

GESTEM Student Application Process (updated 2/15/23)

The GESTEM Planning Committee works hard every year to find space for all interested 7th grade female (identifying) attendees. Because there is a finite amount of space at GESTEM, we have the following application process.

High level summary:

Step 1: Apply for space at GESTEM for your school or group

Step 2: Acceptance or waitlist status will be provided ~2 weeks later

Step 3: Register your students using a shared google form.

Here is the detailed version of each step:

Step 1: Schools apply for GESTEM during our Application Window (this is expected to be 2/24/23-3/10/23 this year. We communicate when applications are open through our MailChimp distribution list ([click here to add your name to this list](#)) and on our social media and website (www.swe-rms.org/gestem.html). We usually keep the Application Window open for ~2 weeks.

Applications are submitted through a link to a Google Form.

During the application process, we ask for the following information from each Primary Chaperone:

- Name of school or group and school district
- Primary contact for the group including name, cell phone number and email address
- Number of 7th grade students you would like to bring to GESTEM (ideally this would be all 7th grade female students at your school. We are prioritizing students that need Exposure to STEM careers which is typically not students in STEM focused clubs that offer similar exposure opportunities)
- How many chaperones the group is bringing (There are no requirements for number of chaperones, we ask this question for space and lunch planning reasons. We have a 4:1 student to STEM professional ratio at our event)
- We ask that all participants join for the entire day. (8:30am-2pm) Our last question is if the school / district can provide transportation or if transportation assistance is needed to attend the full event.

Step 2: Depending on the number of application requests and our current fundraising and volunteer commitments, we determine how many students we can “Accept” to the event. In 2022, we accepted 100% of applicants. In 2019, we accepted 90% of applicants.

We notify schools of their acceptance / wait list status within 2 weeks of the application close date (expected to be 3/24/23).

Step 3: If accepted, we ask schools to provide the full names, ethnicities, and photo permission status of all attendees through a shared google drive spreadsheet. [Here is the 2022 example](#). Students are grouped into groups of ~4 students so that they will be with students they know and students from

other schools for the event. If there is an odd number of students, the spreadsheet will note that with a few groups of 3 students.

This Registration Spreadsheet is typically due 2-3 weeks after the acceptance emails are sent out (expected to be 4/14/23). We have this deadline so we can determine if accepted schools have unused spaces that we can offer to schools on the waitlist. We know that many schools do not have all of the permission slips back by this time so we recommend they list every student that is interested in attending and is in the process of getting a permission slip signed.

We allow changes and updates to the student groups up until two weeks before the event (5/5/23). At that time, we are counting on that student attending for planning workshops and lunches.

In addition to the Registration Spreadsheet, we also have a photo release set of forms. If students have photo releases on file with the school, you can complete one form for the entire school. This is due 2 weeks before the event.

If a school is on the waitlist, we offer spaces as they become available. This usually happens within 2-3 weeks of the waitlist status (by 4/14/23). In addition to spaces that other schools no longer need, we work to find more sponsors / volunteers / room space to expand capacity as needed to accommodate everyone.

Questions? Please email swe.gestem@gmail.com.