

## **Program Logistics**

### **Housing/Meals:**

If you plan to conduct an overnight camp, contact the housing authorities at least six months in advance. College campuses typically have many summer camps to accommodate during the summer. All of the meals are coordinated through dining services on campus. All meals are eaten in the cafeteria. To increase supervision, all of the camp participants eat together in a section of the cafeteria away from other camps.

### **Transportation:**

The *Girls in Science* program used University vehicles for off-campus transportation. This required that all counselors are at least 21 years old. The counselors must take an on-line 15 passenger van safety course before they are allowed to drive.

### **Security and Safety:**

Recognizing the importance of supervision, security, and convenience, we arranged for the girls to reside in female dorms on Central Campus at the University. In addition to a university employee who monitors the reception desk 24 hours a day and the program staff who live on the dormitory floor with the girls, a security guard is hired to patrol the dormitory area daily from 11p.m. until 6a.m. No one can enter or leave the building without passing in front of the reception desk. At 10:00 pm, just prior to bed check, all rear doors are locked to ensure security. An alarm sounds if these doors are opened from the inside. The girls are not allowed to walk on campus or leave the dormitory floor without supervision.

### **Communication:**

The program mails a bi-monthly newsletter offering factoids about STEM issues/careers in addition to highlighting participants' and mentors' successes. Also, email is regularly used to update parents about upcoming events, helpful science related web links and general "touching base."

### **Logo:**

A unique logo for your group provides cohesiveness to the group. We have used our logo for t-shirts, notebooks and other "give-away" items. The *Girls in Science* participants wore their t-shirts to off-campus activities. Not only did this help the staff quickly identify our girls, but also advertised the program.

**Please feel free to use our logo, however, we ask that you credit the original *Girls in Science* program.**