

STEM Action Plan Directions

TAB 1: Planning Budget: Fall 2015 (Aug 2015 - Jan 2016)

You may submit this portion of your budget **one** time to Emily@educationalliance.org prior to December 4 (sent to). The earlier the planning budget is submitted, the faster you will receive your grant funds.

1. Fill in your schools name on row 3.
2. Calculate training costs in rows 8, 9 and 10. Note: If three (3) or less hotel rooms were used for the September 24th training, enter 0 in column G, row 8.
3. List activities that you will utilize to develop your plan in column E, rows 13+. Examples include:
 - a. Convene STEM Leadership Team and other faculty as needed to draft the plan (stipends and substitute costs are allowable)
 - b. Convene business partners to seek input
 - c. Communicate with partner organizations to leverage resources (e.g. Microsoft, NASA, Marshall, Carnegie, MAEC)
 - d. Enlist the help of your VISTA to organization a meeting with nearby higher education or community technical institutions
 - e. Convene a focus group of students to seek input
 - f. Engage families in the planning process (food is an allowable cost for family engagement but not for staff activities)

Note: You must provide a way to calculate costs at the end of each activity listed. See example: “Share draft plan with families in afterschool activity **(Food for 50 families at \$10 per family)**”

4. Enter date of expense in column F, rows 13+.
5. Calculate budget amount required for activities in column G, rows 13+.

TAB 2: Implementation: Spring 2016 and 2016-2017 School Year (Feb 2016 - Aug 2017)

You must complete the STEM Action Plan in the online Carnegie Pathway AND submit a draft of the TAB 2: Implementation section to Emily@educationalliance.org by December 4.

1. Fill in your schools name on row 3.
2. Enter 1-3 priority areas in column A based on your school’s self-evaluation in the Carnegie Pathway.
3. Identify Obstacles and Challenges in column B – What may stand in the way? What challenges currently exist or may arise as you try to achieve your objectives?
4. Identify Resources Needed (Internal & External) in column C – What resources will you need, both internal (within the school/district) and external (from community partners)? Consider resources that currently exist as well as those that may be available to be obtained. Remember that time, money, personnel, materials, space and research are all potential resources.
5. Draft the school’s Action Steps (S.M.A.R.T. Objectives) in column D - The establishment of all objectives should be created using the S.M.A.R.T. philosophy. Each objective should be: Specific; Measurable; Achievable; Relevant; and Time-Oriented.
6. List activities that you will utilize to implement your plan in column E, rows 11+.
7. Enter date of expense in column F, rows 13+.
8. Calculate budget amount required for activities in column G, rows 11+.