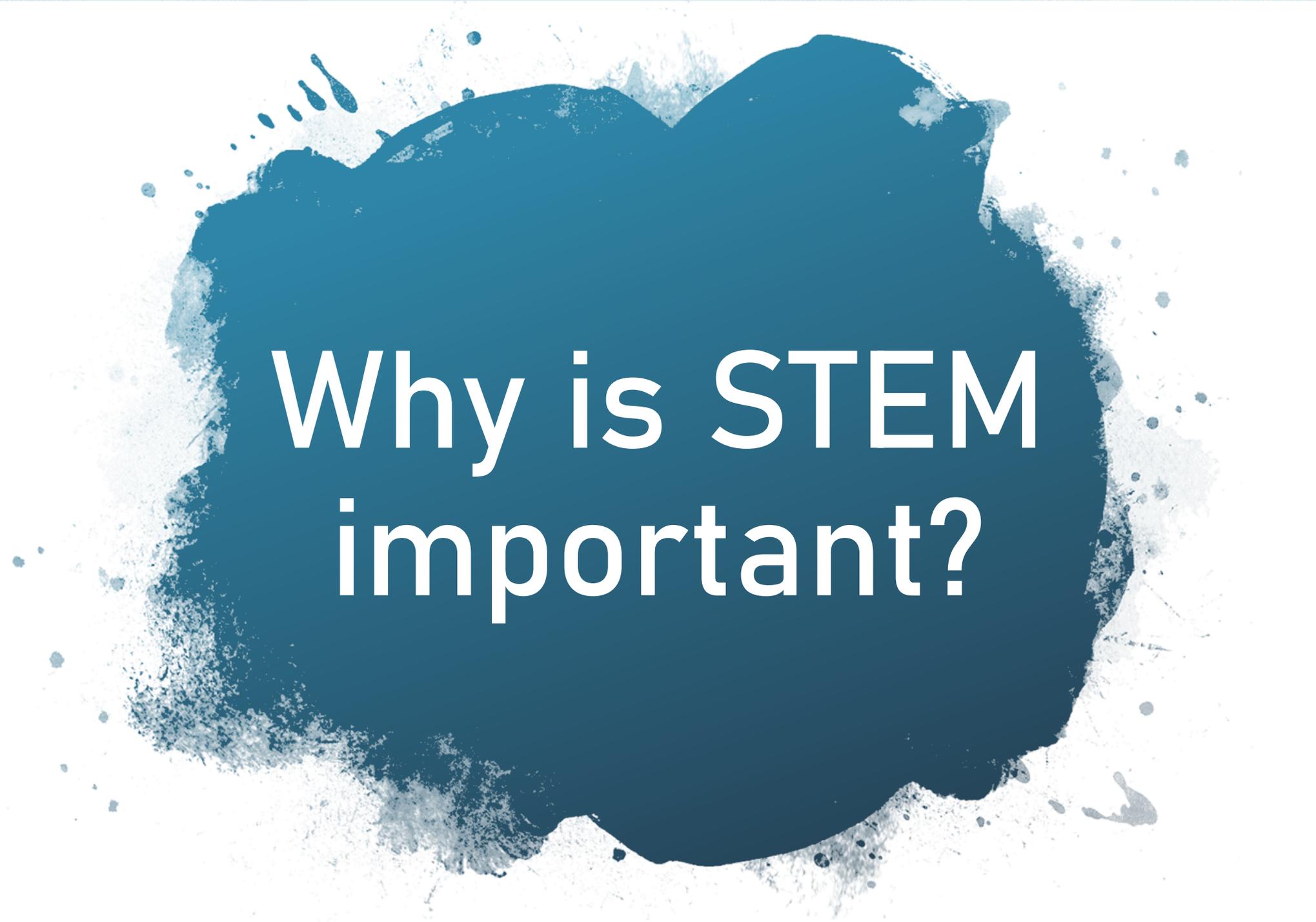


Think Make Create



© 2018 Nebraska Children and Families Foundation | Beyond School 3618





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.¹

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.²

27%

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

86%

of engineers and 74 percent of computer professionals are men.⁴

14%

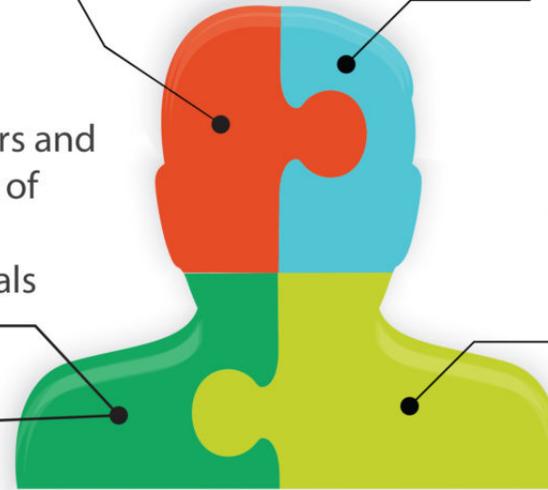
of the engineering workforce is made up of women.⁴

21%

STEM employees earn 21% more than individuals in non-STEM fields.⁵

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.⁶



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 21st 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**



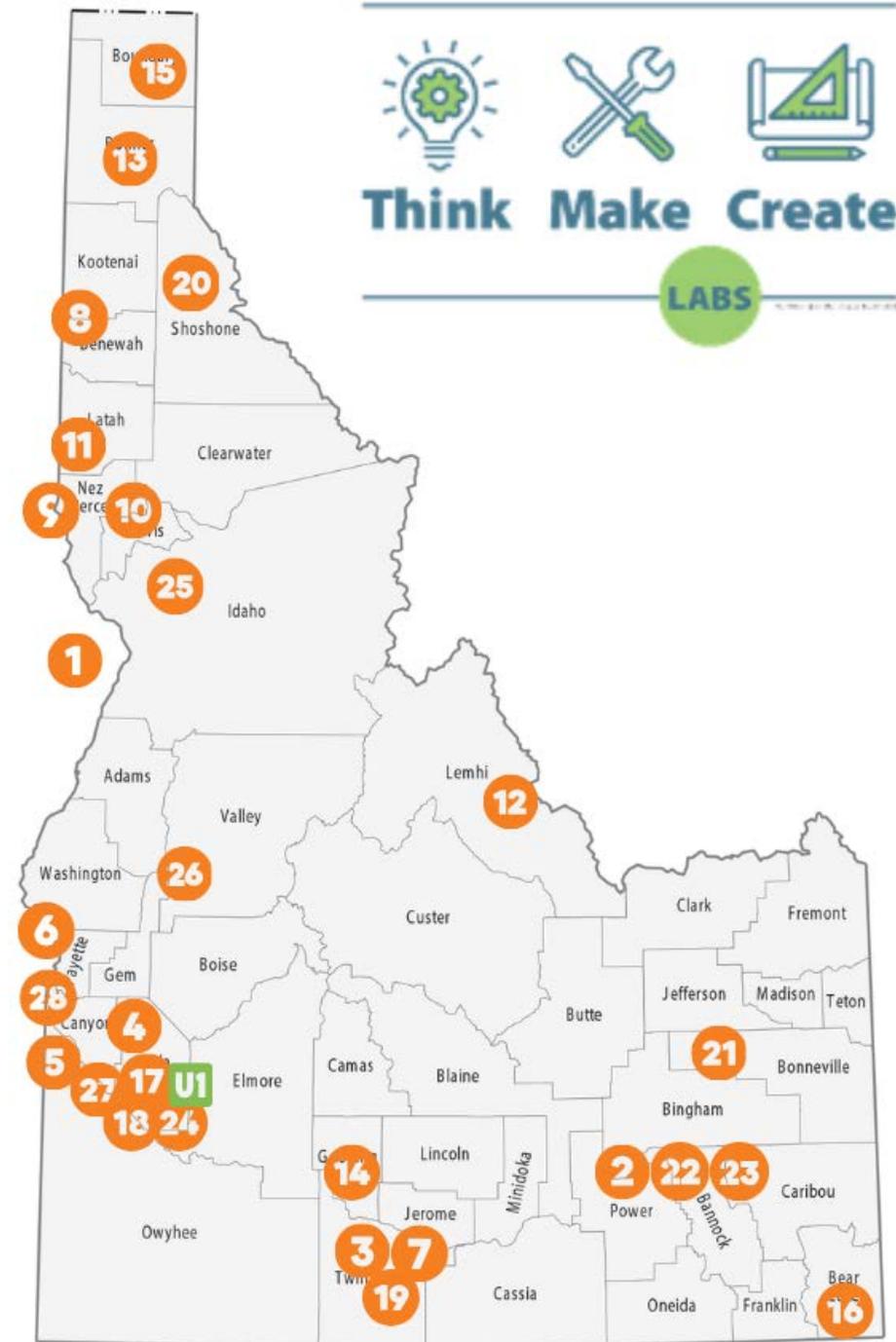


TMC LABS

- TMC Leadership Team successfully launched the first 16 labs in May 2021.
- 28 TMC Labs on the road in 2025, 2 TMC Unhitched Labs.
- More than 70,000 youth contacts made 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

Expand access to STEM learning and skills to ALL 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

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

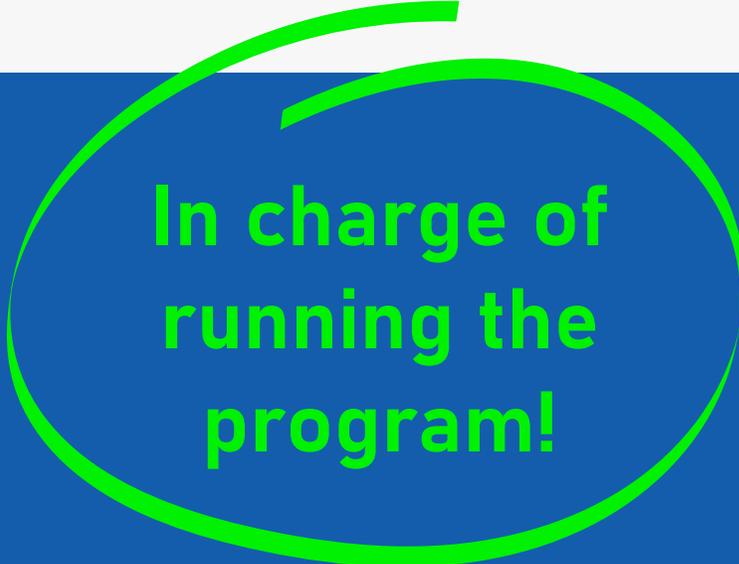
- Paperwork
- Stipends
- Bookkeeping
- Track hours
- Report training and activities
- Communicate with ION
- Set up STEM worksite visits

**Oversees
project!**

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

ROLES: STEM SUPERVISOR

- Recruit, train & mentor ambassadors
- Supervise & coordinate STEM sessions
- Complete 20 hours training, 80 placement hours
- Report training and activities
- Set up STEM worksite visits



In charge of
running the
program!

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 placement hours
- Optional: visit a STEM workplace, participate in Youth Council

Teens teaching STEM!

FUNDING

- \$1,050 administration funds per Ambassador and Supervisor
 - \$750 stipend to Ambassadors and Supervisors
 - \$400 per Ambassador for STEM supplies
-
- First check:
 - After contract signed
 - Tax ID #s submitted through ID Dept of Labor portal
 - Email ION names of Tax ID#s submitted
 - Invoice ION for second check:
 - Pay out stipends first
 - Compile receipts for supplies
 - Receive admin funds for remaining participants

PAYMENTS

First Check

- \$1800 per STEM Supervisor
- \$1050 per STEM Ambassador
- <40% acceptable drop-out rate
- >40% drop-out rate could result in paying back funds

INVOICE reimbursements and admin funds:

- Required for final payment once program is complete
- All participants not previously invoiced or paid
- Can receive any or all funds at end of program
- Up to \$400/Ambassador for supplies (RECEIPT LEDGER)

PROGRAM SCHEDULE

Summer 2024: June – August 2024
Fall 2024: September – December 2024
Spring 2025: January – May 2025
Summer 2025: May 15– August 2025
Fall 2025: September – December 2025



**Ends December
31, 2025**

How does *your* program work?

- Can you meet these requirements?
 - Recruit Ambassadors and Supervisors
 - Gather SSNs from everybody
 - Schedule 20 hours of training/participant
 - Track hours
 - Report on all training
 - Report on all STEM activities
 - Supervisors support Ambassadors during activities
 - Buy supplies and pay stipends up front
 - Communicate and check-in with ION
 - Invoice ION
- Use TMC Labs
or adapt your
program**

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 have 20 hours of training documented in Learning Academy accounts
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



STEM Supervisor - *To Do List*

Earn
\$750

1. Provide Tax ID# to Site Administrator
2. Register for ION’s Learning Academy
3. Enroll in “STEM Supervisor Training (TMC Works)” on the Learning Academy
4. Fill out TMC Works Participant Registration Form (Step 1 of “STEM Supervisor Training”)
5. Complete the first 8 steps of online training
6. Attend 4-hour in-person training with ION
7. Lead 3-hour live training with STEM Ambassadors within the first few weeks

1. Coordinate, mentor and coach STEM Ambassadors
2. Supervise and assist with STEM activity sessions
3. Submit TMC User Reports for all STEM activities (from you and your STEM Ambassadors)
4. Buy STEM materials for Ambassadors and submit receipts to Site Administrator
5. Complete and document 20 total training hours, including in-person and non-Learning Academy trainings. Ensure Ambassadors do the same.
6. Complete 80 placement hours.

1. Finish submitting user reports
2. Document all training
3. Complete end-of-program survey
4. Receive stipend

All resources linked at idahooutofschool.org/tmc-works



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

STEM Ambassador - *To Do List*

Earn
\$750

1. Submit Tax ID# to Site Administrator
2. Sign up for ION’s Learning Academy
3. Enroll in “STEM Ambassador Training (TMC Works)” on the Learning Academy
4. Fill out TMC Works Participant Registration Form (Step 1 of “STEM Ambassador Training (TMC Works)”)
5. Complete first 7 steps of “STEM Ambassador Training (TMC Works)”
6. 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 STEM activities
3. Complete Steps 8 through 11 in online training
4. Complete and document 20 total training hours, including in-person and non-Learning Academy trainings
5. Optional:
 - STEM Activity Facilitation Reflection
 - Visit a STEM workplace or higher-education program to explore future careers

1. Finish submitting user reports
2. Document all training
3. Complete end-of-program survey
4. Receive stipend

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

TAX ID SUBMISSION

Worksites / employers must submit Tax ID numbers (social security numbers) into the Idaho Department of Labor 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
Department of Labor portal

[View
Instructions](#)

[Tax ID Worksheet](#)

Training: 20 hours required

- Supervisors receive train-the-trainer training
- Supervisors train Ambassadors
- Online orientation (1.5 hours)
- In-person training (3-4 hours)
- Options to complete 20 hours:
 - Online courses aligned to learning goals
 - Employer-required training

1. Create Learning Academy account ([LINK](#))
2. Enroll in “STEM Supervisor training” or “STEM Ambassador training”
3. Complete step 1 ASAP
4. Complete 20 hours
5. Document in-person training ([LINK](#))
6. Document online trainings

User Reports

- Collecting TMC Labs usage data funds this program!
- Documents activities, impact, reach
- Submit monthly or more often
- Online report or paper report
- Use paper report to submit online report
- QR code available
- All available on [TMC Works webpage](#)
- LINK TO REPORT:
<https://app.smartsheet.com/b/form/ee79b5f2ad0b4223bcd4ca3f12b2c6af>



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)

End of Cohort

Finish the program:

- Assign evaluation survey
- Submit all user reports
- Document all training
- Pay out stipends
- Compile receipts
- Invoice ION

Cohorts can roll over if participants don't complete their 100 hours.

Submit to ION:

- Names and hours
- Training and user reports

FINANCIAL MANAGEMENT

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

[VIEW INVOICE
TEMPLATE](#)

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

Invoice report asks:

- Names of Ambassadors and Supervisors who completed all placement hours and submitted Tax ID#s
- Include documentation of stipends paid
- Supplies total, attach ledger with receipts

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 have 20 hours of training documented in Learning Academy accounts
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

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

- Contract negotiation
- Tax ID submission
- Invoice reports
- Compliance

Anna Almerico

Senior Program Director

- Program planning and oversight
- Outreach

Tina Gosselin

Program Assistant

- Issues Contract
- Issues Payments