

JISD District Science Fair Procedures

JISD will conduct an annual District Science Fair under the direction of the Director of Elementary Curriculum and designated Campus Science Fair coordinators.

Within the first week of December, each campus will conduct an individual Science Fair competition. The first place winner of each qualifying category in grades 1-5 and first –third place winners in 6th grade will compete in the district Science Fair at the administration building. The district Science Fair will take place within the second week of December. Awards will be presented during the JISD Board meeting the third Monday of December.

Beginning of the school year-within the first two weeks:

- Confirm names of the campus coordinators
- Complete the stipend form and get campus principals to sign off on form
- Conduct a coordinator's meeting to confirm dates, science fair forms, and review all procedures
- Change Science Fair information on school website to reflect current year dates
- Reserve Room 121, 201, and 202 on the administration calendar
- Complete a facilities request for Board Room, 201, and 202
 - Air, room setup, door access

Six Weeks before the District Science Fair:

- Contact district judges, send out email containing detailed information (see office file)
- Conduct a final coordinator's meeting to determine progress and answer last minute questions
- Complete a PO for the purchase of medals and certificate paper (coordinate with Reading Bee, Spelling Bee and UIL order)
- Complete POs for purchase of food items
- Complete Kids First transportation form on website to secure transport

Three Weeks before the District Science Fair:

- Campus Science Fair coordinators will submit an estimate of projects per category to the District Science Fair coordinator
- Review list to determine number of judges, divide the categories per judge, additional rooms that may be needed, and which categories will be judged in the AM and PM

Week before the District Science Fair:

- Contact judges to confirm their attendance and completion of criminal history background check

- Contact Kid's First to confirm transportation details
- Order/pickup breakfast, lunch, and snacks for judges (see office folder for details)
- Organize judging materials, assign judges to categories
- Secure additional staff for supervising students the day of competition
- Campus Science Fair coordinators will submit district qualifiers list to the District Science Fair Coordinator
- Verify student names are spelled correctly
- District Science Fair coordinator will complete the category spreadsheet, assign numbers to each Project, and compile the district qualifier spreadsheet
- Set up room 201 and 202 according to the number of estimated projects
- Sixth Grade projects will be delivered to building two on Thursday of the campus science fair competition
- Projects will be set up, assigned a number, and judge's form will be placed on top of the written project
- Ensure student's name has been removed from the written project

Day before the District Science Fair:

- Coordinate with GT staff on room arrangements, student activities on the day of the competition, and numbering projects
- Ask each coordinator to bring games, a movie, and other activities for student use
- Set up for breakfast and lunch, make tea for lunch, set out clipboards and pencils for judges
- Give campus coordinators a copy of the student's invitation to attend school board meeting award ceremony, and Regional Science Fair letter for January's parent meeting
- During the week of the district competition, certificates and medals will be prepared
- Ensure all judges have completed a criminal history background check
- Judges can use this day as a "reading day" for sixth grade projects

Conclusion of the District Science Fair:

- Complete a plus/delta with judges and science fair coordinators
- Ensure all rooms used during the district science fair are cleaned up and organized
- Secure all first place projects to display at board meeting; ensure coordinators have picked up all other projects from building two

- Deliver all certificates and 2nd and 3rd medals to individual campuses
- Set up for table for awards in the board room
- Display first place projects in front foyer; count to ensure all are displayed
- Send thank you notes to judges, coordinators, and competition support staff
- Take pictures at the board meeting of district first place winners
- Submit an article and pictures to the local paper
- Article will be submitted within two weeks after the completion of the District Science Fair
- Submit a final stipend form to the Executive Director of Curriculum and Instruction
- Submit District Science Fair participation report to the superintendent