


## Steps to Registering HOS Classes

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### What to Consider Before Registering

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- Regular Registration: The spring registration report forms are due to HOS on **March 9<sup>th</sup>**.
  - ***Early Bird Registration Donation:*** Ten percent of the proceeds from registration fees will be given to the first 10 school PTAs that turn their registration report form in by **February 24<sup>th</sup>**. Each class that has a minimum of 10 students already signed up by this date will receive a donation!!

### 10 Easy Steps to Register Your HOS Classes

**Step 1:** Determine days and times for HOS class offerings. Some things to consider:

- Offer morning or afternoon classes (afternoons beginning 10-15 minutes after dismissal)
- School schedules - other events, school ending time, other activities, activity buses, room availability, and holidays
- Schedule classes on different days of the week or back-to-back (e.g. 3:15-4:15, 4:15 – 5:15). It is difficult to staff more than 3 classes on the same day at the same time. More children can participate when sections are offered on different days.

**Step 2:** Ask your administrative secretary or principal to designate rooms that should be used for HOS. This may take some negotiating to get classrooms assigned for afterschool use – classrooms are best! (HOS will then get permits for these rooms from the ICB as required).

**Step 3:** Complete *Registration Form* to include:

- Parent Volunteer name, phone number and email
- Start date for classes
- Days of the week and times for classes

**Step 4:** Email the day and times for classes in addition to grade levels participating to the HOS office at [info@hosprograms.org](mailto:info@hosprograms.org) by **February 7<sup>th</sup>** so that we can activate the online payment system for your school.

**Step 5:** Copy and distribute the *Registration Form*

- Give teachers in each grade copies of forms to hands out to students by **February 7<sup>th</sup>**.

**Step 6:** Collect the *Registration Forms* using one of the following methods and once you have 10 students signed up, confirm with HOS that you will be offering the class.

- First come, first serve basis: Number registrations as they are received. The first 14 children to register are selected. To guarantee receipt of registrations, have parents mail checks directly to the Parent Volunteer's house or use the PTA box at the office.
- Lottery: Pool registrations and draw names. The first 14 names that are selected are registered for the class.
- In Person registration: Choose dates, times and locations for parents to sign children up for HOS classes.

- **Remember**, class size should be no fewer than 10 students and no more than 14 and children must register in the class that correctly corresponds to their grade level. Additional class sections may be added to include more students. For example 20 registrations = 2 HOS sections of 10 students each, 16 registrations would mean recruiting 4 more students to make 2 sections or using the first come first served or lottery to select only 14 children.

**Step 7:** Complete the *Registration Report Form* and the *Class Participation Form* (one per class)

**Step 8:** Send the *Registration Report Form* to the HOS office on or before the deadline –**March 9<sup>th</sup>, 2012**. **HOS Teachers assignments will be made based on this report!** HOS will reply with a HOS teacher assignment the week of March 16th.

**Step 9:** Turn all individual checks in to your PTA Treasurer. The Treasurer's payment check should be made out to **MCCPTA-EPI Hands On Science** for the total amount of all registrations received by check. (Checks due by March 16th) PayPal receipts are transferred directly to HOS).

**Step 10:** Fill out the confirmation letter template and distribute to parents as soon as classes are staffed.

### **Hands On Science Registration Checklist**

- \_\_\_\_ 1. Days and times selected for HOS class offerings.
- \_\_\_\_ 2. Rooms for HOS classes assigned by school office personnel.
- \_\_\_\_ 3. *Registration Forms* completed.
- \_\_\_\_ 4. HOS class days and times emailed to HOS office at [info@hosprograms.org](mailto:info@hosprograms.org)
- \_\_\_\_ 5. *Registration Forms* copied and distributed during the first week of school.
- \_\_\_\_ 6. *Registration Forms* collected and classes formed with children in groups of 10-14 for the grade levels K-1, 2-3, 4-5.
- \_\_\_\_ 7. *Class Registration Report Form* (this should include all sections offered) completed.
- \_\_\_\_ 8. *Registration Report Form* sent to the HOS office before or on **March 9<sup>th</sup>**.
- \_\_\_\_ 9. All individual checks turned in to the PTA Treasurer.
- \_\_\_\_ 10. *Confirmation Letters* sent to parents after being informed of HOS Teacher assignments.

Send Registration Report Forms, Class Lists and Payments to:

Hands On Science  
Spring Mill Field Office  
11721 Kemp Mill Road  
Silver Spring, MD 20902

If you have any questions or concerns, please contact:  
The Hands On Science office at 301.244.5254 or [info@hosprograms.org](mailto:info@hosprograms.org)

## What to Consider after Registering

- Arrange for rulers and scissors to be available for the HOS Teacher during HOS classes. (These may be “borrowed” with permission from the school/teacher or bought as separate sets).
- Contact the HOS Teacher scheduled for your school prior to the start of classes.
- Provide the HOS Teacher with the class list, room numbers, and special instructions for your particular school.
- If possible, meet your HOS Teacher at the school on the first day of HOS classes to answer questions, help him/her find the classroom; make sure children are present, etc.

## HOS Scholarships and Incentives

### Hands On Science is offering three incentives to schools offering HOS programs:

- Once a class is formed with the minimum of 10 students, the PTA can use one additional seat at no cost for the HOS Teacher’s or Parent Volunteer Coordinator’s child as an incentive to help in recruiting Adult Leaders and Parent Volunteers from that school.
- In an effort to keep the HOS program registration cost affordable, scholarships are available for identified need-based students. Contact the Hands On Science office regarding need-based requests.
- ***Early Bird Registration Donation: Ten percent of the proceeds from registration fees will be given to the first 10 school PTAs that turn their registration report form in by February 24<sup>th</sup>. Each class that has a minimum of 10 students already signed up by this date will receive a donation!***

## HOS Teachers

### Help us serve your community by:

- Letting community members know about our HOS teacher opportunities
- Posting and distributing recruitment flyers
- Talking about HOS teacher opportunities at PTA meetings and school staff meetings
- Including notices in your monthly PTA newsletters
- Posting ads to your school and community list-serves
- Using your contacts with local businesses to encourage corporate volunteerism
- We welcome parents and teachers from your school community to join our staff.

***Hands On Science is a not for profit program of MCCPTA, Educational Programs, Inc.***