Regional Science Fair 2023

**Schedule:**

**Tuesday, March 14**

Before 2 - Set-up MPR area

2:00 - 4:00 - Set-up

4:00 - 9:00 - Judging (supper is provided for judges) - students are not present

**Wednesday, March 15**

9:00 - 11:00 - Judging with Interviews

11:00 - 1:30 - Final Judging

11:00 - 12:00 - Activity #1

12:00 - 12:30 - Lunch

12:30 - 1:30 - Activity #2

1:30 - 3:00 - Public Viewing with Students

3:00  - Awards Ceremony

4:00 - Take Projects Down

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| Job Title/Paula’s Notes | Timeline | Person-in-Charge and Details | Check When Completed |
| **Decide on a Venue and Date**Venue: BVCSDate: March 14th and 15th (Tuesday and Wednesday)It must be before April 6 and around spring break - we can adjust our numbers going to CWSF up to April 6.**Does BVCS have insurance that would cover an event like this? (Chris will check)** | January |  Chris SteenhofDates: March 14th and 15th (Tuesday and Wednesday)Location: At BVCS |  X |
| **Fundraising**We have a lot of money in our account: $15,609.23. Though, if we send 4 students with 2 chaperones x $2000, we won't... However, I am feeling doubtful that we will find enough students for CWSF.In this case, we could probably make do without extra funds but it would be nice to keep money coming in. I usually write 'begging' letters in Jan or Feb. It is a hard time to be asking for donations but science fair falls into a different category for some businesses, so it works out. Some businesses give $ for special awards and some help cover the science fair costs (hosting) and travel to CWSF. I think we could write just a few letters this year - e.g BVCU (always give us $1000), etc. | January- February | Paula |   |
| **Encouraging Participation of Other Schools**Email other schools to ask if they are going to participate in Regional Science Fair.  Ask if they will be having a whole school science, if they have individual kids who are interested. Send the forms that show the requirements. |  Now | Muheim- Shawna Audet phoned andMuheim ran a small school fair.  It was just one grade 3 French immersion class that participated.St. Joe’s - Shawna phoned and Hayden says that at least one teacher is interested in having a class do projects so St. Joe’s will have a school fair in some formTelkwa- Shawna phoned and left a message for Jana to phone her backEbeneezer- Annie Van Damme- in conversation with Derek, not sure at this point if there’s any interestThe Edge- Shawna Audet - The Edge advertised the regional science fair information in their newsletter.  Jannine Kellar is an Edge parent, is running a science fair at The Edge.  Shawna sent her science fair information to get her started. |  X |
| **Judges**People who will be judges: Sara Sacharoff, Paul Glover Judging forms and snacks/meals and all things necessary to keep judging process efficient and judges happy.  Friday night/Saturday. Paul will find judges. He will need to know numbers of registrants. We need an experienced group of judges to select special awards on Saturday. Karen P led this but not sure how much she will want to do. |   | Paul Glover |   |
| **Get New Board Members**Paula is willing to stay on as Treasurer but would like to move on and wants to leave this event in good hands. |   |  Shawna Audet |   |
| **Volunteers/Donators for Event**keep track of all donators, award givers, volunteers, etc to thank at awards ceremony |   |   |   |
| **Collect Past Trophies from Schools**(I have the list and some are in our basement/crawl space), get awards and certificates ready, thank you cards printed for students to send (goes with award). Awards committee and registration committee did this in the past. |   |  Chris SteenhofPaula will gather trophiesPaula will ask Karen for a script for awards descriptionsFeb. 28 - Shawna ordered ribbons from Ann at BV Trophies200 participant50 gold50 silver50 bronze |   |
| **Coordinator for CWSF**CWSF paper work and team selection and support CWSF students - reports, practice presentations, project boards, and travel-starts at regional fair, pay fees April 6, support students and chaperones until they go to CWSF in Edmonton - May 14-19 |   |  |   |
| **Online Registration** Kiri Daust made an online registration website  |   |  Paula talked to Kiri and Kiri completed this job.  Our regional fair website is good to go:  [https://pnw-science.shinyapps.io/PNW\_ScienceFair/](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpnw-science.shinyapps.io%2FPNW_ScienceFair%2F&data=05%7C01%7C%7C9ebfe97597934daddbdf08daf9a51458%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638096784645382626%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BoWy%2BnmU4evGCsnHTIR1OfSkzZG3q7B7xA8%2BC0ybFKI%3D&reserved=0) |  X |
| **On-Site Registration**assign project locations and register students onFriday afternoon. Name tags, etc.**Set up tables etc** |   | Purneys?Shawna AudetHelga SteenhofAnnie Van Damme, Helga Steenhof, Shawna - set up during the day on Tuesday, have BVCS students set-up displays before the end of the day on Tuesday | Telkwa = 0 studentsMuheim = ?Edge = 2 studentsWalnut = 0 studentsBVCS = 35 studentsEbeneezer = 0 students |
| **Science Activities - Wednesday**(Demonstrations, games/mini stem labs, etc).Ask Rich to be Mr. Science |   |  Shawna Audet |   |
| **Goody Bags for Students** |  | Jill Mcknight has agreed to take on this job.  When we have an idea of how many kids are going to participate, we will give that information to Jill and she will do this job. |  |
| **Lunch and Snacks for Students - Wednesday. Food for judges on Tuesday evening and Wednesday**Pizza, veggies, cookies, drinks. |   |  Helga SteenhofAnnie Van Damme |   |
| **Small Activity Bag for Each Student** juice box, granola bar?, and a few small sciency/fun puzzles/games for students to do while waiting for judges (e.g Jill M would ask for donations) |   | Jill McNight  |   |
| **Awards People** |   | Chris SteenhofErin HertzDebbie Groot  |   |
| **MC for event** |  | Chris Steenhof - thank sponsors, get list from Paula |  |
| **Media Alerts** |  |  Tom Grasmeyer |  |
| **Communicate to Schools** |  | Chris Steenhof -  |  |
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Budget is around 1800 for the event

The Science Fair Foundation of BC will give some Provincial Awards and Paula will contact them.

Notes:

* Area needs to be locked
* No parents around for judging
* Special effort award sent in nomination and judges take care of it that day
* Figure out budget - Prizes, Canada Wide participation, activity bags ($100), lunch for students, dinner and lunch for judges
* Email information to schools
* Thank-you cards for people to supply the awards - Helga Steenhof
* List of sponsors - Paula to give to Chris
* Get trophies from Prince Rupert - Chris
* Registering online - include in email to school
* Registering and Welcoming - Chris, Helga, Shawna
* Organizing Awards with Judges - Chris with secretaries