

Preparation Checklist

➤ Aggie-STEM PD Providers 1 week in advance

Travel Forms-submitted – _____ EHRD (*form is available from Aggie-STEM office*)

_____ & home department (if not in College of Ed)

****Note: EHRD form is required if Aggie-STEM is providing travel funds****

Securing transportation – car rental & assigning riders/drivers to vehicles
coordinate through _____ (Assistant to Linda Stearns)

Accommodations – hotel reservations for each NTSTEM participant
coordinate through _____ (Assistant to Linda Stearns)

Materials (participants and providers) and protocols adherence (Appendix B)

➤ Aggie-STEM PD Providers immediately following

Assessment forms

Forms are available in appendices

Compensation Forms-submitted –

Forms are available on Aggie-STEM website

Provider is responsible for obtaining signatures and submitting to Aggie-STEM office