



Dear Mini-Mission Instructor,

The Northwest Earth and Space Sciences Pathways is funded by a federal grant through NASA's Science Activation program. Science Activation seeks to connect learners of all ages with NASA science experts, content, and expertise. Thank you for agreeing to instruct a NESSP mini-mission this summer! We hope you enjoy leading students through authentic STEM experiences inspired by real NASA missions.

NESSP provides educators with stipends, supplies, and training to help facilitate the mini-mission. For ROADS on Icy Worlds Mini-Mission, we recommend at least 5 full days of instruction. If 8 to 15 students register for 5-days we provide a \$2,500 stipend for one lead instructor. For 15 to 30 students we provide an additional \$1,500 stipend for an assistant instructor. The James Webb Mini-Mission takes three full days to complete. If 8 to 15 students register for 3-days we provide an \$1200 stipend for one lead instructor. For 15 to 30 students we provide an additional \$800 stipend for an assistant instructor. If more students register for either mini-mission, NESSP may be able to provide additional support on a case-by-case basis.

To receive stipends and supplies, instructors must:

- Submit the NESSP student information spreadsheet to NESSP at least 2-weeks prior to the start of the camp during Step 2 of the registration process. (We may ask you to resubmit this with updated student information after the camp.)
- Submit a schedule to NESSP with details about planned student activities, dates, times, and locations. NESSP mini-mission should *mostly* be composed of NESSP-approved activities.
- Attend at least one of the virtual training sessions prior to the start of the camp.
- Agree to a background check (if required). This will be paid for by NESSP.
- Administer a short survey to participants at the end of their mini-mission.
- Complete a short 1-page follow-up report and provide 5-images from the camp.

As representatives of NESSP, instructors are also required to follow the following code of conduct:

- Instructors should clearly communicate the location and activities of students by providing a detailed schedule to guardians that include the instructor's cell phone numbers.
- Camp instructors are expected to behave in a professional manner and be positive role models to camp participants. Instructors should also represent NASA in a positive manner.
- Possession of alcohol, illegal drugs, smoking (cigarettes, e-cigarettes, marijuana, or vaping) controlled substances, weapons, guns, or knives are not allowed by instructors or students during any NESSP sponsored activities.
- NESSP programs are safe places. Instructors should not bully or discriminate against students based on age, ethnicity, sexual identity, or gender. Students caught bullying or exhibiting rude behavior should also be sent home.



NESSP Mini-Mission can be run by teachers or informal educators such as mentors in youth organizations or undergraduate/graduate students supervised by faculty or staff. To ensure the safety of our students, we ask instructors to provide the name of a supervisor that can confirm your position in the club, organization, or school you are representing. We also may require you to complete a background check.

Assistant/Lead Instructor (please circle one):

Instructor Title or Position:_____

Supervisor Name:_____

Supervisor Title or Position:_____

Supervisor Phone and Email:_____

By signing this form, the lead instructor (or assistant instructor) agrees to provide NESSP with the required information detailed above and to follow the code of conduct. If you have any concerns or questions, please don't hesitate to contact NESSP at info@nwessp.org.

Name of Instructor: _____

Signature of Instructor:_____

Date Signed: _____

Name of Mini-Mission:_____

Location of Mini-Mission:_____

Date of Mini-Mission:_____

Please return this form by submitting it during Step 1 of the registration process at www.nwessp.org/mini-mission-information-and-registration.

Thank you again for your support of our program! Have fun!

Sincerely,
Dr. Darci Snowden
Director of NESSP