



**Army Educational Outreach Program
Gains in the Education of Mathematics and Science (GEMS)
Near-Peer Mentor (NPM)**

Administered by the

National Science Teachers Association

TERMS AND CONDITIONS OF APPOINTMENT

The U.S. Army sponsors NPMs as part of the Army Educational Outreach Program (AEOP)'s GEMS Program. This role is intended to provide high school and college-aged students with a meaningful mentor opportunity in an Army laboratory or facility. The goals of the experience are to encourage students participating in GEMS to pursue Science, Technology, Engineering, and Mathematics (STEM) careers and to broaden students' interest in STEM fields by participating in hands-on laboratory activities. Through training from Army scientists, engineers and laboratory coordinators, NPMs expand their own educational knowledge and scientific fundamentals while learning valuable leadership and communication skills. The agreement between National Science Teachers Association (NSTA) and the U.S. Army requires government-funded activities to follow Federal Guidelines. The following conditions are in accordance with government regulations.

Period and Place of Appointment

The term of appointment and other pertinent information will be provided within the award letter. Participation in GEMS as a NPM must take place on site at the sponsoring laboratory or facility.

Requirements

Participants must be a Citizen or Permanent Legal Resident of the United States. Participants must be current high school or college-level students with a strong background in STEM or STEM education.

Stipend

NPMs will receive stipend payments in the form of check which will be distributed monthly by the laboratory coordinator. Stipends will be distributed as outlined in the NPM award letter. Stipend checks should be cashed immediately upon receipt. Stipends will not be reissued for any reason after May 31, 2019.

Stipends will be distributed only after a completed Terms and Conditions packet and W-9 are submitted to the lab.

A W-9 is attached to this form and must be filled out and submitted with these terms and conditions to the lab coordinator. **It is the responsibility of the NPM, his/her parent(s) or legal guardian(s) to keep NSTA updated if their personal information changes.**

Please Note: *NPMs are not Federal Government or NSTA employees and will be responsible for paying their own taxes for the calendar year. For more information, see attached Memorandum titled "Taxation of Your Summer Stipend."*



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Relocation and Travel Allowance

There is no relocation, travel, or housing allowance provided for NPMs and they will need to make their own travel and housing arrangements for the summer.

Exception: *Depending on the geographic circumstances of the respective GEMS program (e.g. White Sands Missile Range, NM), transportation may be offered from a centralized location in the community to the respective Army GEMS site.*

Insurance

Accident insurance will be covered under AEOP's Accident Insurance policy while participating in activities related to GEMS. Contact NSTA or Battelle if you would like to see a copy of the policy. Travel to and from AEOP activities is not covered. No other insurance will be provided.

Background Check/Security Clearance

Due to the nature of the GEMS NPM role, NPMs may be required to complete a Child Care National Agency Check and Inquiries (CNACI) background investigation prior to the start of the program. If the sponsoring laboratory requires NPMs to obtain security clearances, they will be contacted by their sponsoring laboratory coordinator with specific instructions or additional forms. Selected candidates will not be accepted as an NPM until all necessary background checks are processed without any derogatory results. Background checks yielding derogatory information may be grounds for revoking the NPM's acceptance/participation in the program.

Supervision on Site

NPMs will be assigned a new group of students each week throughout the duration of their actual period as an NPM. Each laboratory has a laboratory coordinator, who is the point of contact for disseminating important information, guidelines, expectations, and rules regarding the GEMS NPM role. All NPMs should follow the guidance of the laboratory coordinator and/or Resource Teacher (RT). **Failure to cooperate or adhere to the agreed upon guidelines, expectations, rules or duties assigned by the laboratory coordinator and/or RT may result in the revocation of appointment and in a prorated stipend based on the actual period of participation in the program.**



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Time and Attendance

NPMs are expected to participate full-time according to the schedule agreed upon between the NPM and the laboratory coordinator. Excused absences (due to illness or personal matters) must be requested by the NPM and approved by the laboratory coordinator prior to the absence. The laboratory coordinator may ask the NPM to provide documentation verifying the legitimacy of the absence. **Unexcused absences or a pattern of excused absences are grounds for revocation of appointment and may result in a prorated stipend based on the actual period of participation.**

Ethics/Behavior

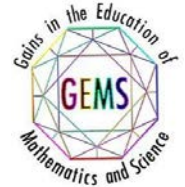
NPMs will not exchange personal information with GEMS students, such as email addresses, phone numbers, and social media addresses/usernames. In addition, the use of inappropriate language, gestures, or clothing will not be tolerated and is grounds for revocation of appointment. Furthermore, consumption or use of alcohol or tobacco products during GEMS hours of operation is grounds for revocation of appointment. It is important to remember that NPMs serve as a positive role model to GEMS students and that their behaviors should reflect accordingly. NPMs must follow all laboratory safety requirements, which may include having to wear protective clothing, such as safety glasses or proper foot protection. NPMs will not put themselves or the program participants they are supervising at any unnecessary risk.

Dress Code

Recommended dress code is business casual. Clothing cannot be baggy and must cover skin down to the ankle. Shoes must have closed toes and not have high heels. Shoulder-length or longer hair should be tied, pinned or otherwise restrained away from the face and hands. Jewelry and clothing that could get caught in machinery or hang into a work area should not be worn. Please contact your host lab for more details on dress code guidelines.

Intellectual Property

NPMs who invent or co-invent technologies have Intellectual Property rights to those inventions.



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ACCEPTANCE OF TERMS FORM

I hereby accept this appointment to serve as a GEMS Near-Peer Mentor within the AEOP. By accepting this appointment, I acknowledge the following:

- I read and understand the terms and conditions of the appointment specified in the Terms and Conditions of Appointment
- I understand all appointments are subject to the availability of federal funds
- I understand that I must turn in a completed Terms and Conditions and W-9 before I start my appointment with the lab and/or receive stipends
- I am a Citizen or Permanent Legal Resident of the U.S.
- I agree, if required, to participate in a U.S. Government security clearance process and will provide all requested personal materials by the due dates set for me.
- I understand that background checks yielding derogatory information may be grounds for revocation of my NPM offer/acceptance
- I understand that the appointment is not a contract for services between me and NSTA or the U.S. Army
- I read and understand the Memorandum titled “Taxation of Your Summer Stipend”
- I will read and complete all forms truthfully and to the best of my knowledge
- I agree to allow the U.S. Army or its contractors to contact me for program-related issues
- I agree that my appointment as a GEMS NPM may be revoked at any time and for any reason; in which event, my stipend will be prorated based on the actual period of participation.
- I agree to adhere to the dress code

Signature of the NPM: _____

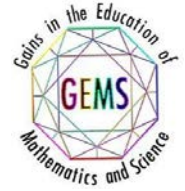
Printed Name: _____ Date: _____

Please indicate at which facility you will serve as a GEMS NPM:

Please return completed and signed Terms & Conditions to your laboratory coordinator to be sent to NSTA. Failure to complete and return Terms & Conditions to your laboratory coordinator may result in revocation of appointment and forfeiture of stipend.



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PARENTAL CONSENT FORM (IF APPLICABLE)

If the student is 17 years old or younger, a parent or guardian must complete and sign the following form.

Student's Name _____

Parent/Guardian's Name _____

Address _____

City/State/ZIP _____

Daytime Phone Number _____

Email Address _____

I, the undersigned, acknowledge that I have read and understood all the information covered in the Terms and Conditions of Appointment and all documents within this packet.

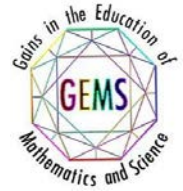
I authorize my child to participate in the 2018 GEMS program as a Near-Peer Mentor.

Signature of Parent/Guardian _____

Printed Name of Parent/Guardian _____

Date _____

Please return completed and signed Terms & Conditions to your laboratory coordinator to be sent to NSTA. Failure to complete and return Terms & Conditions to your laboratory coordinator may result in revocation of appointment and forfeiture of stipend.



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MEMORANDUM

TO: GEMS Near-Peer Mentors

FROM: National Science Teachers Association

SUBJECT: Taxation of Your Summer Stipend

PLEASE READ CAREFULLY!

With the passage by Congress of the Tax Reform Act of 1986 (Public Law 99-514), NSTA has sought advice of legal counsel with respect to the tax treatment of stipends received by Near-Peer Mentors participating in GEMS.

Accordingly, you are advised of the following:

NSTA will not withhold taxes from your stipend. NSTA will provide you and the Internal Revenue Service (IRS) with the 1099-MISC Tax Form recording the amount paid to you during the tax year. Under current laws and regulations, independent contractors are responsible for submitting quarterly estimates of income taxes to the IRS and paying the amounts due. You may have a similar liability with respect to state and/or local taxes depending upon the state and/or locality where you reside.

Appropriate IRS publications or your personal tax advisor should be consulted for clarification concerning your Social Security and other tax liability.

Please return completed and signed Terms & Conditions to your laboratory coordinator to be sent to NSTA. Failure to complete and return Terms & Conditions to your laboratory coordinator may result in revocation of appointment and forfeiture of stipend.