

NASA and New York State 21st Century Community Learning Centers Timeline 2020-21

Month	Tasks/Activities
Before Implementation	
February 2021	<ul style="list-style-type: none"> • Participate in Site Pre-Webinar February 8, 2021 (<i>required</i>) • Register and create a Y4Y and NASA account • Complete 1st Facilitator Survey prior to 2-day Professional Development (PD) (<i>required</i>) • Register Attend <i>required</i> virtual Professional Development (2/18-2/19; <i>required</i>) • Complete 2nd Facilitator survey after PD (<i>required</i>) • Obtain proper equipment for virtual connections and final product creation/submission • Participate in pre-webinar activities • Complete Site Profiles on Y4Y website no later March 5th (required) • Ensure that required site forms are completed (i.e. Student/Educator and Intellectual Property Release Form (English/Spanish), and evaluation items, and etc.) • Plan program weekly schedules (<i>indicate when NASA projects are occurring</i>) • Select a design challenge and download materials needed • Reach out to You for Youth’s evaluation team if site coordinators/facilitators need ID numbers • Check your dashboard updated bi-weekly) on a regular basis for new calendar events and to monitor your checklist
During and After Implementation	
March 2021	<ul style="list-style-type: none"> • Project Startup, no later than March 1st (<i>recommended to create a calendar noting non-program days, vacations, program times etc. to ensure enough time for completion</i>) • Complete Site Profiles by March 5, 2021 (complete only one per site) • Collect and submit Student and Educator Intellectual Property Release forms • Plan/register for Monthly calls and Virtual Connections on NASA Event Calendar (<i>required to participate in at least one virtual connection</i>) • “Test” out technology prior to Virtual Connections with NASA experts • Complete NYSED and NASA virtual showcase survey by COB Friday, March 26 via Survey Monkey • Attend Evaluation webinar on March 29th @ 2 PM (link is available in Y4Y’s calendar on website) • Document the process (i.e. photos, videos, reflection, etc.) (<i>ongoing</i>) • Check Y4Y Event Calendar and register for Monthly Planning calls with NASA trainers • Keep own attendance logs • Monitor student progress
April 2021	<ul style="list-style-type: none"> • Contact building principals and/or appropriate district staff for approval to attend State Virtual Showcase in Spring 2020 (<i>HOLD on May 20th</i>) • Utilize social media kits to inform key stakeholders about your program (log into account) • Engage students in Virtual Connections with NASA scientists and engineers no later than April 30, 2021 • Support students in final video creations using Y4Y resources
May 2021	<ul style="list-style-type: none"> • Attend State Culminating Virtual Showcase on May 20, 2021 via Web-EX (3:00-4:15 PM) • Submit final student products (video or Power Point) to Y4Y no later than May 14, 2021 • Complete Facilitator Post-Implementation survey by May 14, 2021 • Submit media releases about State Showcase

Revised May 6, 2021 (subject to change)