



Required Trailblazer Scheduling Information

We are excited to share the Trailblazer experience with the students at your school. The process of planning your visit is fairly simple.

TAME will:

- Bring Trailblazer
- Provide one employee who will run the Trailblazer program (Trailblazer Facilitator)
- Train Trailblazer volunteers
- Maintain the flow of traffic through the Trailblazer according to the schedule set up for the event

You need to:

- Provide specific parking information for Trailblazer
- Set the schedule for the event
- Make sure that Volunteers arrive for training 40 minutes prior to the first visitors.
- Provide volunteers for Trailblazer program
- Ensure that visitors on board the Trailblazer do not bring backpacks or purses.

Parking information:

- The host must specify a parking space that will accommodate the truck and trailer. The dimensions of the vehicles are as follows: 7'-10" wide, 12' high, approximately 60' long. The parking spot needs to be accessible, with no vehicles blocking the Trailblazer. The parking spot must be fairly level.
- In most cases, it is preferable to park the Trailblazer at the school the night before the event.

Class schedule:

- You set the schedule to fit your school's daily activities.
- Allow 35 to 45 minutes for each group of students to tour the Trailblazer. Anything less than 35 minutes does not provide the quality program that we want your students to experience.
- Due to space constraints, we can serve up to 30 students at a time.
- An escorting teacher or school representative must accompany each group.
- If all classes are scheduled back to back without a break, please schedule one 10 minute break in the morning.
- **Schedule a 45 minute lunch period for volunteers and Trailblazer Facilitator.**

Volunteers:

- Volunteers are a very important part of the Trailblazer experience. Volunteers are positioned at each station in the Trailblazer and interact with the students during the tour. They will help with the demonstrations and provide students with information about the areas that they are exploring. Volunteers do not need to have any special experience or technical background. All activities are easy to learn and TAME personnel will brief the volunteers

prior to the tour and provide scripts containing suggested talking points. Volunteers will be standing throughout their shift, so please have them wear comfortable shoes. Volunteers can be parents, school staff/volunteers, high school or college students and employees of local businesses and sponsoring organizations.

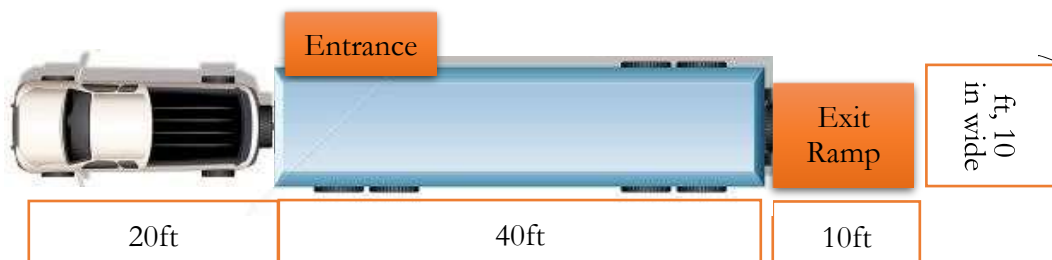
- **You need to provide a minimum of 5 volunteers. Volunteers need to arrive at the Trailblazer for training 40 minutes before students are scheduled to visit.** Please adjust the start time to allow enough time for volunteers to check into the school office before reporting to the Trailblazer.
- If there are not 5 volunteers, displays in the Trailblazer will be shut down.
- Multiple volunteer shifts can be set up as long as they overlap by 15 minutes so the earlier volunteers can train their replacements.

Please start early to recruit your volunteers. The quality of your program is dependent upon your volunteers. Please stress to your volunteers the importance of arriving on time to the Trailblazer for training. Students cannot enter the Trailblazer until all volunteers are trained. Volunteers can train ahead of time online at <http://www.tame.org/programs/trailblazer/trailblazer-guidelinestraining>.

Parking specifications:

- Dimensions are 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'.
- The parking spot must be level and accessible.
- 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.

In most cases, it is best to park the Trailblazer at the facility the night before the event.



Do not hesitate to ask any questions. We want to get the best possible experience for your students.

Thank you for participating in the Trailblazer program. We are looking forward to working with you as we engage students across Texas through innovative science, technology, engineering and math programs.

Please email all completed forms to Trailblazer@tame.org.

Texas Alliance for Minorities in Engineering

Trailblazer@tame.org

512-471-6100