

Informal Engagement Activity Proposal Guidelines

Instructions are to guide employees and volunteers who wish to propose new or make edits to existing floor cart activities.

Submission:

Proposals can be drafted and submitted to the Informal Engagement Manager at any time. They must be Word documents or PDF files. Google documents are not accepted.

Timeline for Submission:

Proposals will be evaluated based on how they fit into the existing timeline of programming, i.e. monthly themes, events, and exhibit openings. Projects that receive funding will be given priority.

Thoroughness:

There is no minimum or maximum requirement for a proposal. Linking supplies, props, YouTube videos, and other resources is helpful. All learning objectives and goals should be explained enough to get the idea across. In developing a proposal, the following must be addressed:

- **Introduction**
 - Name and area of interest (are you trained in the topic, or just interested)
 - ASC team members who might be an asset in the development process
 - Date of submission
 - Brief concept of the proposal
- **Purpose**
 - What is the need of the department that this activity is filling?
 - Who is the intended audience/age group?
 - What are the behavioral goals, i.e. what will the audience DO?
 - What will the team members gain? Can it be built upon?
- **Development Time**
 - Build a timeline from start to finish
 - Material list of anything needed during the development process
 - Evaluation & improvement time
- **Budget**
 - Cost of materials including tax and shipping
 - Include links to all materials needed
 - Are supplies consumed each time, or are they reusable?
 - How and where will supplies be stored?

- Is signage, fabricated equipment, costume pieces or other items not available to purchase on Amazon required?
- **Safety**
 - Identify safety concerns and how you plan to address them
 - Is specialized PPE (personal protective equipment) required?
 - Will special training need to be facilitated?
 - What safety equipment will need to be available?
- **Training**
 - What does a training plan look like?
- **Research**
 - What is the research plan?
 - Utilize Tennessee State Science Standards
 - <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:dae8daa6-1470-4daf-9073-4c693cdfc786>
 - Scientific and historical accuracy is a must. Seek out peer-reviewed science content and published works to verify information found online. A list of sources is required in the final version of the proposal. AI generated responses will not be accepted.

Script:

Each interaction will be a little different, but there should be a plan for what the facilitator is expected to say and what responses are expected from the visitors. Think about open-ended questions, humor, and make your activity relatable to the audience. Keep your intended audience's age in mind. A program for early explorers is going to sound different than a program for middle schoolers.

Lastly:

Not all proposals will be accepted. There are limitations of time, budget, and existing projects. Don't let this stop you from submitting great ideas! Development is always looking for projects for their sponsors to fund.

No idea is too small, or too big. The effort you put into the proposal is what matters.