



Camp Invention®

# INSTRUCTOR RECRUITMENT TOOLKIT



A NATIONAL INVENTORS HALL OF FAME® EDUCATIONAL PROGRAM



# WELCOME!

## DEAR EDUCATION PARTNER,

The magic of camp is made possible by passionate people like you. Because of your commitment to providing fun, hands-on STEM experiences, the curious children who attend your camp will become confident, capable creators and innovators.

To bring Camp Invention® to life, you'll need a team that's just as dedicated — a team of educators who understand that the most effective moments in learning are those that spark joy. Together with the NIHF team, your Program Team Members will share an exciting summer adventure and help children in your community build memories, skills and mindsets that will last a lifetime.

Your National Inventors Hall of Fame® (NIHF) Team



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\*For Ohio programs, please be sure to include this disclaimer in any communications: *Camp Invention is not a school-sponsored program or school-affiliated activity.*



**CLICK THE BUTTON BELOW TO DOWNLOAD ALL YOUR PROMOTIONAL IMAGES, BANNERS, POSTERS & MORE!**

**DOWNLOAD ALL RESOURCES**

To download the resources, click the button above. Files should appear in your downloads folder. Go to your downloads folder and locate the “all\_downloads\_instructor” folder. Double-click to open the file and access the content. Save the files to your computer for easy use.



**NOTE: All resources can be found on the Resource Center.**



# WHAT MAKES A GOOD INSTRUCTOR?

## YOUR BEST INSTRUCTORS WILL BE:

- Flexible, creative and enthusiastic
- Professional educators
- Passionate about teaching and learning
- Capable of managing children in an unstructured classroom environment
- Interested or experienced in discovery-based learning

## WHERE TO FIND INSTRUCTORS:

- Previous Program Team Members
- Retired teachers
- Recent education graduates
- Substitute teachers
- Teachers in your school and district

## THINK OUTSIDE THE BOX!

- Check out educator social media groups.
- Ask your colleagues if they had any standout student teachers in the past year.
- You don't have to be a STEM teacher to be a Camp Invention Instructor! Our curriculum is written for all educators, including but not limited to:
  - Paraprofessionals
  - Gifted and Talented teachers
  - Art teachers
  - Physical education teachers
  - Librarians
  - Instructional coaches
  - Don't forget about middle and high school teachers, and teachers in other buildings!



Camp Invention does not stop at the end of the program! The ideas you and your Instructors gain from camp will transfer to the classroom and make the school year more enjoyable for teachers and students alike.

Share this link with everyone in your education circles: [HTTPS://WWW.INVENT.ORG/CAMP-INSTRUCTOR](https://www.invent.org/camp-instructor)

# WHAT'S IN IT FOR INSTRUCTORS?



- Stipends
- Discount for their child to attend camp
- CEUs (Acceptance of CEUs is based on your state and local guidelines)
- Zero investment — all materials and curriculum are provided!
- Turnkey implementation
- Limited preparation time required — step-by-step instructions and daily preparation videos are provided
- Personal thank-you letter from the United States Patent and Trademark Office
- Great resume builder
- Transferable teaching skills
- Exceptional support from NIHF Regional Representatives

## HEAR FROM OUR INSTRUCTORS!

“**CAMP INVENTION WAS LIFE-CHANGING** from the start. I decided to change my librarian career to a middle school STEM teacher due to Camp Invention’s curriculum and modules. I truly believe in their program and cannot wait for our next summer camp!”

— Stephanie W., Camp Invention Instructor

“**I LOVED HOW FUN THE CURRICULUM WAS!** It was fun to teach, which meant it made it fun for the students to learn. I was able to really get into the character of a scientist working in a laboratory and play it up to make it engaging for the students. It was a blast!”

— Sara C., Camp Invention Instructor



[Camp Invention Insights From Educators](#)

# RESOURCES

## WE ARE HERE TO HELP!

To ensure that building your Program Team is as easy as possible, we've gathered all the resources you need to recruit Instructors.

If you have questions about any of the resources provided or need additional assistance, remember your Regional Representative will be happy to help.

## EXPLORE PROGRAM OVERVIEW



Emails and phone calls are great ways to reach out to potential Instructors! Need contact information for your former Instructors? Your Regional Representative can provide you with their email addresses and phone numbers!



# ROLE DESCRIPTIONS

To give potential Camp Invention Instructors an understanding of what to expect, share this helpful Instructor Role Description. All the expectations are detailed here, helping you recruit the best educators to make your camp a success.



National Inventors  
Hall of Fame®

## INSTRUCTOR ROLE DESCRIPTION

Camp Invention is a learning opportunity for Instructors, too! Educators move from a traditional classroom to a free learning environment where children are engaged through hands-on, inquiry-based activities – all designed to promote creative problem solving. Most Instructors report incorporation of acquired techniques from the program into their regular classrooms during the school year. At the end of your Camp Invention program, you'll earn 3.0 Continuing Education Units for your participation.

The Camp Invention curricula emphasizes immersion and hands-on learning through discovery. The program provides guidance for implementation of these techniques. Also provided are module curriculum, suggestions for room setup, an online Resource Center, helpful module startup videos, all materials, and step-by-step instructions. Children are grouped by age, and group sizes range from 10 to 23 children with the assistance of one or two Leadership Interns.

### Our Best Instructors Are:

- Flexible, creative, and enthusiastic
- Professional educators
- Passionate about teaching and learning
- Capable of managing children in an unstructured classroom environment
- Interested or experienced in discovery-based learning

### Instructor Responsibilities Include:

- Complete online Instructor Orientation
- Promote local program via social media, classroom newsletters, hanging posters in school, and passing out flyers
- Assist with local fundraising efforts
- Attend pre-camp setup day and orientation provided by the Director
- Assist with setup and tear down of the program
- Read assigned curricula and become familiar with activities and materials needs
- Decorate classroom to convey the theme of curriculum module
- Assist with sign-in and sign-out each day
- Maintain a sense of fun with a balance of discipline
- Inventory materials at the beginning and end of the program
- Complete online Instructor survey at the end of the program
- Be an ambassador of invention education

invent.org | 800-968-4332 | 3701 Highland Park NW | North Canton, OH 44720



[DOWNLOAD ALL ROLE DESCRIPTIONS](#)

To download the resources, click the button above. Files should appear in your downloads folder. Go to your downloads folder and locate the “role\_descriptions\_instructor” folder. Double-click to open the file and access the content. Save the files to your computer for easy use.



**NOTE: All resources can be found on the Resource Center.**

# SAMPLE EMAIL TEMPLATES

**Template:** Email from Director to District Employees

**Subject:** Paid, Weeklong Summer Teaching Opportunity

Hello <District/School> Staff!

**Camp Invention**<sup>®</sup>, an innovative one-week invention education experience, is being offered to students and teachers in <District/School> this summer, the week of <start date to end date> from <start time to end time>. I am looking for creative, enthusiastic colleagues to lead this hands-on program with me. To learn more about this exciting opportunity, please contact me at <enter your name, phone, email>.

*All educators who are involved in Camp Invention receive a stipend and are able to send their own child(ren) to camp at greatly reduced cost. Lesson plans, materials and support are provided. Camp Invention is a program of the nonprofit National Inventors Hall of Fame<sup>®</sup> (NIHF). Over 20,000 educators from across the country will be part of NIHF's unique education programs this year — I would love for YOU to be one of them.*

Thanks so much!

<Name>

Camp Invention Director

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**Template:** Email to former Camp Invention Instructors

**Subject:** Calling All Camp Invention Instructors - Position Openings for Summer 2022!

Hello <Former Camp Invention<sup>®</sup> Instructor>,

I am the Director for Camp Invention at <School>. We are hosting Camp Invention this summer, the week of <start date to end date> from <start time to end time>. I am in need of # Instructors for camp.

Since you have been a Camp Invention Instructor in the past, I know you understand the program and how it benefits both students and teachers. I would love to have you on our team. The stipend is between \$X - \$X depending on the camp's final enrollment. The support and assistance we receive from Camp Invention get better every year, and as always, the materials, training, curricula and easy-to-follow daily lesson plans are provided.

**Please let me know, either way, by <date> if you are interested in being an Instructor again this year.** I plan to have my complete team in place by <date>.

Thanks so much!

<Name>

Camp Invention Director

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# SAMPLE EMAIL TEMPLATES (CONTINUED)



**Having trouble reaching teachers in your school or district? Use this template to invite your Principal or District Administrator to get involved in your recruitment efforts.**

**Template:** Email to District Administration to send on Director's behalf

**Subject:** Please Share this Staff Leadership Opportunity

Hello <District Administrator>,

Will you please share this teaching opportunity with our district educators? I am building my Program Team for this summer's Camp Invention® program and am looking for teachers to join me. Along with a stipend, teachers will receive three CEUs. Independent evaluations of Camp Invention have also shown that teachers walk away from the program feeling more confident with fostering risk taking and creating an atmosphere of acceptance of people and ideas in the classroom. [You can find more of the proven benefits of Camp Invention here.](#)

I know how busy you are, so I have provided a draft email for your convenience. If you or any staff members have questions about this opportunity, please feel free to reach out!

**Template:** Email to District Employees from Administration

**Subject:** Calling All Camp Invention Instructors - Position Openings for Summer 2022!

Hello <District Staff>,

We are hosting Camp Invention® this summer, the week of <start date to end date> from <start time to end time>. The Camp Director, <Name>, is in need of Instructors for camp.

We are looking for creative, enthusiastic educators to participate in this hands-on program. All educators who are involved in Camp Invention receive a stipend and are able to send their own child(ren) to camp at a greatly reduced cost. Lesson plans, materials and exceptional support are provided.

Camp Invention is a program of the nonprofit National Inventors Hall of Fame® (NIHF). Over 20,000 educators from across the country will be part of NIHF's unique education programs this year — we would love for YOU to be one of them.

To learn more about this exciting opportunity and how you can be involved, stipends included, please contact <director's name, phone, email>.

Best,

District Administrator

# RECRUITMENT LETTER/JOB POSTING TEMPLATE

The below template can be used for a recruitment letter or to advertise openings for Camp Invention Instructors. Consider posting on your school's website, on local job boards, in PTA resources and on social media.

Dear Educator:

<School/District Name> is partnering with the National Inventors Hall of Fame® (NIHF) to provide Camp Invention®, a nationally recognized K-6 STEM enrichment program for children in our community, <camp dates> from <start time> to <end time>.

To bring this exciting opportunity to children in our area, we are looking for **Camp Instructors** to lead daily, hands-on STEM activities that provide experiences completely unlike those commonly offered through the school year. Training, program curricula including step-by-step lesson plans, materials, and supplemental videos and resources are provided for an inspiring week of fun for educators and campers!

During this weeklong adventure, children will collaborate, create and build confidence while rotating through four themed activities. In addition, research shows just ONE week of Camp Invention results in improvements in creativity, STEM interest and problem-solving skills. We are excited to offer an opportunity that provides immersive experiences for children to grow while having fun.

#### **As a Camp Invention Instructor, you will:**

- Gain **transferable teaching strategies** to create immersive STEM experiences in your traditional in-person or virtual classroom
- Receive a <\$XXX> **stipend\*** and CEUs\*
- Reignite your passion for teaching by **empowering children** through open-ended challenges that reach far beyond typical in-person or virtual learning experiences

Team-member-to-child ratios for the in-person program are 1:8, and the size of the program runs between 35 and 120 participants. For more information, visit [invent.org/educators](http://invent.org/educators) or contact <School contact information>.

Thank you for considering this innovative summer experience.

*\*CEUs pending district approval. Program stipends are based on enrollment. Camp Invention is not a school-sponsored program or school-affiliated activity.*

# INSTRUCTOR RECRUITMENT TOOLS



## INSTRUCTOR RECRUITMENT FLYER TEMPLATE

Once you download the flyer template, type in your local program information and print on 8.5" by 11" paper for the best results.

Ideas for using this resource!

- ✓ Place them in teacher mailboxes.
- ✓ Leave some in the teachers' lounge.
- ✓ Share them at buildings in your district.
- ✓ Send them digitally through educator circles.

DOWNLOAD FLYER



## INSTRUCTOR RECRUITMENT POSTER TEMPLATE

In addition to using the preprinted posters provided in your Director Box, you can also download this poster template, type in your local program information and print on 11" by 17" paper for the best results.

Spread the word by hanging this poster in:

- ✓ School buildings
- ✓ Main offices
- ✓ Local libraries
- ✓ Any area frequented by educators

DOWNLOAD POSTER



NOTE: All resources can be found on the Resource Center.



# SOCIAL IMAGES

Below you will find prewritten social media posts to promote your local Camp Invention program through your Facebook Event page, as well as personal and/or school district social media profiles.



Interested in a fun, hands-on teaching opportunity this summer with Camp Invention®? Visit our website to learn more! <https://www.invent.org/camp-instructor>

Are you an educator who has a passion for encouraging children to explore their creative potential? Register now to instruct a Camp Invention® program this summer and provide exciting, hands-on #STEM activities to students in your community!  
<https://www.invent.org/camp-instructor>

Calling all educators! The K-6 young innovators in your community need someone to lead their fun, hands-on Camp Invention® programs this summer! Register here: <https://www.invent.org/camp-instructor>

Hey educators! Have fun this summer and register to be a Camp Invention® Instructor! Encourage innovation, imagination and exploration with K-6 children in your community!  
<https://www.invent.org/camp-instructor>

**DOWNLOAD IMAGES**

To download the resources, click the button above. Files should appear in your downloads folder. Go to your downloads folder and locate the “social\_images\_instructor” folder. Double-click to open the file and access the content. Save the files to your computer for easy use.

*Please Note: Both Facebook and Twitter posts include the national Camp Invention page tag (@CampInvention). This allows viewers the ability to visit our page to learn more before registering for your local program. To activate the tag, click on the tag and after pasting in the copy, the text will turn blue to confirm the tag is activated. You can use the Facebook posts included above to share your Facebook event by copying and pasting the Event page URL into the post or by sharing the event from your News Feed. Social media posts and accompanying graphics are provided. We recommend that you include both text-only posts and posts with graphics when promoting your local Camp Invention program on social media.*

# WHAT'S NEXT?

**CONGRATULATIONS** on recruiting the Instructors you need for your Camp Invention program this summer! Continue to build on this excitement and keep your Instructors involved by following these tips:

- Make sure your Instructors have completed their Agreement at <https://agreements.invent.org/>.
- Your Director Box has a kit for your Instructors to help you promote your program. Be sure to share these resources with them!
- The Promotions Guide is a great tool for your Instructors to have as well and is available on the Resource Center.
- Your Instructors get an increase in their stipends based on total campers who registered for your program. Keep them involved in this process by giving them a goal of a number of students for each of them to recruit.
- You and your Instructors will be provided with a login to our Canvas platform. We have developed stand-alone training modules to support your efforts throughout the season. This tool can be reviewed and accessed at your convenience.



**Don't forget:** Your Regional Representative is happy to provide promotional items and activity kits! Encourage your Instructors to keep an eye out for events or opportunities in your school and community to promote your program! Some ideas for your Instructors to help with promoting Camp Invention:

- Talk about camp in the classroom.
- Add camp info to classroom newsletters and/or communications.
- Recommend Camp Invention at parent meetings as a great summer learning opportunity.
- Use Camp Invention activities in the classroom to create excitement.

# THANK YOU

for your support, and for inspiring children in your community through the Camp Invention experience!

**TO LEARN MORE, CONTACT:**



National Inventors  
Hall of Fame®

*Inspiring Future Innovators®*

In partnership with



UNITED STATES  
PATENT AND TRADEMARK OFFICE