

Coordinator Handbook



Compiled by the
Gila County School Superintendent's Office
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Resources

- Gila County School Superintendent’s Office www.gilacountyschools.org (Download forms, student handbook, and register online)
- Arizona Science & Engineering Fair website www.azsef.org
- Society for Science & the Public www.societyforscience.org
- Virtual Science Investigation <http://school.discoveryeducation.com/sciencefaircentral>
- Science Buddies www.sciencebuddies.org (offers an interest inventory questionnaire to help students choose a science fair project)
- Southern Arizona Science and Engineering Fair website www.sarsef.org
- Arizona Science Center www.azscience.org

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In preparing this handbook, the author utilized materials from the Intel International Science and Engineering Fair Rules and Guidelines 2014, the Southern Arizona Science and Engineering Fair website, the Mendocino County Coordinator Handbook, and the Chandler Unified School District Science Fair Coordinator Handbook.

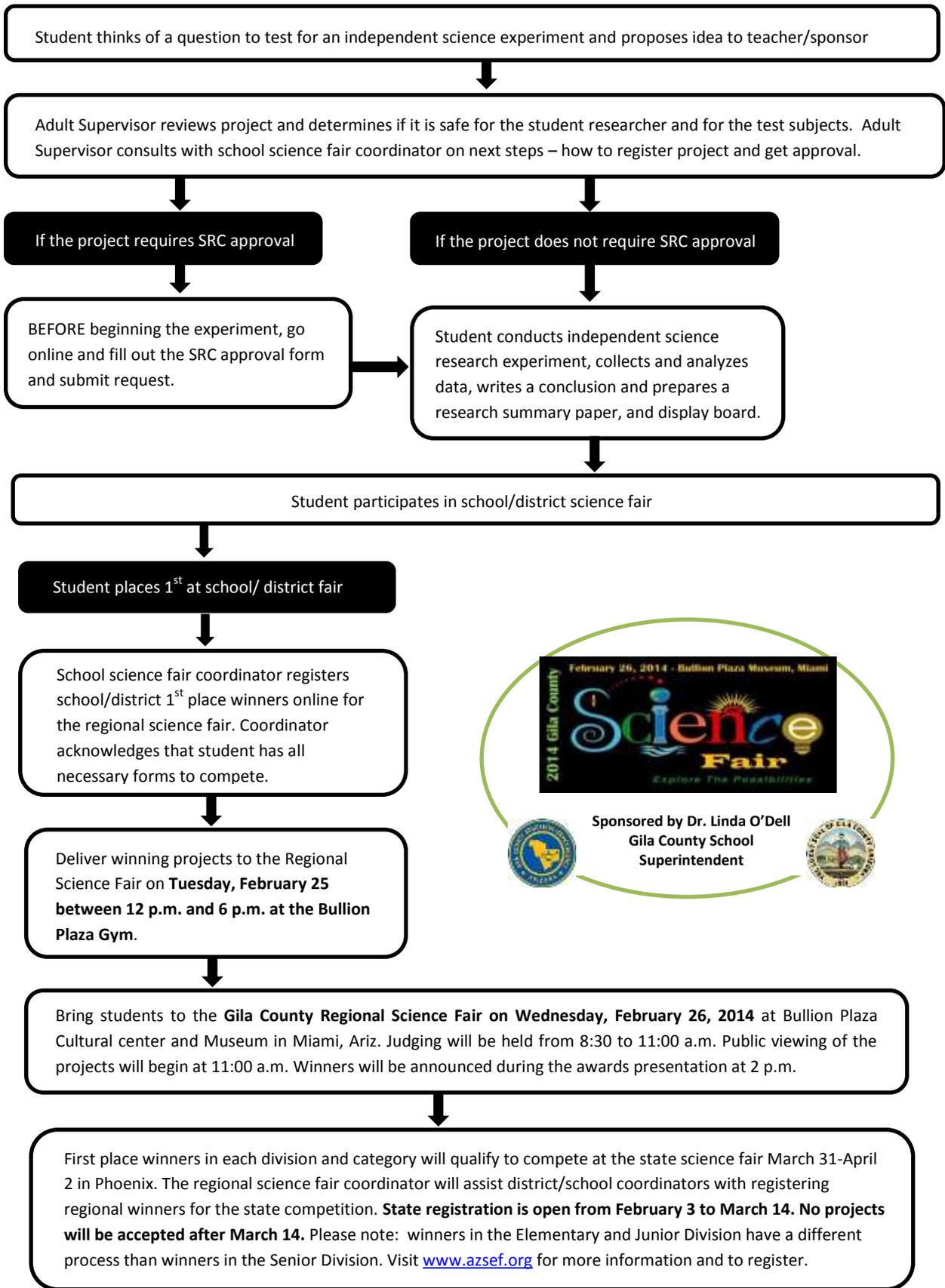
Why host a science fair?

Science fairs offer students an opportunity to explore their world and build scientific knowledge and skills. Competing in a science fair utilizes a student's English language arts skills, science skills, mathematical skills, and fine arts skills. Independent research (the prelude to a science fair project) is enhanced by the challenge of competition. It is an observable consequence that competition breeds champions. Science fairs encourage students to strive for their personal best by providing a venue for students to share their efforts, discoveries, creations, and inventions with others and compare the outcome of their research among other students. Science teaching instruction that is inquiry-based promotes more meaningful content for students. Instruction is enriched when teachers allow students to select a science topic for conducting research – giving each student time to explore a personal fascination. Teachers can exercise their understanding of student development and learning by guiding student research. They come to realize that as each student conducts independent research, each student has an opportunity to individually grow, develop and learn.

We would like to take this opportunity to thank you, the district/school science fair coordinators, for enabling your students to take part in this valuable and tangible learning experience. We have compiled the following information to assist your efforts as a fair coordinator. Should you have further questions, we invite you to contact Holly Sow at the Gila County School Superintendent's Office at 928-402-8784 or by e-mail to hsow@gilacountyaz.gov.

Save the Date!

This year's Gila County Regional Science Fair is Wednesday, February 26, 2014 at the Bullion Plaza Cultural Center and Museum in Miami, Ariz. For further information, event updates, and resources please visit our website at www.gilacountyschools.org. All projects competing in the Regional Science Fair must be delivered to Bullion Plaza Gym on Tuesday, February 25, 2014 between 12 p.m. and 6 p.m. Projects delivered the day of the fair will be displayed, but will not be eligible for judging!



Getting started with your school/district science fair

- Set up a meeting with teachers who will be participating in the science fair
- Establish a place and time for the science fair (before mid-February)
- Devise a system for project check-in, storage, display and takedown
- Get volunteers/PTO to help with various tasks
- Publicize the fair to parents and community
- Determine judges for science projects
- Order ribbons, certificates, and refreshments (if desired)
- After fair is over, send thank you notes
- Work with winning entries to successfully enter the Gila County Regional Fair

Changes to this year's Regional Fair

A few changes have been made to this year's Gila County Regional Science Fair. This year, only first place projects in each division and category will be accepted to compete at the county level. This reflects the Arizona Science & Engineering Fair (AzSEF) rules, which allow only first placed projects to advance from the regional to the state level.

Second, project displays will only consist of a trifold board (see page 8 for maximum dimensions), the student's research logbook, and a one-page abstract. The official abstract form can be downloaded from www.gilacountyschools.org as a Word file. No water, soil, animals, or other materials will be allowed as part of the project display.

Finally, changes have been implemented to simplify the online registration process at both the regional and state levels. Please note that projects involving human participants, vertebrate animals, and potentially hazardous biological agents (this includes mold and bacteria) need Scientific Review Committee (SRC) approval BEFORE experimentation commences. See "Rules and Guidelines" on page 7 for detailed information.

Science fair projects are judged based on age division and subject category. First place winners in each division and category from participating schools/districts are eligible to compete in the Regional Fair.

Divisions

The Gila County Regional Fair features three divisions of competition:

- ✚ Elementary Division – Grades 5-6
- ✚ Junior Division – Grades 7-8
- ✚ Senior Division – Grades 9-12

All three divisions are eligible for state competition.

Categories

Elementary & Junior Division Categories:

- ✚ Animal Sciences
- ✚ Behavioral & Social Sciences
- ✚ Cellular & Molecular Biology
- ✚ Chemistry
- ✚ Computer Science
- ✚ Earth & Planetary Science
- ✚ Engineering
- ✚ Environmental Sciences
- ✚ Mathematical Sciences
- ✚ Medicine & Health Sciences
- ✚ Physics & Astronomy
- ✚ Plant Sciences

Senior Division Categories:

- ✚ Animal Sciences
- ✚ Behavioral & Social Sciences
- ✚ Biochemistry
- ✚ Cellular & Molecular Biology
- ✚ Chemistry
- ✚ Computer Science
- ✚ Earth & Planetary Science
- ✚ Engineering
- ✚ Engineering: Materials & Bioengineering
- ✚ Environmental Management
- ✚ Environmental Sciences
- ✚ Mathematical Sciences
- ✚ Medicine & Health Sciences
- ✚ Microbiology
- ✚ Physics & Astronomy
- ✚ Plant Sciences

Gila County Regional Science Fair Rules and Guidelines:

1. All projects must adhere to the requirements of the AzSEF and Intel ISEF. Knowledge of these requirements is the responsibility of the student and Adult Sponsor. A full list of all requirements can be found online at www.societyforscience.org/isef.
2. Before experimentation begins, a SRC must review and approve most projects involving human participants, vertebrate animals, and potentially hazardous biological agents. For project review and approval, visit www.azsef.org/register/isef_forms.php. SRC approval requirements apply to Elementary, Junior and Senior Divisions.
3. Senior Division projects may require additional forms. These can be downloaded using the ISEF Rules Wizard at www.azsef.org/register/isef_forms.php. Save forms to your computer and have them filled out prior to project begin if required. Keep the documents safe. They will need to be available for review at the regional, state, and international fairs if the project advances.
4. Team projects compete and are judged in the scientific category of their research. Teams may have two or three members. Team membership cannot be changed during a given research year, including concerting from an individual project to a team project or vice versa. Each team member must submit an Approval Form; however, team members must jointly submit all other required forms. Full names of all team members must appear on the abstract.
5. Students placing first in their division and category in their district fairs are eligible to compete in the Gila County Regional Science Fair.
6. School science fair coordinators are responsible for registering their student winners for the regional fair. Register students online at www.planetreg.com/E112610452566932 or on our website, www.gilacountyschools.org, using the "Register" button.

Deadline to register for the Gila County Regional Fair is Friday, February 14, 2014 by 5 p.m.

7. Project delivery and set-up for the regional fair is Tuesday, February 25, 2014 from noon to 6 p.m. at Bullion Plaza Gym. As a courtesy, we are giving schools requiring more travel time preference from noon to 3 p.m. Schools in the Globe-Miami area are asked to please deliver student projects between 3 and 6 p.m. Projects delivered the day of the fair will be displayed but will not be eligible for judging!
8. Students placing first in their division and category will be eligible to register for the Arizona State Science and Engineering Fair March 31-April 2 at the Phoenix Convention Center. The regional science fair coordinator will work together with the school coordinators to ensure the students are registered.

Student Projects & Display Regulations

1. In compliance with ISEF regulations, the student's project display summarizes the research project and must focus on the student's work for this year's study with only minimal reference to previous research. Longitudinal studies may present only conclusionary data from prior years. (Note: Continuation projects will require a Continuation Project Form to be displayed with the project at the state level.)
2. Only one trifold display board is permitted. Project boards may not be layered.
3. The project display must be limited to the work conducted by the student(s) for the project. Very minimal reference to work done by a mentor or others may be included only for background information or clarification of what the student's research covered and must clearly indicate that it was not part of the student's work.
4. The only items that may be displayed with the project on the tables provided are:
 - a. Student's official abstract (download this form at www.gilacountyschools.org)
 - b. Student's research logbook
5. Maximum size of project:
 - a. Depth (front to back): 30 inches or 76 centimeters
 - b. Width (side to side): 48 inches or 122 centimeters
 - c. Height (top to bottom): 72 inches or 183 centimeters
6. Forms required at the project, but not displayed include:
 - a. Student Checklist
 - b. Research Plan and SRC Approval Form
 - c. A photograph/video release form signed by the subject (or legal guardian if the subject is under 18 years of age) is required for visual images of humans (other than the student finalist) displayed as part of the project.
7. Photographs, visual images, charts, tables, and graphs require credits.