STEM CENTERS OF ACADEMIC EXCELLENCE
MEMBER APPLICATION

Institutions interested in becoming a member under Pathway Two should send an email to stemcae@theharrisfoundation.org stating their intent to apply. Then, download and complete the Membership Application at www.stem-caeapplication.

Institution must return completed application to The Harris Foundation, 1330 Post Oak Blvd, Suite 2550, Houston, TX 77056. All materials submitted must be clearly labeled with the name of the program and name and contact information for the person. Place the printed materials for each program in an envelope, sealed and labeled.

STEM-CAE programs offered by the foundation are residential and non-residential summer academies, leadership academies, after school programs, academic challenges ~~and~~ virtual science camps.

Membership Criteria
Criteria for becoming a Member are:

- Have documented proof of successfully hosting one of the foundation's STEM-CAE programs for three years;
- Commit to hosting one of the programs listed above;
- Has an exemplary STEM faculty;
- Have support services for students in the program;
- Have a top-level leadership commitment to the program (e.g. President, Dean, Rector);
- Have relationships with companies and educational resources in the region; and
- Has strength of reputation within academic communities.
- Must have a leadership team consisting of four to six members.
- Are committed to meeting the standards and requirements established by The Harris Foundation for the selected STEM-based program.

Selection Procedure:

- THF Membership Committee chooses and contacts the educational institutions selected from the applications submitted and sets up a personal call with the listed team leader.
- THF Membership Committee selects the participating institutions applying for a summer program in December and those applying for an academic year program in March.

Member institutions interested in hosted one of the following foundation programs: Non-residential Summer Academy, Leadership Academy, After School Program, Academic Challenge, or virtual science camp should email the intent to apply. The foundation will email you a description of the selected program. The application and the program narrative must be submitted for the new program.

Member Fee:
The membership fee for the first year will be $10,000. Subsequent renewal years will be $5000. The program fee for THF programs other than residential and non-residential programs will be based on the number of participants and the revenue generated.

Payment by check is due upon selection notification. Payment options: full payment or two equal payments within 90 days of selection notification. Certification will be awarded upon receipt of full payment.

For an additional $5000, member institutions will receive the following services.

1. Provide high quality professional training for directors and instructors of the selected program. Training will include information on the core curriculum, assessments, reports, and other information pertaining to the operation of the program.
2. Assist with the development of the program.
3. Supply program information, templates and documents.
4. Provide technical assistance in the planning and implementing of the selected program.

MEMBER APPLICATION FORM

Official Name of the Educational Institution_____

Address_____

City, State, Zip Code_____

Head of Institution_____

Title_____
Title
Name of Program Hosted:_____

Years Hosted: _____

Name of Program Requested to Host (If applicable):_____

Leadership Team Members	
Institution Administrator	STEM Representative
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
[INSERT POSITION NAME]	[INSERT POSITION NAME]
_____	_____
Name	Name
_____	_____
Title	Title
[INSERT POSITION NAME]	[INSERT POSITION NAME]
_____	_____
Name	Name
_____	_____
Title	Title

DESIGNATED TEAM LEADER

(Designated Team Leader will receive all communications and notification letter)

Name _____

Title _____

Education and Experience

For each team member, as outlined below, summarize his/her experience on a separate sheet of paper. Do not exceed two (2) pages, typed.

1. Formal Education. Institution, type of degree, major, minor, and dates degrees were granted.

2. Employment Experience. Please include teaching and other assignments that will provide an accurate portrayal of your experience.

3. Professional Activities. Examples: (1) membership in professional organizations, (2) publications, and/or (3) research interests.

4. Related Activities. Examples: (1) outreach to the community, (2) liaison with local/regional businesses, (3) involvement with special youth programs, and/or (4) other collaborations or involvement in team efforts.

Include a statement, not to exceed 20,000 characters on why your institution should be recognized as a STEM Center of Academic Excellence for the foundation program hosted.

FOR NEW PROGRAMS -- MEMBERS ONLY

Program Narrative

If you are requesting the addition of a program not previously hosted, include the answer to the following questions. The selected STEM-based program must be held within one year of attending the STEM-CAE Institute.

1. What are the objectives of the program?
2. What are the student eligibility criteria for the program?
3. How will students be recruited for the program?
4. How will the program be financed?
5. What will be the key components of the program?
6. What STEM-based subjects/professions and staff will be included in the program?
7. What campus-based and/or community resources will be used in the program?
8. How will the success of the program be measured?

List corporations, universities, or other community organizations with which your university will partner with for each selected program.

Submit a signed letter of commitment from the president, vice-president, chancellor, rector, provost, or head administrator along with the application.