



GOVERNOR'S STEM ADVISORY COUNCIL

dedicated to building a strong STEM education foundation for all Iowans

STEM BEST® PROGRAM GRANT AWARD AGREEMENT

No.: STEM.BEST-FY2020-09-NewHampton.CSD

by and between

SPONSOR:		AWARDEE (fiscal agent):	
Iowa Mathematics and Science Education Partnership on behalf of the Iowa Governor's STEM Advisory Council Address: (Operations Center headquarters) University of Northern Iowa 214 East Bartlett Hall Cedar Falls, Iowa 50614-0298		New Hampton Community School District Address: 710 W. Main St. New Hampton, Iowa 50659-1004	
BUSINESS OFFICE REPRESENTATIVE:		BUSINESS OFFICE REPRESENTATIVE:	
Kari Britain, Senior Program Manager Iowa Governor's STEM Advisory Council Email: Britain@IowaSTEM.gov Tele: (319) 273-2959 Fax: (319) 273-2779		Bob Ayers Purchasing Agent and Board Secretary Email: b-ayers@new-hampton.k12.ia.us Tele: 641-394-2134 Fax:	
PROJECT: Iowa STEM BEST® [Businesses Engaging Students and Teachers] Program at New Hampton Community School District			
PROJECT SCOPE OF WORK: Awardee agrees to use reasonable and appropriate efforts to perform the project as described in the Awardee's accepted STEM BEST® Program proposal. (See APPENDIX A – Project Scope of Work as described in the Awardee's Proposal Executive Summary.)			
PROJECT LEAD: Jim Russ Email: j_russ@new-hampton.k12.ia.us Tele: 563-920-0732 If, for any reason, this person is unable to continue to serve as project lead and a mutually acceptable successor is not available, Awardee and/or Sponsor shall have the option to terminate said program in accordance with the TERMINATION provision, Agreement Clause 9.			

- PERIOD OF PERFORMANCE:** The funding under this award begins **October 24, 2019, and concludes June 15, 2020.** Support funds under this Agreement must be fully expended **by June 15, 2020.**

All project expenses charged to this funding, as well as documented cost share related to this project, must occur during this period of performance.

2. **PROJECT COST:** Project expenditures by the Grantee under this Agreement must be reasonable, allocable, allowable and necessary but for the award. The summarization and justification of actual project expenditures and cost-share expenditures must be in accordance with the Project Scope of Work and major line items in the Budget, APPENDIX B hereof, as described in the Awardee's accepted STEM BEST® Program proposal.
3. **PROJECT PAYMENT:** This is a **cost-reimbursement** Agreement. The Sponsor will reimburse Awardee for actual costs incurred in the performance of the project as described in the Awardee's accepted STEM BEST® Program proposal and as outlined in the Awardee's Budget, APPENDIX B hereof. Payments under this agreement shall not exceed the total estimated cost of **\$10,500**.

The Awardee will submit no more frequently than monthly invoices that summarize actual project expenditures, along with supporting documentation, according to the major line items in the Awardee's Budget, APPENDIX B hereof.

Sponsor will provide an invoice template and tracking spreadsheet to be used by the Awardee.

Additionally, in order for the invoice to be acceptable, the invoice must comprise the following:

- Organization clearly identifiable, preferably on organization's letterhead.
- Date of invoice clearly identified, on or before June 15, 2020.
- Clearly defined itemized description of goods received and services performed, including date, location, product, cost, etc.
- Dollar amounts clearly identified, no tax should be included.
- Receipts for goods/services included with the invoice.
- Proof of payment of goods/services included with the invoice.

NOTE: All goods and services must be received and paid for by the school district prior to the program period end of June 15, 2020.

4. **FINAL INVOICE:** Final invoice is due electronically to the Sponsor's business office representative (noted above) no later than Wednesday, **June 15, 2020**, and will be accepted any time prior to this date. This is a hard deadline, and Sponsor may refuse to honor the Awardee's final invoice if it is received later than this date.

Sponsor may also refuse to honor the Awardee's final invoice if the **May 31, 2020**, progress report is not submitted by deadline.

5. **COST-SHARE STIPULATION:** The Awardee is obligated to provide a 1:1 cash or documentable in-kind match (up to \$25,000) contributed by the Awardee or community partner(s) in accordance with what was described in the Awardee's accepted STEM BEST® Program proposal and as outlined in the Awardee's Budget therein.

To be eligible as match, the cash or in-kind contribution must occur during the funding period of the STEM BEST® Program award, which is October 24 2019, through June 15, 2020.

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Cost-share documentation is required. Awardee must certify that the reported cost-share contributions are for appropriate purposes and in accordance with this Agreement. Awardee must provide supporting documentation detailing the amount, source(s) and uses. Sponsor will provide an invoice template and tracking spreadsheet to be used by the Awardee that is to include cost-share investments in the project.

6. **REBUDGETTING OF FUNDS.** Requests for rebudgetting of major line items in the Budget, APPENDIX B hereof, exceeding ten percent (10%) of the total allocation must be made in writing for consideration and receive prior approval by Sponsor. Any rebudgetting requests must be in accordance with the Project Scope of Work and major line items in the Budget.
7. **PROPERTY.** All equipment specifically identified and approved in the project budget, APPENDIX B hereof, and purchased from this fund shall become the property of the Awardee.
8. **REPORTS.** Throughout the term of the project, the Awardee is responsible for a thorough self-evaluation in consultation with the STEM Council. The Sponsor will provide the reporting templates, see APPENDIX C – January 31, 2020, Progress Report template and APPENDIX D – May 31, 2020 and May 31, 2021, Progress Report template. The templates may be subject to modification. Awardee may be asked to submit reports via an online system.

Reports are due:

- January 31, 2020 – Progress Report
- May 15, 2020 – Status Update on Unused Funds
- May 31, 2020 – Progress Report
- May 31, 2021 – Final Report

Sponsor may refuse to honor the Awardee's final invoice if the **May 31, 2020**, progress report is not submitted by deadline.

Additionally, during the term of this Agreement, the Awardee may be asked to provide periodic updates as to progress and results to Sponsor.

Books, records, documents and other evidence pertaining to costs and expenses related to this Agreement shall also be maintained by the Awardee for a period not less than three years following Agreement expiration, and such materials are subject to examination by a duly authorized representative of Sponsor.

9. **FUNDING ACKNOWLEDGEMENT, PROMOTION and DISSEMINATION.** Under this Agreement, Awardee must reference itself as an Iowa STEM BEST® Program model or partner. The project funded through this Agreement shall be titled "STEM BEST® Program" and may include a local designation, such as STEM BEST® Program at the Awardee's organization or Awardee's organization STEM BEST® Program.

The Sponsor's logo and brand language guidelines will be provided by the Sponsor, see APPENDIX E. The Sponsor's logo shall be used on any and all communications regarding the STEM BEST® Program award in accordance with the "STEM BEST® Program" brand language guidelines.

It is expected that the Awardee will credit the Sponsor in any correspondences, advertisements, media coverage, reports or other productions associated with the Iowa STEM Best® Program partnership.

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The Awardee will consult the Sponsor via the Sponsor's communications manager (contact information provided below) before initiating public announcements, drafting public reports, advertising, contacting media or otherwise promoting the activities covered under this Agreement to review protocols and ensure the use of appropriate branded materials. The Awardee is strongly encouraged to share promotional materials and media with the Sponsor.

SPONSOR – Communications Manager	AWARDEE – Communications Manager
CONTACT: Lindy Ibeling Email: lbeling@lowaSTEM.gov Tele: (319) 273-2716	CONTACT: Kyle Hennessy Email: ky_hennessy@new-hampton.k12.ia.us Tele:

10. **TERMINATION.** Performance under this agreement may be terminated by Sponsor upon a thirty (30) day advance, written notice without penalty for the discontinuance or material alteration of the Agreement under which funds were provided or non-availability of funds through failure of the State of Iowa to appropriate funds. In the event of early termination of this Agreement by Sponsor, Sponsor shall pay all costs accrued by Awardee as of the date of the notice of termination, including non-cancelable obligations, which shall include all non-cancelable contracts called for in the project. In addition, Sponsor will pay all other reasonable costs incurred by the Awardee during the time period between the notification date and termination date, which are necessary to terminate the project. If an appropriation to cover the costs of this Agreement becomes available within sixty (60) days subsequent to termination under this clause, the Sponsor agrees to re-enter a contract with the Awardee under the same provision, terms and conditions as the original award.

Performance may be terminated by Awardee upon a thirty (30) day advance, written notice if circumstances beyond its control preclude continuation of the project.

11. **ASSIGNMENT.** This Agreement shall inure to the benefit of and be binding upon the successors of Awardee and Sponsor. Neither this Agreement nor any of the duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
12. **MODIFICATION.** Any agreement to change the terms of this Agreement in any way shall be valid when the change is made in writing and signed by authorized representatives of the parties hereto.
13. **COMPLIANCE WITH LAWS AND REGULATIONS.** The Awardee agrees as a condition of duty to perform under the terms on this Agreement, to comply with all applicable federal, state and local laws and regulations. Additionally, the Awardee must comply with all applicable University policies while on the University campus or while performing project services under this Agreement.
14. **INDEMNIFICATION.** As the Awardee is an agency of the State of Iowa, the Awardee shall be liable for any and all claims against it arising from the negligent acts of the Awardee to the extent permitted by Iowa Code Chapter 669.
15. **CHOICE OF LAW AND FORUM SELECTION.** This Agreement shall be construed in accordance with the laws of the State of Iowa. Any dispute regarding the terms of this Agreement or claims arising out of its

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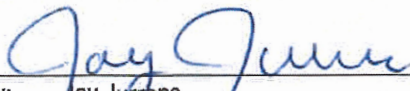
execution or performance shall be resolved in a court of law in the State of Iowa. The Awardee consents to the personal jurisdiction of the state and federal courts located in the State of Iowa.

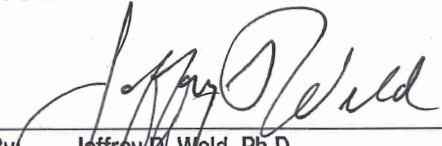
16. **SEVERABILITY.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused these presents to be executed in duplicate as of the date of the last signature below written. This Agreement may be delivered by electronic transmission in PDF format. Each party represents and warrants that the person executing this Agreement on its behalf is authorized to do so.

AWARDEE:

SPONSOR:


By: Jay Jurens
Title: Superintendent
New Hampton Community School District


By: Jeffrey D. Weld, Ph.D.
Title: Executive Director
Iowa Math & Science Education Partnership
dba Iowa Governor's STEM Advisory Council

Date: 11/8/19

Date: 11-13-2019

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APPENDIX A – PROJECT SCOPE OF WORK**Project Scope of Work as Described in the Awardee’s Proposal Executive Summary:****New Hampton Community School District’s STEM BEST® Program**

Goal #1: Expose as many students as possible to the agricultural career field of Precision Technology.

Goal #2: Students will experience a variety of skills necessary for a career in the area of Precision Agriculture.

To accomplish these goals students will tour community colleges, perform operations as a custom operator of a RoGator Sprayer for a Cooperative by using a virtual simulator at a community college provided by industry.

Students will also have the opportunity to use precision agriculture software and handheld equipment as they work with precision agriculture employers. Mid-Tech will work with our students to install hands free Auto Steer on the John Deere Gator for the students to operate on the school grounds to become familiar with the system. Students will also establish maps for the school grounds.

The community colleges will also come to the high school to talk about agricultural careers and more specifically in precision agriculture.

Students will also be exposed to the Future Ready Iowa Clearinghouse website where they will sign up and look for possible job shadows and internships.

The student populations that will be reached are widespread in the Agricultural Education Program. We have the traditional production agricultural student, along with the student that is looking to strengthen his or her leadership and speaking ability. They are from farms, rural, and small community based families. Many are still trying to determine their career strand.

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APPENDIX B – PROJECT BUDGET

STEM BEST® PROGRAM – PROJECT BUDGET

as presented in the Awardee's accepted STEM BEST® PROGRAM proposal

AWARDEE (fiscal agent): New Hampton Community School District

Contract Expenditures by Budget Category
(per STEM BEST® Program proposal)

STEM
Council
Award

Cost
Share

Program Period: 10/24/2019 through 06/15/2020		
Curriculum Development	\$0.00	\$0.00
Description:		
Site Visits: travel expenses to visit one or more exemplary STEM BEST® Program model(s) to benchmark and research key attributes	\$0.00	\$0.00
Description:		
Iowa STEM BEST® Program Convening or Similar Related Conferences/Events	\$0.00	\$0.00
Description:		
Needs Assessment	\$0.00	\$0.00
Description:		
Facility Development, Technology, Liability and Insurance Consultations	\$10,500.00	\$10,500.00
Description: Grant Description: 2019 XUV835R Crossover Utility Vehicle. This UTV would be used for many different technology related activities. During J-Term students would the time to develop their own final public projects. Projects may include: installing auto-steer in the UTV, developing maps for individual farms, working with the Chickasaw Co. DNR to map wetlands or trails, or wait and see what the students may develop themselves. The UTV would also be a major technology tool for our precision farming course also. Here students will actually Map the three athletic fields that we have and then simulate a sprayer attachment with the use auto-steer. Many of the skills that the students will be developing are listed below.		
Cost Share Description: New Hampton_Perkins Expenditures_2019-20. The DE has approved the funding of a John Deere Gator with our Innovative Project through the Perkins Funding.		
Professional Development (PD) for STEM Educators and Partners	\$0.00	\$0.00
Description:		
Coordinator and Business Development Support: project coordinator and/or staffing	\$0.00	\$0.00
Description:		
Other costs not specified above	\$0.00	\$0.00
Description:		
Total Direct Costs (TDC)	\$10,500.00	\$10,500.00

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**APPENDIX C – JANUARY 31, 2020, PROGRESS REPORT 1 TEMPLATE
(subject to modification)****STEM BEST® Program
PROGRESS REPORT 1 – January 31, 2020**

All reported impact data and information is to be as of the date of the report.

Person Completing This Report:

First Name:

Last Name:

Email Address:

Program Name (per award agreement):

City:

Project Lead First Name:

Project Lead Last Name:

Project Lead School Email:

Project Lead School District:

Project Lead Title:

Awardee STEM Region:

Is there a co-lead on this project? If applicable, provide name, title and contact information of the co-lead(s).

Co-Project Lead First Name:

Co-Project Lead Last Name:

Co-Project Lead Title:

Co-Project Email Address:

Co-Project Telephone Number:

Participating School Partners (list):

Number of youth participating:

Describe the participating student population:

Participants grade levels (select all that are applicable): K 1 2 3 4 5 6 7 8 9 10 11 12

Number of community partners participating:

Provide a listing of current community partners and describe how they are currently engaging with your project. Compare and contrast original proposal submissions and identify/describe any changes explaining the reason for change.

Number of educators participating:

Provide a listing with contact information of all educators involved in this STEM BEST® Program and how they are currently engaging with the project.

EDUCATOR FIRST NAME:

EDUCATOR LAST NAME:

EDUCATOR TITLE:

EDUCATOR EMAIL ADDRESS:

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GRADE LEVEL:
DESCRIPTION OF INVOLVEMENT/ENGAGEMENT:

ETC.

Please outline your Professional Development (PD) plans for the next four to six months and how business partners are engaged with educators in these efforts.

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

Detail any changes from the original proposal in sustainability plans for the program beyond the STEM BEST® Program award period, including leadership/personnel, financial considerations and space to operate.

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

How are you currently collecting observational and qualitative data (e.g., through site visits, classroom observations, administrator and faculty interviews, student and parent focus groups, partner testimonials, etc.) and quantitative data (e.g., grades, test scores, numeric surveys, etc.)?

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

Please identify any challenges your STEM BEST® Program has encountered thus far and how you are addressing these challenges (if not already stated above).

The STEM Council is planning to facilitate a professional development session for all STEM BEST® Program awardees. Please provide suggestions as to desired topics that would enrich your STEM BEST® Program (e.g. project management, insurance, etc.).

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**APPENDIX D – MAY 31, 2020, Progress Report 2
and MAY 31, 2021, Final Report Template
(subject to modification)**

**STEM BEST® Program
PROGRESS REPORT 2 / FINAL REPORT**

All reported impact data and information is to be as of the date of the report.

Date of Report:

Program Name (per award agreement):

School Name/Fiscal Agent:

City:

Project Lead First Name:

Project Lead Last Name:

Project Lead School District:

Project Lead Title

Project Lead School Address:

Project Lead School Address 2:

Zip Code:

Project Lead Telephone Number (with area code):

Project Lead School Email Address:

Awardee STEM Region:

County:

Is there a co-lead on this project? If applicable, provide name, title and contact information of the co-lead(s).

Co-Project Lead First Name:

Co-Project Lead Last Name:

Co-Project Lead Title:

Co-Project Email Address:

Co-Project Telephone Number:

Participating School Partners (list):

Describe the participating student population:

Participants grade levels (select all that are applicable): K 1 2 3 4 5 6 7 8 9 10 11 12

Number of youth participating:

Percentage (rounded to nearest whole number) of participating youth who receive free/reduced lunch.

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Percentage (rounded to nearest whole number) of participating youth who are female.

Percentage (rounded to nearest whole number) of participating youth who are non-white.

How is the project preparing students for future work-based learning (WBL) experiences, including college and career programs of many levels and types?

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

Describe the STEM BEST® Program alignment to district goals and improvement efforts.

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

Describe strategies for inclusion of underrepresented groups in STEM (females, ethnic/racial minorities, students with disabilities, first generation students) and acknowledges the integration of disciplines beyond STEM. (See WIOA Barriers to Employment.)

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

Provide a listing of current community partners and describe how they are currently engaging with your project. Compare and contrast original proposal submissions and identify/describe any changes explaining the reason for change.

Number of educators participating:

Provide a listing with contact information of **all educators** involved in this STEM BEST® Program and how they are currently engaging with your project.

EDUCATOR FIRST NAME:

EDUCATOR LAST NAME:

EDUCATOR TITLE:

EDUCATOR EMAIL ADDRESS:

GRADE LEVEL:

DESCRIPTION OF INVOLVEMENT/ENGAGEMENT:

ETC.

Describe how Professional Development (PD) occurred and how business partners were engaged with educators in these efforts.

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

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Financial Model:

NOTE: Changes to the original proposal budget must be submitted and justified to the STEM Council operations center. Any rebudgetting requests must be in accordance with the Project Scope of Work and major line items in the Budget.

Cost-share contributions must be documentable and align with the program period of the award. Investments made prior to the award period may not be considered as cost-share contributions.

Expenditures by Budget Category to Date	STEM Council Award	Awardee Cost Share	Approved Changes and Reason for Change
Curriculum Development, working alongside partners to develop class curriculum to include goals that align with state standards, current CTE standards, employment-related STEM standards			
Description:			
Site Visits: travel expenses for district teams or designees to visit one or more exemplary STEM BEST® Program model(s) to benchmark and research key attributes			
Description:			
Iowa STEM BEST® Program or Similar Related Conferences/Events			
Description:			
Needs Assessment			
Description:			
Direct & Indirect Costs: Facility Development, Technology, Liability and Insurance Consultations			
Description:			
Professional Development (PD) for STEM Educators and Partners			
Description:			
Coordinator and Business Development Support: project coordinator and/or staffing			
Description:			
Other costs not specified above.			
Description:			
Total Direct Costs (TDC)			
TOTAL EXPENDITURES			

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Detail any changes from the original proposal in sustainability plans for the program beyond the STEM BEST® Program award period, including leadership/personnel, financial considerations and space to operate.

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

How are students being served short-term and long-term according to set benchmarks?

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

List and describe strategies being used to promote and disseminate information about the model in your community, region and with other partners in Iowa.

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

How are you currently collecting observational and qualitative data (e.g., through site visits, classroom observations, administrator and faculty interviews, student and parent focus groups, partner testimonials, etc.) and quantitative data (e.g., grades, test scores, numeric surveys, etc.)?

[INSERT ORIGINAL PROPOSAL RESPONSE.]

[IDENTIFY AND DESCRIBE ANY CHANGES AND UPDATES.]

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APPENDIX E – Program Brand Standards

STEM BEST® Program Partner: Brand Language Guidelines

As a STEM BEST® Program partner of the Iowa Governor’s STEM Advisory Council, both you and the STEM Council will be communicating about one another to several different audiences, including educators, school administrators, school board leaders, legislators, parents, students, the media and many other STEM supporters across Iowa. It is important in referencing our partnership that we establish key messages and brand language guidelines to keep our messaging consistent across all stakeholders. Please refer to the guidelines below to aid your communications strategies throughout the coming years of our work together:

LOGO POLICY

- Please use the attached logo (PNG file) where appropriate, including (but not limited to) on your website, in marketing materials, on posters, etc.
- Before you use the logo, per STEM Council logo policy, please share an example of where/what the logo is being used on with Lindy Ibeling, communications manager, by contacting her at ibeling@iowaSTEM.gov.

KEY MESSAGES

- **The Iowa Governor’s STEM Advisory Council is** a public-private partnership of educators, business leaders, nonprofits and local and state government officials, collaborating to increase student interest and achievement to meet the STEM employer demand across Iowa. The 50-member STEM Council is led by co-chairs Governor Kim Reynolds and Accumold President and CEO Roger Hargens.
- **A STEM BEST® Program partner:**
 - ... helps transform typical K-12 classroom environments and methods to unite the workplace with the classroom and develop clear pathways from STEM education to STEM careers in the state.
 - ... works to help reach the state’s Future Ready Iowa goal of 70 percent of Iowa’s workforce having education or training beyond high school by 2025.
 - ...funded through a \$25,000 cost-share from STEM Council made possible through a combination of state and private investments.
- **My STEM BEST® Program model is** one of 50 awarded since 2014. Our model focuses on **[Insert your program’s benefits or specifics in relation to STEM careers or STEM subjects].**

PHRASING

- **Name — Iowa Governor’s STEM Advisory Council**
 - On first reference, please use the full name: “Iowa Governor’s STEM Advisory Council”.
 - On second reference, feel free to use the shortened version: “STEM Council” or “Iowa STEM Council” (if communications extend beyond Iowa borders).
- **Name — STEM BEST® Program**
 - Please note that STEM is capitalized (an acronym for science, technology, engineering, and mathematics).
 - Please note that BEST is capitalized (an acronym for businesses engaging students and teachers).
 - Please note that this is a registered trademark, so use the ® symbol whenever possible. (The ® symbol is not required in press releases that will be distributed to media. Please share draft press releases with the communications manager prior to distribution.)
 - Please note that each word in the name is capitalized, including “Program.”
 - STEM BEST® Program awardees are considered partners. How each awardee uses their award is considered their model.
 - **How to Use It:** “[Your Program’s Name], a STEM BEST® Program partner of the Iowa Governor’s STEM Advisory Council, is one of 50 innovative models in Iowa working to unite the workplace with the classroom.”
- **Language — Award vs. Grant**
 - Please use STEM BEST award (not grant).

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