



"Your Piece of the Sloan Sky" (SDSS Plates for Education) Host Institution Agreement

Introduction

The SDSS Education and Public Outreach Group has initiated a program which distributes used SDSS plug plates (along with a poster of the SDSS imaging corresponding to the plate region and a packet of educational materials) to schools and informal education locations.

This program is currently offered free of charge to teachers, however in order both to simplify the distribution, and to encourage links between educational facilities and SDSS members, this distribution of plates will be done primarily via SDSS institutions¹, who must each agree to pay \$150.00 to help offset shipping costs.

Any SDSS Institution is invited to sign up to participate in this program.

Agreement

I confirm that I have read and understood the process for plate distribution and would like to sign up to distribute SDSS plates for education from my institution.

Name(s):

Signature(s):

SDSS Institution¹:

Full Shipping Address:

¹ For the purpose of this program, an SDSS Host Institution is defined to mean any Institution which was a member of SDSSI-II,III or which is now a member of SDSS-IV, as well as Institutions at which an External Participant of SDSS-IV is based. SDSS members past or present at other location should contact outreach@sdss.org to discuss eligibility.

How Does the SDSS Plates for Education Program Work?

1. SDSS Host Institution² signs up to participate in program (by joining the epo@sdss.org mailing list and posting this signed form to the list).
2. SDSS Host Institution arranges to:
 - a. host a teacher training/education workshop with local teachers (or informal educators) at which the plates will be distributed, and/or
 - b. visit one or more local schools (or informal education location) to deliver an activity and/or deliver a plate
3. Teachers/informal educators who accept a plate must agree to have their contact details included in our plate database and be contacted for feedback at a later date. The Host Institution takes responsibility for collecting and emailing outreach@sdss.org with these contact details when the plates are distributed.
4. Plates (in units of 10), and accompanying posters are shipped from the SDSS Plate Lab at the University of Washington to the host institution in time for the first of the planned distribution activities. The University of Washington will enter the plates as "sent to SDSS institution" into the Plate Database (at: <https://internal.sdss.org/collaboration/plates>).
5. SDSS central project covers the cost of producing the posters, SDSS Host institutions will be charged \$150.00 to help cover shipping costs.
6. The SDSS EPO group have developed a range of printable materials to accompany the plate ([wiki/PlateDistribution](https://wiki.sdss.org/wiki/PlateDistribution)), including a plate ownership certificate, letter of congratulations, and a variety of customizable activities. The Host Institution is responsible for printing this material to accompany the plate.
7. The SDSS Host Institution will be encouraged to maintain contact with the teacher/informal educator with the plate, and offer to visit to support the running of activities based around exploration of the plate and SDSS data.
8. SDSS EPO commits to monitor, assess and obtain feedback on the success of the program which will be sent out to participating Host Institutions to include in reports on EPO and/or impact of their research.

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