



Austin Energy Regional Science Festival TEACHER INFORMATION ELEMENTARY DIVISION

Teacher Checklist (See [Elem Overview](#) for additional information)

Registration Deadline: **January 27, 2022**
Project Fee: **\$20.00 per project**

September 2021

- **Attend one of the Science Festival Teacher Orientations** (Thursday, September 9th in person, or Tuesday September 14th on-line)
- **Plan your School's Science Fair** so that you have time to prepare for our fair by the deadline; we recommend no later than January 21, 2022. You will need time to collect paperwork from winners and register them online before our January 27th deadline.

School Fair

- Prior to the school fair, provide all parents and students with the Regional Display and Safety Parent Information Form.
- Contact parents of winning students to make sure they have the information needed. You can find parent support materials on our [website](#).

Before Deadline

- **Register your school online** at www.sciencefest.org. It is best to register your school when Elementary Registration opens on December 1, 2021. You will be asked for an estimated number of projects from your school. This number can be changed once you finalize and enter the actual projects your school is sending. Once you register your school, you will receive weekly emails with more detailed instructions.
- **Obtain the following paperwork for each advancing project:**
 - One **Project Research Form** for each project
 - One **Media Release** from each student, signed by their parent/guardian
- **Register your winning projects online** at www.sciencefest.org. Information for project registration can be found on the Project Research Form.
 - Please check each project for Austin Energy Regional Science Festival rule violations. These will be checked by the Regional fair before Judging day.
Projects that violate the rules will not be allowed in the Fair.
 - You will be asked if you wish to recommend a project for a special award consideration when you register them. Sponsors need to be familiar with the winning projects and the Special Awards offered to make this determination.
 - If there are any **special needs** judges or staff need to be aware of please enter

that information when asked. We have judges who can accommodate most special needs, but we need to know about them beforehand.

- If a project board is in a **language other than English**, please note that language on the project registration.
- **Double check all name spellings and grade levels.** Errors of this kind often distress the children and will not be corrected once registration closes.
- **Make sure ALL advancing projects from your school are registered.** We will not add projects from your school without your approval.
- **Submit the completed paperwork** to: *Austin Energy Regional Science Festival*
All paperwork must be received by the deadline. You can mail these papers to our office or email them to the ScienceFest support person (specific format instructions given later).
- **Submit Payment.** Download your invoice from your School Administration page. You can pay by check or with a credit card through PayPal. Make all payments to “Austin Science Education Foundation.” (You will have access to your school’s online Admin page once you register your school online.)

After the Deadline, Before the Fair

- **Collect Project Boards.** You may choose to safely keep the Regional project boards together until Check-in at Palmer or may send them home for parent care. Students may update their boards before the Regional Fair if they choose. They cannot, however, change their project.
- **Communicate** to those checking boards into Palmer the Friday before the Fair. Make sure they have the information needed to get all projects checked and set up in the correct booth. If one person is checking in multiple boards, they should record the booth number of each project for parents arriving the next day.
- **Communicate** information to parents about the Saturday event. There are several parent documents on our website you can share. ([parent page](#))

Friday, February 25, 2022

- **Check in at Palmer Events Center**, 900 Barton Springs Road, South Lobby, 2:00 p.m. – 7:00 p.m. Parking is free.
- **Clear your project(s) through Display & Safety** ([find rules here.](#))
- **Set up the project(s) in the assigned booth(s).** Be sure to save the Row:Booth number to send to the student(s) for Saturday’s judging. We suggest taking a picture of the card(s) you will receive at registration with this information. This photo can be emailed to parents.

Saturday, February 26, 2022

- **Students should 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.
- **A parent or guardian or teacher must remain on site during judging.**
- **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.
- **Pick up Projects** after the awards ceremony. Projects not picked up will be discarded. If a student is not staying for the awards ceremony, we recommend taking the board after judging is completed when parents are allowed back onto the exhibit hall.

After the Fair

- Once the award ceremony is completed, you can review the results of the elementary fair [online](#).
- Every school sponsor will receive an email with instructions for getting ribbons for students who could not stay for the ceremony. Once you determine how many ribbons you need, reply to the email with details of that request. We will work to get the awards out before Spring Break.

Sponsor Reminders:

Sponsor Selection: The school sponsor is the person responsible for working with winning students, registering projects online, and communicating with parents. Only the person responsible for these items should register as the school sponsor. If the School sponsor needs to change because of an emergency, please contact ScienceFest Staff so that we can get the new sponsor added to our email list. (sciencefest@austinenergy.org)

Sponsor Phones: We communicate by email; phone contact is rare. You will not be contacted by cell phone except during our event when school is closed. When registering, please give a cell phone number where you can be reached Friday evening and Saturday morning so that we can resolve issues quickly.

School Discretion: The local school, public, charter, or private has sole discretion to determine who can attend the Regional Fair. The school can choose participants in any matter they see fit. Although it is beneficial for students, a school-wide fair is not necessary to register students in the Regional Fair.

If a school chooses to participate in the Austin Energy Regional Science Festival, only students assigned by that school can attend the Regional Fair. If a school chooses not to participate in the Regional Fair, a student may be registered for the Regional Fair as a homeschooled student. If more than one student from a non-participating school wishes to participate in the Regional Fair, they must participate under a single sponsor (parent or teacher.)

Although it seems there is quite a bit of time between the close of registration and the elementary fair, please keep in mind the ScienceFest staff is preparing for three separate fairs (Elementary, Junior, and Senior) and it is a mad rush to get everything ready for the week of the fair. We will do our best to communicate in a timely manner, but we may not be able to answer every question immediately.

Thank you for all your work with your students!

It is a big job and we appreciate your efforts.