



Proud sponsors of Regional Science and Technology Fairs

Getting Ready for the Fair

Teachers - Term 3

scifair.org.nz

Week 3 - 4 (8/8/22 - 21/8/22)

Please Note:

Independent Schools Start Term 3
in Week 2 - 1st August

- ☐ Judge School Fairs
- ☐ Work with winning students to improve projects if required
- ☐ Ensure photocopy evidence of ethics approval and 'Use of micro-organisms' and 'Use of animals' forms are be glued to the back of projects (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. Scan all of these together and send to s.jackson@kings.school.nz
- ☐ Work with students to fill out the Digital Entry Form by Monday 15th of August
 - If you have problems with this form contact Rob at 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)

Week 4 (15/8 /22 - 21/8/22)

- ☐ **Monday 15th** School Entries Close (using digital form supplied)
 - Check students have completed all details as listed [here](#)
- ☐ **Thursday 18th** **Committee Meeting** - full attendance important
 - jobs for Fair days organised

Week 5

(22/8/22 - 28/8/22)

Monday 22nd

eCopies of all projects are due

All details can be found [here](#)

Please ensure all copies are PDFs and are named as indicated.

Thursday 25th

Project Registration & Set Up Day

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

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

Either



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 26th

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 from 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 10:15 a.m. - 10:45 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 26th

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

Saturday 27th **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. to take away projects

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 6 (29/8/21 - 4/9/22)

Thursday 1st **Prize Giving Ceremony** **7:00 pm**

Michael Park School
55 Amy Street
Ellerslie

- ☐ 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 8 (12/9/22 - 18/9/22)

Thursday 15th **Final Committee Meeting**

- ☐ Reflection and Receipts