STEM *Community Stakeholder* Data
Tracking & Submission Instructions
November 2017-October 2018
Year Three

GUIDANCE ON COMMUNITY STAKEHOLDER DATA THAT SHOULD BE TRACKED:

- VELI librarians already offer outreach to local organizations and individuals, and library communities have a wealth of locally available STEM "people resources," from retired engineers to gardeners, science educators to carpenters.
- You should track data on the number of these community stakeholders whom your library engages to assist with (not be *participants* in) VELI-STEM programs and activities, such as stakeholders you engage to help with early childhood STEM program design, content development, delivery or materials, or to support your library's overall participation in the VELI-STEM project (e.g., help you develop a STEM Facebook page or website, increase public awareness or raise supplemental funding).
- For Year Three, capture data on community stakeholders engaged during the time period of November 2017 through October 2018.

SUMMARY DATA SHOULD BE SUBMITTED BY OCTOBER 31, 2018 THROUGH AN ON-LINE FORM:

- You can use the STEM Community Stakeholder Data Excel spreadsheet to track your data over 12 months *(for your own record-keeping purposes, but not to submit data to Kelly Myles)*.
- At any time during Year Three (Nov 2017-Oct 2018), you may click here to **preview** the SurveyMonkey Community Stakeholder data submission form *(feel free to get acquainted with the form by entering "dummy" data – this link is only a preview, so nothing you enter will be recorded)*
- **Before October 1, 2018, a link to an active SurveyMonkey data submission form will be posted on the Weebly VELI-STEM website and emailed to you, which you will use for the <u>one-time entry</u> of your <u>summary</u> STEM community stakeholder data.**
- **<u>The on-line Community Stakeholder data submission form must be completed by October 31, 2018.</u>**

QUESTIONS ABOUT TRACKING OR SUBMITTING STEM COMMUNITY STAKEHOLDER DATA:

- Please contact Kelly Myles at kellytmyles@gmail.com

THANK YOU FOR YOUR TIME & EFFORT ON DATA!