

# SCCOE Makerspace Expectations

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- Available for the creation of **SCCOE classroom student materials** only.
- Must show SCCOE Employee Badge at each Makerspace visit.
- **Children under 12 are not permitted** in the Makerspace.
- The SCCOE Makerspace Access Form is **required at the time of EACH visit**. Obtain forms from your manager or principal, the Makerspace does not have extra forms.
- SCCOE Makerspace Access Form **MUST INCLUDE**:
  - **Signed Approval by your Manager/Principal.**
  - **Budget number (include fund and cost center).**
- Makerspace Procedure:
  - **BEFORE you begin your work**, present your completed and approved SCCOE Makerspace Access Form to the Makerspace staff.
  - You will be given an inventory sheet to **record all supplies used during your visit**. Additional supplies cannot be taken from the Makerspace.
  - Once you have completed your visit, **return your inventory sheet to Makerspace staff person** to review and verify your paperwork.