

How to bring California Invention Convention (CaIC) into your school

Bringing CaIC to your students and school is simple – just follow these steps to a successful CaIC program at your school.:

1. Plan CaIC implementation for your school

- Select staff.
 - Teachers, enrichment leads, STEM coordinators, after-school coordinators – many people can play a role. Typically a single person can handle the local logistics for coordinating the program there.
- Decide population and schedule for the program.
 - Decide teaching population and time. Your staff selection might decide this, but if not, pick the grade level, team, before school, after school, etc. that will be the target of the program. Plan for about 1-2 hours a week.
 - Set date and location for local convention.
 - Know your target date for the culmination of your local curriculum – the local Invention Convention. You will need to hold this before the registration date for the Regional Event or State Event assigned for your location.
- Set budget and secure funding.
 - While running an Invention Convention program at your school is not expensive, some funds are required. The average school will spend the following each year:
 - Teacher stipend (if required)
 - Training costs – Currently, teacher training costs are being waived
 - Awards and incidentals for local school convention (\$25- \$200 total)
 - Bus to transport winners and their families to the State-wide event – currently scheduled to be held in San Jose in May 2017.

2. Register your school/program*

- Contact the California Invention Convention expressing interest in the program. CA Invention Convention.

3. Plan for CaIC Professional Development

- CaIC runs professional development sessions for teachers in the Fall.
- Professional Development (PD) is required for all new CaIC teachers and highly recommended for teachers who have not seen the new curricular resources. CaIC PD is a great opportunity to meet other CaIC teachers from your area that are running Invention Convention programs.
- Currently payment fees for professional development are being waived.

4. Start your program and submit your student roster

- Hold a "Kick-Off Meeting" for all interested students
- Get students excited and motivated to participate in invention convention. This is particularly important if you are running the invention convention program outside of your normal school

curriculum. Tell parents about your plans and solicit participation. Post events on your school calendar.

- Submit your student roster to CaC by email.
- This roster must be submitted online by the end of January.

5. Teach the Curriculum

- Plan instruction time
 - Instruction typically takes 6-8 weeks depending on how often classes are held. Some schools build this into their daily or weekly coursework during school; some make this an afterschool or enrichment program. Plan enough time for students to consider the task before them and to be able to get their creative juices going.

6. Guide Students to Invent

- Once taught, your kids will be ready to invent.
- Collect “Intent to Invent” forms from students after lessons are taught. The invention is usually built at home. You will check in regularly with all inventors and review their Invention Log. Work on display boards and presentations can be done in school.

7. Conduct your local Invention Convention

- Hold your own local Invention Convention.
- Invite families and other classes to come in and view the displays. Engage local businesses, civic organizations and other volunteers to come and judge the exhibits using CIC-provided judging materials. Judge training is available upon request.
- Select the inventors to attend your assigned Regional Event if applicable.
- The percentage of your students who can move on to the Regional Event will be announced in January.

8. Register your local winners online for the State Event by April 1

- From your online roster, select the names of the students who will move on to the state level
- Students may continue to work on improving their invention until the date of the event.
- Complete the registration form for each student.
- Information must be complete. Inventions must have names, student names should be correctly spelled with appropriate capitalization. This information is used to print participation certificates and. Parent contact information is required.
- Select the party responsible for paying each student's registration fee. State fee is \$30 per student.
- Either the school or parent is responsible for paying each student's \$30 registration fee. Schools will be invoiced for the amount owed and can pay by credit card or check. Parents must pay by credit card. Billing for each event will occur separately and all fees must be paid in full prior to attending the event.
- Receive Confirmation and Permission Form
- Registration confirmation emails along with a link to the Photo, Video and Social Media Permission Form, will be sent to the school and/or the parent, depending on who is paying for

the student. The form must be presented at check-in time at the Regional Event as the student's admission ticket.

- NOTE: Fees must be paid in full before the event occurs; students will only be admitted to the event if fees are paid in full.

9. Students attend the California Invention Convention; Teachers invited to attend Teacher Appreciation Program

Many teachers accompany their students to the state Event.

While California Invention Convention celebrates the accomplishments of your students with awards and recognition, teachers are also acknowledged for their efforts and dedication to the CalC program. Each year, CalC sponsors a Teachers Appreciation Program (TAP) which takes place during the students' judging time. We provide lunch, goodie bags and a motivational speaker to show our appreciation for all you do for our CalC students!

Registration for TAP

TAP sells out every year, so pre-registration is required. There is NO cost to the teachers or the schools for TAP.

10. Students attend the National Invention Convention

Students selected by judges will move on to the National Invention Convention in Washington, DC in June.

- In 2016, the STEMIE Coalition launched the first National Invention Convention. California send four finalists from our Proof-of-Concept. In 2017, it is anticipated that we will send many more students to represent California at this prestigious event.

Teacher attendance at Nationals

- There may be opportunities for teachers to travel as chaperones to the National Invention Convention. Stay tuned for details.