



# ELEMENTARY SPONSOR CHECKLIST

**Registration Deadline:**

**January 25, 2024**

**Project Fee:**

**\$25.00 per project**

## September 2023

- **Attend the Online Science Fair Elementary Division Teacher Orientation.** Thursday, September 7th, 3:30 - 4:30 p.m. on-line
- **Read the [Elementary Handbook](#)** found on our website.
- **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 19, 2024.

## School Fair

- During your school fair, make sure the winning projects do not [violate our rules](#) before advancing them to the Regional Fair. A project that violates our rules can still be a winner at a school fair, but will not be allowed to participate in the Regional Fair.
- After your school fair, provide winning parents and students with the Regional Display and Safety Parent Information and make sure they have the information needed to participate in the Regional Fair. Feel free to share any of our [online documents](#) with parents of advancing students.

## Before Deadline

- **Register your school online** at <https://austinscience.org/elementary>. It is best to register your school shortly after Elementary Registration opens on December 1, 2023. You will be asked for an estimated number of projects from your school. This number can be changed once you finalize and register the actual projects your school is sending. Once you register your school, you will receive weekly emails with more detailed instructions.  
**We strongly urge you to complete this step by January 6th at the latest.** That way, you will be guaranteed project slots at the fair.
- **Register your winning projects online** at <https://austinscience.org/elementary>. This ensures project data is in our system and gives teachers an opportunity to indicate special circumstances for consideration such as:
  - 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 student's primary **language is other than English**, please note that language.
  - **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.
- **Please check each project for rule violations.** These will also be checked by the Regional Fair before Judging day.

**Projects that violate the rules will not be allowed in the Fair. No exceptions.**

- **Have students complete the online Project Research Form (NEW LAST YEAR!)**  
You should have received a link after registering your school. **We need each project to submit their Project Research Form online.** We will use this information to review each student project to ensure they qualify for the Greater Austin Regional Science and Engineering Fair.
- **Submit Payment.** Download your invoice from your School page. You can pay by check or with a credit card.. (You will have access to your school's 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.
- **Communicate** information to parents about the Saturday event. You can share any documents you think might help parents. The most useful are the [Day of Fair FAQ](#) and [Display and Safety Checklist](#).

### Friday, February 24, 2023

- **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 25, 2023

- **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. Encourage students to take their ribbons with them when they go onstage.

- **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 project board when parents are allowed back into 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 did not get theirs. 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, completing registration steps online and communicating with parents. Only one person should register as a school sponsor. If the School sponsor needs to change because of an emergency, please contact [Science Fair Staff](#) so that we can get the new sponsor added to our email list.

**Sponsor Phones:** We communicate by email; phone contact is rare. You will not be contacted by cell phone except during our event when schools are closed. When registering, please provide a cell phone number where you can be reached Friday evening and Saturday morning so that we can resolve issues quickly. Please include your principal's phone in case we cannot get in touch with the sponsor.

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

If a school chooses to participate in the Greater Austin Regional Science and Engineering Fair, 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 Science Fair 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.