



Letters to a PRE-SCIENTIST

2023-24 STEM Professional Commitment Statement & Code of Conduct

The following outlines expectations of all STEM pen pal volunteers with the Letters to a Pre-Scientist program (“LPS”). Your electronic signature indicates you agree to be bound by the terms and abide by the rules and guidelines contained in this Commitment Statement & Code of Conduct.

Questions? Contact Lucy Madden at lucy.madden@prescientist.org.

Program Expectations

Mentor Role

- I will serve as a positive role model and friend.
- I will strive to build my pen pal’s self-efficacy, motivation, and sense of belonging in STEM.
- I will strive to share a few STEM jobs with my pen pal that align with their interests.
- I will help my pen pal make real-world connections to STEM.
- I will share information to support my pen pal’s exploration of higher education.
- I will look for and highlight commonalities between me and my pen pal.

Time Commitment

- I commit to participating in the pen pal program for the entire 2023-24 school year, from September 2023 to June 2024. This includes writing four letters that include content related to the designated themes set by LPS, and sending the letters by the deadline.
- I commit to writing all four letters, even if I don’t receive a letter from my student before my letter is due because I don’t want my student left out on Letter Opening Day.
- I will type using size 12 font or larger, or hand-write letters using print, not cursive.
- I will keep and upload a copy of each letter (picture of handwritten or electronic - max 2 MB per round) using the LPS provided form. (This will be used if your pen pal’s school is virtual, or if the physical copy is lost in the mail. If your school is using postal mail, the electronic copy is not a substitute for mailing your letter by postal mail.)
- I will read my pen pal’s letters, and make an effort to address their questions in my response.
- If my letter will be delayed, I will reach out to let LPS know before the postmark deadline. My letter will only be delayed in the event of extenuating circumstances.

- I will respond to all LPS communication within 48 hours. If LPS reaches out about the status of my letter and I do not respond within 48 hours, I understand that I may be removed from the 2023-24 program and my pen pal will be matched with another scientist to ensure they are not left out on letter-opening day.

I can and will meet the above outlined expectations. I understand that if I am matched with a pen pal, they will be counting on me to fulfill my commitment.

Social Sharing Expectations

We love when pen pals write and post about their experience with our program. We also care deeply about the privacy and safety of our students. Therefore, please acknowledge you will comply with the following requirements when sharing any information about Pre-Scientist, Inc., LPS, or LPS student pre-scientists on any public platform, including but not limited to, Instagram, Facebook, Twitter, blogs, other websites, social media and mobile applications:

- I will always remove my student's name, their school's name and address, and any other personally identifiable information from envelopes and letters before posting pictures of content from my student or content I have written. I will not post any image, video, or other form of media that includes a student's name or other personally identifiable information.
- I acknowledge that letters written by my pen pal are intended for me. I will consider this before posting content from letters and use my good judgment to determine which parts are appropriate to share publicly.
- I will not post any inappropriate information, engage in cyberbullying or any harassing behavior on social media.
- I will read and comply with the terms of use, privacy policy and any other applicable policy on any social media or public platform on which I post.

Code of Conduct

- I will read and comply with the Code of Conduct.
- If my pen pal discloses anything that causes me to suspect child abuse, neglect, or self-harm, I will reach out to Lucy Madden immediately with a copy of my letter at lucy.madden@prescientist.org. I will keep LPS staff up to date on the situation as best as I can so that LPS can provide appropriate updates to me and advise me on how to respond in my next letter if needed.
- I will respect the privacy and personal boundaries of my pen pal. If my pen pal reveals identifying information such as their full name, home or email address, I will alert LPS immediately and I will not share this information with others. I will keep all student information confidential.
- I understand that inappropriate language, including sexual or abusive comments, is not tolerated and will result in my immediate removal from the program. I will not use such language, or engage in any other form of disrespectful or inappropriate conduct, including but not limited to any behavior that is prohibited under this Code of Conduct, as a member of the pen pal program.

- I understand that students are not permitted to contact their STEM pen pals outside of the program, which is facilitated during science class. If my pen pal contacts me or asks for information such as my email address or social media handles, I will not disclose them or reply. Instead, I will direct the student to talk to their teacher.
- I will not contact any student outside of the pen pal program.
- Additionally, I will not disclose any personal contact information, beyond my address, to my student.
- I understand that if I disclose any personal contact information, beyond my address, to my student, or attempt to contact them outside of the pen pal program, I will be immediately removed from the program and prohibited from volunteering with the organization in the future.
- I will treat all persons with respect and fairness regardless of gender, race, religion or economic status.
- This Code of Conduct is not intended to be an exhaustive list. I will utilize my own good judgment while participating in the program.

I understand that if I do not comply with the above Program Expectations, Social Sharing Expectations or Code of Conduct, or otherwise do not fulfill my duties to the LPS program, I may be removed from the LPS program at any time, including during the academic year, and/or I may not be invited to participate in the LPS program in future academic years. My removal from the LPS program at any time during or after the academic year, or prevention from participating in the LPS program in future academic years, is at the sole discretion of the LPS staff and I will respect and abide by their decisions.

In no event will Pre-Scientist, Inc. or its directors, officers or employees be liable for any direct, indirect, special, incidental, consequential, exemplary or punitive damages, arising from, or directly or indirectly related to LPS whether in an action of contract, negligence, strict liability or otherwise, and by participating in LPS hereby irrevocably release Pre-Scientist, Inc. from all the foregoing and waive any claims you may have relating to the foregoing. Pre-Scientist, Inc. will not be responsible, financially or otherwise, for unauthorized behavior of any pen pal program participants, nor will Pre-Scientist, Inc. be responsible for any online activity of LPS participants, that is in violation of this Code of Conduct, any other LPS policy, or applicable law.

By completing this form, typing my first and last name and submitting this STEM Professional Commitment Statement & Code of Conduct, I am agreeing to be bound by the terms and abide by the rules and guidelines contained in this Commitment Statement & Code of Conduct.