



BPS Citywide/Region VI Science and Engineering Fair Guidance document FAQ

What is the role of a Science Fair Liaison?

A Science Fair Liaison:

- serves as the primary point of contact for news, information and updates from the science fair committee,
- keeps administrators, teachers and students informed of deadlines,
- completes school level forms,
- evaluates all projects for an initial safety check,
- collects and holds all forms until it is time to submit,
- supports teachers and students to correctly complete project forms, and
- conducts a final review of all forms to ensure they are correctly dated and signed.

How do students qualify for the Region VI/BPS Citywide Science Fair?

- 2% of your student population equals the number of projects you may send to the regional fair. For example, a school has 500 students. 2% of 500 is 10. The school may send their top 10 projects to the regional fair.

How do you know what projects qualify for pre-approval and which forms to complete?

- To access the full list of rules and the forms on the Science and Engineering Fair Online System (SEFOS), click [here](#).
- The [Rules Wizard](#) ask students a series of questions. At the end, students (teachers) are told which forms need to be completed and if pre-approval is required.
- [BPS Region VI MS Science Fair forms tutorial videos](#) (There will be a new process for completing the MS State science fair forms (1A, 1B, 1C))
- [BPS Region VI HS Science Fair forms tutorial videos](#)

Which **forms** are required? [Research Plan/Project Summary](#)

- [Middle School](#) -
 - All students must complete
 - Research Plan 1A (each student must complete this form, there can be no more than 3 students in a team),
 - Research Plan 1B
 - Students may complete if:
 - Human Subjects Form C
 - Designated Supervisors Form D



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- [High School](#) -
 - All students must complete
 - [Form 1](#): Checklist for Teacher/Adult Sponsor (1)
 - [Form 1A](#): Student Checklist Individual or Team (1A)
 - Form 1B: Approval Form (1B)
 - Students *may* complete additional forms (2-7) if projects require pre-approval, research occurs in a lab setting or with a partner, use human subjects, etc.

Why do forms get sent back?

- Forms are most often returned to teachers because they are missing signatures from parents, teachers, or students, have incorrect or missing dates, or are simply incomplete.
- To avoid having your forms returned to you we suggest two simple tricks:
 - **Highlight** - Parent signature locations on the forms
 - Fill out forms as early as possible--Dates must be prior to start of any part of the project.

How do I manage the student projects without taking away so much class time?

- Afterschool
- Science Fair club
- [Defined STEM](#)
- MS - Green Stormwater Infrastructure presentations
- Build off of in-class investigations
- With your students generate/brainstorm a list of possible projects that are related to the content you are teaching now or will be teaching
- Collect students questions and support them with designing an investigation related to their own question
- Leverage your librarian and resources listed above
- If you don't have a school librarians contact the local Boston Public Library branch that is near
- With the student science fair presentation -focus on S & E practice- *obtain, evaluate and communicate information*

I've never run a science fair before, can someone guide me?

- Yes. Contact the science fair committee members and we can follow up.
 - Kathleen Bateman - kbateman@bostonpublicschools.org
 - Marianne Dunne - mdunne@bostonpublicschools.org
 - Nicole Guttenberg - nguttenberg@bostonpublicschools.org



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Does the STE department purchase presentation boards or other materials to support a school fair?

- The STE dept. does not have funding to purchase any science materials for the science fair

What if students want to create a poster?

- Project Display and Safety [Guidelines, pg. 15-18, HS Manual](#)
 - Tri-Fold Board or a Poster
 - Presentation guidelines for students
- Printing options
 - Madison Park Vocational & Technical HS- nominal fee
 - Staples
 - Colleges and Universities

Are there volunteers, engineers, college students that would be able to mentor/support my students with their projects?

- We can post your fair on the Weebly with a contact person from your school.
- We can post your fair in the STE Newsletter with a contact person from your school.
- You can post your school fair in Around BPS.

How do students become eligible to present at the Middle School or High School State (MSEF) Fairs?

- The first, second, third and honorable mentions winners of the Region VI/Citywide fair are eligible to move on to the respective middle or high school state fair.
- Each school can submit two direct entries to the state fair from the school. This is especially helpful if a student is sick or unable to attend the Boston Citywide/Region VI Science Fair.

Do you have resources for conducting research for projects?

- [Boston Public Schools Library Services Virtual Learning Commons Information & Research](#) Databases including "Science in Context," "Health & Wellness Resource Center" and "Environmental Studies and Policies Collection"
- [Annotated Bibliography Resource](#)
- Leverage your School Librarian or local Boston branch librarian.
- [Sample Science Fair/Guided Inquiry Rubric](#)
- Need additional support contact Debbie Froggatt - dfroggatt@bostonpublicschools.org



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Can I use the judges cards to support students as they prepare their posters/tri-fold boards and oral presentations? YES!

- Middle School judges [card](#)
- High School judges [card](#)