

This document outlines the duties and responsibilities of the Vice President of Education. The Vice President of Education is a voting member of the Board of Directors.

The VP Education conducts the Junior Rockhounds program, the Scholarship Award program and manages the Juniors' Booth at the rock show.

The VP Education attends all board meetings, general meetings and special meetings called by the board or the president.

Junior Program

Use the American Federation of Mineralogical Societies Future Rockhounds of America Badge Program to plan and implement monthly programs that fulfill elements of the badge program.

1. Study the resource binder and choose which badge you want to work on for the following month.
2. Read the requirements for each badge and choose which three activities you want to do. You can also be creative and make up your own activity for one of the activities, but the other two need to be from the list of requirements.
3. Select your favorite way to present the information. You can make displays, games, art activities, read books, bring samples and do whatever you choose to make the meetings meaningful to youth.
4. It is suggested that you can purchase small collection boxes to pass out to new members.
5. It is recommended to pass out rocks to add to their collections at each meeting.
6. The most exciting lessons can come from club members who enjoy doing presentations on their rockhound expertise. Some enjoy fossils, gems, maps, etc.
7. Best practices would be to plan out several months worth of topics and ask the membership if anyone would like to present to the kids on any of the topics.
8. At present, we have available three locations for the meetings. You can set up in the large room or use the kitchen if you are doing anything with art or sanding. You can also use the outdoors for activities like panning for gold or solar system walks as well.

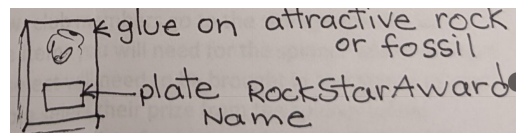
Board Meetings

1. Attend all board meetings
2. If you need money for items for lessons or samples to pass out, present your ideas to the board ahead of time. For items under \$100, board approval isn't required, but is still recommended. Present receipts and the reimbursement form to the treasurer for reimbursement.

Maintain Records and Order Badges

1. Ensure each attendee signs in with their first and last name at the beginning of each junior meeting
2. Set up a rockhound file for each new member. The file is a four page check off sheet of all activities needed to earn each badge and the date the badge was earned
3. Organize a 3 ring binder for easy access to all junior member forms/files
4. Check off dates and topics covered after each meeting.

5. Order badges and new member patches as they are earned by sending list of juniors who earned the badges, patches and Rock Star pin to Lori Hall by email at silvertipminis@msn.com
6. When ordering, include the name of our club and location (Santa Lucia Rockhound Club, Templeton, CA). Also include your name, office you hold and your personal address so the items can be sent to you in the mail.
7. When new juniors have earned 2 patches, they will be presented with a backpack.
8. When juniors have earned 6 badges, they are awarded a special AFMS patch
9. When juniors have earned 20 badges, they receive their Rock Star pin, and you need to order a 5"x7" plaque for them. We have ordered from Recognition Works in Atascadero (805) 462-1260. To prepare the plaque, select a special rock or fossil to attach to the completed plaque.



Scholarships

1. Maintain and update the scholarship application each year. Update information on submitting the application (typically includes emailing or sending in a hard copy)
2. Distribute scholarship application to North County high schools (Shandon, Paso Robles, Templeton, Atascadero). This is typically done through the registrar or Career Center. Some of the current contacts are Heidi McLenithan (hmclenithan@pasoschools.org) at Paso Robles High School and Laurel Hansen (lhansen@templetonusd.org) at Templeton High School.
3. Present copies of each application at the May board meeting for review and voting.
4. The scholarship is presented as a minimum of one \$1,000 scholarship, but the actual scholarship amount and number is determined by the board based on the number and quality of applicants. Current consideration goes to applicants who are majoring in geology, earth sciences, natural resource management, or environmental science. Closely related fields are considered at the discretion of the board. Ensure the preferences of the board are clearly communicated on the application.
5. Prepare a certificate for the winners to present with the check. As director, you will need to come prepared with a card and envelope to put the check in. You must also notify the treasurer ahead of time to come prepared with the check.
6. Communicate with the awardees. Write letters to winners that contain information about when and where we present their awards. Typically, we present the awards at the beginning of the general meeting in May and again at the school's Senior Scholarship night if possible. It is nice to give a summary to the club of the activities the scholarship winners were involved in and what made them stand out.
7. Be sure to take a picture of the winners for our newsletter

Rock Show Responsibilities

1. Review with the board ahead of time where you want to set up your tables. You will need table space for the large spinner wheel and winners tray. You will also need room for the treasure chest and student displays (if you want to).
2. Make copies of the scavenger hunt list for kids to hand out at the door when they come in. Have golf pencils to hand out to kids when they get their scavenger hunt list.
3. When kids turn in their scavenger hunt list, give them their prize from the treasure box (the club usually purchases shark teeth for the winners). If using shark teeth, ensure they are in bags since the edges are sharp.
4. Usually before the show, club members go to the storage shed in San Miguel and pick out the items you will need for the spinner wheel winners tray. Those items you select will need to be brought in and stored in the booth and used as people select their prize from the spinner wheel. Prizes can be a mix of polished rocks, rock id books, slabs, geodes for cracking, or whatever other cool finds you have.
5. You will also need to generate a list of volunteers for each time slot for Saturday and Sunday. Pass the list out a couple months ahead of time and get phone numbers. Kids love to help in the kids booth, but they need to have adults there to help handle the money.
6. This is a good opportunity to work on showmanship or collections badges as well. In the 2 meetings prior to the rock show, you can work with kids to curate a collection to present at the kids booth at the show.
7. Prepare and have copies of an info sheet for the juniors program that can be handed out to kids and parents at the kids booth (this does not yet exist, but should include meeting days and times). Be prepared to share about the junior rockhound program to people who are coming to the booth. This is a great opportunity to recruit new members.