



Proposal Type: Summer Camps and Academies

Submission Deadline: December 9, 2024

Submission Link: https://nku.co1.qualtrics.com/jfe/form/SV_doi7L051vt98adE

Submission Requirements: Proposal submissions must include the following, completed in their entirety:
1. 2025 Ashland Summer Program Proposal Spreadsheet
2. One-page CV or resume for each program director (combined in one Word or PDF document)

OVERVIEW

CINSAM is requesting proposals for the 2025 Ashland Endowed Summer Enrichment Program in STEM, STEM education and related areas. Hands-on, active learning practices are expected in all programming. We will accept proposals for teacher professional development programs this year if the PD is incorporated into a camp or academy for students.

NEW: CINSAM is not accepting proposals for new elementary camps this year. If you are interested in working with the Outreach Team on elementary summer programming, please contact the CINSAM STEM Outreach Director.

NEW: We expressly encourage a collaborative approach to planning and leading programs with K-12 educational partners and CINSAM. It is required that each program has a K-12 educator partner with experience working with the target age group. CINSAM will assign a K-12 educator partner to your program if you are not able to find a partner yourself. **We expect that these educator partners will help in planning the experiences to ensure they are engaging for the high school or middle school student audience we want to reach with each program.**

Special consideration will be given to projects that do one or more of the following:

- cross disciplinary boundaries
- involve NKU students as leaders
- promote participation of underrepresented groups in STEM
- link with other institutions (e.g. virtual field trips) – CINSAM can help make some of these connections, especially with informal education institutions in the area.

Selection criteria for projects include the above considerations; alignment of project goals, activities and budget; achieving a distribution of offerings across multiple disciplines and participant demographics; and general quality of the proposal and activities described therein.

CINSAM will help manage administrative aspects of these programs, which may include scheduling, promotion of the programs, safety plans, registration, and evaluations, as arranged between the program director and CINSAM staff.

If you are offering a program that you have offered in the past, you may “recycle” your previous proposal, but please make sure that the dates, times, locations, and other details are accurate for this year.

These documents and submission links can also be found on CINSAM’s [Summer Program Support](#) webpage.



PERSONNEL COMPENSATION

The personnel budget is based on an hourly rate per contact hour, plus FICA. The following criteria should be used to calculate spending on personnel in this grant:

- The hourly rate range for the camp/academy director is \$40 - \$50/hour (includes preparation and contact hours).
- The hourly rate range for additional supporting faculty is \$35 - \$45/hour (includes preparation and contact hours).
- The hourly rate range for K-12 educator partner is \$25 - \$35/hour (includes preparation and contact hours).
- The hourly rate range for student workers is \$12 - \$15/hour (includes preparation and contact hours).
- The maximum personnel budget is **\$195 per contact hour of the program**, including budget for preparation, setup, clean up and contact hours. This limit does not include FICA.

Other Considerations:

- Twelve-month NKU faculty and staff are welcome to participate in leading camps and academies, but we are not able to offer them further compensation for this work.
- Any NKU faculty receiving compensation through the Ashland Summer Program must ensure that they are not exceeding limits set by the university for summer pay. Faculty are responsible for any reporting on this compensation as required by the university or others (e.g. faculty summer compensation form if applicable).
- NKU faculty may not receive more than a total of two (2) months' worth of salary from CINSAM through the Ashland Summer Program and CINSAM Research Grants.
- Fringe Benefits and FICA are calculated on all NKU personnel costs for budgeting purposes and are automatically calculated in the required spreadsheet. Unused funds are returned to the Ashland account.
- Ashland Program funding may not be used to pay overtime.
- Minors may not be paid on the Ashland Grant.
- NKU students must complete hiring paperwork with CINSAM and will be required to submit timesheets for their completed work. Camp and academy directors may be required to approve timesheets.
- Applicants wishing to propose a camp or academy without any NKU faculty or staff member should discuss their proposal with CINSAM staff well in advance of submission.
- NKU faculty and staff should share their plans with their Department Chair. CINSAM will also share proposals with Department Chairs, but they prefer to hear about applications from their faculty and staff first.
- Camp and academy directors should share plans for the program with other program personnel as early as possible and throughout the process. Program directors are the primary conduit for information between CINSAM and all program personnel.
- Camp and academy directors may incorporate teacher professional development into their camp or academy plans. For example, you may use a train-the-trainer model to facilitate replication of camps or bring teachers into an existing camp or academy to observe your activities. **Please consult with CINSAM's STEM Outreach Director before writing teacher PD into your proposal.**
- All camp and academy personnel will be required to complete all NKU Human Resources training related to working with minors by May 31st. Completing these trainings is a requirement for participation in programs and receiving payment.



- In the spring, CINSAM will host an onboarding training with camp personnel to facilitate communications and a good experience for camp leaders and participants, and to ensure compliance with NKU policies. Camp leaders are required to participate.

PROGRAM COSTS

Participants will be charged based on the number of contact hours and the materials cost; however, we keep costs to families low relative to other summer camp/academy programs in our region. Furthermore, CINSAM offers scholarships to participants who request assistance and demonstrate need. Each program's announcement will contain the fee charges and the scholarship announcement.

Other Considerations:

- a. CINSAM is considering paying for all or some of the Academy students' lunches. We will calculate these costs separately.
- b. Purchasing for programs supplies, materials, etc. can be done one of three ways:
 1. The Program Director can coordinate purchase requests directly with CINSAM's Budget and Administration Coordinator and copy the STEM Outreach Director and Program Manager on these requests.
 2. The Program Director may make purchases with their own personal funds; however, tax will not be reimbursed. To be reimbursed, the purchaser must provide the original receipt to CINSAM and must be set up as an NKU vendor.
 3. The Program Director (or their department's P-Card holder) can make P-Card purchases with their own department's funds (temporarily), and then submit a recode request to the Ashland account once it has posted.
- c. Purchases should be made far enough in advance that they will arrive in time for camps. Reimbursements should be submitted within one (1) week of purchase to the CINSAM Budget and Administration Coordinator.
- d. CINSAM will not pay for students to park on campus. If the question arises, the Program Director should inform the student that they are responsible for any costs incurred.
- e. If camps/academies do not enroll enough students, the program will be canceled, generally about one month ahead of program start.

PROGRAM SCHEDULING

The following are the camps and academies date/time options for 2025. Please abide by these hours in your proposals and plans.

Camps:

- Half-day camp: 9:00-12:00 or 1:00-4:00 [15 contact hours]
- Full-day camp: 9:00-4:00 [35 contact hours]

Academies:

- Half-day academy: 9:00-1:00 or 12:00-4:00, including CINSAM-supervised lunch hour (12:00-1:00) [15 contact hours for academy staff]
- Full-day academy: 9:00-4:00, including CINSAM-supervised lunch (12:00-1:00) [30 contact hours for academy staff]



Please ensure that you schedule activities for the entire timeframe of the camp/academy. Students are not permitted to leave your care early even if the day's lesson ends ahead of schedule.

CINSAM will plan one (1) hour lunches (12:00-1:00) for all **academies**, including half-day academies, in coordination with directors. **Please do not plan programming for this hour – CINSAM will manage this programming.**

Camp and Academy Dates:

In the Camp or Academy Proposal Spreadsheet, you will be asked to pick your 1st and 2nd choice for your session. The 2025 session options for middle and high school programs are:

- Session 3: June 23 - 27
- Session 4: July 7 - 11
- Session 5: July 14 - 18
- Session 6: July 21 - 25

Program Scheduling Considerations

Based on feedback from parents in the past, we would like to offer full-day options or two half-day options as much as possible. If you prefer to host a half-day program, CINSAM will try to pair you with another half-day program for similarly aged students to provide a full day of programming for our campers. These pairings help fill slots in camps.