



Jefferson Science Associates, LLC


Thomas Jefferson National Accelerator Facility

JSA Initiatives Fund Proposal Summary Sheet

Proposal title: <u>Student Tour Program</u>	
<input type="checkbox"/> New proposal	<input checked="" type="checkbox"/> Renewal
Total funds requested \$ 2,600	Leveraged support / Matching resources <input type="checkbox"/> Yes <input type="checkbox"/> No
If your proposal includes leveraged support or anticipates matching resources, identify source, amount, and secure the signature of an authorized representative of the source.	
Source/Amt	Authorized Signature:
Source/Amt	Authorized Signature:
Source/Amt	Authorized Signature:

Principal Investigator (PI) _____	
<input type="checkbox"/> JLab employee	Associate Director signature _____
<input checked="" type="checkbox"/> JLab user	Name of university <u>The College of William and Mary</u>
<input type="checkbox"/> Other	Name of institution _____
PI's Mailing Address	<u>12000 Jefferson Ave</u> <u>Newport News, VA 23185</u>
PI's Telephone / E-Mail	<u>757-269-6245 / kelleher@jlab.org</u>
Co-PI's (with affiliation)	_____

Executive summary including the projected begin/end dates.
<u>Continuation of student-led tour program into it's third year. Student volunteers assist the public affairs office in giving tours to visiting officials, educational groups, technical groups, etc. Funds are used to compensate the student tour guides, with a two-tiered pay structure to encourage participation from new guides, and retention of experienced guides.</u>
Synopsis of scientific, educational, technical, and/or business merits, and alignment with and significance to Lab's current programs.
<u>There are two primary educational merits of this program. First, students are given practice speaking to non-scientific groups about the laboratory's scientific mission. Second, this allows public affairs to accommodate more and larger tour groups. Jefferson Lab should not be turning away any group interested in touring the facility and this program has made it possible for the last two years.</u>
Proposed evaluation plan to measure success. If this is a request for renewal of funds, assessment of prior year performance.
<u>The proposal has two main benefits, so there should be two main evaluations: 1) number of tour groups accommodated, and 2) the number of student tour guides involved. Last year's program was a success, with over 20 tours/escorted. Six different students were involved last year, including 2 new tour guides.</u>

Authorized signature for proposal from:	
JLab employee	Lab Director signature _____
JLab user	JLab Users Group Board Chair 
Other	Institutional authorization _____

Office of SURA Chief of Strategic Services – Internal Use		
Proposal received:	Submitted for review:	Disposition:

- Attachment A Technical Proposal – no more than 5 pages please. Up to 5 additional pages of letters of support, or other supporting materials may accompany proposal.
- Attachment B Budget Proposal