

Maker Corps 2017

Program Description and Partner Site Application Information

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I. INTRODUCTION AND PROGRAM OVERVIEW

Maker Education Initiative (Maker Ed)

Maker Ed provides educators and institutions with the training, resources, and community of support they need to create engaging, inclusive, and motivating learning experiences through maker education.

Maker Ed is committed to ensuring:

1. Educators have the resources and support necessary to facilitate meaningful making experiences.
2. Organizations have the capacity to engage youth in making in formal and informal educational environments.
3. Communities are equipped to lead and advocate for youth of all backgrounds to access making opportunities.

What is Maker Corps?

Maker Corps is an online professional development program that provides training and a community of support to youth-serving organizations as they design and implement summer maker education programming.

Who participates?

Partner Sites

Maker Corps partner sites are youth-serving organizations, such as science centers, children's museums, schools, libraries, and community organizations, looking to develop or grow their maker education programming in order to provide young people with opportunities to tap into and expand their creativity, curiosity, and confidence. Leadership at partner sites provides day-to-day supervision of at least one Maker Corps Member who is employed at their site during the summer.

Maker Corps Members

Maker Corps Members come from a variety of backgrounds and levels of experience. The majority of Maker Corps Members are either (1) college students or teachers who are hired for a summer position or (2) current staff members of the organizations who are passionate and committed to bringing making into their communities. At their sites, Maker Corps Members provide direct service making opportunities to youth and families as makers-in-residence, as well as work behind the scenes to develop new programs and ideas to build the capacity of the organization. Maker Corps Members serve for 8-12 weeks, 20-40 hours a week.

What does participation in the program look like?

Trainings

As a part of Maker Corps, Maker Ed hosts formal trainings and provides on-going individualized support as needed. **Maker Corps Spring Training** is a series that runs **March-May**, and equips partner site supervisors with inspiration, connections, facilitation and management tips, and project ideas for their summer programming. These short, mandatory sessions also help supervisors prepare to recruit, hire, and support their summer Maker Corps Members. In addition to the group trainings, Maker Ed also offers customized support for program design and development throughout the spring, as needed.

During the summer, Maker Ed hosts live (and recorded) **weekly Maker Corps Summer Sessions** webinars which focus on workshopping particular topics or challenges that arise over the course of the implementation of maker education programming.

Maker Corps Community

All participants of the Maker Corps program (supervisors and Maker Corps Members, alike) are invited to share their creations, processes, ideas, and questions via frequent posts on the online Maker Corps Community forum. Maker Ed staff moderate the community, and both introduce topics for discussion, as well as address specific questions posed by Maker Corps participants. This community helps create a national network amongst partner sites and Maker Corps Members, leading to new connections, strengthened relationships, and a spread of opportunities.

II. APPLICATION AND PROGRAM FEES

Maker Corps is a fee-based program. The following chart is a breakdown of the costs of the program for individual organizations:

Annual Institution Budget	Maker Corps 2017 Program Fee
Under \$500,000	\$600
Between \$500,000 and \$1 million	\$1,500
Over \$1 million	\$2,500

Application Submission Guidelines

Maker Ed will launch the partner site application for its 2017 program on Monday, November 9, 2016. Submissions must be received via our online application by Monday, January 16, 2017. Questions should be emailed to makercorps@makered.org.

Maker Corps Member Salaries

Each partner site is required to pay its Maker Corps Members either a salary or a stipend for 20-40 hours per week for 8-12 weeks of the summer.

Grants

Through generous support of program sponsors, Maker Ed may be able to provide a small number grants (up to \$7,000) to partner sites, to cover the costs of the program and Maker Corps Member wages. For grant recipients, the program fee will be waived. Any partner site may apply to be considered for the grants and will be asked, as part of the application, to provide further details.

III. TIMELINE

November 2016 - January 2017	February - March 2017	March - May 2017	June - August 2017
Maker Ed accepts applications for Maker Corps partner sites.	Maker Ed sends out application decisions. Accepted partner sites pay membership fee.	Maker Corps partner sites participate in 3-4 mandatory on-line trainings. Partner sites recruit and hire summer Maker Corps Members.	Maker Corps Members deliver summer programming at partner sites. Maker Ed facilitates online, video-based weekly summer sessions.

IV. MAKER ED RESPONSIBILITIES

Professional Development

Spring Training Series

- Maker Ed facilitates three to four online training sessions in the spring. These sessions are mandatory for partner site supervisors, and cover recruitment, summer program facilitation, and managing unique summer staff. These sessions serve to support site supervisors in providing quality experiences for their Maker Corps Members, as well as successful

and sustainable summer making programs at their institutions. These online sessions also serve to build community, share best practices and provide administrative-specific on-boarding for the Maker Corps program.

Weekly Summer Sessions

- During summer programming, Maker Ed hosts weekly live video sessions geared at both Maker Corps Members and site supervisors, covering topics such as facilitation and classroom management tips, taking making mobile, forging community partnerships, and other pertinent topics that arise. These sessions are optional, and are always recorded and shared for those who are unable to tune in live.

Communication

- A national recruitment effort to bring in Maker Corps Member applicants.
- A framework for Maker Corps Members and partner sites to collaborate and network in smaller groups based on topic, geography and/or institution type.
- Highlighted media attention through Maker Ed's newsletter, blogs, and social media channels.

Program Support

- Online toolkits for outreach, fundraising, and recruitment.
- Ongoing technical assistance and programmatic support to achieve common goals.
- A national evaluation of the Maker Corps program.
- An online Resource Library of program models, directory of spaces, research, and project ideas.
- National connections to and opportunities with maker educators, institutions, and the Maker Ed network.
- Request-based site-specific check-ins with Maker Ed regarding maker program development and other related questions.
- End of summer program recognition.

V. PARTNER SITE RESPONSIBILITIES

Recruiting, hiring, and onboarding Maker Corps Members

Upon selection to participate in the Maker Corps program, partner sites commit to the following:

- Onboarding of paid Maker Corps Member staff positions for 20-40 hours per week for 8-12 weeks, focused on bringing making to youth and families. Maker Corps Members should dedicate at least 50% of their

time towards direct service and approximately 50% of their time towards service behind the scenes building the capacity of the organization. Approximately one hour a week should be dedicated to engaging with the Maker Corps community.

- Recruiting and hiring of Maker Corps Members through the institution's standard HR practices, if institution decides to hire outside their organization. Maker Corps Members may be existing staff members of the organization, unless partner sites receive a grant, in which they're required to hire anew.
- Activation of local recruiting efforts, utilizing site's own expertise and connections as well as Maker Ed's toolkits, including a blog post to be shared on Maker Ed's national blog for recruitment efforts.

Supervision of Maker Corps Members

Upon selection to participate, partner sites must select a supervisor for the Maker Corps program. The selected supervisor must:

- Attend online training sessions which provide supervisor-specific support that will take place in Spring 2017.
- Dedicate at least 5 hours per week in the summer to the Maker Corps program including:
 - Conducting regular check-ins with Maker Corps Members.
 - Posting and contributing to Maker Corps Communities.
 - Participating in Maker Corps Summer Workshops.
 - Documenting Maker Corps programs and projects.
 - Participating in Maker Ed-led evaluation of the Maker Corps program by responding to surveys in a timely manner.
 - Assignment of a secondary staff contact whose information is provided to Maker Ed, in the case of unplanned staffing or organizational changes.
 - Involvement of Maker Corps Members in the planning and execution of innovative programs.
 - Provision of facilities and materials for Maker Corps Members to perform their work and fulfill Maker Ed's expectations.

VI. Maker Corps FAQs

Program

Q: *How do I become a Partner Site?*

A: Maker Ed solicits applications from prospective partner sites throughout the fall and winter each year. Maker Ed will prioritize organizations that serve underrepresented youth among other criteria such as staff involvement, funding availability, and the strength of application. Application information is available at MakerEd.org/MakerCorps. Decisions for the 2017 program year will

be made by mid-February 2017. Program fees for new and returning sites will be due on or before March 13, 2017.

Q: *Does Maker Ed provide us with Maker Corps Members?*

A: In early 2017, Maker Ed will launch an application for Maker Corps Members that you are welcome to use as a way to screen candidates. Maker Ed reaches out to its national network and shares the various partner sites that are recruiting Maker Corps Members, however ultimately it is the responsibility of the partner site to hire and supervise at least one Maker Corps Member.

Program Fees

Q: *My school, library, etc. is part of a larger organization. Is my program fee based on the annual budget of the larger organization?*

A: The program fee is based on the partner site's annual budget. If the partner site is part of a larger set of organizations, such as a school district, library district, or university, the membership amount can be calculated based on the annual budget of the individual school, library, or university department/school.

Q: *Is my program fee tax deductible?*

A: No. Host Sites are receiving a service in return for their membership fee; therefore, it is not considered a donation.

Q: *How do I pay?*

A: Included with the official letter of acceptance into the Maker Corps 2017 program will be an invoice and instructions for how to pay the program fee. Fees will be waived for grant recipients. Payments are due no later than March 13, 2017. As soon as Maker Ed receives an organization's signed payment, we will begin the on-boarding and orientation process with the partner site. Promotion of the partner site, its summer placement opportunities, and recruitment of Maker Corps Member applicants will also begin nationwide in the early spring.

Funding

Q: *Who sponsors Maker Corps?*

A: On the national level, Maker Ed receives generous support from sponsors to implement Maker Corps. Maker Ed is a nonprofit organization that conducts additional fundraising activities to reach new communities and serve additional partner sites each year. Locally, each organization is responsible for providing facilities, equipment, and staff time for the supervision of Maker Corp Members.

Q: *Does Maker Ed offer fundraising assistance?*

A: Maker Ed is eager to partner with organizations who want to collectively

seek grant support from corporations and foundations; however, only requests that meet our mission and goals can be entertained. Maker Ed provides basic language to help your staff describe their relationship to our organization in funding requests. We also provide letters of support on a case by case basis. The Maker Education Initiative is a non-profit project of the Tides Center, Tax ID: 94-321-3100.

Feel free to email makercorps@makered.org with any other questions. We look forward to reviewing your application soon!