



Trailblazer School Visit Overview

We are excited to share the Trailblazer experience with the students at your school. Below you will find the details of what is provided with a Trailblazer visit, how to add to your experience and what is required from a school hosting the Trailblazer.

For all inquiries, contact the Trailblazer Program Coordinator at trailblazer@tame.org or (512)-471-6100.

A standard Trailblazer Visit includes:

- Delivery of the Trailblazer to your location
- One TAME Trailblazer Facilitator
- Training for volunteer docents prior to the event
- Access to pre and post curriculum
- One TAME.org/Play bookmark per student
- One set of all 5 bookmarks per teacher

Available Add-Ons:

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

Responsibilities of the TAME Trailblazer Facilitator:

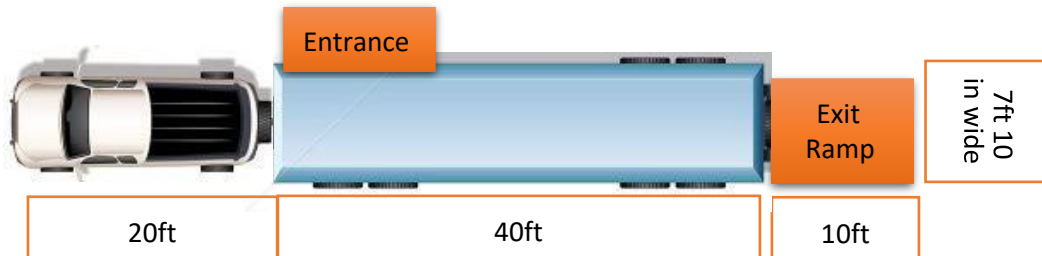
- Delivers and sets up the Trailblazer and its exhibits
- Trains and supports volunteer docents
- Creates class groupings and manages their rotations based on the school's schedule
- Ensures the safety and success of the program on-site

Responsibilities of the hosting school:

- Communicate with the TAME Program Coordinator regarding setup details, submitting all requested information within designated timeframes
- Provide parking and contact information using the Parking and Contact Reservation Form, **see page 2**
- Provide a class schedule, class size and teacher information using the Class Schedule Form, **see page 3**
- Recruit volunteer docents and provide their schedule using the Volunteer Schedule Form, **see page 4**
- Return completed evaluation surveys back to the TAME State Office

Parking Information

- Submit a complete “Parking and Contact Reservation Form” online 2 weeks prior to your event.
- Consider the size of the Trailblazer when finding a location.
 - The Trailblazer is 7’ 10” wide, 12’ high, and approximately 60’ long without the ramp.
 - 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 traverse curbs, nor park on grass or unpaved surfaces.
- Consider any power lines, tree branches and all overhead obstacles the Trailblazer could encounter when reaching the final parking destination.
- Consider what direction the Trailblazer will face in parking.
 - Entrances and exits:
 - The entrance is on the passenger side at the front end of the trailer.
 - 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 “Satelite view” in the upper left hand corner of the map.

STEP 2 - Click to add an extra marker 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".

Example of a parking map created for every visit.



Class Schedule

The Trailblazer visits a wide variety of schools across the state of Texas and has flexible scheduling options to accommodate diverse scheduling needs.

- Submit a complete “Class Schedule Form” online **2 weeks prior** to the visit with the following information and
 - When classes will arrive at the Trailblazer with their teacher(s)
 - When they’ll depart from the Trailblazer
 - How many students are in that class
 - The name and email address(es) of the teacher(s) whose students will be touring



- Limit class size to a **maximum of 30 students** at a time due to limited space.
- Allow a **minimum of 35 minutes** per tour (not including transition time between class and the Trailblazer); for the best experience please allow 45 minutes or more.
- Schedule a 45 minute lunch break mid-day for the Trailblazer Facilitator and the volunteer docents.
 - This is required for all visits 4 hours or longer
- Ensure an escorting teacher or school representative accompanies each group and remains with the Trailblazer during the tour.

Preview: Class Schedule Template

Class/Event Schedule					
Arrival Time	Departing Time	CLASS/GRADE	TEACHER	# STUDENTS	Teacher email
		Volunteer Training (40 minutes)			
		Trailer/Volunteer lunch for 45 minutes			

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 1 week prior to your event
- Recruit a minimum of 5 volunteers to serve as docents at all times that students are touring.
 - 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, school staff, substitute teachers, high school or college students, or employees of local businesses or sponsoring organizations. Student volunteers must at least be in 9th grade.
 - Failure to provide at least 5 volunteers will result in stations being shut down or possible cancellation of your program
 - 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.
- Set the start time for volunteers **40 minutes before** students are on board so they may attend a required hands-on orientation.
- Overlap any shifts of volunteers by 15 minutes.
 - Do not schedule the shift change over lunch. Students must be on board, allowing for the volunteers to train their replacements.
- Emphasize to your volunteers the importance of arriving on time. Late volunteers and no-shows disrupt the program, which could result in schedule changes.
- Provide any campus rules regarding volunteer visitors, including where to park and any sign-in procedures to the volunteers



In some cases, volunteer docents are provided by sponsors, community partners, or other outside organizations other than the school. If this is the case, please:

Preview: Volunteer Schedule Template

- Confirm that both the hosting school and the TAME Program Coordinator have the contact information for the volunteer coordinator.

Volunteers			
Arrival Time	Departing Time	Volunteer name	Volunteer email address, if available