



Proud sponsors of Regional Science and Technology Fairs

## Getting Ready for the Fair

### Teachers - Term 3

[sci.fair.org.nz](http://sci.fair.org.nz)

#### Week 1 - 4 (22/7/19 - 19/8/19)

**Please Note:**

Independent Schools Start Term 3 in Week 2 - 29<sup>th</sup> July

- Judge School Fairs
- Work with winning students to improve projects if required
- Photocopy evidence of ethics approval and 'Use of micro-organisms' and 'Use of animals' forms should be glued to the back of the project (originals in log book)
- Ensure the Safety and Certification form is on back of the project
- Write the school name or initials on the centre top back of each project**
- Collect photo consent forms from entrants and bring them to Project Registration Day
- Work with students to fill out the Digital Entry Form by 19<sup>th</sup> of August
- If you have problems with this form contact Rob at [rboasman@diocesan.school.nz](mailto:rboasman@diocesan.school.nz)
  - maximum 15 projects per school (+ three more technology projects)
  - schools with intermediate and secondary class are considered to be two schools.
- Senior students may enter using the digital entry form or on the Project Registration day (a senior student does not count as part of the 15 students)

#### Thursday Week 2 (1/8/19) **Committee Meeting**

#### Week 5 (19/8 /19 - 25/8/19)

- Monday 19<sup>th</sup> School Entries Close (using digital form supplied)
- Thursday 22<sup>rd</sup> **Committee Meeting** - full attendance important
  - jobs for Fair days organised

## Week 6

(26/8/19 - 1/9/19)

Thursday 29th

## Project Registration & Set Up Day

(Students) 4:30 - 6:30 p.m.

(Teachers) 4:00 - 7:00 p.m.

- Project boards brought in by teacher as a school lot  
Log books and props can be added on judging day by students  
or
- Students bring in their own project boards and set up with props and log books
- All projects will be checked for
  - Safety certification form attached and all parts complied with
  - Ethics approval, if required (copy glued on back of project)
  - Use of Animals and Use of Microorganism forms, as required  
(copy glued on back of project)
  - School name on the centre top back of each project

**How you can help:** -arrive close to 4:00 p.m. to assist with student registration  
-bring school lot of projects and help check these  
-help set up tables and projects at venue

### Venue Map



Friday 30<sup>th</sup>

## Judging Day

- All judges to be at the venue from 7:30 a.m. for an 8:00 a.m. briefing

### Teachers bringing classes

- Bring Year 9 & 10 students for judging between 8.30 and 8.45 a.m.  
- leave at 10.00 a.m.
- Bring Year 7 & 8 students for judging by 10.45 a.m. - leave at 12.30 p.m.
- Organise an adult to supervise large groups.
- Ensure students bring all props and log books if projects were brought in by the teacher.

**Morning tea for Judges** at 10:00 a.m. - 10:30 a.m.

**Lead Judges and Judging Panel** 12:30 p.m. to 5:00 p.m.

-place getters confirmed and awarding of special prizes

### **Viewing Evening** Friday 30<sup>th</sup>

Public Viewing from 6:00 pm till 8:00 p.m.

-Open to students families and friends

-Place getters indicated on projects and notification of Special Prizes

- All 1st, 2nd and 3rd placings and an indication of Special Prizes will be online Friday evening or Saturday morning at [scifair.org.nz](http://scifair.org.nz)

**Saturday 31<sup>st</sup>**      **Viewing Day**      10:00 a.m. to 5:00 p.m.

-Venue open at 10:00 a.m.

-Open to students, families and friends

**Pack Up**      5:00 p.m. (no earlier) to 6:00 p.m.

### Project Pick Up

- Prize winning projects will be transported to the prize giving venue **but all props and log books should be picked up on Saturday.**
- Teachers to organise all students or one teacher / adult to pick up the projects as well as props and log books of winning projects.
- Students can pick up the projects from 5:00 p.m. If students can not make the 5.00 p.m. pick up time please encourage them to organise between themselves for one person to pick up several projects.  
or
- Send one adult per school from 5:00 p.m.

### Clean Up

- One teacher/adult per school to check venue, by 5.30 p.m., for left-behind projects
- Please fill out digital form to notify name of teacher/adult who will be checking for left behind projects, and props from winning projects (Link to form [here](#))
- Committee and helpers to pack up tables, load prize winning projects into cars and clean up venue

**Week 7**      (2/9/19 - 8/9/19)

**Thursday 5<sup>th</sup>**      **Prize Giving Ceremony**      **7:00 pm**

JR Fletcher Hall

King's School

258 Remuera Rd

- For all prizewinners, families friends and supporters
- Please let committee know if students are unable to attend
- Please encourage your principal to attend this ceremony with you, to support your student's achievements

**Week 9**      (16/9/19 - 22/9/19)

**Thursday 20<sup>th</sup>**      **Final Committee Meeting**

- Reflection and Receipts