



Austin Energy Regional Science Festival 2017

TEACHER CHECKLIST – ELEMENTARY DIVISION

Please use this checklist to help successfully complete the registration process for the Austin Energy Regional Science Festival.

- Attend one of the Science Festival Teacher Orientations (Thursday, September 15, or Thursday September 22) or be briefed by your school's attending teacher.
- Registration will open in January, 2017 at www.sciencefest.org. You must register your school and all projects online before **February 2, 2017**.

Your school will be emailed an invoice from the Austin Science Education Foundation shortly after your online Registration. Follow instructions in the invoice to pay.

By Thursday, February 2, 2017 at 5:00 p.m.

- Register your school and winning projects online at www.sciencefest.org.
- Complete online registration of VOLUNTEERS AND JUDGES at www.sciencefest.org. Remember to have one judge and one volunteer for every 10 projects your school registers.
- Obtain the following from each participating student:
 - the original Austin Energy Code of Conduct/Media Release Form, signed by their parent/guardian
 - a copy of the Elementary Project Research Form
- Submit a complete school packet to Austin Energy at 721, Barton Springs Road, Austin, Texas 78704. The building is open 24 hours a day, 7 days a week. A complete school packet consists of:
 - Original signed Austin Energy **Code of Conduct/Media Release** Form for each student
 - Copy of Elementary **Project Research Form** for each project

Friday, February 17, 2017

- Check in at Palmer Events Center*, 900 Barton Springs Road, South Lobby, 2:00 p.m. – 7:00 p.m.
- Clear your project through Registration and Display & Safety and set up project.

Saturday, February 18, 2017

- Encourage students to be at their project 15 minutes before judging. Judging begins at 8:30 a.m. for grades 5–6 and 11:00 a.m. for grades 3–4.
- If possible, attend the Awards Ceremony, 3:00 p.m. – 4:30 p.m., to celebrate your students' achievements and the accomplishments of other Central Texas students.
- Dismantle Projects, 4:30 p.m. – 5:00 p.m. Projects not picked up by 5:00 p.m. on February 20 will be discarded.