



PROSPECTIVE HOST ORGANIZATIONS: PROGRAM OVERVIEW - REQUEST FOR PROPOSALS

2021-2022 Academic Year

OUTLINE

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I. PROGRAM OVERVIEW

Our mission is to connect SF State faculty, staff, and students with the Bay Area community through strategic partnerships that help develop civic & social responsibility, leading to positive impacts in communities. The STEM Counts program (formally known as America Counts) is a federally funded work-study program in which ICCE hires San Francisco State University students (also referred to as STEM Counts Ambassadors (SCA)) to provide STEM academic support and facilitate activities for youth in K-12 public after school programs, and non-profit organizations, with an intentional university-community partnership that will achieve community-identified outcomes supporting children, youth and families throughout San Francisco. Additionally, in alignment with ICCE's Neighborhood Resilience Initiative proposals where STEM Ambassadors will be serving/placed in the following neighborhoods will be given priority: Oceanview, Merced Heights, and Ingleside (OMI), Lakeview, and Lakeshore. However, we still encourage prospective host organizations who have sites where STEM Ambassadors may be placed beyond these neighborhoods to apply.

Through a range of activities, including tutoring, mentoring and careers talks, STEM Counts Ambassadors play an essential role in inspiring the next generation in the world of STEM subjects and careers, all while developing their leadership and professional skills in a service setting. Our ultimate goal is to share our students' passion and excitement for the STEM fields with local middle and high school students, local community members and prospective SF State students.

Through the STEM Counts Program, ICCE seeks to:

- support local San Francisco organizations' capacity to fulfill organizational STEM focused missions and programs
- provide knowledge-sharing and financial support for STEM students from underrepresented groups
- enrich SF State students' educational experience by supporting their social, emotional and skills development, in a service setting
- help encourage students to consider further study of STEM subjects and progression into related careers, inspiring the next generation of STEM professionals

A program like this benefits our community partners and schools by providing regular and consistent volunteers. It also provides San Francisco State University students with the chance to network, develop their skills, and use their experience to make a positive impact in the local San Francisco communities.

Our partners will receive continuous stable and long-term support, and develop closer ties with San Francisco State University students, staff and departments. STEM Counts Ambassadors will help and support community partners implement strategies to address the range of challenges that impact STEM education outcomes for children and youth in their communities, and thus improve STEM education outcomes for students living in their communities.

STEM Counts Ambassador participants will gain an understanding of various career paths, an enriched educational experience that supports their social, moral, emotional, and skills development, and financial support to ease the financial burden that comes with attending higher education. Furthermore, the increase in students' self-efficacy, social, emotional, skills and moral development; the development of interpersonal growth such as team work, leadership, and communication as a result of collaborating with fellow ambassadors and partner organization staff, and a strengthened social network are vital to increasing student success and retention rates (Eyer et al, 2001). Therefore, through the STEM Counts program, ICCE hopes to continue its efforts towards increasing San Francisco State University's student success and retention rates.

II. PROGRAM FRAMEWORK

a. What ICCE will

- Provide STEM Ambassador(s) at your site at no participation fee to your organization. STEM Counts Ambassadors will potentially work 6-10 hours a week per semester, for a duration of one academic year (hours of work is dependent on a student's work-study allocation and ICCE's budget).
- Provide a biography/resume of your STEM Counts Ambassador;
- Provide an annual program calendar, meeting requests and reminders of upcoming activities and deadlines;
- Provide in a virtual pre-service orientation, prior to STEM Ambassadors' first day of service
- Provide ongoing support, guidance and professional development to ensure that the STEM Counts Ambassadors are successful in their position (e.g., Ambassador monthly check-ins, ongoing mentorship and leadership training, advising students of their responsibilities); and
- Compensate participating STEM Counts Ambassadors through Federal Work-Study at a rate of \$16.32 per hour.

b. Matching

ICCE's STEM Programming and Resources Coordinator facilitates matching students with community partners. Matching STEM Counts Ambassadors with community partners will be based on skills, availability and pertinent skills, talents and interests, such as:

- Relationship between STEM Counts Ambassador's talents/hobbies/major and students or organizations' interests and needs
- Schedule availability
- Background or experience

These are simply parameters to keep in mind rather than a rigid set of criteria when matching. The needs of our host partner organizations are the prevailing factors to consider. Matching will take place on an individual basis prior to the start of the program.

c. Timing of Placement

The STEM Counts Ambassadors program operates for a duration of one academic year with an anticipated start date at the host organization by Monday, Sept. 6, 2021 and end date of Friday, May 20, 2022.

d. Work Hours

STEM Counts Ambassadors receive leave on holidays observed by the university and their host site. Additionally, STEM Counts Ambassadors are work-study paid students and their compensation does not cover during the winter, spring and summer breaks. Therefore, we do not require STEM Ambassadors to work during these time periods.

e. STEM Counts Ambassadors Activities

Specific assignments may vary: nonetheless, we anticipate that most STEM Counts Ambassadors' assignments to be heavily direct service and related to STEM initiatives, programs and activities. For example, STEM Counts Ambassadors could:

- Tutor and mentor K-12 students
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students
- Recruit, train, and coordinate (but not select) volunteers, including high school and college students and older adults
- Help students engage in areas of STEM, by using effective instructional strategies and educational resources, with hands-on and inspiring content.
- Engage students in a variety of fun asset STEM building activities, such as: journal keeping, reading, games, homework assistance, etc.
- Structure long-term ways for involving community members in STEM project activities
- Generate materials, supplies, and space for STEM focused initiatives, projects, and activities
- Conduct community education, outreach, and awareness related to the project/program
- Serve as positive role models, and provide feedback to students using positive reinforcement techniques to encourage and motivate students to pursue a career in STEM.

III. HOST SITE EXPECTATIONS

a. Supervision and Work

STEM Counts Ambassadors' work will always be done in the presence of, and under the direction and supervision of, and after school program coordinator or other school or organization employee. Host sites are expected to designate a supervisor, who can orient, train, and introduce the Ambassadors to key players; and provide support and guidance on day-to-day activities.

STEM Ambassadors work is dependent on the organizations' need and thus will vary--they may, at times, work one-on-one with a student; they may work with small groups; they may work with large groups. Their work should be STEM-based. Although they may be asked to perform occasional clerical or housekeeping tasks (making copies, straightening the room, etc.), the great majority of their time should be helping students/ or the organization's participants with their STEM-focused needs and initiatives.

b. Trainings/Orientation

A critical component of the Stem Counts Program is the training and development provided to cultivate the STEM Counts Ambassadors' nascent leadership, teamwork, and professional skills. STEM Counts Ambassadors are required to attend the prospective host's ongoing volunteer and/or staff training and orientation. If a host site does not have an orientation/ training set in place, the host site coordinator should meet and acquaint the Stem Count Ambassador(s) with their job roles, expectations and site resources. Training plans for the STEM Counts Ambassadors should be specific to their assignment(s), including any skill training that is needed.

c. Evaluation & Impact

One of the key aims of this program is to sustain participation by all parties and forge an enduring relationship between STEM Ambassadors, ICCE, and our partners. STEM Ambassadors will log in their sessions, which will entail hours, activities done, and reflection. Host sites will be expected to complete a mid-year and end of year reflection/performance evaluation of assigned STEM Ambassador(s) and experience as a host organization. Additionally, at the end of the year, both the STEM Ambassadors and host sites will be provided the opportunity to discuss and provide any feedback on the program (a form will be crafted for this purpose). These feedbacks and reflections will be used to measure the success of the program, to keep the membership up to date on the program and may be used for future promotion of the program.

IV. 2021 – 2022 STEM COUNTS PROGRAM TIMELINE & DEADLINES*

*Below timeline may be subject to change in the future

TIME PERIOD	STEP	WHO	DOCUMENTS
June 28 to July 30, 2021	<ul style="list-style-type: none"> Host Organization Application Period Opens from June 28 to July 23, 2021 Optional Informational Webinar/ Meeting about STEM Counts Program and Application Process 	Host Organization (HO)	Online submission
Aug. 4, 2021	<ul style="list-style-type: none"> Target Date: Notify and confirm AY 2021-2022 Host Organizations 	ICCE	
Aug. 6, 2021*	<ul style="list-style-type: none"> Hard deadline for SF State students to submit application for STEM Counts Ambassador (SCA) positions *Rolling applications until positions filled. 	HO	Online application
July-Aug 2021	<ul style="list-style-type: none"> Notifications to sites about SCA position(s) from ICCE STEM Programming & Resources Coordinator Begin the Recruitment, Interview, and Selection Process Additional Interview Questions to Be Submitted for Approval – if needed 	ICCE	
July-Sept. 2021	<ul style="list-style-type: none"> All STEM Counts Ambassadors selected and final names with hiring recommendation sent to Host Organizations for review 	HO, ICCE	
July-Sept. 2021	<ul style="list-style-type: none"> STEM Counts Ambassador hiring materials and paperwork due; complete Live Scan background check and TB results 	SCA Selected Candidate(s)	SCA Hiring Packet Application
Aug 23, 2021	<ul style="list-style-type: none"> First Week for All STEM Counts Ambassadors Required Virtual Pre-Work Orientation Webinar 	SCAs, ICCE	
Sept. 6, 2021	<ul style="list-style-type: none"> Anticipated start date at Host Organization site 	SCAs, HO	
Nov 22-Nov 27, 2021	<ul style="list-style-type: none"> Fall recess: STEM Counts Ambassadors do not work 		
Dec. 10, 2021	<ul style="list-style-type: none"> Deadline to Submit STEM Ambassadors Mid Survey 	SCAs	Mid-Year Survey
Dec. 10, 2021	<ul style="list-style-type: none"> Deadline to Submit Supervisors Mid-Year Survey 	HO	Mid-Year Survey
Dec 28-Jan.19, 2022	<ul style="list-style-type: none"> Winter Break: STEM Counts Ambassadors do not work 		
Jan. 19, 2022	<ul style="list-style-type: none"> Semester begins and STEM Ambassadors return to sites 	SCAs	
Mar. 21 –Mar. 26 2022	<ul style="list-style-type: none"> Spring recess: STEM Counts Ambassadors do not work 		
March 2022	<ul style="list-style-type: none"> Request for continue to be HO for academic year (AY) 2022-2023 	HO	
Apr. 2022	<ul style="list-style-type: none"> Begin outreach and recruiting for open SCAs positions for AY 2022-2023 	ICCE	
April 29, 2022	<ul style="list-style-type: none"> STEM Counts Ambassadors End of Year Survey 	SCAs	End of Year Survey
May 13, 2022	<ul style="list-style-type: none"> Spring 2022 Last Day of Classes 	SCAs	
May 20, 2022	<ul style="list-style-type: none"> Last day STEM Counts Ambassadors can report to HO and claim hours 	SCAs	
May 29, 2022	<ul style="list-style-type: none"> Supervisors End of Year Survey 	HO	End of Year Survey
June 2022	<ul style="list-style-type: none"> Feedback & Reflection Meeting (online) 	HO, ICCE	

V. APPLY TO BE A HOST ORGANIZATION

ICCE IS NOW ACCEPTING PARTNER PROPOSALS FOR AY 2021-2022!

Proposals will only be accepted online

DUE Friday, JULY 30, 2021

[Click here to complete an application!](#)

a. Request for Proposal Application Preview

For your reference, below is a copy of the questions on the online proposal application.

Host Organization Information

- Name of Organization
- Contact Person's Name
- Contact Person's Title
- Contact Persons Email & Phone

Site Supervisor Information (if different from contact name)

- Site Supervisor's Name
- Site Supervisor's Title
- Site Supervisor's Title
- Site Supervisor's Email & Phone

How will hosting a STEM Counts Ambassador play a role in advancing your organization's goal for the project or program?

How many STEM Counts Ambassadors are you interested in hosting at your site?

- 1 STEM Counts Ambassador
- 2-3 STEM Counts Ambassadors

Indicate the name of the school sites(s)/program(s) where the STEM Ambassador(s) will be working/assigned.

Please indicate what neighborhood, in which the site in which the STEM Ambassadors will be serving/placed in: Oceanview Merced Ingleside Lakeview Lakeshore Other

Select the top 3-5 skills, knowledge and experience needed for a candidate to be successful in the position. Please rate novice, advanced beginner, competent, and/or proficient for each of the five skills you indicated to best match the appropriate student to your organization. Note: We have advertised to students that we are accepting STEM Ambassador applicants from a wide range of STEM experience/skills (from none at all but have a strong interest/passion to a high degree/major-specific).

1. Mentoring or Tutoring Students
2. Designing workshops and trainings
3. Experience with Coding
4. Facilitating workshops or trainings
5. Developing assessments or evaluations
6. Planning one- time events
7. Data Analysis
8. Other

STEM Ambassadors serve in afterschool programs/projects during the time period of 2pm -6pm. Please select the days that you would need a STEM ambassador at your site.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- No Preference

Please provide the proposed job description (expected tasks/responsibilities) of the STEM Counts Ambassador(s) that will be placed with your organization. If you are wanting to host more than one STEM Counts Ambassador, please indicate if these roles will differ from each other. [Upload Word or PDF document]

Describe the specific activities, trainings and/or resources, etc...that will be available to help the STEM Ambassadors succeed in their roles and achieve your programmatic goals.

Please indicate any requirements that STEM Counts Ambassadors need to complete prior to beginning at your site, e.g. Live Scan, TB testing, etc...

Share any other information that would be helpful for the ICCE team to know while recruiting a STEM Counts Ambassador.