



## SECME Compliance Information

Since 1975 SECME, Inc. has continued its strong history of supporting STEM education initiatives by positioning ourselves as the conduit to create alliances of K-12 schools, engineering universities, and industries and government agencies.

It is critical for SECME school and district programs, in partnership with the SECME National Office, to demonstrate value to our university and funding supporters. As a nonprofit organization that encourages inclusion not based on financial return on investment, it important that we establish other measures as “requirements” to be considered a “SECME Program.”

To be considered “compliant,” the requirements to be a participating SECME Program from the SECME National Office perspective include the following basic requisites:

### School District Program Directors

Not all SECME programs have SECME Program Directors at the District-level. A goal for SECME National is to encourage district leadership to designate a SECME Program Director for all districts with more than three participating SECME schools. The District Program Director has responsibility for guiding School Coordinators and for following:

1. Registering new participating schools and updating the district profile in the SECME National database for the current school year.
2. Communicating with SECME National as to the status of district schools participating in SECME.
3. Working with School Coordinators to ensure school compliance.
4. Working with a local University Partner to coordinate regional/state SECME competition.
5. Working with school principals, other district personnel, and the SECME National Office to coordinate SECME teacher training and professional development through the Annual SECME Summer Institute.

### School Coordinators

All SECME schools are required to have a point of contact who is responsible for guiding a school SECME Program and for submitting data to the National Office. If a district has a Program Director (PD), the School Coordinator can assure program compliance by updating data after the PD has registered the school with SECME National. If a *new school* (only) does not have a Program Director, the lead SECME faculty member, or School Coordinator, can assure program compliance by updating data after the school’s principal has submitted a signed “Commitment” form to SECME National. National will register the school and the School Coordinator will then be able to access the online database for data submission. School Coordinators have responsibility for the following:

1. Updating school profile for the current school year in the SECME National database.
2. Identifying students participating in SECME by registering new students and by updating existing students in the SECME Student Management System database.
3. Ensuring SECME students participate in a minimum of one SECME National sanctioned competition (as a class project, at the school or local competition level, or at a regional competition level).
4. Completing SECME National Annual Summer Report.
5. Encouraging and facilitating SECME students to complete SECME National Student Surveys.