


Science Discovery Teen Cafe Youth Leadership Team Responsibility Sign Up

		Let's try using this form to sign up for each of the various responsibilities you helped me outline at the last YLT meeting. Note that some of these responsibilities can be done even if you can't attend the cafe. Also, try to sign up for something that no one has signed up for yet, even if some tasks say they'll need multiple people. And feel free to sign up for more than one thing! Last, feel free to add any new tasks you can think of to the bottom of the list.						
Cafe: Dr. Carson Farmer								
Responsibility	Description	How many people should sign up for this?	Name	Your Email	Name	Your Email	Name	Your Email
Marketing Flyer	Making a printable flyer in PowerPoint (or other program) to advertise upcoming cafe. Flyer should be attractive, easy to read, and include tear tabs for people to take sign-up info with them. Flyers should be universal for different high schools, or you can make different versions for different schools to use. Alex will give you a template with the tear tabs already formatted and once you've made the flyer, you'll email it back to her to be printed and distributed. *Note: after you sign up here, email Alex to request the flyer template so that she knows you're on the job!*	1-2 people						
Take photos at Cafes and post one to our Facebook page	Take photos of speaker and attendees during the cafe, with the goal of capturing what's fun about each cafe. After the cafe, post a photo to the Science Discovery Teen Cafe Facebook page with a little comment about the cafe (e.g. "Having fun with poisonous rocks at the cafe about finding life on Mars") After that, send your 5 best photos to Alex and she'll send them to the writing team who will incorporate them into the blurb about the cafe.	1-2 people						
Introduce and "Outroduce" the Speaker	Write a brief intro for the speaker, based on the web chat prior to the talk and/or research you do on line. You'll also read through the rules of the cafe. At the end of the cafe you'll do the Outro. This is the thing where you stand up and say let's give Dr. Soandso a big round of applause, please like us on Facebook, and then you tell everyone when/what the next Cafe is. Email Alex for a template.	1 person						
Icebreaker	Your job is to come up with and run some kind of icebreaker at the beginning of the cafe. Be creative! And the activity should take somewhere between 5-10 minutes.	1 person						
Welcome Committee	Greet people as they arrive, make sure everyone has a nametag and is signed in. Instruct parents and younger siblings to please sit in the back of the room.	2-3 people						
General Set up/Clean Up	Help move tables and chairs around, put out snacks, set up activity materials, etc. Basically, come half an hour before the cafe and ask Alex what you can do. Usually, we'll be done cleaning up and putting things back in order after the cafe by 7:30PM.	2-3 people						

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Writing cafe summary for the Cool Cafe website	After each cafe, we'd like to summarize what happened so that other cafes around the country can see what we've been up to. Your job will be to write a quick description of the speaker's presentation and the activity (two separate things). Here's the website where they'll be posted. http://teensciencecafe.org/category/cool-cafes/ You'll write your two descriptions and then send them to Alex and she'll edit them and get them up on the web, giving you credit for the work!	1-2 people						
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