



EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

STEM SUMMER CHALLENGE 2025

Recruiting Instructions



RECRUITING

1. Thank you for your willingness to **enthusiastically** recruit students who are interested, show STEM aptitude and will benefit, **and ask your colleagues** to do the same. Make the information widely available to parents of students. We do not want a single slot to be unfilled and **are depending on you** to work at your school to fill the slots.
 - a. The target audience is **middle school students who are current 6th, 7th and 8th graders**.
 - b. Encourage participation from groups often **underrepresented in STEM** areas.
2. Share key details with students:
 - a. **Funding Source** – Embry-Riddle Aeronautical University
 - b. Content provided by faculty from Embry-Riddle Aeronautical University, local school districts, and other colleges.
 - c. **Content Overview – See Posters and Flyers**
 - d. **Dates and Location – See Posters and Flyers**
 - e. **Transportation:** If students **live in the same district as the Summer Challenge**, transportation **will not be provided**, with the **exception** of transportation from surrounding schools sites to Summer Challenge site. If students don't live in the same district as the challenge, district transportation will pick up students at their home school in the morning and return them in the afternoon. A chaperoning teacher will travel on the bus with the students.
 - f. A digital postcard reminder will be sent to the email address provided by students/parents.
3. Give students the registration packet and **ASK THEM TO FULLY COMPLETE and GET PARENT SIGNATURES**.
Students may NOT ATTEND without required forms.

Required forms are:

- Registration Form**
- Media Release**
- Safety Rules and Procedures Agreement**
- Your district or school-approved off-campus activity/emergency medical release permission form.**
IF THE OFF-CAMPUS ACTIVITY AND EMERGENCY MEDICAL RELEASE FORMS ARE SEPARATE IN YOUR DISTRICT, BOTH ARE NEEDED.

4. **Work done directly with students should occur during your contracted day.** The stipend is for work done **outside** the contracted day and may include:
 - hanging flyers around campus.
 - ensuring event promotion materials are shared via school's website and/or social media channels.
 - communicating with other teachers, parents, or administrators about the opportunity.
 - ensuring student paperwork is complete.
 - scanning and submitting all required forms via this link: Embry-Riddle Aeronautical University | Panhandle Area Educational Consortium.
5. Each participating district has an established number of student slots.

- a. How you determine which students get the slots is up to your school, but please **be consistent and fair**. One approach might be to inform students that participation is on a first-come, first-served basis and that students who turn in the **completed paperwork** get the slots for your school.
- b. Once all slots are filled, then accept registration documents for a waiting list. If you have students who can't attend at the last minute, you have documents and contact information for others who may take their place.
- c. A recruiting blitz may be helpful. Ask students to indicate interest and give them a **week** to return the forms to you – please remind them daily. **PLEASE continue to recruit** after that if necessary.

PAPERWORK

1. Make and keep a copy of your students' registration forms.
2. Scan and submit registration forms as you receive them (each week) to your district's SharePoint folder at [Embry-Riddle Aeronautical University | Panhandle Area Educational Consortium](#)
3. All registration forms need to be submitted to the SharePoint folder. Please submit forms as they are received so that we can have a running count of recruitment. **All forms must be submitted no later than May 23, 2025.** Email a final list of student names for your school to Katrina Roddenberry once all slots are filled or by May 23, 2025.
4. Checklist for Materials to be Submitted to PAEC:
 - Submit scanned copy to SharePoint of signed student registration form, media release, safety rules and procedures agreement, and copy of accompanying off-campus permission/emergency medical release forms aligned with district/school policy.
 - Email Katrina Roddenberry the signed and dated Stipend Documentation Form – note your principal must sign the log to verify the stipend assignment was fulfilled and completed outside contract hours. Please document approximately three hours of outside work.
 - Email Katrina Roddenberry the signed and dated Stipend Invoice.
 - Email Katrina Roddenberry complete list of student names

If you have any questions about the challenges, recruiting process, event, or anything else, don't hesitate to give me a call (850-328-4020) or e-mail at katrina.roddenberry@paec.org.

I will send reminder e-mails and updated information during the process. Please review the e-mails.

Remember, we want to take full advantage of this funded opportunity for our students, so please work hard to ensure that all available slots for the challenge are filled.

THANK YOU!