



Build a Dream It Do It Manufacturing Club

Step by Step Guide

Step 1

Conduct a meeting with internal stakeholders at your school including the principal, superintendent, guidance counselor and Science, Technology, Engineering and Math teachers. Use this opportunity to provide an overview of the DIDI Manufacturing Club Program and to discuss available resources. Confirm your school's commitment to participate. Working with the stakeholders identify a possible Club Champion. Consider a math, science, or technology teacher for the role.

Step 2

Create an advisory committee for the club. On the committee, consider including area women and men in manufacturing, educational administration, teachers, counselors and school board members. You may find that the advisory committee members become valuable mentors to the club participants.

Step 3

Identify locations to host your club. This may be a classroom, technology rooms, library, community college and/or university facilities, or a manufacturing facility.

Step 4

Develop a list of supplies. Each activity unit curricula provided by DIDI includes a list of supplies. Check and see what you already have in the school, then purchase any needed supplies for the club activities.

Step 5

Develop a program plan for the school year by selecting from among DIDI's project units and supplement with your own. Choose experiences that best expose students to a variety of manufacturing fundamentals and educational/career pathways.

Consider:

- In-class activities
- Hands on activities in a technology lab in school or in manufacturing setting
- Presentations and discussions
- Field trips
- Industry presentations
- Event participation



Step 6

Develop a program budget. Budget line items may include:

- Facilities costs
- Club Champion stipend
- Transportation costs
- Food costs
- Supplies/materials/equipment costs
- Event costs
- T-shirts
- Giveaway prizes and incentives

Step 7

Connect with area manufacturers to encourage participation as well as setting up outreach activities such as tours and club visits. Your DIDI Coordinator can help facilitate these connections. Work with the DIDI Coordinator to recruit industry partners who can provide additional resources

- Host a field trip
- Provide guest speakers
- Participate in club meetings/activities/events
- Provide in-kind support

Step 8

Consider the make-up of the club. Make an extra effort to invite girls into the club. Look for opportunities to engage and encourage minorities to participate in the club.

Step 9

Develop a recruitment strategy. This may include announcements, guest speakers, kick-off events, letters home to the parents, and/or social media. Consider the number of students you can accommodate in the space you plan to utilize for the club.

Step 10

Consider logistical challenges that may impact the club. It is important to lay out a plan and make decisions well in advance. There may be issues with bussing. Confirm late-bus schedule. Sports and school plays may create scheduling conflicts, so speak to coaches and teachers.

Step 11

Once the students have been selected, send parents/guardians an acceptance package. The package should include requirements and expectations, permission slips for field trips, an overview of the club's objectives, the club schedule, a list of upcoming events, and pick-up times following club meetings.

Step 12

Print any curriculum materials, assessments, surveys, activity handouts, brochures, and flyers for upcoming events.



Step 13

Day one: Have a kick-off event. This may include a few ice-breaking activities, pizza party, or activity/competition. Provide students and parents/guardians with a copy of the curriculum overview, including important dates. Have students complete initial survey as well as sign-in sheet.

Step 14

Be sure to gather data at all events, to monitor program participation and understand how the program is helping enhance the students understanding of manufacturing. Also, provide weekly email communication with parents and program coordinator.

Recommended Dream It Do It Manufacturing Club Calendar

May

- ✓ Bring together your school's internal stakeholder and identify the DIDI Manufacturing Club Champion. Maybe it is you! The Club Champion could be a teacher, counselor or administrator who will facilitate the club meetings.

June

- ✓ Start the conversation among teachers, counselors and students. Promote the Dream It Do It Club in your school to see who may be interested in the fall.

July

- ✓ Secure the club venue, begin planning and put together a budget.

August

- ✓ Purchase supplies, prepare materials and determine how to manage logistical issues.

September

- ✓ Begin recruitment of club participants.

October

- ✓ Conduct a kick-off event and start the club meetings. Conduct a pre-survey. Participate in Manufacturing Day and Manufacturing Month programming.

November

- ✓ Conduct club meetings and participate in DIDI events.

December

- ✓ Coordinate a field trip to a manufacturing facility.

January

- ✓ Conduct a Club meeting and participate in DIDI events.

February

- ✓ Participate in DIDI events.



March

- ✓ Conduct a club meeting and participate in DIDI events.

April

- ✓ Participate in DIDI events.

May

- ✓ Conduct a club meeting and participate in DIDI events.

June

- ✓ Conduct Final club meeting and conduct survey to understand how club has impacted students.

Recommended DIDI Club Program Sequencing

Middle School

- I. 15 Week Semester
 - a. 2 Weeks
 - i. Planning & Organizing
 1. DIDI Champion will need to have an understanding of the units offered in prior years to try to make sure students that have consistently participated in the clubs are being challenged with new projects and that incoming students are doing projects that are at their level.
 - ii. Fine Tuning Curriculum
 - iii. Recruitment
 - iv. Organizing
 - v. Meeting with Club Members
 - b. 13 Weeks Implementation
 - i. One week of a field trips
 - ii. Two weeks of guest speakers
 - iii. Implement two - five week units. Units can be selected from the DIDI curriculum page.
 - c. Participate in DIDIWNY Regional Competition
 - i. DIDI 500 (Fall competition)
 - ii. Soap Box Derby (Spring competition)



High School

- I. 15 Week Semester
 - a. 2 Weeks
 - i. Planning & Organizing
 1. DIDI Champion will need to have an understanding of the units offered in prior years to try to make sure students that have consistently participated in the clubs are being challenged with new projects and that incoming students are doing projects that are at their level.
 - ii. Fine Tuning Curriculum
 - iii. Recruitment
 - iv. Organizing
 - v. Meeting with Club Members
 - d. 13 Weeks Implementation
 - i. One week of DIDI 2.0 hand-on project based work
 - ii. Two weeks of guest speakers
 - iii. Implement two - five week units. Units can be selected from the DIDI curriculum page.
 - e. Regional Competition
 - i. DIDI 500 (Fall competition) – 2020-2021
 - ii. Soap Box Derby (Spring competition) - Current



Role of the DIDI Coordinator and DIDI Club Champion

Role of the DIDI Coordinator

The DIDI Program Coordinator will support club champion's by visiting clubs each month and will periodically attend club events or activities. The DIDI Coordinator will facilitate group meetings of all club champions, to share best practices, concerns and successes.

Role of the DIDI Club Champion

The DIDI Club Champions' responsibilities include the following:

- Serve as the liaison between your school and Dream It. Do It.
- Adapt DIDI project unit curriculum and/or develop project unit curricula for your school's club.
- Inform DIDI coordinator of supplies and equipment that you may need. If DIDI has funding available, you may be able to access these funds for your club.
- Encourage club member participation in DIDI events.
- Facilitate sharing /communication of information to DIDI, parents, administration, and fellow educators.
- Recruit members for the DIDI Manufacturing Clubs.
- Report student enrollment by having students sign-in on a weekly basis.
- Summarize each week's activities and take photos to be shared with DIDI coordinator.
- Participate (if possible) in DID Teacher/Counselor Professional Development opportunities.
- Complete the DIDI Manufacturing Club Activities Report, including a brief narrative description, at the end of each semester about accomplishments, changes in curriculum, attendance/growth, a summary of student survey data and any encouraging anecdotes.