



Trailblazer Visit Agreement Information

Tocker Foundation Summer Library Visit

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 complete the online agreement form by **Thursday, April 26, 2018** to the TAME office to indicate your agreement to the terms and conditions of this grant award. If you have any issue accessing the form online, please let us know as paper forms are available upon request.

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
- One TAME.org/Play bookmark per student

Available Add-Ons:

- Science Squad® comic books #1 and #2, available in English and Spanish. Pricing information available upon request.

Responsibilities of the TAME Trailblazer Facilitator:

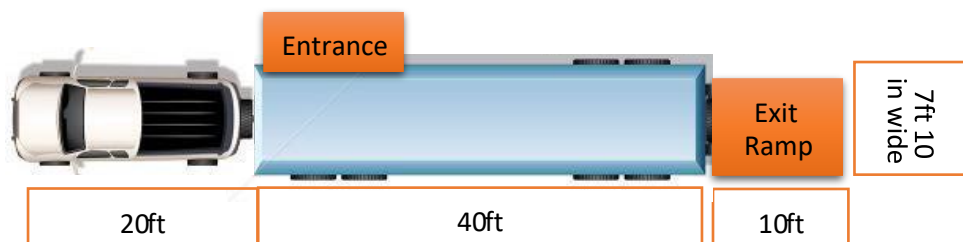
- Delivers and sets up the Trailblazer and its exhibits
- Trains and supports volunteer docents
- Manages flow of traffic through the Trailblazer
- Ensures the safety and success of the program on-site

Responsibilities of the hosting organization:

- Provide one person who will communicate with the TAME Program Coordinator regarding setup details, submitting all requested information within designated time frames
- Provide a parking space and a marked map of that space. Relay parking and contact information using the Parking and Contact Reservation Form **by Thursday, May 10th. see page 2 for details**
- If you have scheduled groups, provide a tour schedule 2 weeks prior to your event, **see page 3 for details**
- Recruit 6 volunteer docents and provide their names and schedule using the Volunteer Schedule Form, **see page 4 for details**
- Provide a lunch for the TAME Trailblazer Facilitator
- Complete an online feedback survey after your Trailblazer visit
- Share photos, videos, and stories you collect during your visit with Trailblazer@tame.org

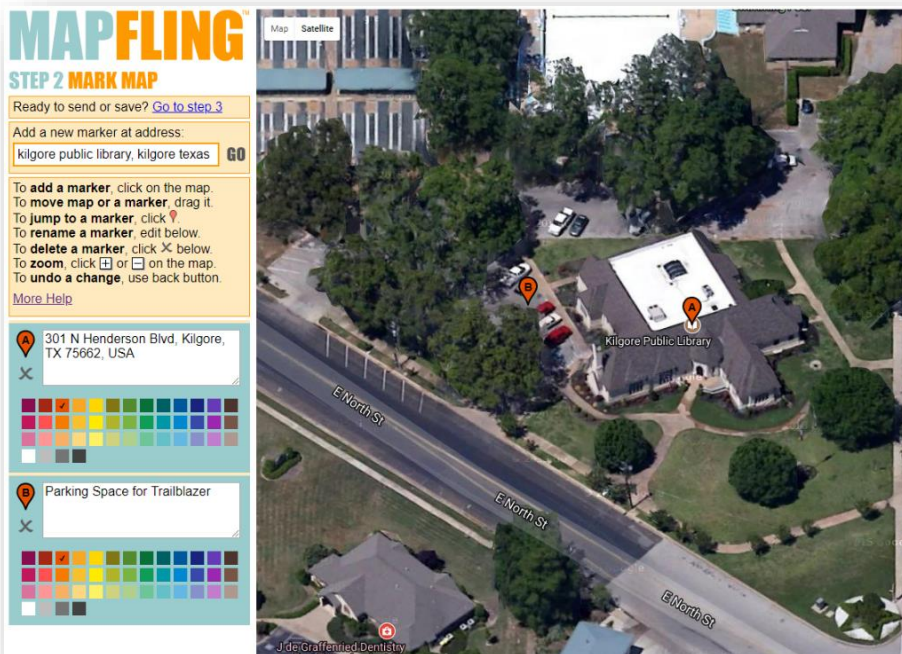
Parking Information Details

- Submit a complete “Parking and Contact Reservation Form” online **by Thursday, May 10th.**
- The Trailblazer must have a large enough space to fit with the ramp down.
 - The Trailblazer is 7’ 10” wide, 12’ high, and approximately 60’ long without the ramp.
 - Once the truck is unhitched, it can be moved; Trailblazer with the back ramp down is about 50’.
- Ensure the parking spot is level and accessible; the Trailblazer cannot jump curbs, nor park on grass or unpaved surfaces.
- Check for 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 quickly and easily create a marked map online, please go to <https://mapfling.com> .



STEP 1 – Enter the address of your parking space to pull it up on the map. Select “Satellite view” in the upper left hand corner of the map. Zoom in tight on the library.

STEP 2 - Click the map 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 – Click on “go to step 3” under the MapFling logo at the top left. Copy the link you’ve created.

Email the link to trailblazer@tame.org

*Please reach out if you require assistance creating a parking map.

Event Schedule Details

Typically, libraries have a “trickle-through” style event where patrons line up and tour as they arrive to the Trailblazer. If this is the case, you are not responsible for returning an event schedule.

----- **ONLY IF YOU HAVE PRE-SCHEDULED GROUPS** -----

If you are planning on having scheduled tour groups, please indicate this on your online agreement form and an event schedule request will be sent to your email address. If no schedule is returned, we will assume you are having a trickle-through event.

- If you have scheduled groups, please request and complete an “Event Schedule Form” online **3 weeks prior** to the visit with the following information:
 - When groups will arrive at the Trailblazer with their group leader(s)
 - When they’ll depart from the Trailblazer
 - How many people are in that group (adults and children)

- Limit tour size to a **maximum of 30 people** at a time, small children included, due to limited space.

- Allow a **minimum of 35 minutes** per tour (not including transition time between groups); for the best experience please allow 45 minutes or more.



Preview: Event Schedule Template

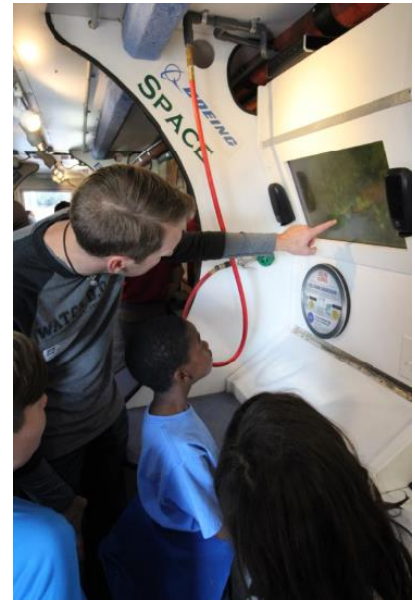
Class/Event Schedule					
Arrival Time	Departing Time	CLASS/GRADE	TEACHER	# STUDENTS	Teacher email
		Volunteer Training (40 minutes)			
		Trailer/Volunteer lunch for 45 minutes			

Volunteer Details

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> .

Recruiting tools can be found at www.tame.org/sciencerocks

- Submit a complete Volunteer Schedule Form **3 weeks prior to your event**
- Recruit a minimum of 6 volunteers to serve as docents at all times that students are touring.
 - o Start recruiting as early as possible.
 - o We recommend recruiting 1-2 additional volunteers to serve as floaters or backups in case of schedule changes.
 - o 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.
 - o Volunteers can be parents, library staff, high school or college students, or employees of local businesses or sponsoring organizations.
 - o Volunteers must **be entering 9th grade or older.**
 - o Failure to provide at least 6 volunteers will result in stations being shut down or possible cancellation of your program.
 - o Volunteers should wear closed-toed comfortable shoes. We encourage wearing a company or college T-shirt.
 - o Most of the volunteers will be expected to stand during their shift and speak in a loud environment while leading one of our 5 content areas
 - o At least one volunteer will help with the survey table outside of the Trailblazer (sitting position)
 - o We recommend pre-determining which volunteers will be at each station (Aerodynamics, Biotechnology, Energy, Space, Weather, or Survey Table.)
- Set the start time for volunteers **40 minutes before** the visit starts so they may attend a required hands-on orientation. Late volunteers will push back the start time of the event, without extending the shut-down time.
- Emphasize to your volunteers the importance of arriving on time. Late volunteers and no-shows disrupt the program, which could result in schedule changes.



Preview: Volunteer Schedule Template

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