# Treasure Hunt

In order to organise a Treasure Hunt in your university, it is advised to consider the following:

- Appoint a task force team that will overview the organising of the event
- The Task Force can then pull their ideas together to decide the following:

    - Who will be the best people to appoint to run the event?
    - What workshops can we offer primary school students?
    - Where can we find suitable rooms to hold the workshops?
    - What route would be the best to follow?
    - What engineering feats could be used to form questions on the route? STEPS to engineering would recommend having 15-18 questions for Treasure Hunts lasting 1.5 hours.
    - How many Treasure Hunts per day are feasible to run? Organisers need to consider that many students have to travel by bus to the university and must be back at school by 3pm. An option would be to hold the Treasure Hunts from 10am-1pm with groups leaving the registration area every 30 minutes.

- The following personnel will be an integral part of organising the Treasure Hunts before they commence, on the day as well as analysing the success of the event afterwards.

    - **Booking Contact & Registrar** – This person will appointed to deal with the direct bookings with the teachers for the Treasure Hunts. This person's details will also be placed on the Week of Wonder website. On the day of the Treasure Hunts, this person can welcome and register the teachers and the classes as they arrive to go on the Treasure Hunt. Ideally this person would already be familiar with the schools in the locality (school liaison officer)
    - **Team Leader** – will be responsible for accompanying the children along the Treasure Hunt route? This person should ideally be enthusiastic and aim to inspire and excite the children about Engineering as they follow the route and answer questions.

- **Workshop Coordinators**- for each of the two workshops being organised along the Treasure Hunt route, a workshop coordinator should be responsible for overseeing each of the workshops. These coordinators would ideally be responsible for sourcing the materials required in the lead up to the Treasure Hunts as well as debriefing the rest of the team on what the workshops involve so questions by participants can be answered correctly.
- **Workshop Volunteers**- Although the workshop coordinators will oversee the running of the workshop, having volunteers to help the children during the workshop is a good idea as not all the children involved will make the models etc in the same time.
- **Finishing Point celebrators** – From past experience, it works very well when there is two members of the organising committee at the finishing point to encourage participants to celebrate their completion of the Treasure Hunt by provided them with prize packs/badges/stickers etc as well as collecting the maps with the answered questions.
- **Floater**- if possible, it is recommended to have one person during the Treasure Hunts that is not assigned any job in particular. This person could communicate the timings of the workshop etc to the person/s overseeing and expecting the group at the next stage of the Treasure Hunts.

**<u>Prizes:</u>**

Children can get very excited about receiving a gift at the finishing point of the Treasure Hunt. These prizes could range from badges, stickers, certificates or hoodies. These items could also be branded so that the children have a lasting memory of their day of engineering fun held in the university. STEPS to engineering will supply badges, stickers and hoodies. If you would like your own branding on these items however, STEPS to engineering will not incur the costs.

**<u>Timing:</u>**

Planning your route to a certain time is essential. To ensure that groups follow the route seamlessly and without doubling up at workshop locations, it is important that workshop coordinators stick rigidly to the time allocated for the activity. Extra help, such as having volunteers at the workshops and the floater to communicate with those responsible for the certain points along the Treasure Hunt route can assist the smooth running of each Treasure Hunt.