



Federation of Galaxy Explorers Quick Start Guide for Schools

Introduction

The Federation of Galaxy Explorers is a non profit 501(c)3 educational organization incorporated in the State of Maryland. The Federation of Galaxy Explorers is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)3 of the Internal Revenue Code of 1986.

The **purpose** of the Galaxy Explorers is to educate and inspire America's youth in space related science and engineering. The **vision** of the Galaxy Explorers organization is to expand the frontiers of science and technology to explore and develop space. The **mission** is to educate, guide, and prepare the next generation to accept the challenge of expanding humankind's presence in space.

Parents, schools, and children benefit from the Galaxy Explorers program because it is an extremely cost efficient means of inspiring and educating children in science and technology. The program is designed to be implemented and taught by parents – with no special background in science or technology.

This document identifies the actions required to “quickly start” the Federation of Galaxy Explorers Pilot Program in your school. There are many other activities required, but these meetings and planning sessions are beginning actions and are fundamental to successfully developing the program. Galaxy Explorers volunteers will, of course, lead parents and schools through all aspects of initiating the program.

Additional documents highlight responsibilities, roles, and missions for all members of the Federation of Galaxy Explorers and school sponsors. These materials are available in hard copy or on line at <http://www.foge.org>.

Activities to Organize

1. *Obtain school (district, board, etc.) approval for program.* The following events should occur once the school principal has been briefed on The Federation of Galaxy Explorers program and wishes to proceed.

2. *Program participant and volunteer recruitment.*

- Distribute recruitment notices (encl 1.) explaining the program in target schools, businesses, and organizations.
 - o Notices (applications) should offer opportunities to enroll students (Mission Team Members) and parent volunteers.
 - o Notices should identify a date, time, and location for an Orientation Meeting.
 - Allow enough time for application distribution and response.
 - Allow enough time for parent volunteers to prepare for the Orientation Meeting.
 - o Applications can also be distributed at Parent Teacher Association meetings or back to school nights.

3. *Orientation Meeting*

- Schools often like to have the Orientation Meeting as part of a scheduled Parent Teacher's Association (PTA) meeting.
- This briefing explains The Federation of Galaxy Explorers concept, organization, and structure.
- This briefing is given to parents, volunteers, and participating school officials (teachers, school representatives, science coordinators, etc.).
- This briefing (with questions) should take approximately 20 minutes.
- FOGE will provide a 13 minute Introductory Video that describes the program.
- Take home materials explaining the organization and volunteerism (jobs and responsibilities) are provided
 - o Volunteers should fill out and leave forms identifying their preferred volunteer job, school, and individual background. (see encl 2.)
 - o Enough time should be provided for parents to review this material before a follow-on Organizational Meeting.
- A date is established for an Organizational Meeting (generally two weeks).

4. *Organizational Meeting*

- This briefing has two objectives:
 1. To explain the organization, policies, and processes in depth. To schedule organizational and "Mission Team" activities.
 2. To organize the volunteer force into their respective volunteer groups and roles (e.g. Planning Team, Mission Team Leaders, etc.)
- This briefing is given to parent volunteers and participating school officials (teachers, school representatives, science coordinators, etc.).
- The briefing takes approximately 45 minutes. After, volunteers form working groups in their respective areas of interest. Volunteers should review annual schedules provided by FOGE and decide on dates.

- Each group reviews its roles and responsibilities, establishes yearly objectives, intermediate milestones, and a schedule. * Note – in the case of Mission Team Leaders, this will include Mission Team assignment, location, day, and time. Mission Team members are determined by grade.
- Plans for follow on meetings, phone calls, e-mail contact.

5. *Initiate Program*

- The first “Missions” conducted by Mission Teams should be initiated as the program is establishing its yearly plans.

6. Volunteer Training

The Federation of Galaxy Explorers is committed to providing quality training to its volunteers in a variety of subject areas:

- Safety Training. All volunteers are required to receive safety training. The training is available in person, on videotape, and through the web site’s Volunteer Center.
- Mission Team Leader’s Basic Course. A 2-hour session that gives Mission Team Leader’s the basic knowledge needed to start and maintain their program. Available on site and on line in annotated briefing.
- Mission Team Science. A review and explanation of Galaxy Explorer “Mission Plans”. This training is sure to bring back your grade school science. It explains content and demonstrates the activities. It is provided on site and will soon be available on-line and in video format.
- Building Collaboration How to work to build collaboration with organizations.
- Working With Children. A short review of the Galaxy Explorer’s philosophy of positive support for kids and “do’s and don’ts” when working with children.
- Federation of Galaxy Explorers Orientation. An orientation to the organization, its mission, and vision. Available on site and on line in annotated briefing.
- Federation of Galaxy Explorers Organization. The in-depth organization and processes. This briefing is designed to provide an in-depth knowledge of how the Pilot Organization works, and communicates. Available on site and on line in annotated briefing.



<http://www.foge.org>

Space.....the final frontier.
Yes that's right, if you're ready to explore the final frontier then
The Federation of Galaxy Explorers
is for you!

You'll learn what the future will be like in space. You'll learn the principles of space science, earth science, engineering, rocketry and much, much, more.

You'll have monthly meetings, field trips, build and launch rockets, see the galaxy at star parties, see how spacecraft are built, learn about our planet, and conduct all sorts of fun and exciting experiments.

Start your galactic adventure today!

Parents,

The Federation of Galaxy Explorers is a 501(c)3 non-profit educational organization being offered through area schools. The program is built on the paradigm of a members participatory club where children attend monthly meetings and periodic field trips. Adult volunteers teach Galaxy Explorers with easy to understand and fun-to-do educational material to provide a hands-on understanding of space science, earth science, engineering, and rocketry. Another primary theme - Space Citizenship - teaches the role of government, the power of citizens in a democracy, the promise of space expressed in art, writing, history, and business. Materials in the workbooks and web site support the instruction and hands-on activities at meetings.

Galaxy Explorers are organized into local "Mission Teams". These teams meet as an after-school club on a monthly basis, 10 meetings per year. Field trips are also conducted. Mission Team members wear uniform shirts and are rewarded for participation and achievements with ribbons, patches, medals, and certificates. Awards are an integral part of the program providing children self-esteem through achievement and recognition.

Come to an Orientation Meeting on _____; at _____

LEARN MORE FROM OUR WEB SITE AT [HTTP://WWW.FOGE.ORG](http://www.foge.org)



Volunteer Questionnaire

NAME: _____

ADDRESS: _____

Business Telephone: _____

Home Telephone: _____

E-MAIL: _____

SCHOOL: _____

Volunteer Assignment:

(Leading a group) Mission Team Leader: _____ Grade: _____

Deputy Mission Team Leader _____

(Overseeing several Mission Teams) Sector Leader: _____

Training (for volunteers): _____ Planning (Activities) _____

Finance: _____ Community Outreach _____

Please give a description of your skills: _____

