



IPO EDUCATION FOUNDATION

IP PATCH TOOL KIT

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INTRODUCTION

The Intellectual Property (IP) Patch was originally created in collaboration with the IPO Education Foundation, United States Patent and Trademark Office, and Girl Scout Council of the Nation's Capital to encourage girls to enter STEM (science, technology, engineering and math) careers by fostering the importance of invention and innovation to our country's economy through education about the role IP plays in this process.

This tool kit provides a step-by-step guide on how to teach and host events using the IP Patch curriculum. The kit is broken into two parts; Part One provides guidance for organizations to host events and Part Two is designed for educators to introduce IP education in a classroom or other learning environment.

HOSTING AN EVENT

STEP 1- SECURE AN AUDIENCE

Organizations can connect with local youth groups in a number of ways, including working through an adult leader already affiliated with the organization, using Facebook networks, contacting local schools, contacting local organizations directly, or [finding their local Girl Scout council online](#).

Event registration can be handled either by the hosting organization, or through the youth organization. Often, the youth organization will require that it handle registration to ensure data security and privacy for the students. If photographs or video will be taken during the event, remember to secure the necessary photo waivers or permissions slips in advance. (see Appendix for sample waivers).

STEP 2- PLAN EVENT PRESENTATIONS & ACTIVITIES

- *Secure event space.*
- *Secure volunteers/speakers (use [IPO's IP Speaker Search](#) as a resource for finding IP experts in your area who are willing to volunteer their time to give a presentation about intellectual property.)*
- *Refer to Appendix for sample presentations and activity materials.*

STEP 3- REQUEST IP PATCHES FROM THE IPO EDUCATION FOUNDATION

Complimentary IP Patches are available from the IPO Education Foundation- [submit a request for an IP Patch shipment online](#). Please allow 5 business days for the Foundation to process the request and an additional 5-7 business days for the patches to arrive.

STEP 4- SHARE YOUR SUCCESS!

- *Share the [IP Patch video](#) to encourage others to participate.*

- *During and after the event post pictures and updates on social media: [IPO Facebook](#), [IPOEF Facebook](#), [Twitter](#)*
- *Reach out to at IPOEF- E-mail us at Foundation@ipo.org to let us know how your event went and to share stories and pictures.*

SEE APPENDIX BELOW FOR MORE INFORMATION.

TEACH THE CURRICULUM

STEP 1- PLAN PRESENTATIONS & ACTIVITIES

- *Secure volunteers/speakers (use [IPO's IP Speaker Search](#) as a resource for finding IP experts in your area who are willing to volunteer their time to give a presentation about intellectual property.)*
- *Consider a parent or family member who is a patent or trademark attorney to speak to the group.*

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APPENDIX

1. IP Patch Curriculum:

- Ages 6-8, Grades 1st -3rd- [Imagination Pioneers](#)
- Ages 9-11, Grades 4th -6th - [Investigating Possibilities](#)
- Ages 12-14, Grades 7th - 9th - [Inventive Products](#)
- Ages 15-17, Grades 10th - 12th - [Inspiration Producers](#)

2. [Sample Presentation Materials](#)

3. Sample Activity Materials: [Passport to IP](#)

4. [Sample Event Agenda](#)

5. [Sample Photo Waiver/Permission Slip](#)

6. Link to [IP Speaker Search Portal](#)