OUTREACH EVENT ROADMAP

How to plan a first outreach event, from finding a host to logging volunteer hours.

These are the steps our mentors walk teams through before a first outreach event. You can follow them without a Spark Gears kit. Most teams start about two months out, but a school demo can be pulled together in a few weeks.

1. Pick your event 6–8 weeks out

- [ ] Choose a format from the table at the end. A library station or a school demo is the easiest first event.
- [ ] Find a host. Public libraries, a teacher at a nearby school, community centers, and scout troops all work. Ask early, because libraries book months ahead.
- [ ] Agree on a date, a time, a room, and about how many kids to expect.

2. Plan it with a mentor 4–6 weeks out

- [ ] Request support at sparkgearsinitiative.org/for-teams.html. We'll assign a Spark Gears mentor to your team.
- [ ] Meet with your mentor to choose activities, set a timeline, and split up jobs.
- [ ] Make a flyer. Send it to your host and post it on your team's accounts.
- [ ] Fill in the run-of-show template so everyone knows their job on the day.

3. Get the kit 2–3 weeks out

- [ ] Request a supply kit. Rookie teams and Title I schools get priority.
- [ ] Open it the day it arrives and check it against the list. Test every electronic part.
- [ ] Print activity sheets, a sign-in sheet, and the volunteer hour log.
- [ ] Do a full practice run with your team and time each activity.

4. Run it Event day

- [ ] Get there at least an hour early to set up and test robots.
- [ ] Your mentor is on call the whole time. If you're in the DC, Maryland, or Virginia area, they may come in person.
- [ ] Give one person the camera (ask before photographing kids) and another the attendance count.
- [ ] Have every volunteer sign in and out on the hour log.

5. Log the impact Within a week

- [ ] Send us the signed hour log and we'll verify the hours.
- [ ] Write down attendance, ages, volunteers, and hours while you still remember them.
- [ ] Thank your host and ask about coming back next season.
- [ ] Add the event to your engineering portfolio with a photo and a few sentences.

Choosing a format

Format	Length	Audience	As a first event
Library STEM station	2–4 hours	Drop-in, families	Good. Low pressure and flexible.
School robotics demo	About an hour	A class or an assembly	Good. Short and easy to schedule.
Arduino workshop	1–3 sessions	Grades 5–8, in pairs	Good, using our lesson plans.
Intro robotics camp	5 days	Grades 6–9, mini teams	Better as a second or third event.

What to write down for your portfolio

Number	How to get it
Attendance	A sign-in sheet, or a tally counter at the door
Ages	Ask the host, or add a grade column to the sign-in sheet
Volunteer hours	The volunteer hour log
Follow-ups	Kids or parents who asked about joining a team or a camp
Photos	Wide shots of the room and close-ups of hands on robots. Get permission before showing faces.

Questions? Email **sparkgearsinitiative@gmail.com** or call **571-429-9220**. You can request a mentor or a supply kit at sparkgearsinitiative.org/for-teams.html.