

FAQs

NATIONAL ENGINEERS MONTH VOLUNTEERS

REFER TO THE "NEM CLASSROOM VISIT GUIDE" FOR FURTHER DETAILS

1. How do volunteers register for NEM?

Volunteer registration is available from the BEC Website: www.becpdx.org.

2. What are volunteers expected to do?

Refer to "Volunteer Responsibilities" in the NEM Classroom Visit Guide.

Prepare and deliver an approximate 50-minute presentation in the classroom.

The presentation includes career information about the engineering field and a hands-on experiment to show how math and science are used in engineering. The hands-on activity should be simple and easy to do, and be able to be accomplished in 30 minutes.

There are three parts to the presentation:

1. 10 minute presentation about careers in the engineering field
 - a. **Slideshow templates** are in [Volunteer Toolkit Section](#) of system
2. 30 minute hands-on experiment
 - a. **Experiment ideas** are in [Experiment Library Section](#) of system
3. 10 minute questions and wrap-up

3. What resources are available for the presentation on careers in engineering?

Slideshow templates are available from the Volunteer Toolkit Section of the system.

It is important to know what is age-appropriate for the students. Elementary, middle and high school students each have a unique set of characteristics. See "[Tips by Grade Level](#)" and other resource documents in the [Volunteer Toolkit Section](#).

4. What resources are available for the hands-on experiment?

Experiment ideas by grade level are in the [Experiment Library Section](#) of the system.

There are many experiments to choose from in the [Experiment Library](#). Volunteers should find an experiment that is simple, can be completed in 30 minutes, is fun, age-appropriate and most importantly is something the volunteer feels comfortable doing.

5. What is the volunteer time commitment?

Volunteer time commitment is between 4-8 hours:

- 2 to 6 hours for planning and practice
- 2 hours for presentation time (2 classes, 50 minutes in length)
- Travel time to and from the school (varies)

We suggest that volunteers present in a minimum of two classrooms. This is an effective way to increase the impact of your involvement and time spent to prepare and go to the school. Generally the visitations can be scheduled back-to-back at the same school.

[6. How does the BEC match volunteers with classrooms?](#)

When volunteers fill out the "Request BEC Classroom Match" form, they identify their preferences for grade level, subject taught and number of classrooms to assist the BEC in making a match. The BEC then reviews the numerous requests from teachers in Oregon to find a classroom that most closely matches the volunteer preferences.

Volunteer are notified in early January that a match was made. Match assignments are available from [Retrieve Classroom Assignments](#) on the system.

If a volunteer has any concerns about their match they contact the BEC as soon as possible. The BEC does our best to accommodate preferences, but are not always able to do so in matching hundreds of volunteers with hundreds of teachers.

[7. Will volunteers be matched with classrooms at the same school?](#)

For volunteers that request multiple classrooms, we strive to match them at the same school if at all possible. In the event multiple classrooms are not available at the same school, we would check with you first to see if you are willing to go to more than one school.

[8. What if volunteers are asked to present in more classrooms than assigned?](#)

Volunteers are not required to present in more classrooms than assigned. In the event a teacher requests additional presentations, it is up to the volunteer whether or not they are able to accommodate the request. You can also have them contact the BEC.

[8. What if I present in more classrooms than assigned?](#)

If a volunteer presents in more classrooms than assigned for the **same teacher**, they email the BEC letting us know the class name and # of students. All volunteer matches are automatically recorded on the system and only the BEC can update the information.

If a volunteer presents in a classroom for a **different teacher** other than what they were assigned, they can fill out the [Log Self-Arranged Visit](#) form to record the activity.

[10. What if I want to visit my child's class?](#)

If a volunteer already knows the classroom they're going to, i.e. their child's classroom, they contact the teacher to schedule the visit. Then they fill out the "Log Self Arranged Visit" form on the system so it is included in the volunteer report for their company.

[11. How far should I expect to travel to get to the school?](#)

On average a volunteer should be prepared to travel between 15-25 miles. There are only a certain number of schools in any given area. The BEC may need to match a volunteer to a further away school in order to meet their preferences. If at any time volunteers have concerns about their match, please contact the BEC.

[12. What if I need to cancel the visit?](#)

If you need to cancel a visit, notify the teacher immediately and reschedule if at all possible. Last minute cancellations should be avoided unless absolutely necessary. Teachers plan their syllabus for the day well in advance and it is very difficult for them to change on short notice. Also it is a great disappointment for the students when they are expecting a visitor.

[13. What if there is a substitute the day I'm supposed to present?](#)

It can be challenging to be in a classroom with a substitute. If you find out before you go, we highly recommend rescheduling with the teacher for another time. If you find out when you arrive, we suggest making the best of it unless there are significant problems.