



2009 CALGARY YOUTH SCIENCE FAIR INFORMATION FOR COORDINATORS

Thank you for volunteering to be the Science Fair Coordinator for your school. We understand and appreciate the time commitment that you are giving to your students. Please call us anytime if we can be of assistance to you.

You will find all the forms, rules, and instructions on our web site under Student/Project Registration as of October 31, 2008. They will not be e-mailed to you this year. It is important that you download all these files and read through them thoroughly before you begin working with your students. The Registration Form itself cannot be found on our web site. Only schools that have signed up will have access to it; access will be sent via a link provided in an e-mail message.

Please note that the signatures of exhibitors, their parents and the coordinator are required on the Registration Form and if applicable, on the Ethics and Due Care Form. BECAUSE OF THE "FREEDOM OF INFORMATION AND THE PROTECTION OF PRIVACY ACT", WE CANNOT ACCEPT UNSIGNED ENTRIES. As well, it is important that the fair Rules and Instructions are read and understood by all parties.

TIMELINE:

**PLEASE PAY CAREFUL ATTENTION TO THE DEADLINES
AS THEY ARE NOT NEGOTIABLE.**

October 1	Online school sign-up begins
October 31	Online school sign-up ends
October 31	Student/Project registration package available on-line
November – January	Schools work with their students on their projects
January – February	School-based science fairs take place
February 23	Deadline for submitting completed student/project registration forms and associated paperwork to CYSF
March 9	Student/Project check-in/set-up packages sent to schools
April 1	Student/Project check-in and set-up in the Big 4 Building, Stampede Grounds
April 3	Projects are judged (with students present)
April 4	<ul style="list-style-type: none"> • Fair is open to the public • Awards Ceremony

The quota for all ELEMENTARY PROJECTS is based upon the following formula:

Number of grade 5 & 6 students in a school divided by 15 and rounded up to the largest whole number. All schools will be allowed at least 2 entries.

If you have grade 5 & 6 students, your quota for this year's fair has been calculated for you and appears on our web site (www.cysf.org); it was also sent to you in your Registration Confirmation e-mail message.

Schools that attempt to enter more than their allotment will have all of their entries returned. Again, we apologize for having to set a quota; however, faced with our limited space and number of judges we have no choice in the matter. We would like to suggest to you and your school that you consider having your own fair so that all children who wish to enter a fair will have the opportunity to do so. As well, a school fair can be the method that you use to select the entries for the city-wide fair.

We have several directors who would be willing to conduct **in-service sessions** for your school. Please e-mail Liesbeth Leatherbarrow at help@cysf.org for more information.

Please ensure that you read the material on the web site with regard to rules, regulations, safety and use of animals (includes human beings). The society enforces these rules and regulations to provide a safe environment for your students and to ensure that their experiments are not harmful to humans or animals. Please note that parents are required to sign the entry form which verifies they have read and understand the rules and regulations governing the fair. Therefore, you must provide them with the appropriate copies of the material on our web site. It is most unfortunate that in the past we have had to disqualify projects that did not follow our rules and regulations.

In previous years we have encountered major problems in three areas:

SIZE - A number of projects ignored the size restrictions (see #12 under Rules and Instructions). The white cardboard back boards available in many schools come in two sizes. The smaller of the two fits within our size limits; the larger one does not. Use of the larger backboard is the most common error.

USE OF HUMAN TISSUE - Every year, some entrants ignore the rules regarding the use of human tissue (hair, finger nails, teeth are considered tissue) in their projects. The most common mistake is the use of **human hair and teeth**. This rule is there for the safety of all, and entrants who disregard it are automatically disqualified.

SELECTION OF CATEGORIES - To be considered for major prizes, entrants must select categories very carefully. Please note that they can and should check two categories if they apply to their project. **There is a document that explains our categories on our web site under Project Registration.**

If you have any questions, please contact us at entries@cysf.org

Yours in fun science,
Liesbeth Leatherbarrow & Fraser Head
Entries Committee

