



**NASA and New York State 21<sup>st</sup> Century Community Learning Centers Timeline (July 2019-June 2020)**

Month	Tasks/Activities
July 2019-September 2019	<ul style="list-style-type: none"> <li>• Register and attend <i>required</i> Face to Face Professional Development (7/8-7/12)</li> <li>• <b>Update Site Profiles on Y4Y website no later than 9/27</b></li> <li>• Provide evaluation consent and Superintendent contact information to NYSED by 9/6</li> <li>• Ensure that required site forms are completed (i.e. Student/Educator and Intellectual Property Release Form (<a href="#">English/Spanish</a>), and <a href="#">evaluation items</a>, and etc.)</li> <li>• Register for <u>one</u> mandatory <a href="#">Evaluation webinar</a> (8/13, 9/18 or 10/9@10 AM or 3 PM)</li> <li>• View Virtual Connections webinar (9/25 or 10/9)</li> <li>• Plan program weekly schedules (<i>indicate when NASA projects are occurring</i>)</li> <li>• Select a design challenge and download <a href="#">materials</a> needed</li> <li>• Reach out to You for Youth (Y4Y) if site coordinators/facilitators need ID numbers</li> <li>• Assign students their Unique Identification Numbers (UINs) (<a href="#">see Evaluation page</a>)</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• <b>Project Startup, no later than 10/28</b> (<i>recommended to create a calendar noting non-program days, vacations, program times etc. to ensure enough time for completion</i>)</li> <li>• Document the process (i.e. photos, videos, reflection, etc.) (<i>ongoing</i>)</li> <li>• Distribute Parental Consent Notices (Note: <a href="#">Active</a> and <a href="#">Passive</a> versions and PDF)</li> <li>• Distribute <a href="#">Parent Survey</a> (available in PDF and Spanish)</li> <li>• Contact building principals and/or appropriate district staff for approval to attend State Showcase in Spring 2020 (<i>HOLD on June 9</i>)</li> <li>• Email program weekly schedule <u>and</u> school bus transportation estimate on official company's letterhead with POC information to NYSED by 10/18</li> <li>• Check <a href="#">Y4Y Event Calendar</a> and register for Monthly Planning calls with NASA trainers</li> <li>• Plan/register for Virtual Connections on NASA Event Calendar; view <a href="#">Making the Most of Your Scientist and Engineer Connections Webinar</a> (10/9)</li> <li>• Utilize <a href="#">Media Tool kits</a> to inform local and regional stakeholders about site activities</li> <li>• Complete Administrative Check-ins via on Survey Monkey (<i>bi-monthly</i>)</li> <li>• Keep own attendance logs (<i>NASA will provide Google Form; ongoing</i>)</li> <li>• Monitor student progress (<i>NASA will provide a Survey Monkey link; ongoing</i>)</li> </ul>
November 2019-December 2019	<ul style="list-style-type: none"> <li>• <a href="#">Name NASA's Mars 2020 Rover</a> due 11/1 (<i>optional</i>)</li> <li>• "Test" out technology prior to Virtual Connections with NASA experts</li> <li>• Engage in Virtual Connections with NASA scientists and engineers (<i>required; available till 2/7/20</i>)</li> <li>• Support students in final video creations using <a href="#">Y4Y resources</a> (<i>due 1/24/20</i>)</li> <li>• Coordinate evaluation requirements (attend webinars/calls, submit forms etc.)</li> </ul>
January-February 2020	<ul style="list-style-type: none"> <li>• <b>Submit videos to Y4Y no later than Friday, 2/14/20</b> (<i>can submit for each student team</i>)</li> <li>• <b>Scan and submit Student/Educator Release forms to Y4Y along with videos</b></li> <li>• Administer <a href="#">Post-Facilitator Confidence Survey</a> after implementation (available in PDF)</li> <li>• Administer <a href="#">Retrospective Survey</a> to students after implementation (available in Spanish and PDF)</li> <li>• Submit <a href="#">Post-PD Culminating Survey</a> (PDF is available)</li> <li>• Submit Showcase Registration/Attendance Status to NYSED via Survey Monkey no later than 2/28/20</li> </ul>
March-May 2020	<ul style="list-style-type: none"> <li>• Begin student visual/trifold presentations for State Showcase (<i>details to come</i>)</li> <li>• Send few photos and/or video clips to NYSED (for State Showcase) by 3/2/20</li> <li>• Submit media reminders about video submissions and upcoming Stateshowcase</li> </ul>
June 2020	<ul style="list-style-type: none"> <li>• State Culminating Showcase on June 9, 2020 at NYSED Building (Albany, NY)</li> <li>• Submit media releases about State Showcase</li> </ul>

**February 7, 2020 (subject to change)**