


SCIENCE & ENGINEERING FAIR 2019

Calendar for Site Coordinators

EVENT	PURPOSE	DATE/TIME	LOCATION
<p>“Kick-off” Meeting for School Coordinators and District Steering Committee</p>	<p>Starting Science & ENGINEERING Fair Projects Right:</p> <ul style="list-style-type: none"> ✓ HOW TO conduct your site science fair with the intention of participating in the district-wide science & engineering fair (scheduling site events, developing/maintaining a science fair culture at school, what works, what doesn't, the importance of and reasons behind established due dates). <p>Commitment and Resources:</p> <ul style="list-style-type: none"> ✓ Registration Packet ✓ CALENDAR & DUE DATES ✓ T-SHIRT PRE-ORDER – DUE Feb 22, 2019 ✓ ELIGIBILITY CHECKLIST ✓ WEB PAGE RESOURCES 	<p>Tuesday December 11, 2018 4:15–5:45 p.m.</p>	<p>Teacher Resource Center (TRC), Rm AB</p>
<p>Site Coordinators Meeting #1</p>	<p>Managing Your School Site Science & Engineering Fair:</p> <ul style="list-style-type: none"> ✓ DECIDING WHAT'S IMPORTANT – RUBRIC SCORING OF PROJECTS ✓ GETTING JUDGES & REVIEWERS FOR YOUR SCHOOL ✓ MAKING SCHOOL FAIR JUDGING WORK ✓ PLANNING RECOGNITION 	<p>Thursday February 7, 2019 4:15–5:00 p.m.</p>	<p>TRC Room 17</p>
<p>Site Coordinators Meeting #2</p>	<p>Preparing for the District Science & Engineering Fair:</p> <ul style="list-style-type: none"> ✓ <i>What to expect. How to be ready. How to help students get the most out of their experience.</i> ✓ GUIDELINES & SAFETY– Important! ✓ OPEN FORUM Q & A 	<p>Tuesday March 12, 2019 4:15–5:00 p.m.</p>	<p>TRC Room 18</p>
<p>Receive your DISTRICT SCIENCE & ENGINEERING FAIR REGISTRATION PACKET in your school mail mid-March</p>	<p><i>Packet contains all the forms required for this year's Science Fair.</i></p> <ul style="list-style-type: none"> ○ Complete all information on Project Registration Form and ○ Return to the Science Office <hr/> <p>➤ Bring to the Science & Engineering Fair:</p> <ul style="list-style-type: none"> ○ Completed Student Participation Agreements for every student participant and <u>keep with you at your table.</u> 	<p>NO LATER THAN Friday April 12, 2019</p> <hr/> <p>Saturday May 18, 2019</p>	<p>Science Office, TRC Rm. 8 EGeier@lbschools.net FAX: 427-8448</p> <hr/> <p>Have available at all times at your table at the Science & Engineering Fair!</p>
<p>School Coordinators Info</p>	<ul style="list-style-type: none"> ✓ FAIR DAY REMINDERS & TIPS ✓ YOUR FAIR DAY LOCATION 	<p>By email after we have all registration forms</p>	<p>Your email in-box</p>
	<p><i>This showcases the hard work and talents of our young scientists to the community, professional scientists, dignitaries, families, and friends.</i></p> <p><i>On your table location at the science fair you will find your school's box containing the following:</i></p>	<p>Saturday May 18, 2019</p>	<p>Cabrillo High School</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li style="width: 50%;">✓ T-Shirts <li style="width: 50%;">✓ On-site instructions <li style="width: 50%;">✓ Pins <li style="width: 50%;">✓ Programs for all students/parents <li style="width: 50%;">✓ Name tags with Ribbons <li style="width: 50%;">✓ Site Coordinator evaluation form <li style="width: 50%;">✓ Treasure Hunt cards <p>NOTE: Certificates of participation will be mailed to schools <u>after the fair</u>. Name corrections should be phoned in to the Beth Geier, ext. 2901, or emailed to EGeier@lbschools.net within one week.</p> </div>