



Trailblazer Visit Agreement – Tocker Foundation

Congratulations! The TAME Trailblazer will visit your library thanks to a generous sponsorship by the Tocker Foundation. This document outlines the key requirements and responsibilities for hosting the TAME Trailblazer. Please contact TAME immediately if you are unable to host the Trailblazer on the specified day or have other questions about the program.

Please read this entire document and complete a Parking and Contact Reservation Form by **Friday, May 17, 2019** to the TAME office to indicate your agreement to the terms and conditions of this grant award, listed in this informational document.

A standard Trailblazer Visit includes:

- Delivery of the Trailblazer to your location
- One TAME Trailblazer Facilitator
- Training for volunteer docents
- Access to pre and post curriculum online
- One TAME.org/Play bookmark per student

Available Add-Ons:

- Science Squad® comic books #1 and #2, available in English and Spanish
- Extended stay for after-hours programming or evening events
- STEM Event workbooks and customized extended curriculum
- Please request information regarding pricing and availability for add-ons

Responsibilities of the TAME Trailblazer Facilitator:

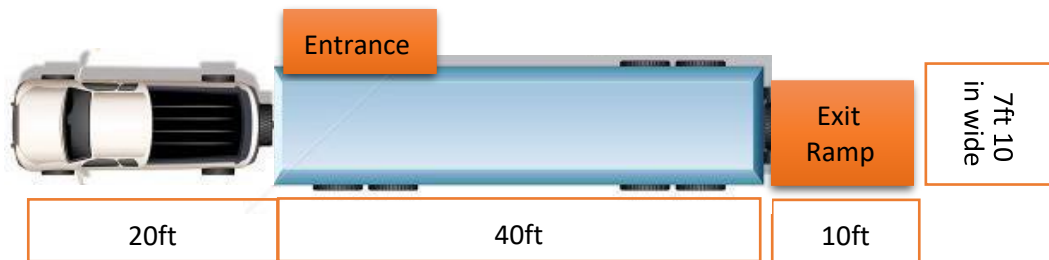
- Delivers and sets up the Trailblazer and its exhibits
- Trains and supports volunteer docents
- Creates, if required, class groupings and manages their rotations based on the school's schedule
- Ensures the safety and success of the program on-site

Responsibilities of the hosting organization:

- Communicate with the TAME Program Coordinator regarding setup details, submitting all requested information within designated timeframes
- Submit the Parking and Contact Reservation Form online **by May 17, 2019**, see page 2
- Confirm the schedule for your event **see page 3**
- Recruit 6 volunteer docents and provide their schedule using the Volunteer Schedule Form, **see page 4**
- Provide a lunch for the TAME Trailblazer Facilitator for the end of the day
- Complete an online feedback survey after your Trailblazer visit

Parking Information

- Submit a complete “Parking and Contact Reservation Form” online by **May 17, 2019**
- Provide a map or a link to one created on www.mapfling.com by May 17, 2019
 - o See below for instructions



- Consider the size of the Trailblazer when finding a location, and its path to the location.
 - o The Trailblazer is 12ft tall, 7ft 10in wide, and approximately 60ft long without the ramp.
 - o Once the truck is unhitched, the Trailblazer with the back ramp down is about 50’.
- Ensure the parking spot is level and accessible; the Trailblazer cannot:
 - o drive over curbs
 - o park on grass or
 - o drive on unpaved surfaces
- Consider any power lines, tree branches, and overhead obstacles
- Consider what direction the Trailblazer will face in parking.
 - Entrances and exits:
 - o The entrance is on the passenger side at the front end of the trailer.
 - o The exit is out the ramp at the back of the trailer.

Parking Map Generator

To create a marked map online, please go to <https://mapfling.com> .

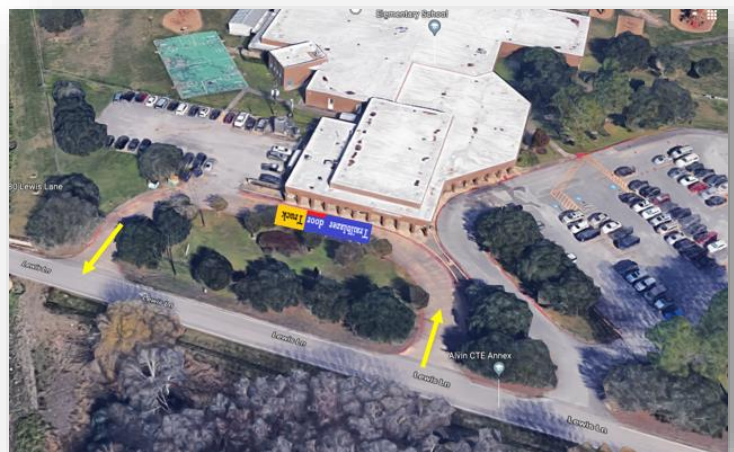
STEP 1 – Enter the address of your school to pull it up on the map.

Select “Satellite view” in the upper left hand corner of the map.

STEP 2 - Click to add an extra marker(s) in the exact location the Trailblazer will park. Name or describe that marker using the tools on the left of the screen.

STEP 3 - scroll up to the top left under the logo "MapFling" a link says "go to step 3". Email the link created to trailblazer@tame.org

Example of a parking map created for every visit.



Event Schedule

The **Parking and Contact Reservation Form** is where you will select one of the four time options for your Trailblazer visit. We are unable to adjust these times, and will not be able to open any earlier or later. Please contact us immediately if you cannot make any of the times listed possible.

Timeframe Options: 8:00-12:00 8:30-12:30 9:00-1:00 9:30-1:30

It is assumed you do not have scheduled groups touring during your selected 4 hour time slot, however, if you do arrange to have tours at specific times please send an email to Trailblazer@TAME.org to request an event form and discuss the logistics of scheduled tours.

-----If you request pre-scheduled tours for the day-----

- Request an “Event Schedule Form”
- Submit a complete “Event Schedule Form” online **3 weeks prior** to the visit. It asks for the following information:
 - When classes will arrive at the Trailblazer with their group leader(s)
 - When they’ll depart from the Trailblazer
 - How many students are in that class
 - The name and email address(es) of the group leader(s) whose students will be touring



- Limit tour group sizes to a **maximum of 30 people** at a time due to limited space.
- Allow a **minimum of 35 minutes** per tour (not including transition time between tours)
- For the best experience please allow 45 minutes or more.

Volunteer Docents

Volunteers are an essential part of the Trailblazer program. Local voices create lasting impact on students. Details about their job duties as well as scripts, videos and other training information can be found at <http://www.tame.org/programs/trailblazer/trailblazer-guidelines-training> .

- Submit a complete Volunteer Schedule Form 2 weeks prior to your event. This form will be emailed to you and can also be found on www.tame.org/sciencerocks

- Recruit a **minimum of 6 volunteers** to serve as docents at all times that visitors are touring.
 - Start recruiting as early as possible.
 - We recommend recruiting 1-2 additional volunteers to serve as floaters or backups in case of schedule changes.
 - Volunteers do not need to have any experience or technical background. All activities are easy to learn and TAME staff will brief the volunteers prior to the tour.
 - Volunteers can be parents, library staff, high school or college students, or employees of local businesses or sponsoring organizations.
 - Volunteers must **at least be entering 9th grade.**
 - Failure to provide at least 6 volunteers will result in stations being shut down or possible cancellation of your visit
 - Volunteers should wear closed-toed comfortable shoes. We encourage wearing a company or college T-shirt
 - Volunteers will be expected to speak in a loud environment, leading one of our 5 content areas.
 - We recommend pre-determining which volunteers will be at each station.
 - One volunteer will be in a seated, outdoor position under the Trailblazer canopy. This volunteer will help collect votes and feedback required for the reporting portion of the grant.

- Set the start time for volunteers **40 minutes before** visitors are on board so they may attend a required hands-on orientation.
 - 7:20am for 8:00-12:00
 - 7:50am for 8:30-12:30
 - 8:20am for 9:00-1:00
 - 8:50am for 9:30-1:30

- Please plan on having **one** set of volunteers with no second shifts. Because of the short time frame, we cannot train new sets of volunteers mid-day.

- Emphasize to your volunteers the importance of arriving on time. Late volunteers and no-shows disrupt the program, which could result in schedule changes.

