

# One-Day Event Guide

NCWIT is focused on helping to diversify the computing ecosystem through the use of intentional programs and educational resources. We do this at the K-12 level by actively inviting girls and students from other historically excluded identities into computing. We encourage you to join us in sharing the innovative and practical field of computing with students who traditionally have not been exposed to computer science activities.

NCWIT's AspireIT program is one way to get involved in this diversity effort. AspireIT is designed to teach K-12 girls, women, and genderqueer and non-binary people programming fundamentals and computational thinking in fun, creative, and hands-on environments. AspireIT pairs adult volunteers with members of the Aspirations in Computing (AiC) community who act as near-peer mentors for K-12 students.



This One-Day Event Guide outlines tips for volunteers to consider when implementing a one-day computing outreach event/workshop. For more details on how to implement a short (or long) computing experience for K-12 students, reference our online [How-To Guides](#).

## WHY FACILITATE A ONE-DAY EVENT?



The One-Day Event Guide is intended for anyone interested in facilitating engaging and inclusive computer science experiences. Whether you are a formal or informal educator, a member of the corporate workforce, or someone interested in a volunteer opportunity, computing events are a wonderful way to give back to your community and encourage the next generation of technologists.

When advocating for the value of a computing event, utilize these [curated NCWIT resources](#) to help inform yourself, participants, volunteers, and parents on the importance of computer science education for K-12 students, with a focus on broadening the participation of girls, women, and other historically underrepresented populations.

## CORPORATE/WORKFORCE MEMBER CONSIDERATIONS

Before you begin planning your one-day event, you may also need to advocate for the importance of this experience with your workplace and supervisor. In addition to the resources listed above, here are some key benefits for your organization and local community that you can highlight:

- **Investing in the Future:** Encourage meaningful interest and technical skill learning for participants considering tech careers, and give your organization an opportunity to invest in this future talent pool.
- **Engaging Employees:** Boost employee morale and engagement through organization-supported outreach efforts to reach underrepresented groups.
- **Increasing Community Outreach:** Increase corporate community outreach efforts, particularly in partnership with local non-profit organizations.

## PLANNING

Considerations when planning your one-day event include determining an event time and location, identifying volunteers to assist with implementation, and

recruiting participants. NCWIT will also work to supply mentors from our AiC community. For more in-depth information on planning an event or program, check out the [“Program Planning” How-To Guide](#).

## LOGISTICS

Before your event begins, there are many tasks and considerations to ensure that your event runs smoothly and upholds the NCWIT AspireIT core value of inclusivity.

<b>Platform/Application</b>	Practice using any technology you will be utilizing prior to your event. Be aware of anything that needs to be charged or plugged in and consider how participants will have access to these programs as well.
<b>Internet Access</b>	Ensure that participants have reliable internet access at the event.
<b>Materials</b>	Order any materials you may need well in advance especially if it is a new material that you have never used before and may need to test.
<b>Timing</b>	Consider the timing of your event and what gives the most participants the best chance of attending. Be aware of holidays (not just the ones you celebrate), school breaks, and ending times, time to commute, etc.
<b>Space/Location/Transportation</b>	When choosing the location of your event, consider accessibility for everyone, including those with disabilities. Visit the proposed space to ensure that no one will be limited by it and that it will support all of the activities you plan to facilitate.
<b>Food</b>	If you are providing food or if participants will be bringing food, be thoughtful about allergies, vegetarian/vegan options, and any restrictions based on identities such as religion.
<b>Emergency Procedures</b>	Have written emergency procedures for injuries or medical issues on hand so that they can be followed if needed and so that everyone involved can be in communication. It is best to write out a brief statement or report any time someone is ill or injured, to keep on file for future reference or for review.



**A Note on Working With Minors:** When working with participants under the age of 18, you must have permission from their parents/guardians for all parts of your event. Speak with your organization or any other organizations you are working with to see what requirements are needed, such as background checks, volunteer agreements, etc. Many organizations already have such permission slips in place. Signed forms must be received from all participants PRIOR to their taking part in your event. You also need to obtain photo/video releases from parents/guardians if you plan to take photos or publicize the event after the fact.

You should have parent/guardian contact info available during your program in case you need to reach them. Keep in mind that when minors are in your care,

you must make sure you have an adult in a supervisor or mentor role at all times. This means that if any members of your implementation team are under the age of 18, an additional facilitator who is over 18 must also be present at all times.

## IMPLEMENTATION TEAM

Consider recruiting a team of people to support you throughout the event, keeping the following in mind:

<b>Peer Mentors</b>	Finding a peer mentor to help facilitate portions of your event should be one of your first priorities. When identifying peer mentors, it is a good idea to consider the identity characteristics of your target student participants, and then find a peer mentor who matches them on one or more characteristics. This helps to ensure that K-12 students see a role model, i.e., “someone who looks like me,” doing computing. Consider reaching out to AiC Community members, who are college students studying computer science and high school students looking for leadership opportunities and who already love computing. Check out the <a href="#">“Connect with Others”</a> section of the AspireIT Toolkit to discover additional resources and support, or to request assistance from an AiC Community member in your region.
<b>Volunteers</b>	Recruit coworkers to assist with the event or explore volunteer programs through local businesses or tech companies; talk to the parents/guardians of your program participants to see if they have any skills to assist you; or reach out to area high school students who may need to fulfill some volunteer hours for graduation.
<b>Guest Speakers</b>	Recruit a speaker from your organization, or consider college students studying computer science who may help participants to understand the stepping stones to a future career in computing.



## BUDGET & FUNDRAISING

Although a one-day event is brief, there still may be costs associated with it. Review the [“Program Planning” How-To Guide](#) for more tips, but here are some top considerations:

- Before doing any fundraising, make sure to talk with your organizational leadership (if applicable) to understand any policies and procedures that may be in place.
- You will also want to think about the ways you can acknowledge any person or organization that donates.
- Remember that money is not the only way they can help; contributions of in-kind materials, food, gift certificates, worksite tours, or space can go a long way toward helping you reach your goals. Plus, these donations may be an eligible tax deduction for your donors.
- Make sure to have a process for tracking and sending acknowledgments (thank you notes) to your donors, whether they give money or in-kind products or services.



## PARTICIPANT RECRUITMENT

Recruitment always takes longer than expected, so it is important to start early. Here are some key tips and considerations:

- Lock in the date, time, and location of your event. If needed, you can leave this generic to start to at least get people thinking about your program, but you will want to get these details in place ASAP.
- Give yourself plenty of time to make contacts at schools or other community organizations, and get information into their hands as soon as possible.
- Focus on places where your target audience already is – schools, churches, after-school programs – and remember that you want to get the information out to student participants, but also to their parents/guardians.
- Use all promotional channels available to you and explicitly invite girls and students from other identities historically excluded from computing.

## COMPUTING ACTIVITY

A critical component of your event is choosing a computing activity for your participants. There are many readily available lessons, activities, and curricula online (see [code.org](https://code.org) for ideas), and it is important to select one that meets the goals and needs of your participants and your event.

Participants will be most engaged if what they are learning connects to what they care about. Everyone should walk away understanding that technology can be - and is - used to solve real-world problems, and they should gain hands-on experience doing just that at your event. To determine your theme, ask yourself and your team: What social issues are common in our community? What issues are affecting the age group of our participants? How will the technology and skills the participants are learning connect to this social issue?



One of NCWIT's strategic partners, Microsoft, and its MakeCode team have a great activity for your one-day event. Their [2021 Hour of Code](#) looks at the real-world application of how computers and technology can help combat forest fires. The activity lives on the MakeCode Arcade, which is a free, open-source, retro, 2D game development environment where students between the ages of 9 and 18 can use the platform to design and create their own games.

The MakeCode activity allows participants to code a game that recreates the conditions for a forest fire, and then code a fire-fighting air tanker to spray water

and put out the flames. You can review the [Educator Guide](#) for this activity and take an additional 30-45 minutes of prep time to walk through the “Save the Forest” skillmap, video, lesson slides, and additional resources. For a range of activities to suit a variety of different program lengths, be sure to also check out the “Activity Ideas” section on the [Engage Students](#) page of the AspireIT Toolkit.

## FACILITATION TIPS

The primary considerations for facilitating your event include setting expectations, creating a welcoming and inclusive space, and keeping the participants engaged. For in-depth information on these topics, and assistance with facilitating your event, check out the [“Facilitation” How-To Guide](#) in the AspireIT Toolkit. Another important factor to consider from the start is accessibility for all participants, and ensuring that they have access to any materials they need beforehand.

Review the [“Impact and Reflection” How-To Guide](#) in the AspireIT Toolkit to find specific debrief activities to share with your participants in order to gauge the effectiveness of your event.

## REFLECTION/EVALUATION



For evaluation purposes, please use this [Data Collection Form](#) to track your participant numbers and collect general demographic information to share with NCWIT to help measure your impact. The data collection form outlines everything NCWIT is interested in measuring, so please keep that in mind. Here is a [Retrospective Pre/Post Survey](#) you should use to collect the information. NCWIT is not collecting any raw data or individual participant surveys, but rather overall results from the group as a whole.

**Before administering any surveys, you need to first gain consent from the parents/guardians of your participants.** Your organization may already include this evaluation consent within its permission forms, but if not, be sure to gain consent before proceeding with administering surveys. Here is a [sample evaluation consent form](#).

Questions? Email the team at [AspireIT@ncwit.org](mailto:AspireIT@ncwit.org)