**<Organization Name>**

<Organization Street Address>

<Organization City, State, Zip code>

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| --- | --- | --- | --- |
|  | **Primary Point of Contact** | **Technical Point of Contact** | **Media Point of Contact** |
| **Name** |  |  |  |
| **Email** |  |  |  |
| **Phone** |  |  |  |

# **Dates Available for an In-flight Education Downlink**

**Completely black out any dates on which you are unable to host a downlink in the calendar below**. Do **not** add any dates to the calendar. Downlinks are only available on **weekdays** between the hours of **8 a.m. and 1 p.m. Central Time**.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **April 2021** | | | | | | **M** | **Tu** | **W** | **Th** | **F** | |  | | | 1 | 2 | | 5 | 6 | 7 | 8 | 9 | | 12 | 13 | 14 | 15 | 16 | | 19 | 20 | 21 | 22 | 23 | | 26 | 27 | 28 | 29 | 30 |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **May 2021** | | | | | | **M** | **Tu** | **W** | **Th** | **F** | | 3 | 4 | 5 | 6 | 7 | | 10 | 11 | 12 | 13 | 14 | | 17 | 18 | 19 | 20 | 21 | | 24 | 25 | 26 | 27 | 28 | |  |  | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **June 2021** | | | | | | **M** | **Tu** | **W** | **Th** | **F** | |  | 1 | 2 | 3 | 4 | | 7 | 8 | 9 | 10 | 11 | | 14 | 15 | 16 | 17 | 18 | | 21 | 22 | 23 | 24 | 25 | | 28 | 29 | 30 |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **July 2021** | | | | | | **M** | **Tu** | **W** | **Th** | **F** | |  | | | 1 | 2 | |  | 6 | 7 | 8 | 9 | | 12 | 13 | 14 | 15 | 16 | | 19 | 20 | 21 | 22 | 23 | | 26 | 27 | 28 | 29 | 30 | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **August 2021** | | | | | | **M** | **Tu** | **W** | **Th** | **F** | | 2 | 3 | 4 | 5 | 6 | | 9 | 10 | 11 | 12 | 13 | | 16 | 17 | 18 | 19 | 20 | | 23 | 24 | 25 | 26 | 27 | | 30 | 31 |  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **September 2021** | | | | | | **M** | **Tu** | **W** | **Th** | **F** | |  |  | 1 | 2 | 3 | |  | 7 | 8 | 9 | 10 | | 13 | 14 | 15 | 16 | 17 | | 20 | 21 | 22 | 23 | 24 | | 27 | 28 | 29 | 30 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **October 2021** | | | | | | **M** | **Tu** | **W** | **Th** | **F** | |  |  |  |  | 1 | | 4 | 5 | 6 | 7 | 8 | |  | 12 | 13 | 14 | 15 | | 18 | 19 | 20 | 21 | 22 | | 25 | 26 | 27 | 28 | 29 |   **Preferred Date(s):** (Optional) <Type preferred dates and a **brief** reason why those dates would be important here>  **Preferred 2-hour Time Window:** <Type preferred time window here in Central Time> |

# **Impact Statement**

Write an impact statement **on this page** giving information about your organization as well as expressing interest and ability to host an In-flight Educational Downlink. Limit your statement to this page.

Your impact statement should focus on how the downlink and supporting education and outreach plans will make a positive impact. The impact statement must explain how an In-flight Education Downlink will specifically benefit the organization and community and should reflect the theme for the downlink and surrounding education plan, if applicable. The impact statement **may** also include some of the following to help you write the narrative of impact on students, your organization and/or the community:

* The organization’s educational goals or vision, specifically any STEM related goals.
* Demographics for the organization and community.
* The organization’s previous experience with NASA programs.
* Successes (with metrics) from previous big events hosted by the organization.
* Special considerations (ties to crew members, community needs, etc.).

**\*Delete the instructions above to use the entire page for your impact statement. The impact statement may notspill over to the next page.\***

# **Pre In-flight Education Downlink Educational Plan**

List pre-downlink educational activities. Include specific and detailed information about:

* The audience(s).
* Theme for education plan (if applicable).
* Learning objectives. Write in simple, specific terms. Do not list state/national standards.
* Learning activities, including multi-disciplinary activities.
* **One** paragraph discussing how you will adapt plans to online learning if local circumstances require.
* Resources that will be used, **including but not limited** *to* [NASA STEM Engagement resources](https://www.nasa.gov/stem).

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| <Type response here> |

# **Outreach Plan**

List actions taken to promote excitement and participation for the In-flight Education Downlink to participants within your organization and to the community. Make sure to include:

* Explanation of how the event will be promoted within your organization and to the community.
* Names of media outlets that will be invited to report on the event.
* VIPs that will be invited. List their names and titles.
* Plan to involve students/target audience in reaching out to the community.

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| <Type response here> |

# **Facilities/Technology Plan**

Review the Logistics Section of the In-flight Education Downlinks Guide with your technical point of contact and a person who can verify availability and information about the facility to answer the following questions.

Name the facility that will be used to host the In-Flight Education Downlink and include the capacity and a picture. Also, include any overflow facilities that will be used, including the capacity of overflow facilities.

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| **Name of Facility:** <Type response here>  **Capacity of Facility**: <Type response here>  **Overflow Facility and Capacity:** (Optional) <Type response here>  **Expected Total Number of Participants Attending Event:** <Type response here> |

List the types and specifications for visual equipment, audio equipment, internet connection and phone lines that will be used to connect with NASA for the downlink and display audio and visual to the audience.

|  |
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| **Video Equipment & Specifications:** <Type response here>  **Audio Equipment & Specifications**: <Type response here>  **Hard-wired Internet Connection Specifications:** <Type response here>  **Is a hard-wired phone line available at the venue?:** <Type response here> |

# **Logistics**

Describe your plan to complete logistical tasks, including tasks and activities on the day of the In-flight Education Downlink. Include specific and detailed information about:

* The process for selecting questions and participants who will ask the questions.
* The process to distribute and collect Talent Authorization Forms from participants.
* Transportation (if needed) to the event.
* How community partnerships will be involved.
* A proposed timeline for activities surrounding the In-flight Education Downlink.

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| <Type response here> |

# **Virtual Audience Event Contingency Plan**

Describe your plan to involve participants and the community in a virtual event if local guidelines prevent participants safely attending physically. Include specific and detailed information about:

* The process for collecting and selecting video questions from participants.
* The process to distribute and collect Talent Authorization Forms from participants.
* How community partnerships will be involved.
* A proposed timeline for virtual activities surrounding the In-flight Education Downlink.
* The platform(s) used to involve participants and the community.
* How you will measure the impact of the downlink on the virtual audience.

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| <Type response here> |

# **Post In-flight Education Downlink Educational Plan**

List post-downlink educational activities. Include specific and detailed information about:

* A plan to identify and support specific students who have increased their interest in STEM related fields.
* Resources that will be used, **including but not limited** *to* NASA resources.

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| <Type response here> |

# **Letters of Support (Optional)**

Include letters of support at the end of this document. You may copy and paste them as images within the document, combine them with this document as a single pdf file or attach them as separate files when you submit the proposal.

# **Note on Proposal Length**

Please note that your proposal may not exceed 16 pages, **excluding** any letters of support.