



SWE Activity Report 2008 - 2009

Event: Girl Scout Day Time - 10am-2 pm

Date: March 28th, 2009 Number of Participants: 45

Please attach all participant lists, relevant pamphlets/flyers, and pertinent info.

Chairs of Event		
Name	Email	Year / Major
Zeynep Basaran	Zb34@cornell.edu	2011/ECE
Caitlyn DeWitt	Cvd24@cornell.edu	2012/undecided
Megan Altmire	Mna33@cornell.edu	2012/ChemE

Please submit a brief schedule of the planning of your event and any relevant contact people:

Activity to be done	By (Date)	Contact Person	Phone Number (or Email)
Arrange a date for the event with the council	August	Stephanie Hesler (Seven Lakes Council Program Director)	SHesler@girlscoutssevenlakes.org
Reserve rooms for GS Day	Beginning of spring semester	Engineering Registrar	Olin 158
Release flyer to councils so they can put it in their January newsletter (they like MS Publisher format)	mid-December	Stephanie Hesler Indian Hills Council	(same) info@gsihc.org chenango@gsihc.org otsego@gsihc.org
Correspond with troop leaders for troop registration	January-March		
Recruit volunteers (setup, morning, afternoon): listservs, tearoffs for SWE meetings, class announcements	January-March	Debbie Moss (DPE newsletter) Sundial WISC	d1m45@cornell.edu sundial@cornell.edu
Check with SWE president about budget and t-shirt funding (corporate funding)	mid-January		
If corporate t-shirt funding still needed, ask Lockheed Martin	early February	Dan Christie	dan.christie@lmco.com
Pick activities	mid-February	Main Street Science	http://www.nbtccornell.edu/mainstreetscience/kitlib/
Reserve rooms for volunteer training (training should be the week of the event)	February	Engineering Registrar	Olin 158
Order badges (leave at least 3 weeks because large orders take a while)	3+ weeks prior	GSUSA (www.gsusa.org)	1-800-811-9342
Design and order t-shirts (PSP Unlimited) generally 7-10 day turn around	3+ weeks prior	Brandy Adams	brandy@pspunlimited.com
Make activity rotation schedule, etc	Two weeks before event		

Confirm date/time and number of girls with troop leaders	Two weeks prior		
Reserve activities from Mainstreet science	Feb 19	Catlain Vincent	Cav54@cornell.edu

1. **About the event** – Please describe the event briefly. Was the turn out what you expected and/or wanted?

- **Activities:** Ooze, slime, silly putty, lemon powered batteries, cantilevers and bridges were followed exactly as is listed on the lesson plan. Secret code followed the M&M lesson plan.
- **Turn out:** We were expecting 78 girls, we had 45 show up.
We had two girls who weren't registered show up.

2. **Specific Problems** – Please list any problems that were encountered in the organization and execution of the event.

We had requested catapults from mainstreet science but a few days before the event, we found out we could not get the kit. The kit was not returned by another group in time for us to use it. Another one was made up and used.

One of the training sessions only had one volunteer in attendance.

Some of the stations had too many volunteers while others didn't have enough.

3. **Suggestions** – Please elaborate on ways in which SWE can improve this event for next year. Include general suggestions and advice for the future.

Order an extra kit or two.

Get phone numbers of leaders of troops

Have the volunteers give a small presentation on their topic for each station... a video or an example of that type of engineering in real life.

Bring a fully charged camera.

We used rooms in Phillips an Upson because Olin was under construction, but the girls and troops really liked Duffield.

We ordered Tshirts:

Heleconia 9 Youth Large, 10 Adult Small, 2 Adult Medium

Purple 9 Youth Large, 10 Adult Small, 2 Adult Medium

Lime 9 Youth Large, 9 Adult Small 2 Adult Medium

Sapphire 10 Youth Large, 10 Adult Small, 2 Adult Medium

4. **Budget-** Please make a budget of things purchased for this activity and their prices.

Item	Purchased From	Cost
Breakfast for volunteers (bagels, cream cheese, coffee, juice)	Collegetown Bagels	\$42.28
Tshirts- ~80shirts, front screen print	PSP Unlimited	\$495.60
Lunch for Volunteers (sandwiches, soda, chips)	Wegman's sub-shop	\$65.98
Badges		About 85 about \$127.50
Supplies for activities	Wal-Mart	25
Total =		\$756.36