



## ADVENTURES IN ENGINEERING October 21, 2015

**Adventures in Engineering** is an annual event sponsored by the Air, Space, and Missile Defense Association (ASMDA), National Defense Industrial Association (NDIA), and Team Redstone. Local supporting organizations include Redstone Arsenal tenants and Calhoun Community College. The purpose of this event is to allow 11<sup>th</sup> grade students to explore local math, science, engineering, and technology (STEM) careers.

**2015 Adventures in Engineering** will be held on **Wednesday, October 21, 2015**, from **8:45 a.m. to 3:00 p.m.** This event is free to participating schools, students, and chaperones.

**Web site:** [ASMDA.us](http://ASMDA.us)

### SCHOOL PRIMARY POINT OF CONTACT

All counselors will receive Adventures in Engineering event information and forms. However, the 11<sup>th</sup> grade counselor is considered the primary point of contact for working with the Adventures in Engineering Chair and designated points of contact. Parents and students should work with and through their 11<sup>th</sup> grade school counselor(s).

11<sup>th</sup> grade counselors should:

- Provide an estimated number of participants via e-mail ([2015AIE@radiancetech.com](mailto:2015AIE@radiancetech.com)), no later than **September 9**. Use the attached Microsoft Excel template.
- Submit all forms (chaperones' and students') to Adventures in Engineering by e-mail ([2015AIE@radiancetech.com](mailto:2015AIE@radiancetech.com)) no later than **September 23**.
- Receive a confirmation e-mail from Adventures in Engineering designated point of contact, documenting the number and type of forms received, no later than **September 30**.

Pre and post event surveys will be provided to student participants. As a required condition of school participation, 11<sup>th</sup> grade counselors should:

- Disseminate and collect pre-activity participant surveys to the students with signed permission forms.
- Collect and submit pre-activity surveys, with signed permission forms, to Adventures in Engineering point of contact, LaVisa Bentley, on or before **September 23**.
- Disseminate and collect post-activity participant surveys to the students with signed permission forms between **October 21 and October 28**.
- Collect and submit post-activity surveys to Adventures in Engineering PoC, LaVisa Bentley, no later than **October 28**.



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### EVENT LOCATIONS

Calhoun Community College (Huntsville) will serve as the initial location, where students and chaperones will load tour buses to travel to Redstone Arsenal; and it will also serve as the final stop.

### *TENTATIVE AGENDA*

7:15 a.m.	8:30 a.m.	Arrival and Registration	Calhoun CC - Huntsville
7:30 a.m.	8:15 a.m.	Academic Department Booth Visitation and Refreshments	Calhoun CC - Huntsville
8:30 a.m.	9:15 a.m.	AIE Program Begins: Welcome	Calhoun CC – Huntsville Student Center
9:15 a.m.	9:30 a.m.	Restrooms & Load Buses	Calhoun CC - Huntsville
9:50 a.m.	10:40 a.m.	Venue 1	Redstone Arsenal
10:50 a.m.	11:40 a.m.	Venue 2	Redstone Arsenal
11:50 a.m.	12:30 p.m.	Lunch	Redstone Arsenal
12:40 p.m.	1:30 p.m.	Venue 3	Redstone Arsenal
1:40 p.m.	2:30 p.m.	Venue 4	Redstone Arsenal
2:30 p.m.	2:45 p.m.	Return to Calhoun for Parent Pick-up or Return to School	Calhoun CC – Huntsville

Participants (chaperones and adults) are required to provide their own transportation to and from Calhoun Community College. Riding on the designated bus for Redstone Arsenal visit sites is a requirement for participation in this event.

Students and chaperones will not be allowed to drive personal vehicles to follow the tour bus or transport themselves to the tour stops. Students and chaperones must be able to participate in the entire day's events and are unable to depart early from the event. Additionally, students and chaperones must be present for registration **AND** board their bus at the beginning of the school day.

At each stop, participants will be required to walk or stand for or a significant amount of the day.

**2015 Adventures in Engineering** planning staff must be notified of any required accommodations for students and chaperones, when permission forms are submitted.

Participants will visit organizations and entities during normal business day. All participants must conduct themselves in a professional manner at all times, on the bus and at event sites. Students are expected to stay with their tour group.

Trespassing into other work spaces, which are not part of the official tour, is forbidden. Cellular phones, cameras, and any other digital device, if not required by a medical condition, are prohibited for the entire activity day.



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### ATTIRE

Business casual attire (khakis, casual dress slacks, knee-length or longer skirts, button-down shirts, polos, blouses, etc.) and comfortable, closed-toe and low/no-heel shoes are required.

Blue jeans, shorts, open-toed shoes (flips, sandals, clogs, etc.) and the like are unacceptable.

### FOOD

Lunch will be provided for chaperones and students. Lunch provided through Adventures in Engineering is FREE.

Participants with religious, medical, dietary, and / or allergic restrictions should bring a lunch that can withstand at least five hours in transit unrefrigerated.

**If interested this opportunity for your students, please review and complete, where applicable, all requirements below.**

### Students must:

Complete a consent (permission) form, with a parent (legal guardian) signature.

- Forms are only accepted from the school counselor.
- Include a government-issued ID.
- Be a **U.S. citizen**.

### School's 11<sup>th</sup> grade counselor(s) must:

Distribute and collect all student permission forms and surveys.

- Verify that students are a U.S. citizen.
- Ensure a copy of a government-issued ID is with each form.
- Completed pre-activity surveys are due no later **September 23**, with permission forms
- Completed post activity surveys are due no later than **October 28**.

Collect chaperone consent forms.

- Must be a U.S. citizen.
  - Ensure a copy of a government-issued ID is with each

form. Submit all completed forms (at once, together) by

**September 23.**



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### Chaperone must:

**Be a U.S. citizen.**

Complete a Chaperone Consent Form to the 11<sup>th</sup> grade counselor, no later than **September 23** or the school's deadline date, whichever comes first.

Ride on the tour bus and remain with their students for the full day.

Understand and agree that the school and chaperones, **not** Adventures in Engineering planning staff or participating organizations, are responsible for ensuring that their students are safe and present the entire day.

- Students arrive and depart safely and on-time from Calhoun Community College (Huntsville).
- Understand that chaperones are responsible for any and all medical requirements for all students from their school, including allergies.

### School must:

Accept that their participation in the 2015 Adventures in Engineering program is on a first-come, first accepted basis.

- Program capacity is **384**, including bus escorts, school chaperones, and students.
- Schools are limited to:
  - **MAXIMUM**: 1 bus load (44 students and 2 chaperones).
  - **MINIMUM**: 4 students and 1 chaperone.
  - If your school requires a nurse to attend, that person counts one of the chaperones.
  - No additional personnel may accompany students, except for chaperones.
  - Consent and permission form deadline is **September 23**.
    - Forms submitted after the initial submission is received, even if before the deadline, will be returned to the school and will not be considered for program participation.
    - Extra (or different) students arriving on **October 21**, will be returned to the school.
- Ensure all pre-registered students and chaperones present a valid Government-issued ID during the on-site registration.

Understand that the school and designated chaperone will be required to provide or have transportation for the student(s) who must return to school for any reason – tardiness, behavior, etc.

- The school will be responsible for the student's well-being.
- Assume all liability for their students.

Identify a teacher, counselor, or other school official available to serve as a chaperone.

- Understand if the school fails to have a sufficient number of chaperones, the school will be placed on a waiting list for participation.



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### CONTACT INFORMATION

Return completed forms to LaVisa Bentley.

MAIL: ATTN: LaVisa Bentley, Radiance Technologies, 350 Wynn Drive  
Huntsville, AL 35805

IN PERSON: Radiance Technologies, 350 Wynn Drive, Huntsville, AL 35805

FAX: 256-489-8987; Attn: LaVisa Bentley

E-MAIL: 2015AIE@radiancetech.com

Questions? Send an e-mail to [2015AIE@radiancetech.com](mailto:2015AIE@radiancetech.com)