

## Educator Resources and Best Practices

Utilize these tips and best practices from other IGNITE Educators to effectively recruit from around your school, build school-wide support, and make the most of your IGNITE events.

### School-Wide Recruiting

- Post flyers in high-traffic areas around your school at least two weeks prior to your IGNITE event. IGNITE will share a template flyer when you sign up for an event.
- Utilize online communication platforms to advertise IGNITE events, like email listservs, social media, and learning management software like Canvas, Schoology, and Google Classroom.
- Look for the advocates at your school! Engage teachers, counselors, sports coaches, club advisors, and others to share the event with students.
- Enlist teachers who teach subjects where they see all students (e.g. homeroom or core subjects like science or English), and ask them to share about IGNITE events.
  - Provide event information (slide or flyer) and sign-up sheets (including students' room number in the period before the event); have teachers return the sign-up sheet to you a few days before the event.
  - Engage with supporting teachers! Ask them to make an announcement and pass out the sign-up sheet.
- Leverage educator support district-wide. Spread the word to other schools in your district and encourage joint participation in IGNITE events.
  - *NOTE: We encourage educators from every school to attend events to support and advocate for their students; however, for virtual events, one educator may serve as chaperone for the full district.*
- Offer extra credit or community service credit to students who attend.
- Schedule events during lunch or a free period. IGNITE offers many events with On-Demand scheduling, where you have the flexibility to choose your own date and time to fit your school's schedule.
- Provide lunch or snacks during the event, and advertise this in advance—food is a big incentive!
  - *Note: Host companies provide lunch during In-Person Field Trips. For at-school events, including virtual events, IGNITE staff or volunteers are not able to provide food.*

### Logistical Tips/Guidance:

- Ask another educator to cover 1-2 of your class periods so you are available to host an IGNITE Event.
- Use TA support to remind students who have signed up during the class period before the event.
- Start small when signing up for your first event. Increase your number of sign-ups for events as more students express interest and learn about IGNITE through word of mouth at school.

- Utilize IGNITE as a program that builds from event to event, and schedule events before course registration to encourage enrollment in CTE courses. Plan your year with the [Annual Event Planning Template](#).
- Share information about future IGNITE events at each event. You can take student sign-ups and pass out permission slips for the next event, and even incentivize attendance by offering spots at an upcoming event!
- Schedule an event open to your feeder elementary or middle schools, and utilize your internal CTE connections to get the word out among educators at those schools.
- Create an online sign-up form to track the emails of students attending using the [IGNITE's Template Form](#).
- Create a waitlist to fill any extra spots due to last minute student cancellations.
- Get support from other educators for the day-of:
  - Excusing students from class.
  - Supporting as event chaperones.
    - *NOTE: IGNITE only requires one educator to serve as event chaperone, and this can be any educator who has taken the IGNITE Educator Training. Additional chaperones do not need to take the IGNITE Educator Training or sign up for the event on IGNITE's website.*

### Building Educator/Administrator Support

- Share your IGNITE event at least 2 months in advance during Faculty and Department Meetings.
- Schedule a meeting with your admin to ask for support for IGNITE events.
  - Administrative staff can support by:
    - Encouraging teachers to allow their students to attend.
    - Paying for food or snacks for students who attend.
    - Showing enthusiasm for IGNITE when you make announcements during Faculty Meetings.
    - Offering substitutes and buses to support IGNITE events.
    - Attending an IGNITE event, even just for a short while.
- Encourage colleagues to attend as an event chaperone so they can experience an event for themselves.
- IGNITE will share an event report with student feedback after every event. This is a great resource to share with your colleagues and administrators so they can see the impact that the IGNITE Program has on students!

### Shareable Resources

- [IGNITE Educator Guide](#) - An overview of the IGNITE Program
- [ACTE Webinar](#) and [article](#) featuring IGNITE ([summary here](#))
- [Video Recordings of past IGNITE Virtual Panels](#) - See what IGNITE events are all about!
- [Why Teachers Choose IGNITE \(video\)](#)

- [3-min IGNITE Worldwide Documentary Short](#) - Follow a 13-year-old Latina IGNITE student in San Francisco, and hear about the powerful impact IGNITE had on her future outlook
- Video Testimonials:
  - [Colette](#), IGNITE Middle School Teacher
  - [Demetric](#), IGNITE Middle School Teacher
  - [Praises](#), IGNITE Alumna
  - [Marcella](#), IGNITE Alumna

**IGNITE Events change students' lives! [Learn more about IGNITE Worldwide.](#)**

The IGNITE Worldwide Program is intentionally designed as a school-wide program to create a space for girls and gender-diverse students to learn about STEM topics, skills, and careers and allow them to see themselves represented in STEM. To help provide meaningful interactions for your students, we encourage women and people of color to volunteer from partnering companies.

IGNITE's mission is to increase gender equity in STEM, and companies and volunteers who partner with us are focused on addressing the issue of gender representation in their workforce. If you have questions or concerns about student participation in your event, please reach out to us at [contactus@ignite-worldwide.org](mailto:contactus@ignite-worldwide.org).