



How to Use and Edit this Document

- This form is designed to be filled out by the families of workshop participants prior to the start of the workshop.
- This document is intended to be a **template** for use with your workshop.
- Editing or sharing this Google document can be accomplished in a few easy steps by using 'Make a copy' or 'Download.'
 - [Learn more about customizing resources in Google Drive here.](#)
 - [Learn more about customizing resources in Microsoft Office here.](#)
- The **text in purple** is designed as sample text and is meant to be edited with your specific workshop's information and details.
- Any text in black is given as a starting point and can also be edited as needed to fit your needs.
- Add any logos or styling to match your workshop's information or context.

ANY AND ALL CONTENT OF VEX ROBOTICS, INC SUPPLIED OR PROVIDED HEREIN IS PROVIDED "AS IS" AND WITHOUT WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR ANY OTHER WARRANTY, EXPRESS OR IMPLIED. VEX ROBOTICS MAKES NO WARRANTY OR REPRESENTATION OTHER THAN AS EXPRESSLY PROVIDED FOR ABOVE. VEX ROBOTICS SHALL NOT BE LIABLE FOR ANY LOSS, CLAIM, DAMAGE OR LIABILITY OF ANY KIND OR NATURE THAT MAY ARISE FROM OR IN CONNECTION WITH THE USE OF OF THIS DOCUMENT. THIS PARAGRAPH IS SUBJECT TO APPLICABLE LAWS, IF ANY, WHICH PROHIBIT ANY ATTEMPT TO DISCLAIM WARRANTIES WHICH ARE NOT DISCLAIMABLE.



Workshop Agenda

Date: _____ # of Participants: _____

Location: _____

Workshop Start Time: _____ Workshop End Time: _____

Time	Activity	Description	Materials Needed
5 - 10 minutes prior to workshop start	Welcome and Sign-In	Welcome participants, confirm sign-in, collect any required forms, and help students get settled.	Sign-in sheet, forms, name tags
5 minutes	Introduce Girl Powered	Share the goal of Girl Powered and help students understand how the workshop connects to robotics, drones, STEM, leadership, and belonging.	Presentation, talking points, projector or display
10 minutes	Guest Speaker(s)	Introduce a speaker, mentor, or panel to help students see different pathways into STEM.	Speaker notes, question prompts
45 - 60 minutes	Activity Name	Hands-on activity using VEX hardware or VEXcode VR.	VEX hardware
5 minutes	Certificates and Closing	Celebrate participation, pass out certificates, and thank speakers and any volunteers.	Certificates
5 - 10 minutes after the workshop ends	Sign-Out	Ensure participants are signed out by the approved adult and leave with their certificate.	Sign-in sheet