



Austin Energy Regional Science Festival 2017

IMPORTANT GUIDELINES AND CHANGES

ELEMENTARY DIVISION

Elementary Schools must finalize their online registrations, submit all paperwork before **February 2, 2017**.

EVERY PROJECT NEEDS AN ELEMENTARY PROJECT RESEARCH FORM
EVERY STUDENT NEEDS AN SIGNED CODE OF CONDUCT/MEDIA RELEASE
SUBMITTED WITH THE SCHOOL REGISTRATION PACKET.

Parking will be free of charge for all participants at the Palmer Events Center Garage. There will be a school fee of **\$45 per school** plus a Project Registration Fee of **\$15 per project**. Due to space limitations the number of projects per school is as follows:

NUMBER OF STUDENTS	NUMBER OF PROJECTS
0-499	12 projects maximum
500-699	14 projects maximum
700-899	16 projects maximum
900+	18 projects maximum

REMINDER: Students are NOT allowed to do projects that involve growing any mold or bacteria PERIOD. NO HUMAN OR ANIMAL FOOD IS ALLOWED ON THE PROJECT BOARD OR IN THE PROJECT DISPLAY AREA (not even in sealed bags or containers) for any grade level.

PROJECTS THAT ARE NOT ALLOWED

No student in the Elementary Division will be allowed to design and conduct any science project that involves:

- projects where the student has grown **mold** or **bacteria** of any kind (no moldy food studies etc)
- firearms, explosives or discharge air pressure canister devices (i.e. potato guns)
- causing pain, suffering, sickness or death of an animal
- any activity or substance that presents a danger to the student or the environment, including hazardous chemicals or radioactive materials

PROBLEM PAPERWORK AND LATE FEES

Incorrect and incomplete school paperwork, as well as missed deadlines, cause a great deal more work for teachers, parents, and Science Festival organizers. Due to space limitations, late registration will not be permitted.

Where to Get the Forms You Need

Austin Energy Regional Science Festival Code of Conduct/Media Release Forms, as well as the Elementary Project Research Form, can be downloaded from www.sciencefest.austinenergy.com.

(More on next page)

Common Problems Found with Registration Packets:

- Student is registered online in the wrong grade level
- Original, signed student Austin Energy Code of Conduct/Media Release Form is not submitted
- Students forget to submit the “Elementary Project Research Form.”

Where to Get the Forms You Need

Austin Energy Regional Science Festival Code of Conduct/Media Release Forms, as well as the Elementary Project Research Form, can be downloaded from www.sciencefest.austinenergy.com.



Austin Energy Regional Science Festival 2017

ELEMENTARY DIVISION SCHEDULE

ORIENTATION

There are two possible orientation dates for teachers and judges. Please choose the one that best fits your schedule.

TEACHER ORIENTATIONS

Thursday,
September 15, 2016

5:00 – 6:00 p.m.

Teacher Orientation
Anderson High School Cafeteria
8403 Mesa Drive Austin, TX 78759

Thursday,
September 22, 2016

4:30 – 5:45 p.m.

Teacher Orientation
Austin Energy Assembly Room,
721 Barton Springs Road Austin, TX 78704

JUDGE ORIENTATIONS

Tuesday,
January 31, 2017

5:30 – 7:00 p.m.

Elementary Judge Orientation
Anderson High School Cafeteria
8403 Mesa Drive Austin, TX 78759

Wednesday,
February 08, 2017

5:30 – 7:00 p.m.

Elementary Judge Orientation
Austin Energy Assembly Room
721 Barton Springs Road Austin, TX 78704

REGISTRATION

Thursday,
February 2, 2017

5:00 p.m.

Deadline for Online **School** Registration, Deadline for Online **Student** Science Project Registration - Deadline for Online Registration for **Judges** and **Volunteers** - Deadline for submitting complete school packet

All registrations must be separately completed online for each student project, volunteer and judge. Schools only register once. Register online at www.sciencefest.austinenergy.com. **All registration documents MUST BE RECEIVED by 5:00 p.m. on Thursday, February 2, 2017. Due to space limitations, late registration will not be permitted.**

(More on next page)

SCIENCE FESTIVAL SCHEDULE

Friday,

February 17, 2017 2:00 – 7:00 p.m. Check-in and set-up for the Elementary Festival
Palmer Events Center

Saturday,

February 18, 2017 8:00 a.m. Judges for Grades 5 and 6 Sign-In, Review
Requirements and Assignments

8:30 a.m. – 10:15 Grades 5 and 6 Judging
*It is recommended that students be at their project at 8:15 a.m.,
15 minutes before judging begins.*

9:00 a.m. – 2:00 p.m. Exploring Science Day

10:30 a.m. Judges for Grades 3 and 4 Sign-In,
Review Requirements, & Assignments

11:00 – 1:00 p.m. Grades 3 and 4 Judging
*It is recommended that students be at their project at 10:45 a.m.,
15 minutes before judging begins.*

2:00 – 4:30 p.m. Public Viewing

3:00 – 4:30 p.m. Elementary Awards Ceremony
*If possible, attend the awards ceremony to celebrate your
students' achievements and the accomplishments of other
Central Texas students.*

4:30 – 5:30 p.m. Dismantle Projects
Projects not picked up by 5:00 p.m. will be discarded



Austin Energy Regional Science Festival 2017

ELEMENTARY

RULES FOR PARTICIPATION

1. Participation

Students **must be in grades 3 – 6** to participate in the Elementary Division of the Austin Energy Regional Science Festival.

2. Project Forms

All Elementary students must complete an **Elementary Project Research Form** and submit it with their registration packets.

3. Scientist Training

The Scientist Training program is **not available** at the Elementary Level.

4. Projects That Are Not Allowed

No student in the Elementary Division will be allowed to design or conduct any science project that involves

- Firearms, explosives or discharge air pressure canister devices (i.e. potato guns)
- **Growing bacteria or mold of any type : NOT ALLOWED**
- Causing pain, suffering, sickness or death of an animal
- Any activity or substance that presents a danger to the student or the environment, including hazardous chemicals or radioactive materials

5. Display and Safety Guidelines

All student projects must follow the guidelines listed below to be allowed to display in the festival exhibit hall.

Items Not Allowed: Project display must not exceed 48 in. wide x 16 in. deep.

- **No organisms; living, dead or preserved** (no plants or animals)
- **No chemicals, crystals, liquids (including water)**
- No human/animal parts or body fluids (for example, blood, urine)
- No human or animal food
- No poisons, drugs, controlled or hazardous substances
- No sharp items (for example: syringes, needles, pipettes, knives, tacks, nails)
- No glass or glass objects unless encased or an integral and necessary part of a commercial product (for example, a computer screen)
- No pressurized tanks or containers
- No batteries with open top cells (so that battery acid can be seen)
- No dirt, soil, gravel, rocks, sand, waste products, etc.
- No project, device, activity or substance that may be deemed hazardous to student health or safety
- No photographs or pictures of animals or people in surgical techniques, dissections or necropsies.

Discouraged Items

- Expensive, breakable or fragile items.

(More on next page)

Allowed and Encouraged Items

- Photographs, drawings, stuffed animals/artificial plants or imitation (play) food should be used to depict the prohibited or discouraged items.
- Students should always plan on taking photographs of their project steps as a visual explanation of their effort. Students must ask permission before photographing any other individuals for display on project.
- Be sure to properly credit/acknowledge all sources of graphics and photographers on the display board (Photograph taken by . . .).
- Students may use a computer and printer for written parts of the project.
- Electrical projects may use batteries as sources of electricity.

6. Display Board

Project display should be on sturdy tri-fold board available at local craft and office supply stores. Written material, drawings and pictures should be securely attached to the display board.

Projects will be displayed on tables that are 36 inches high. Size of display area may not exceed the following measurements: 15” deep, 48” wide, and 72” high. Due to space limitations, displays that exceed these measurements cannot be accepted.

7. Electricity for Your Display

- Electrical projects may use batteries as sources of electricity.
- If a project requires electricity, indicate this need when registering the project online.

8. Project Organization at Austin Energy Regional Science Festival

(See Project Types & Judging Criteria in this document or on the website for more details.)

A. Grade Level: Each project is categorized by grade level or grade level equivalent

B. Project Categories: There are two types of projects that students may enter. These categories are explained in detail later in this guide.

(1) Exhibit: Model or Display

(2) Experiment

Note: Many students have difficulty discerning the difference between Exhibit and Experiment projects. Remember, an Experiment follows the steps of the scientific method.

It clearly asks a question to which you do not already know the answer without testing. An Exhibit is an explanation of how or why something works. It reveals details about the topic. An Exhibit is an explanation, not a question.

(More on next page)

9. Parental Help

Some students are fortunate to have parents who have time to help them. However, parents who do the thinking or build the project for students do not really help them. Parents are encouraged to help their children in these ways:

- Read and discuss the “Rules for Participation”
- Select projects which are appropriate for the child’s age and grade level
- Plan and manage project work, documentation and clean-up times
- Take your child to the public library or other places for research
- Help draw straight lines for a young child
- Listen to your child’s oral explanation of the project
- Ensure the child’s safety

Students must list any parental help in the References and Acknowledgements section of the project.

10. Registration Deadlines

All online registrations must be submitted at www.sciencefest.austinenergy.com by **5:00 p.m. on Thursday, February 2, 2017**. All paperwork must also be submitted to our office by **5:00 p.m. on Thursday, February 2, 2017**.

Due to space limitations, late registration will not be permitted.



Austin Energy Regional Science Festival 2017
ELEMENTARY DIVISION
REGISTRATION INFORMATION

REGISTRATION STEPS

To be completed by Thursday, February 2, 2017 at 5:00 p.m.:

- Finalize school affiliation online at www.sciencefest.austinenergy.com
- Register volunteers and judges online at www.sciencefest.org. Each school should provide one judge and one volunteer for every 10 registered school projects.
- Each project must have independently registered online at www.sciencefest.org
- Finalize your registration by selecting your winners online.
- Submit to our office a complete school packet containing the following:
 - Original signed Austin Energy Code of Conduct/Media Release Form for each student
 - Copy of each student’s Elementary Project Research Form
 - Payment or documentation of payment (copy of credit card receipt or PO number) for both the school and all student projects

NOTE: All registration documents and payment **MUST BE RECEIVED** by the deadline above.
Due to space limitations, late registration will not be permitted.

REGISTRATION FEES

DEADLINE:
5:00 p.m., February 2, 2017

TOTAL

1. School Registration Fee	\$45 =	\$ _____
2. Project Registration Fees (Maximum based on enrollment)		
Number of Projects by grade level		
3 ___ 4 ___ 5 ___ 6 ___	_____ x \$15 =	\$ _____
3. TOTAL FEES PAID		\$ _____

HOW TO PAY REGISTRATION FEES

We accept payment by credit card, check and PO.

Your school will receive and invoice via e-mail with instructions on how to pay.

Submit registration materials to:

Austin Energy, 721 Barton Springs Road, Austin, TX 78704. The building is open 24 hours a day, 7 days a week.



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.



Austin Energy Regional Science Festival 2017

JUDGING CRITERIA

ELEMENTARY DIVISION

RIBBON AWARDED	
<i>(mark only one box if awarded)</i>	
<input type="checkbox"/>	1ST PLACE AWARD
<input type="checkbox"/>	2ND PLACE AWARD
<input type="checkbox"/>	3RD PLACE AWARD

Your scoring below will help you determine which ribbon to award.

Project # _____ Judge # _____ School: _____

Student _____ Grade _____

WHAT TYPE OF PROJECT ARE YOU JUDGING?

Student Present?
Yes No

Your project is either OPTION A or OPTION B. It cannot be both. Only score for the type of project you are judging.

OPTION A	
AN EXHIBIT (A DEMONSTRATION, MODEL, OR DISPLAY WITH REPORT)	
	<i>How well does this project address the criteria?</i>
	LEAST ←————→ HIGHEST
• Title – Student states project title (No = 1, Yes = 2)	1 2
• Research Report – Student provides written research information	1 2 3 4 5
• Conclusions – Student describes what was learned	1 2 3 4 5
• References and Acknowledgements – Student credits all sources	1 2 3 4 5
• Interview Skills – Student’s verbal communication level	1 2 3 4 5

OPTION B	
AN EXPERIMENT/ENGINEERING PROJECT	
	<i>How well does this project address the criteria?</i>
	LEAST ←————→ HIGHEST
• Title of Experiment – Student states project title (No = 1, Yes = 2)	1 2
• Problem – Student asks a testable question or states problem	1 2 3 4 5
• Definitions – Student knows meaning of the words in the problem	1 2 3 4 5
• Hypothesis/Engineering Goal- Student predicts results or states goal	1 2 3 4 5
• Background Info – Student provides written research information	1 2 3 4 5
• Materials – Student lists items needed for test	1 2 3 4 5
• Procedure – Student describes steps of test	1 2 3 4 5
• Results – Student describes what happened; tables and graphs display data	1 2 3 4 5
• Conclusion – Student answered the question posed in the problem	1 2 3 4 5
• References and Acknowledgements – Student credits all sources	1 2 3 4 5
• Interview Skills – Student’s verbal communication level	1 2 3 4 5



Austin Energy Regional Science Festival 2017
ELEMENTARY PROJECT RESEARCH FORM
Required for All Elementary Projects

STUDENT: _____

School: _____ Student's Grade: _____

PARENT/ADULT SUPERVISOR: _____

Telephone: _____ Email: _____

PROJECT TITLE: _____

1. Describe your experiment (what were you trying to do, show, or find out)

2. Describe how you did it (procedure and materials)

3. What were your results (what did you find out)

4. Bibliography (must include at least one real scientific source. Google, Wikipedia, Encyclopedia, etc. do not count)

5. Where did you do your project? _____ 6. Who supervised you? _____

7. What risks were involved? _____

8. What safety measures did you take?

9. Did you follow all of the Austin Energy Regional Science Fest Elementary Rules & Guidelines? **Yes** **No**

Parent/Adult Supervisor's Signature: _____ **Date:** _____

Attach an additional sheet if necessary.



Austin Energy Regional Science Festival 2017
CODE OF CONDUCT/MEDIA RELEASE FORM
Required for Each Participant

I, _____ (student name)
_____ (school name)
_____ (project name)
will participate in the Austin Energy Regional Science Festival, February 15 - 18, 2017.

CODE OF CONDUCT

I agree to the following code of conduct:

I will treat all fellow participants, judges, volunteers, and other science Fest officials with respect and courtesy.

I will remain by my project at all times unless I have been given permission for a break.

I will respect other participants' projects and property

I will report any instances of inappropriate behavior to a supervising adult

I understand that I might be disqualified from competition if I violate these rules.

Initials: _____ Date: _____

MEDIA RELEASE

I understand that my likeness/voice/image may be used by Austin Energy, a department of the City of Austin, in programs or publications for distribution throughout the United States and abroad.

I agree that my likeness/voice/image may be edited and used in whole for print, radio, social media, cablecast, broadcast or non-broadcast purposes and/or for audio and video media and closed circuit exhibition purposes in any manner of media in perpetuity throughout the world.

I also consent to the use of my name, likeness, voice and biographical material about me in connection with publicity and for institutional promotional purposes.

I expressly release Austin Energy and the city of Austin and all individuals and/or organizations involved in the production of this program/publication from any privacy, defamation, or other claims I may have arising out of the cablecast, broadcast, exhibition, publication or promotion of this event.

I represent that I am the parent/guardian of the minor named above and hereby agree to be bound by the terms therein.

Name: _____

Address: _____

Phone: _____

Signature: _____ **Date:** _____