



# STEM Ambassador - *To Do List*

- 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 6 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 and [document](#) 20 total training hours, including [in-person](#) and [non-Learning Academy](#) trainings
- 4. 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](https://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