



Starting a Stem Lab Check List

STEP ONE:

Become a STEM Chartered Partner Organization

- Register and fill out the new Lab application
- Complete Chartered Partner Agreement form
- Pay \$40 Charter Fee (pays for insurance)

STEP TWO:

Build the Team

- Plan and organize the program with Chartered Organization Representative
- Select and recruit quality key leaders and youth (usually through an advertised sign-up night)
 - 1 Chartered Organization representative
 - 1 Lab Manager (must be 21+ years old)
 - 1 Associate Lab Manager (must be 18+ years old)
 - 5-15 youth participants
- Schedule Training for leaders by STEM Executive
 - Youth Protection Training (YPT) Yearly requirement
 - Leader Specific Training
- Schedule date with STEM Executive to review and distribute lab materials

Fee Structure

Charter Fee: \$40

Covers insurance for the current Chartered year (requires yearly renewal)

Adult Leader: \$50

Nationwide background check (Lexis/Nexis)

Registration Fee

Portal access

Curriculum

Youth Protection Training

*If an adult leader wishes to hold the COR and LM or ALM position, he/she will only pay once.

Youth: \$150 Reduced Rate or \$200 Full Year

Registration fee

Core module supplies

Safety glasses