



Parent Volunteer Expectations

When serving as chaperones, parents should report to the departure site approximately 15 minutes before students are scheduled to report in order to make sure they are certain of trip itinerary, group assignments, safety measures, and other expectations. Parents should also make sure they are aware of their group members' locations at all times. Lastly, after arriving back home, parents should make sure all group members have departed the site before they leave.

When assisting with the engineering showcase, one parent will serve as the event coordinator and create a sign-up list for volunteers and supplies/refreshments. Parent volunteers should make sure they arrive at the assigned time in order to set up; parents who assist by bringing supplies and refreshments should bring their items to the designated area at the appointed time.

Business Volunteer Expectations

Business partners who judge science fair projects and capstone projects will receive the guidelines/rubrics at least a week in advance from the engineering academy coordinator in order to be familiar with expectations. The business partners will arrive at Madison Central at the designated time and sign in at the front desk as visitors. The academy coordinator will then accompany the business volunteers to the judging area, as well as accompanying them throughout the judging in order to answer questions.

Business partners who speak to academy students will work with the academy coordinator in order to schedule a convenient time for the lecture/discussion; the coordinator will also clearly convey in writing the nature/topics of discussion so that the speaker will be prepared for his/her time with students. Again, the speaker will be escorted by the coordinator after signing in at the front desk, and the coordinator will be present in order to facilitate the lecture/discussion.

Business partners who mentor academy students will work with the academy coordinator in order to schedule a convenient time for mentorship work. Again, the mentor will be escorted by the coordinator after signing in at the front desk, and the coordinator will be present in order to supervise and assist.

Business partners who provide field trips to their workplaces will work with the academy coordinator to schedule such trips. The coordinator will convey requests and expectations in addition to scheduling a time. The business partners will also convey in writing any safety measures, workplace guidelines/rules, etc. at least a week in advance in order to assure such measures and rules are followed.

Business partners who serve on the advisory board will attend all meetings. They will work to promote and support the academy in the media and community. They should also work to provide guest speakers, service opportunities, and internships. Lastly, they should provide intellectual resources by mentoring academy students, judging senior projects, and identifying industry certifications that would be helpful to students.