

# NBT Summer Manufacturing Camp Guidelines for Camp Directors

Prior to completing an application, please read through the following guidelines and expectations for running an NBT summer manufacturing camp.

- **Manufacturing Focus:** Schools must currently have a degree program or training curriculum that leads to a career in manufacturing. The school should also offer coursework focused on business entrepreneurship.
- **Product Design and Build:** Schools must propose an idea for a product(s) that campers will design and build during the camp. Ideally the camp will introduce students to CAD design software (SolidWorks licenses are included with the grant) to create a product idea, expose them to a variety of shop equipment or machinery to build it, and show them how to bring their product idea to life.
- **Plant Tours and Speakers:** Schools should propose at least two community partner(s) and/or local manufacturers to provide a tour and/or a guest speaker. The tours and speakers should serve to expose students to the local manufacturing industry and career opportunities.
- **Number of Participants:** NBT recommends a minimum of 12 participants per camp.
- **Camp Hours:** NBT recommends a minimum of 25 hours for a one-week camp or 45 hours for a two-week camp.
- **Age Range:** NBT's target audience for summer manufacturing camps is middle- and high-school aged girls and boys, ages 12-16.
- **Tuition:** NBT recommends that camps charge participants a minimum fee of \$59 for a one-week camp or \$99 for a two-week camp.
- **Forms and Documentation:** In addition to the online application, NBT requests important information from camp directors before, during, and after the camp. Directors must agree to submit or administer on a timely basis the following: marketing form (within 30 days of grant notice); pre- and post-camp online surveys (first and last day of camp); camp evaluation and financial report (within 30 days of final day of camp).
- **Marketing:** Camps are expected to recruit the minimum number of participants and will be asked to provide marketing plans and strategies for promoting the camp to their communities and through local school districts.
- **Additional Funding:** To supplement the grants awarded, NBT expects schools to seek out additional funding sources and develop relationships with local industry to support their camp to ultimately become self-sustaining.
- **Tiered Grant Structure and Awards:** NBT grant support is meant to provide start-up funding for the first three years to assist a camp as it moves into a self-sustaining stage. Each year a school hosts a camp, the amount of their financial support from NBT is reduced according to the tiered schedule outlined below:
  - Year 1 camp - \$2,500
  - Year 2 camp - \$1,500
  - Year 3 camp - \$1,000
  - Affiliate camp – Once a camp has completed 3 years of funding, the school can apply as an affiliate camp. While they no longer receive any financial support, affiliate camps receive the benefits described below (see **What NBT Provides**).

NBT awards grants in two phases: two-thirds of a grant amount will be paid out shortly after the school has accepted the award (typically early spring). The last third will be paid once the camp has concluded and the school has submitted their final evaluation and financial forms (see **Forms and Documentation** above) to NBT.

- **What NBT Provides:** In addition to the monetary awards, NBT provides each camp (including affiliates) with an adequate supply of NBT curriculum guides for campers and instructors, customized T-shirts with camp and sponsors' logos, 365-day licenses for the student version of SolidWorks software, marketing support, and other class materials, as needed.
- **Application:** The grant application is open July 1 through Dec. 1 of the year prior to the summer in which a camp will be held. Award notifications will be sent by Jan. 31 of the camp year.