



*AMA/Iosco Math Science Center
Sprinkler Lake Education Center*

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*Math Science Family Night
Event Organization*

Sprinkler Lake Education Center will bring almost all the materials for over 50 activities. SLEC will need access to water, janitor's closet or kitchen. You will need to provide pencils and volunteers (please have enough pencils for each family registered). Each activity has directions that the family group will read and follow as they do the activity together. A list of many of the activities is provided in this packet.

Volunteers: You will need a couple people to volunteer. At least one to help organize the event prior to your scheduled date and one dedicated to SLEC the evening of the event.

Volunteer Dedicated to SLEC: Please have this individual:

- On site to meet the Sprinkler Lake staff and help set up as needed.
- Be responsible to register families as they arrive.
- Be available to help SLEC staff clean up activity materials and load the van at the end of the night.

Event Publicity: Contact Lisa if you'd like a sample flyer. kreyll@amaesd.k12.mi.us.

Pre-event Registration: Included in this packet is a registration sheet that will help keep track of the families planning to come to the event. We recommend you have families pre-register. You may want to mention that space is limited on your flyers so families register early. List the phone number of the person who is in charge of registration on the flyer and have them do pre-registration. You may want to organize an advance payment system if you are charging for the event. Distribute the flyers to the students in the grades you are working with at least two weeks prior to the night of the event. We encourage inviting all grades in your school as this is a family event.

Registration: On the night of the event, you will need one or two volunteers to do registration. Use the pre-registration sheet and check people off the list as they come in and collect any fees to be paid.

Event Fees: Sprinkler Lake Education Center is charging **XXX** to bring "Math Science Family Nights" to your school. Some schools provide a meal and use Title I funds to cover the cost of the Math Science Family Night. The Community Foundation for Northeast Michigan has \$500 mini-grants available, due Nov 1, which could be used for Math Science Family Nights.

Activities: Sprinkler Lake Education Center will bring all the materials for the activities except pencils (please have enough pencils for each person registered). The materials are designed to be self-explanatory. Each activity has directions that the family group will read and follow as they do the activity together. A list of some of the activities is provided in this packet.

Food and Prizes: You might choose to provide a meal and use Title I funds or just have snacks and drinks available as part of the event. Prizes are always fun. Here are some ideas for prize give aways:

- 1) Have a candy estimate jar on display. Have every student make a guess as to how many candies are in the container and give away the candy jar to the one who guesses the closest.
- 2) Have a name drawing and give away science or math toys. Have each child sign up as they enter and have a drawing later in the evening.

Time: Sprinkler Lake Education Center limits the time of the event to up to two hours of activities. A good time block is 5:30-7:30 p.m., but may vary with your needs. The two-hour block gives families plenty of time to try five to six different activities. By sticking to the ending time, most stragglers are ready to leave within 15 minutes allowing for timely clean up and departure of SLEC staff.

Set up and Clean up: Sprinkler Lake Education Center staff will need access to the event site one hour prior to the start of the event. Three 8' tables or the equivalent will be needed for placement of kits. SLEC staff will also need about 45 minutes to clean up at the end of the evening. You will need to make arrangements to put the room back in order after the event.

Publicity: You may want to have someone take pictures and then submit them to the local newspaper. Include a caption such as: A Sprinkler Lake Education Center Math Science Family Night was held at _____ School. It was sponsored by _____. In this photograph are _____ and _____ learning about _____.