

Educator Training Guide

Use these guidelines to run successful IGNITE events that will inspire girls and gender-diverse students at your school to pursue STEM clubs, classes, and careers!

Quick Links

- [IGNITE Worldwide Educator Page](#)
- [Educator Resources](#) webpage with links to all IGNITE resources
- [Subscribe to our Educator Mailing List](#) to get notified about upcoming Events and opportunities.
- [Sign up for pre-scheduled IGNITE Events](#) or [Request an On-Demand IGNITE Event](#).
- [IGNITE Event Guide](#) with an overview of event types and sample agendas.
- [Educator Resources & Best Practices](#) with tips for recruiting, advertising, building support, and making the most of the IGNITE Program.

About the IGNITE Worldwide Program

- IGNITE Events are specifically designed as a **space for girls and gender-diverse students** to help them gain confidence in exploring STEM.
- IGNITE is designed as a **school-wide Program**, so all girls and gender-diverse students have the opportunity to participate in events.
- Events are held **during the school day** to maximize accessibility for your students.
- Events are presented by IGNITE-trained STEM Professionals from companies like T-Mobile, Amazon, Microsoft, and more!
- **Virtual Events** are available to any educator in the United States who takes the IGNITE training.
- **In-Person Events** are available for educators in Washington State, San Francisco Bay Area (CA), and D.C. Metro Area.
- Many events are available **On-Demand**, where you can request the event at a date and time of your choosing.

IGNITE Program Overview

Panels (Virtual or In-Person at your school)

Students meet women and gender-diverse professionals who work in a variety of STEM jobs at different companies who share about their journey to a rewarding STEM career and engage in a student-led Q&A.

Work-Based Learning Experiences (Virtual)

Hosted on a virtual platform by company partners and include a panel and Q&A discussion and an interactive small-group activity based on the real-world work of STEM professionals.

Workshops (In-Person at your school)

A group of STEM company volunteers visit your school and lead students through a hands-on STEM experience in small groups and engage in a Panel and Q&A discussion.

Field Trips (In-Person at company site)

Company partners host your students at their worksites and provide them with an unforgettable behind-the-scenes STEM experience including a company tour, hands-on activity, Panel and Q&A discussion, and lunch provided by the hosting company.

Region	Event Type	Format	Age Group	Event Length	Number of Students
Nationwide	Panel	Virtual Show-and-Tell Mini Panel	Grades K-5	40 min	30 max
		Virtual	Grades 6 - Postsecondary education	60 min (recommended) *45-min mini panels also available	20+
	Work-Based Learning Experience	Virtual	Grades 4-5	60 min	20-30
			Grades 6-12	90 min	20-30
	Washington State SF Bay Area (CA) Washington, DC	Panel	In-Person, at School	Grades 4-5	60 min
Grades 6 - Postsecondary education				90 min	20+
Workshop		In-Person, at School	Grades 4-5	90 min	20-30
			Grades 6-12	2 hours, 15 min	20-30
Field Trip		In-Person, at Company Site	Grades 4-12	3 hours	20-30, or more! *Headcount set by host company

Register for an Event

[Subscribe to our educator mailing list](#) to get all event opportunities in your inbox!

1. Visit the [Educators Page](#) on our website:
 - Icons on each event tile show where the event is available.
 - [Browse available events](#) and click on “sign up” to register students for an event. **Start by entering the number of students you plan to bring**, then complete the form and click submit.OR
 - [Submit a request for an On-Demand Event](#) and share your preferred dates and times, **at least 4 weeks in advance**.
2. IGNITE will confirm your event details and share resources to help you have a successful event.

Your Role Prior to Your Event

- Advertise widely and recruit girls and gender-diverse students from around your school to attend.
- Maintain a waitlist to ensure all student spots are filled. Ask all students, registered and waitlisted, to show up for the event so those on the waitlist can fill vacant spots.
- Note any students who should not be included in event photographs so volunteers can be mindful with day-of photography.
- As needed, arrange for substitute teachers or chaperones to assist with classroom management and keeping students engaged.
- Field Trips:
 - Arrange transportation to and from the event (bus, van, public transportation, etc).
 - Provide IGNITE with your anticipated attendance list four (4) days prior to the event, and share any dietary restrictions or allergies.
- At-School & Virtual Events:
 - Reserve appropriate event space and ensure any required technology is accessible and functioning properly.
 - Contact the event volunteers one (1) week prior to share logistical details.
 - We highly recommend ordering lunch or snacks for any at-school events, including virtual events!

Your Role the Day-of Your Event

- Attend your event with your students—and share your excitement!
- Greet students and be prepared to share STEM classes and clubs available at your school so students know how to continue exploring their interests and know that you are there as their advocate.

- Communicate any changes or delays that occur day-of. For in-person events, communicate directly with company volunteers with any updates.
 - For virtual events, keep in mind that the event agenda is very tight and volunteers will be starting at the scheduled time, even if students are still getting settled.
- Take photos of your students participating in the event, even for virtual events.
- Be prepared with a plan to ensure all students complete the Student Survey during the last 10 minutes of the event.
- In-Person, at-school Panels and Workshops:
 - Ensure you or another school representative is available to greet volunteers as they arrive.
 - Print copies of the Sample Panel Questions for students to reference during the Q&A.
 - Make sure all students can see and hear panelists and other volunteers.
 - Panels: Serve as facilitator, which includes giving a short introduction (script provided by IGNITE) and moderating the student Q&A. Be sure to rehearse the script in advance!
 - Workshops: Kick off the event by welcoming everyone and introducing the volunteers, who will facilitate. You will moderate the student Q&A during the Panel.

After Your Event

- Complete the **Event Summary Form** within 48 hours, using the digital form provided. This is where you will report your final student headcount.
- Ensure each student completes the **Student Survey** during the last 10 minutes of your event. Scan and email IGNITE any printed surveys within 48 hours of your event.