
Educational Partner Packet
School Year 2018-2019



Buildit Challenge
www.BuilditChallenge.org

BUILDIT CHALLENGE

Dear Educators,

Everything at a Buildit Challenge is designed and built by your students using materials at hand, and their imagination. It is an opportunity for students to sharpen their skills by practicing craftsmanship and resourcefulness while engaging in creative problem solving.

Beneath the duct tape, something bigger is going on. This event is designed to foster creative thinking, confidence, and originality in hands-on learners while they learn control, make mistakes, and perfect skills; to build a culture of innovators and problem-solvers in the next generation. For many students, this is a practical application of their **STEM skills**, it is a first step in **project management** and **public speaking**, for some it is a lesson in **teamwork**; and for all of them, it is an exercise in **perseverance**.

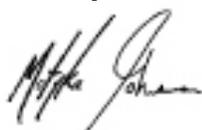
On the surface, this event might look like child's play. I would like to put the Buildit Challenge into context: the design for the first biplane was inspired by a long, empty cardboard box in the Wright Brother's bicycle shop. The first hydrofoil was created from two tin cans and a hair dryer. Every technological quantum leap in human history has humble beginnings.

The Buildit Challenge is designed to introduce young innovators and problem solvers to the world of inventive adaptation and improvisational play by inspiring them to apply STEM knowledge to repurpose everyday materials. This is a process we like to call "Yankee ingenuity." And we need more of it as this generation faces some of the biggest challenges in history.

When students create these original projects, they spent time away from whatever hit television show or video game is out there. They spent time working with their hands and thinking about the world around them. It is a lasting experience that can help students see the value in the gifts they have, and to discover ways they can apply themselves to impact the world around them.

I appreciate your time, and I hope to hear from you soon. Please let me if you have any questions.

Sincerely,



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BUILDIT CHALLENGE

Mission Statement

Buildit Challenge is a 501c-3 nonprofit. Our mission is to build communities of hands-on learners engaged with inventive adaptation and improvisational play in STEM fields so they can fix, make, build, and change the world.

What is the Buildit Challenge?

Buildit Challenge began in 2016 as an extracurricular construction & engineering science fair at the Wayne-Local School District. The challenge is for students to build an original game, gadget, or work of art from everyday materials like cardboard and recyclables. They bring it to an event where they share the project and their ideas with classmates. Volunteers from our community of engineers, architects, and builders review projects with students and encourage our next generation of innovators and problem solvers.

Here's what makes Buildit Challenge different from other STEM programs:

- It's free for participants.
- It doesn't teach to a specific skill set like robotics, coding, or welding
- The two main "pillars" of the program are quality craftsmanship (which is applied technology and applied math), and recycling

Program Funding

As a nonprofit, Buildit Challenge is supported primarily by gifts, grants, and contributions received. Buildit Challenge does not collect admission or participation fees from students or their families. We may charge a small fee for educational partners. Educational partners also assume responsibility for some event related costs.

Educational Partner Responsibilities

Educational partners share responsibilities of hosting and facilitating Buildit Challenge events. Each Educational Partner will be responsible for the following:

- Secure a site for the Buildit Challenge event
- Provide some resources and facility personnel during the event
- Share in the financial obligations required to host a Buildit Challenge event

Dates

Buildit Challenge events may occur during evenings or on weekends. Scheduling is coordinated on a first-come first-serve basis. Buildit Challenge events require educational partners to give students notification of the event at least 2 months prior to the event.

Cancellation

At least 50 students must be registered for a Buildit Challenge event to take place. Registration will be monitored in the weeks leading up to the event date. **If the required minimum number of students is not met within two weeks of the event date, the event may be cancelled.**

Site Selection

Location Requirements

Each Buildit Challenge event will consist of a maximum of 200 student participants, and a minimum of 50 students with a total estimated attendance of 150- 600 people (including volunteers and spectators). All site locations should be secured for:

Rooms and Tables completely set-up at least 30 minutes prior to event.

Facility use of at least 4 hours the day of the event.

Space/ Resources/ Power Requirements

Parking

There should be ample parking in front of or near the entrance to the event site. Parking should be available for 100- 300 vehicles.

Registration Area

A lobby space near the entrance where participants and spectators will enter the facility. This area will be used for students/ team check-in and an information table. The area should be large enough to accommodate all required resources and ample space for walking traffic.

Resources:

2 tables (6ft or 8ft)

4 chairs

1 power outlet

Exhibit Area

Multipurpose area (i.e. cafeteria, auxiliary gym, etc.) large enough to accommodate 25 to 100 6ft tables (with ample space between for walking traffic and chairs).

Resources

6ft - 8ft tables (enough to accommodate 2 projects per table)

Seating for 100- 600 spectators

American Flag

1 laptop (including any necessary passwords & Wifi connection assistance)

Sound system

Judging Hospitality Room

At least one small room or classroom will be required to accommodate judges. This room should be no more than a 3-5 minute walk to the Exhibit Area. It should be able to accommodate 10- 30 volunteers at a time, and be equipped with ample tables and chairs for seating and a small buffet area for catering service.

Note: A site visit will take place prior to the event to complete a walk-through of all facilities. A Buildit Challenge representative must approve all sites and dates prior to final reservations to ensure that ample space and resources are available to properly facilitate the event.

Standard Event Materials

Buildit Challenge will provide the following:

- Name tags for judges and volunteers
- Project number tags
- Registration materials, site set-up maps, etc.
- Ribbons and Certificates
- Event signage

Note: All materials will be transported to the site by the Buildit Challenge representative on the day of the event.

Facility Personnel

Each Educational Partner is responsible for providing the following:

- **Facility Manager** for assistance with building access, resources, and set-up
- **Set-up/ Clean-up Crew** for assistance with setting up the event resources
- **Housekeeping** onsite during event to maintain all occupied areas and restrooms and to provide basic housekeeping services at the conclusion of the event
- **Security** for general safety
- **Audio/ visual technician** for support with the sound system equipment

- **First-aid person** with experience/ training in first aid must be available with a first aid kit at all times
- **Faculty member** (teacher or administrator) to represent the educational partner organization and assist with check-in and awards ceremony
- **At least two Volunteers** At least two volunteers will be needed to greet students as they arrive. The presence of educational partner volunteers enhances the experience of the event for students. Volunteers help with check-in and with guiding students to their designated locations in the exhibit area.

Financial Responsibilities

Educational Partner Responsibilities

Educational partners are responsible for event related costs below:

1. Any facility fee, applicable personnel & event insurance
2. Resources, set-up, clean-up
3. Any catering for volunteers & non-judge personnel
4. Basic supplies- first aid kit, paper towels, etc.
5. Prizes awarded to students

Buildit Challenge Responsibilities

Buildit Challenge will provide the following

1. Event organization and communication through the Buildit Challenge website
2. Recruitment services for judges
3. Reimbursement of funds for prizes awarded to students up to \$500 per event, based on availability of funds
4. Ribbons and certificates
5. Catering for judges
6. Judges scoring software

Pre-Event Responsibilities

The educational partner contact person will coordinate directly with the Buildit Challenge representative regarding planning and execution of the event.

- At least three meetings between the educational partner contact person and Buildit Challenge will be scheduled leading up to the event, to prepare event logistics.
- Buildit Challenge will provide an event manager, the Buildit Challenge website, and judge recruitment to ensure efficient management of the event and the judging process.
- Buildit Challenge will participate in at least one site visit to assess facility set-up and layout.
- Buildit Challenge will provide training materials and facilitate necessary training calls for volunteers, faculty, and judges.
- Educational Partners will provide event set-up and clean-up.

Student Communication

Educational Partner Responsibilities

Educational partners are responsible for dissemination of event information to their student body. At least two (2) months prior to the event, Buildit Challenge will provide the partner organization with a single electronic file of the following materials. Educational partners can print and disseminate these materials at their own desecration and cost.

- Full color poster
- Announcement flyer for students
- Informational flyer for teachers
- General announcement for newsletters, social media, etc.

Buildit Challenge Responsibilities

Buildit Challenge is responsible for communicating the following information about the event on the Buildit Challenge website.

- Date, time & location of the event
- Student registration forms
- Buildit Challenge collects email contacts for student entries. This information is used for communication if the event is cancelled or rescheduled due to weather, etc.
- Judges score cards are emailed to participants from a password protected section of the Buildit Challenge website
- A post-event satisfaction survey is emailed to participants

All Buildit Challenge events are general events that are open to the public (similar to high school football games), and event information is publicly accessible on the Buildit Challenge website.

EDUCATIONAL PARTNER APPLICATION

Name of Educational Organization _____
Name of Site Location _____
Address _____
Event Date _____

Educational Partner Contact Person

Name _____
Position _____
Phone Number _____
Email Address _____

Does the Host Site require a signed contract for use of the facility? YES or NO

If yes, please attach a copy of the contract for submission with the Educational Partner Planning Checklist

Educational Partner Planning Checklist

Please initial items and sign indicating that you and your organization understand the obligations of hosting a Buildit Challenge event.

1. _____ Event planning takes a committed group of people that will be available for a period of at least 2 months from planning through execution (at least 3 in-person meetings leading up to the event, with ample email communication between meetings).
2. _____ Reserve the suitable location for at least 1 hour prior to the event. Events are expected to last from 2 to 3 hours, depending on number of participants.
3. _____ Educational partners understand that venue selection could result in extra fees without careful planning. Some venues may charge rental fees, facility management fees, or security fees. Educational partners should be prepared to cover those costs.
4. _____ Educational partners understand that these are facility requirements for a 50 student event (larger events will require additional resources):
 - Parking in close proximity with capacity for 50 cars
 - Registration area near main entrance with space for walk-through traffic, 1 registration table, 2 volunteers, and an outlet.
 - Event area with capacity for 25 tables and walk-through traffic.
 - 1 small judging hospitality room to accommodate 10 judges
 - 1 award ceremony area with a capacity to seat 200 spectators, A/V system, and all resources as noted.
5. _____ Educational partners understand that they are responsible for providing different aspects of event communication, equipment and supplies as outlined in this packet.
6. _____ I have read and understand the terms presented in the 2018- 2019 Educational Partner Packet. I am authorized to commit to hosting this event at the facility listed and all associated responsibilities.

Signature of Educational Partner Contact Person _____

Printed Name _____ Signature Date _____

Signature of Participating Principal _____

Printed Name _____ Signature Date _____