

# REGIONAL MINI-CAST SUPPORT GUIDELINES

**STAT will fund to each regional Mini-CAST one (1) free, non-transferable registration to the next CAST for use as a door prize. The name of the winner and contact information must be submitted to the STAT Executive Director no later than thirty (30) working days after the regional Mini-CAST.**

STAT may provide seed money up to **\$500.00** per regional Mini-CAST per Education Service Center area to help sponsor smaller, regional versions of the Conference for the Advancement of Science Teaching (CAST).

The STAT Budget Committee determines the amount of seed money that will be funded.

Grants are awarded on a first come, first served basis.

All regional Mini-CASTs must:

- Be open to all educators within the sponsoring region.
- Include more than one science discipline.
- Be clearly advertised within the region to facilitate as many participants as possible.
- Have a registration fee that is lower for STAT members than for non-members.

Non-members must be provided opportunities to join STAT as part of the registration for the regional Mini-CAST. (Use the STAT membership form as a guide for membership information.)

Information regarding membership may be obtained from the STAT Executive Director.

Applications for grants must be received at least sixty (60) days prior to the proposed regional Mini-CAST.

All dues and membership information collected at a regional Mini-CAST must be forwarded to the STAT Executive Director no more than thirty (30) working days after the event.

Once a region has hosted a Mini-CAST sponsored by STAT, it may not apply for another grant for five (5) years.

**Important:** All regional Mini-CASTs—whether they receive STAT funding or not—must submit a final report to the STAT President-Elect no later than thirty (30) working days after the conference. The report should include, but is not limited to:

1. a copy of the final program including changes/addendums;
2. copies of all publicity pieces/articles;
3. attendance figures broken down by new STAT members, renewing STAT members, and other attendees;
4. a list of exhibitors;
5. a copy of the program evaluation form;
6. a summary of the evaluation results;
7. an itemized summary of revenues and expenditures; and
8. the name, address, phone number, and e-mail address of the winner of the CAST registration given as a door prize.

The STAT President-Elect shall forward the report to the STAT Executive Director for archiving.

The regional Mini-CAST will use the grant application form found in this section. To use the STAT name without requesting funding, a letter stating the date, time, location, contact person, and contact information must be submitted to the STAT President-Elect for approval at least sixty (60) days prior to the proposed date of the regional Mini-CAST.