

Getting Invited

- Every school system has a website, with contact information for staff. You can email or call the school principal or career counselor, depending on the age level, and make yourself available. The draft letter in the Stem K-12 Resource Promotion Plan provided by ASHRAE can serve as the basis for your contact email, letter, or call.
- While classroom volunteers are welcome year-round, you may want to make your contact as part of National Engineers Week. Framing your visit around a nationally recognized program may make educators more open to your assistance.
- Make it an ASHRAE Day at your local schools! Provide volunteers for more than one classroom visit on the same day – this provides an organized event and will generate a “buzz” in the school. Students and teachers can share what they learned.
- Another resource is your school PTAs, which often have Career Days, Science Fairs, or Earth Day events. Contact your PTA president and offer to get involved in events of that type.
- Follow up your visit with a thank-you note to teachers and their students for allowing you to be part of their day. Offer to answer any questions the students may have and to make return visits.

Promoting STEM in the Classroom

- Share activities and resources from ashrae.org/ashraek12. Show students the ASHRAE HVAC&R at the Aquarium video, sharing the impact of ASHRAE and the building industry in the world we live and illustrating how STEM fits into that. (ASHRAE will provide a free copy of the video upon request). Refer to the Webpage for a complete list of resources from ASHRAE.
- Conduct hands-on experiments for the students using STEM Kits found at ashrae.org/communities/student-zone/k-12-activities
- Providing activities for students will make them more excited about you, STEM and engineering.
- ASHRAE’s Children’s Book “Lucy’s Engineering Adventure” introduces students to engineering and allows them to discover and develop an interest in STEM.
- Tell students about your job and some of your interesting projects. Bring along photos, blueprints, articles, etc., to provide visual impact. Remember – students aren’t engineers so keep your remarks simple and easy to understand. Avoid ASHRAE and industry jargon!
- If you get the sense that a student is very interested in engineering as a career, offer to mentor him or her. Bring them to your office for a day to show what engineering is all about.





STEM K-12 Promotion: To-Do List for ASHRAE Members

ASHRAE K-12 STEM-promoting materials include:

- The attached tips on how to contact your local school system and how to promote STEM.
- A letter, for your use, to contact local elementary, middle and high schools, making teachers aware of ASHRAE resources and availability of members to volunteer in classrooms. Please send this letter in January, promoting your potential classroom visit as part of National Engineers Week, (typically the week of February 22nd), check your local area to confirm events.
- Brochures for students:
 - Targeting grades K-5, middle school, and high school
 - Explaining the importance of STEM and engineering.
 - Highlighting experiments that the students can conduct
- Brochures for parents and teachers:
 - Explaining the importance of STEM and engineering
- Copies of an ASHRAE video:
 - Targeting students
 - Highlight the importance of engineering in today's world.

Your local teachers, educators and PTA leaders are always looking for volunteers to come into the classroom and share your knowledge. Here are a few tips from ASHRAE on how to contact local educators and how to promote STEM in the classroom.

Remember, under the Presidential Award of Excellence (PAOE), your chapter can earn 25 points for each National Engineers Week activity or equivalent non-US activity, as well as 25 points for each K-12 activity promoting diversity, equity, and inclusion in engineering. 10 points are available for each K-12/STEM activity that uses ASHRAE Resources such as the STEM Kits or the ASHRAE Children's book. You also earn 25 points if an activity is held jointly with another organization such as Boy Scouts, Girl Scouts, NAWIC, AIA, Ace Mentorship.