
STEM Outreach Event Request Form

Submitted by: _____ Date submitted: _____

***ERAU STEM Outreach events should be arranged in accordance with ERAU policies, rules, and guidelines in mind (refer to Appendix B & C).**

In order to plan appropriately for your event, please provide the information requested below so that we can begin discussing your event:

1) Requesting Organization (RO):

2) Name and title of RO representative:

3) Organization's Address:

4) Contact Information

Phone: _____

Email: _____

5) Title and nature of event:

6) Proposed Date(s), and start/end times (for each date if more than one), including sufficient time for set-up & takedown:

- 7) Estimated number of people: _____
- a) Any minors: Yes / No
- b) If yes, how many: _____ and, # of adult supervisors: _____
- i) Important Note: Group size will determine activities available for your visit. The following guidelines will apply:
- (1) Groups larger than 50 people – Tours will not be offered
- (2) Groups between 25 and 49 people – Limited tours may be available based on splitting the group into a minimum of two smaller groups
- (3) Groups under 25 people – Tours of facilities and campus can be included

8) Activities requested (See Appendix A for details)

- a) Planetarium Show Yes / No
- i) If yes, state preference (if any) for show – a list of shows can be found in Appendix A:

- b) Campus Tour (if appropriate based on group size) Yes / No
- c) ERAU overview presentation Yes / No
- d) Other possible activities requested (be specific):

Notes:

Appendix A to “STEM Outreach Event Request Form”

ERAU STEM Outreach Event Activities

1. Planetarium Show

- a. We have a number of shows that you can choose from, ranging from the narrated “Prescott Seasonal Night Sky Series” to a narrated “Tour of the Solar System”. Additionally, we offer various “movie” types of shows covering a range of different topics.
- b. If you would like to discuss options for shows, please submit this request form and indicate that you would like to have a discussion about the show options.
- c. If you would like to choose a show from the categories below, please indicate as such on your request:
 - i. **“Tour of the Solar System”**: This show is meant for K-12 school groups and is designed to give general knowledge of the sun, planets and moons in our solar system, and can be adapted for age and knowledge background of the audience. For students, it can be easily coupled with a follow-up activity on the scale of the solar system.
 - ii. **“Prescott Seasonal Night Sky Series”**: The show presented in this option will be a look at the night sky above Prescott, AZ during the coinciding season of the year. Discussion of constellations seen and interesting features seen above us will take place during the show.
 - iii. **“Movie”**: One of our licensed movies can be shown – topics range from the history of space travel to the future of space travel as well as discoveries in deep space.

2. **Campus Tour**

- a. We will take you on a walking tour of our campus.
- b. The tours will be given by our Staff / Student Employees / Volunteers.
- c. A full tour will take about 1 hour.
 - i. Tours can be customized depending on what the group wants to see.
 - ii. Requests for customized tours must be made at least 30 days in advance.

3. **ERAU Overview Presentation**

- a. One of our staff will be presenting about Embry-Riddle. Some of the information it may include is:
 - i. History of ERAU
 - ii. What is unique about ERAU?
 - iii. What does ERAU offer?
 - iv. Degrees & Programs
 - v. Community Engagement

4. **Dining at ERAU (Optional)**

- a. You may choose to have a meal on campus, either at the dining hall or by catering.
- b. The Requesting Organization is to bear the costs of dining at ERAU.
- c. Special arrangements will have to be made in advance for large groups. If you choose to have a meal on campus, we will put you in touch with our campus dining services to coordinate.

5. **Flight Line Information (Optional, only by special request)**

- a. Tours of the ERAU Flight Line are limited to groups of not more than 25 people maximum – groups larger than this cannot be accommodated.
- b. Flight Line tours must be requested at least 2 months prior to the scheduled visit.
- c. You will have to provide your own transportation to the ERAU Flight Line.
- d. There will be a chance to get up close and personal with one of our aircraft and/or our flight simulators.
 - i. This is subject to weather and safety concerns, as well as availability.
 - ii. All group members must follow safety rules and directions of Flight Line staff and ERAU Tour guides.
- e. The tour will take about 45 minutes to 1 hour.

Appendix B to “STEM Outreach Event Request Form”

ERAU STEM Outreach Event Rules & Guidelines

1. All requests must be made at least 2 months prior to the date of the requested event. Any request after the 60-day period will be accepted on a case-by-case basis.
2. Transportation to and from ERAU is to be provided by the Requesting Organization. This includes the trip to and from the ERAU Flight Line (if a tour is requested).
3. Please inform us of your planned mode of transportation (Bus/Van/number of Cars) at least 2 weeks before the event. This will allow us to arrange for parking spaces (if necessary). Parking on the ERAU campus without a special arrangement or an issued ERAU permit could result in a fine.
4. ERAU is an active learning environment – visitors are expected to be respectful of the classroom environments you will be engaging with while on campus.
5. Student employees and volunteers at ERAU must be treated respectfully.
6. Organizations should plan adequate travel time to and from the ERAU campus.
7. Demonstrations or activities coordinated by ERAU staff may have costs associated; Requesting organizations will be required to cover those costs as appropriate.

Appendix C to “STEM Outreach Event Request Form”

Use of ERAU Facilities by Outside Groups (‘User’)

1. USER must provide an adequate number of adults to provide safe, legal, and effective oversight of the minors. The standards are:
 - a. One authorized adult for every **five** minors ages **4 and 5**
 - b. One authorized adult for every **six** minors ages **6 to 8**
 - c. One authorized adult for every **eight** minors ages **9 to 14**
 - d. One authorized adult for every **ten** minors ages **15 to 18**

2. USER agrees to comply with and obey all University rules and regulations, including but not limited to the following:
 - a. USER will be responsible for all of its operations and personnel. All activities must be supervised under competent adult supervision.

 - b. USER is responsible to conduct an appropriate state and national criminal background check using a reputable, qualified service provider on all of its employees, agents, or representatives who shall under this contract supervise minors, have access to dormitories or sensitive areas of campus as defined by ERAU, or have unsupervised access to the ERAU campus.

 - c. USER shall be strictly and solely liable for any and all damages, losses, harms, lawsuits, demands or claims of whatever kind or nature and wherever brought arising from any act of its employees, subcontractors, representatives, or agents relating to controlled substances, sexual activity, theft, embezzlement, violent crimes, or other similar matters, and allegation, damage, loss, harm, lawsuit, demand, or claim of whatever kind or nature. ERAU may, in the exercise of its sole discretion and without cost of repercussion, forbid the performance of this contract or presence upon its premises of any person based on the results of the background check(s).

- d. USER shall maintain records of criminal background checks for a period of one year following the employees, agents, or representatives' last day upon the premises owned or controlled by ERAU, and shall provide said documents to ERAU upon request.
- e. USER shall comply with all applicable federal, state and local laws, rules and regulations.

All users will sign the Statement of Acknowledgement (Code of Conduct) form attached to this policy.

It is the responsibility of the USER to arrange for medical services and dispensing of medication, if required. ERAU will not provide medical services, including dispensing of medication for USER or its participants.

STEM Education Center
3700 Willow Creek Road
Prescott, AZ 86301-3270

Statement of Acknowledgement

(Code of Conduct)

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the Minors participating in ERAU programs.

I will:

Utilize buddy systems and pursue safety in numbers when another adult is not available to help, e.g. a child who needs to use a bathroom during a group activity will be accompanied by another child of the same sex.

Maintain appropriate physical boundaries at all times and touch children when necessary only in ways that are appropriate, public, and non-sexual.

Comply with the mandatory reporting requirements.

Cooperate fully in any investigation of abuse of children and/or minor.

Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.

Use positive reinforcement rather than criticism or comparison when working with children and/or minor.

I will not:

Be alone with children and/or minor at ERAU activities without another adult being notified or have one-on-one contact with Minors in any private and secluded area.

Touch or speak to a child and/or minor in a sexual or other inappropriate manner.

Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or minor.

Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or minor.

Provide transportation to a child who is not my own unless doing so is an acknowledged component of a program that the program director is aware of.

Take, possess, disseminate or create any inappropriate or unauthorized photographs of minors.

Accept or give gifts to children or minor without the knowledge of their parents or guardians.

Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving ERAU business.

Use profanity in the presence of children and/or minor at any time.

I understand that as a person working with and/or providing services to children and minors under the auspices of ERAU or through use of ERAU facilities, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person working with children and minors I agree to follow these standards.

Name (print): _____

Signature/Date: _____

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