



Hispanic Association of Colleges and Universities

2021 *Students in STEM* Youth Leadership Development Forum Request for Proposals



Inspire

Challenge

Motivate

Empower

Stimulate

Discover

MISSION:

The Hispanic Association of Colleges and Universities (HACU) was established in 1986 to represent accredited, nonprofit colleges and universities with a Hispanic student enrollment of 25% or more. HACU's mission is to champion Hispanic success in higher education by:

- Promoting the development of member colleges and universities;
- Improving access to and the quality of post-secondary educational opportunities of Hispanic students; and
- Meeting the needs of business, industry and government through the development and sharing of resources, information and expertise.

YOUTH LEADERSHIP DEVELOPMENT FORUM:

In 1996, HACU established the Youth Leadership Development Forum (YLDF) as part of the pre-conference activities of the HACU Annual Conference. YLDF is co-hosted by an accredited, nonprofit college or university located in the city or general area where the Annual Conference is held, with preference given to HACU member institutions. Since 2015, YLDF has focused on STEM careers and majors and has become a celebration of education and career opportunities in Science, Technology, Engineering, and Mathematics.

The goals of YLDF are to:

- (1) Motivate students to complete high school and continue onto a postsecondary education;
- (2) Inspire students with the breadth of opportunities of a career in a STEM related field/major;
- (3) Stimulate students' interest in the sciences and lead them to discoveries about their own potential in these areas;
- (4) Provide students with the opportunity to discover and consider attending a HACU member institution; and
- (5) Empower students with knowledge about college preparation, college admissions, financial aid and/or career awareness so that the student becomes proactive in their college and career search.



Students in STEM Youth Leadership Development Forum brings together students, parents, and educators with high-profile S.T.E.M. professionals, corporations, government agencies, universities, and colleges. For many of the students, this event will be their first opportunity to experience a college campus; moreover, students engage in hands-on, interactive activities designed to enhance their educational attainment in STEM. These students represent our nation's future workforce and will contribute to the future economic success of this region and our nation. *Students in STEM* Youth Leadership Development Forum presents a firsthand opportunity for students to see the many different types of STEM majors and career opportunities that are available to them.

This unique program allows for collaboration between local corporations, businesses, governmental agencies, and institutions of higher education. Previous *Students in STEM* Youth Leadership Development Forum hosts have used this event to establish strategic partnerships with community organizations, workforce development, local business and corporations.

HACU works to secure outside sponsorships to assist the host institution in covering some of the expenses incurred by the *Students in STEM* Youth Leadership Development Forum. HACU commits to pay the institution \$15K toward expenditures (with receipts) and any expenditures above that would be an in-kind contribution. The host institution is responsible for securing additional financial resources to cover any expenses incurred beyond what is covered by the sponsored amount provided by HACU. The host institution will have to incur the costs upfront and be reimbursed after the event. The host institution and/or planning committee must provide documentation, including general ledger documentation, for all expenditures to be reimbursed. All receipts must be submitted within ten (10) days after the event. Monies can only be used for expenditures up to and on the day of the event. Keeping costs within the allotted amount provided by HACU remains the responsibility of the host institution and/or planning group, unless the host institution is prepared to cover the additional costs not covered by HACU.



Guidelines for hosting *Students in STEM* Youth Leadership Development Forum:

- The official title to be used on all promotional and marketing materials in print or digital formats shall be: “*Students in STEM* Youth Leadership Development Forum”.
- The designated date for this event is always the Friday prior to the start of the HACU Annual Conference. **In 2021, the date is Friday, October 29, 2021.**
- The activity is a one-day event and must be held from 9:00 a.m. to 2:00 p.m.
- The *Students in STEM* Youth Leadership Development Forum should host, at a minimum, 500 students from local middle schools, high school or a combination of both. Local is defined as schools located within 60 miles or 1 hour from the host campus. Schools outside this radius may be included if provisions are made so that students arrive by the start of the event and do not leave before the conclusion of the event.
- Each student must have the opportunity to participate in STEM sessions/workshops that are interactive and hands-on.
- Each student must have the opportunity to attend at least one session/workshop that will address college navigation such as admissions, financial aid or career skills development.
- HACU highly encourages the host institution to work with a variety of colleges, departments, student organizations and other institutional partners to implement this activity.

Optional Professional Development

In 2016, a new component was added to YLDF with much success, which was a Project Based Learning with a STEM Focus. While students from schools across the region are gaining valuable knowledge about STEM majors and careers, their teachers and chaperones attend a special professional development training where they gather tools, resources and skills that they can implement on their schools and districts. This training can be done in conjunction with the host institution’s College of Education, regional educational service center or county office of schools.

Optional Virtual Event

Due to the COVID-19 pandemic, YLDF was canceled in 2020 for the health and safety of the host institution staff, students and HACU staff. If your university campus is still closed in fall 2021, please state whether your institution would be able to host this event virtually. If, so, please outline what the event would look like with regards to workshops, keynote speaker(s), etc. Also, include information about whether your institution will work solely with local school districts or whether you would be interested in working with other HACU member Hispanic-Serving School Districts outside of the local region.



Proposal Requirements:

To be considered as a host site for *Students in STEM* Youth Leadership Development Forum, all proposals must be submitted to HACU no later than **5:00 p.m. CST on Friday, January 29, 2021.** Proposals can be sent via email to jeanette.morales@hacu.net.

Any questions about previous *Students in STEM* Youth Leadership Development Forums, including requests for previous agendas, budgets, or evaluation/consent forms, can be directed to Ms. Morales by email at jeanette.morales@hacu.net or by phone at (210) 576-3220.

Proposals must include:

- Point of contact with contact information, including email, at host institution
- Total number of student participants, including:
 - Expected number of student participants
 - Education (school grade) level they will represent
 - Schools/programs to be represented. Please note that the preference is to have more schools involved rather than having all the students come from one school and/or region.
- How will your institution incorporate a STEM related theme and focus?
- What specific hands-on activities will this event include?
- How will your institution address youth leadership development?
- How will your institution address navigation skills regarding college admissions and financial aid?
- How will your institution evaluate the program, students' participation and students' level of awareness with regards to careers and majors in S.T.E.M.?
- Please include a tentative agenda for the proposed *Students in STEM* Youth Leadership Development Forum.
- Please include a preliminary budget for the proposed *Students in STEM* Youth Leadership Development Forum. If estimated costs are greater than \$15,000, how does the host institution propose to acquire the additional funds needed.
- List of potential community organizations, educational institutions/departments, and corporate/business partners the host institution will engage in this activity. Please include Letters of Support if available.
- Plans on how this event will be implemented virtually, if necessary.

Thank you for your interest and support!