

Society of Hispanic Professional Engineers  
June 2009

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# AHETEMS

## **NOCHES DE CIENCIAS: PROCEDURES & PROPOSAL FORMATS**

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# I. About Noches De Ciencias

Noches de Ciencias – Family Science Nights - is a national initiative to have a week of impact during Hispanic Heritage Month to engage the Hispanic community in relaxed environments to have fun with science and engineering and promote college awareness in a bilingual setting. SHPE student and professional chapters across the United States and Puerto Rico engage their local communities with activities for K-12 students and informative bilingual workshops for their parents. The goal of Noches De Ciencias is to broaden the participation of Hispanics along all segments of the science and engineering pathway.

## II. Dates

The official dates for the SHPE/AHETEMS Noches De Ciencias are Sunday, October 4 through Saturday, October 10, 2009.

## III. Format

The Noche De Ciencias is a 3 - 4 hour evening event following the prescribed agenda, which includes a bilingual welcome, student activities, parent workshops in English and parent workshops in Spanish.

Suggested Itinerary:

6:00 pm – 6:30 pm	Welcome Address
6:30 pm – 7:30 pm	Student Activity 1
6:30 pm – 7:30 pm	Concurrent Parent Workshop 1: English
6:30 pm – 7:30 pm	Concurrent Parent Workshop 1: Spanish
7:35 pm – 8:35 pm	Student Activity 2
7:35 pm – 8:35 pm	Concurrent Parent Workshop 1: English
7:35 pm – 8:35 pm	Concurrent Parent Workshop 2: Spanish
8:40 pm – 9:00 pm	Closing Address and Evaluations

AHETEMS, Inc. will provide the two prescribed activities, rubrics for the activities and the respective supplies. In addition, AHETEMS, Inc. will provide its copyrighted presentations in both English and Spanish to be presented during the two required parents workshops.

## IV. Pre-Scribed Content

Each official SHPE chapter may host only one Noche De Ciencias. Each Noche De Ciencias must meet the following requirements in order to be eligible to receive the maximum funding allowed.

- 1) Be held during the week of October 4-10, 2009, of Hispanic Heritage Month
- 2) Host 100 K-12 students (parents/guardians or any adults do not count), with more than 50% Hispanic representation
- 3) Conduct the minimum of two prescribed hands-on activities
- 4) Host two college preparation/awareness workshop each in English and in Spanish for parents (i.e. total of four workshops)

AHETEMS will provide the activities and the presentations. Host SHPE chapters will be responsible for the logistics and execution of the event.

If the SHPE chapter fails to meet any of the listed requirements, then it will only be eligible to receive a percentage of the requested funds. This percent will be determined by AHETEMS, Inc.

## V. Combined Event Requisites

In the event that two or more official SHPE student and/or professional chapters commit to hosting a combined Noche De Ciencias, the following requirements must be met.

- 1) Host 100 K-12 students, with more than 50% Hispanic representation per every host SHPE Chapter (i.e. If two SHPE chapters host an event than 200 students must attend)
- 2) Host the duplicate minimum of two prescribed hands-on activities (i.e. host 2 stations for Activity A; host 2 stations for Activity B)
- 3) Host two college preparation/awareness workshop in English for parents
- 4) Host two college preparation/awareness workshop in Spanish for parents

If, in combination, the SHPE chapters fail to meet any of the listed requirements, then they will only be eligible to receive a percentage of the requested funds. This percent will be determined by AHETEMS, Inc.

Joint chapters must submit individual proposals. Proposals must reference partnering chapters.

## VI. Funding

Student and professional SHPE chapters interested in hosting a Noche De Ciencias must submit a proposal through the ACE Mini-Grants Program. Please refer to that document for format and submission requirements.

## VII. Submission Deadline

Noches De Ciencias proposals must follow the ACE Mini-Grant Proposal Guidelines and be **postmarked** by August 15 to AHETEMS, Inc. The proposal does not have to be as extensive as the typical ACE proposal.

# VIII. Proposal Components

## I. Program Name:

(Please be descriptive in 10 words or less)

## II. Program Summary:

The summary should be no more than a 100-word synopsis of your proposed event.

## III. Program Purpose:

On a separate page, please provide a brief description of the program in 250 words or less. At the end, please include a sentence indicating the amount requested.

## IV. Date of Program:

Indicate the **EXACT** scheduled date(s) of the program.

## V. Audience of the Program: (Note: funds are for K-12 programs only)

What grade level(s)? \_\_\_\_\_ How many students? \_\_\_\_\_

Name of School (s)? \_\_\_\_\_

Program Duration? \_\_\_\_\_

Subject Matter Covered? \_\_\_\_\_

## VI. History of Event:

Has your chapter done this event before? Yes / No

If yes, complete the following questions:

How many students attended before? \_\_\_\_\_

What was your previous budget? \_\_\_\_\_

Did you receive Noches de Ciencias funding for this event before? \_\_\_\_\_

What were some of the lessons learned? \_\_\_\_\_

## VII. Program Plan:

On a separate page, please provide a **brief** task and expense list utilizing the table formats below. Please be as detailed as possible in listing all tasks and expenses that apply to the program. Please utilize as many rows as needed. The final row in the expense table should include a budget total as shown below.

### Example: Tasks

Task	Task Description	Task Owner	Start	End

**Example: Related Expenses** – Note the maximum direct cost is \$500

Task Description	Unit Cost	Number of Units	Cost
<b>TOTAL COST</b>			<b>\$ 0.00</b>

**VIII. Partner(s)/Other Sponsor(s) (Optional):**

Please list all potential partners or sponsors of the program including the partnering school(s), other SHPE chapters, other organizations, corporate sponsors, etc. The final row should include a total of monetary contributions from all partners/sponsors.

Source (Partner/Sponsor)	Role	Cost	Contribution
ACE Funding	Funding	\$1000	\$1000
University	Facilities, pens, bags	\$ 500	In kind
SHPE professional	Mentoring	\$ 0	In kind
<b>Total Monetary Contributions from partners:</b>			<b>\$1000</b>

**IX. Budget:**

The program budget should be able to stand alone as a single page document and provide an overall picture of the projected incomes and expenses.

**X. Outcomes:**

*What improvements/effects will your program make/have?  
How will you measure it?  
Will you be tracking the students? If so, how?*

**XI. Evaluation:**

The evaluation section should provide the reader with relevant information on what will be evaluated and what if any instruments, other than those mandated by AHETEMS, will be used.

## IX. Review Process and Notification

Proposals will be peer-reviewed to select those chapters to host a Noche De Ciencias. Notification will be sent via email to the selected sites beginning September 1.

## X. Funding

Each SHPE chapter will be allowed a **maximum budget** up to \$800 to cover the costs associated with hosting the event. An indirect cost of \$300 will be utilized by AHETEMS, Inc. to purchase and provide the necessary supplies for the pre-determined activities.

The **additional \$500 (maximum limit)** may be provided to the SHPE chapter to cover additional costs such as copies, food, etc.

SHPE chapters will receive \$250 prior to the approved event. The remaining disbursement will not be released to the chapter until all final reports and paperwork is submitted to AHETEMS, Inc.

## XI. Partnerships

This is an official SHPE/AHETEMS event only. Additional non-profit organizations wishing to provide funding and have name recognition, in whole or in part, must contact the AHETEMS, Inc. for approval.

## XII. Reports

SHPE chapters will be required to complete the reporting paperwork required for any ACE-funded event. This includes ACE End-of-Event Form, program evaluations, and demographics forms. All information must be submitted as one comprehensive report with all supporting documentation.

Chapters, which conducted a combined event, may submit one report. However, all documented evidence of program evaluations and demographic forms must be included.

Failure to do so will preclude chapters from receiving the additional \$250 and from applying for future funding to host a Noche De Ciencias.

## XIII. Timeline

- August 15      Submit abbreviated ACE Mini-Grant Proposal for Noches De Ciencias
- August 22      Approval notifications sent by email to host SHPE chapters
- Sept 1          First portion of approved funds will be disbursed
- Oct. 4 - 10      Official week of Noches De Ciencias
- Oct. 23          ACE End-of-Event Report must be **postmarked** to AHETEMS, Inc.
- Nov. 15          Remaining approved funds will be disbursed



**Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program**



**NOCHES DE CIENCIAS PROPOSAL  
COVER PAGE**

Proposal Title: \_\_\_\_\_

Official SHPE Chapter Name: \_\_\_\_\_

College/University: \_\_\_\_\_

Chapter Mailing Address: \_\_\_\_\_

Chapter President's Name: \_\_\_\_\_

Chapter President's e-mail: \_\_\_\_\_

Chapter President's phone: \_\_\_\_\_

Proposal Author's Name: \_\_\_\_\_

Proposal Author's e-mail: \_\_\_\_\_

Proposal Author's phone: \_\_\_\_\_

Chapter ACE Coordinator's Name: \_\_\_\_\_

Chapter ACE Coordinator's e-mail: \_\_\_\_\_

Chapter ACE Coordinator's phone: \_\_\_\_\_

Advisor's Name (Student Chapters only): \_\_\_\_\_

Advisor's Mailing Address: \_\_\_\_\_

Advisor's e-mail: \_\_\_\_\_

Advisor's phone: \_\_\_\_\_

***NOTE: Award checks will be mailed to the chapter mailing address listed above. Please ensure that the address is correct.***