



TRI COUNTY SCIENCE & TECHNOLOGY FAIR

PUTNAM <> WESTCHESTER <> ROCKLAND

Organized by *The Putnam Children's Discovery Center, Inc.*

A not for profit organization per 501 (c) 3 Mailing Address: PO Box 222 Carmel, NY 10512

FAX: 914-205-3623 Phone 845-621-1260 www.DiscoveryCtr.org

TRI-COUNTY SCIENCE & TECHNOLOGY FAIR

2019

ELEMENTARY & MIDDLE SCHOOL RULES AND REGULATIONS

Please note is "assumed" that a Fair official- ie teacher, principal or department chair is reading these rules even though they are made public

Eligibility: The Tri-County Science and Technology Fair participation is open to public, private and home schools located in Westchester, Rockland, and Putnam Counties. The Fair has three divisions: K-4; 5-8 and 9-12.

*****Please note HS (grades 9-12) have different rules, please find online at www.DiscoveryCtr.org.**

Entry Fees and Admissions: There is a \$199 **per school** entry fee if school is contained in one division and a \$225 fee if school spans two divisions (i.e. K-5 spans two of our divisions K-4, 5-8) after March 1 there is a \$50 late fee. After April 1 there is a \$100 late fee. Payments and/or arrangements need to be made by 3/1) this fee covers up to 12 exhibits. If you would like to enter 4 additional exhibits there is a \$35 **per student** fee/ \$55 past 4/1 **SUBMITTER**- refers to teacher, science department chair, and principal or home school parent.

Frequently Asked Questions:

- **What if my school is K-5 or K-8?**
 - Submitter may enter students in two divisions K-4 will be considered elementary and your 5th graders (grades 5-8) in the middle school division
- **How many exhibits can my school send?**
 - The school can send up to 16 exhibits per division. There are eight categories in elementary and nine categories in middle. (12 are included in the fee, to send 4 more there is an additional fee) Twelve per division / refer to first question. ** in the event that you have ties and need to send additional exhibits you may make the request for up to 4 additional exhibits with a \$25 **per student entry fee**. Ex: If you are sending 14 exhibits it would be \$199 plus \$50 (2 x \$25) for a total of \$249 or if your school spans both divisions it would be \$225 + 50 (2 x \$25) = \$275. Illustration assumes there is only one student on the additional project – if there are 2-3 students on the project the fee is \$50 for a two person project. Three students (the max) on a project is \$75 to enter the additional exhibit.
- **How many exhibits can I send per category?**
 - **TWO.** Submitter may send two per category without special permission. However the total number of exhibits cannot exceed twelve per division without paying extra for an additional 1-4 exhibits) Example 2 Biology; 2 Chemistry ;1Earth/Space; 1 Engineering /Technology; 1 Environment; 1 Health & Medicine; 2 Math/Computers; 2 Physics = 12 total exhibits

Tri County Science & Technology Fair is done with cooperation from:
Science Teachers Association of NYS (Westchester Section); Westchester Putnam Technology Educators and Science Professionals
Grand Sponsor Pepsi R&D; additional support from Kohls Associates in Action

-
- **How many students can contribute to an exhibit?**
 - **THREE** however we strongly recommend that you have single contributors. All contributors **MUST** attend the Fair. If one or more cannot attend the exhibit will not be admitted on the exhibit floor.
 - **What happens if all contributors do not show up?**
 - Parents are made aware on the permission slips of the consequences. Students are not allowed access to the exhibit floor until all contributors are present. We strongly suggest that they car pool so they learn someone is missing before they head to the Fair and know it is best not to come at all.
 - **What happens if everyone shows up, they set up and one or more students leave before 3pm?**
 - We will not award any prizes to that exhibit on the middle school level. No one wants to embarrass anyone, so an elementary exhibit will receive an excellent or outstanding ribbon for the student who is present. None will be given to the contributors that left. On the middle school level we simply remove the ability for the exhibit to receive prizes.
 - **Why is the rule in place about multiple contributors?**
 - We did not want to make our Fair only sole contributor projects. Therefore we felt strongly that all contributors need to be present just like a sole contributor project.
 - **When can entries be submitted?**
 - Before April 1, and as soon as entries fees have been paid and the submitter has faxed over your signed Permission Slips from the parents. The slips should be given out at your school Fair.
 - **What are permission slips all about?**
 - Permission slips insures our forms are filled out correctly and to put the parents on notice as to what is expected. The slips can and do change each year so only the current ones will be accepted.
 - **Are there any exhibits that are not eligible for Tri County?**
 - Example of exhibits **not permitted** include:
 - live taste tests,
 - flame tests,
 - **Experiments involving water are not allowed at the Fair.** We cannot afford a spill.
 - anything with live animals including fish.

*However a video of the above can be presented on student's laptop in lieu of above
(Suggestion: bring extended life battery)*
 - **What if my Fair is after April 1?**
 - We encourage the school to hold its local Fair prior to April 1. However, sometimes we can accept late entries. Any received after 4/1 incurs a \$100 school late fee and a \$55 per student extra student late. (i.e an extra exhibit (the 13th, 14th and 15th with 3 students would cost \$165 to enter)
 - **Who can enter an elementary or middle school student?**
 - Only the person designated by the school can be involved with student entries. The school must fill out an "Intent to Participate" form. If the school needs one a school official should email JNewman@DiscoveryCtr.org. *we regret we cannot accept entry forms filled out by parents*
 - **What if I am a Home school?**
 - Home schooled students may be entered with proof of home schooling and a \$25 ***per student*** fee before 3/1; \$35 during March and \$75 after 4/1.
 - **What if a parent has a question?**
 - All questions need to come from the school in writing and will be answered in writing. There is an informational parent email within two weeks of the Fair.
 - **Are tables provided at the Fair?**
 - Each student gets a spot on a table see rules for approximate amount of space
 - **Broadcom Masters**
 - We can send a total of 10% of our Fair grades 6-8 to Broadcom Masters. We select nominees and alternates. It is very important post Fair that all nominees and alternates respond to an email confirming their interest in moving forward. The parents on record receive this email as well as the teacher that represents the school. If you have multiple teachers involved with your Fair, only the teacher or principal

Tri County Science & Technology Fair is done with cooperation from:
 Science Teachers Association of NYS (Westchester Section); Westchester Putnam Technology Educators and Science Professionals
 Grand Sponsor Pepsi R&D; additional support from Kohls Associates in Action

designated as the submitter will receive this email. It is not the teachers' responsibility to get the parents to do the paperwork. This is done as a courtesy as some teachers may want to touch base with the family to make sure they have replied one way or another. Anyone who misses the deadline will be deemed a NO. The window of opportunity to respond is approximately 3 days. If nominees do not receive this email this is because we do not have a valid email. It is therefore important that emails to us are legible. If three days post Fair a Broadcom nominee or alternate has not received an email from us, please have the teacher at the school email us. Unfortunately we cannot accept an email from a parent as we have no way of knowing if that email truly is from a nominee or alternate parent. Since we email parents as we get closer to the Fair it assumed that we have valid emails on all students **as email corrections and omissions are requested before the Fair**. Please note that exhibits with multiple contributors may have some on the project deselected throughout the process. In other words if three students win at Tri County Science & Technology Fair and are selected for Broadcom. It is possible that Broadcom selects 1,2 or all 3 of the students based on their individual applications. Each student on the project would apply to Broadcom and not all are guaranteed acceptance.

This concludes the FAQ. Please note the rules will follow on the next 4 pages.

GENERAL REGULATIONS CONCERNING EXHIBITS

1. All students are entered on an official entry form which is submitted through their teacher to the Putnam Children's Discovery Center via an online link no later than **April 1st**
2. Exhibits will be judged on the following criteria: See "Judging Criteria" on page 6 (last page)

Elementary School Division:		
20%	Creative Ability	
20%	Scientific Thought	
20%	Thoroughness	
20%	Skill	
20%	Clarity	
Middle School Division:		
25%	Creative Ability	
25%	Scientific Thought	
15%	Thoroughness	
15%	Skill	
20%	Clarity	

3. All contributors are expected to arrive between 8:00-9:15 am. At this time they will get on line to receive their exhibit location and any other pertinent information about the day. All contributors **MUST** be present at their exhibit at the time of judging at 9:45 am on Saturday morning. All contributors will be expected to discuss their exhibits with the judges. Exhibitors must be available during fair hours except during lunch break. In this way the exhibits can be demonstrated to interested visitors. **Watch for a parent email to confirm times, dates & places.** This information will be emailed to each parent, so it is important to have correct emails.

4. A maximum of three students will be allowed to enter for a single project. In this case, any awards will go to all participants; any monies awarded for first place will be split according to the current prize rules. **Multiple creators of an exhibit MUST all be present at the time of registration / set up and stay the entire day.** *Any prizes awarded will be forfeited if any of the persons assigned to the exhibit choose to leave early.*

5. Students should plan to keep their exhibit in working order during the fair. Exhibits with moving parts should be checked often so that minor repairs can be made.

6. Electrical circuits requiring 115 volts must be properly fused and grounded. All such exhibits will be inspected and approved before being plugged in. Electricity will not be provided to power an ipad, laptop, tablet or other similar electrical device. These items should run on their own battery life for the judging portion of the Fair. They can be plugged into an external battery source provided by the contributor and strongly suggest having that as an option to extend battery life. **Submitters must remember to note all electrical needs on the entry form for each student who needs electricity.** *Electricity cannot be provided "on the spot" the day of the event.* **Parents should note this on the permission slips we provide you.**

7. **LIVE ANIMALS ARE NOT PERMITTED.** We suggest that students videotape or take still pictures if the exhibit had live animals at the local level. The judges will factor in our rule of “no animals” when evaluating the exhibit. Please bear in mind that we cannot provide VCR’s or other audiovisual equipment. Should students choose to bring audiovisual equipment please **request electricity in advance**. Electricity cannot be provided “on the spot” the day of the event. ****Further note all animal studies MUST be Reviewed by Institutional Animal Care & Use Committees (IAUC)** A laptop is not deemed audiovisual equipment.

✓ The IAUC Protocol number and P.I. (Principal Investigator) must be named in paper/poster

8. All exhibits must be clearly labeled and have the exhibit card displayed. All exhibits should be supplied with sturdy supports to hold up charts and diagrams. It is strongly recommended that a tri-fold poster board is used.

- **PLEASE ADHERE TO THE FOLLOWING TABLE SPACE DIMENSIONS:
30" WIDE x 40" LONG x 40" HIGH.**

9. Reasonable precaution will be taken to protect exhibits, but no guarantee against damage or loss can be given. Students should make the exhibit strong, rugged, durable, and sturdy. Avoid loose unattached parts; build them into the exhibit or attach them so that they can't be removed. Protect valuable or fragile exhibits with a glass case or plastic screen. **REMEMBER: STUDENTS NEED TO STAY WITH THEIR EXHIBIT SO THEY CAN WATCH OUT FOR ITS WELFARE.**

10. All exhibits involving the use of high voltage, chemical, or compressed air, must be attended to at all times by the exhibitor. Exhibits of this nature must be checked out and approved by the organizers of the fair prior to being set up. **There will be no exhibits that require open flames or hot plates or dangerous chemicals.**

FAILURE TO FOLLOW THE ABOVE RULES FOR EXHIBITS WITH ELECTRICAL, CHEMICAL OR FLAMMABLE COMPONENTS WILL BE GROUNDS FOR THE IMMEDIATE DISQUALIFICATION FROM PARTICIPATION IN THE SCIENCE TECHNOLOGY FAIR.

11. Example of exhibits **not permitted** include: live taste tests, flame tests. FYI a live taste test is where the judges or visitors are asked to taste food. Please note with food preparation standards and allergies we exclude this as a health and safety issue. However, if on the local level a student won utilizing a taste test they can video this and show as a video on a laptop or tablet that they provide.

12. If the exhibit requires the use of videotape you must provide your own laptop or tablet and a power source such as an external battery to insure longevity. **WE ARE UNABLE TO PROVIDE EQUIPMENT FOR SUCH PROJECTS:** such as VCR’s & TVs. Additionally the Fair cannot be responsible for any laptops, Ipad’s, tablets, VCR’s, DVD players, TV’s or any other electronic devices. We strongly suggest that students do not leave these items unattended.

13. All exhibits must be the work of the student. Participants may, however, obtain professional guidance in the construction of their project.

14. Exhibits will be grouped according to category and grade level. Grade levels will be K-4; 5-8;9-12.

The elementary and middle school categories will be:

- **BIOLOGY**
- **CHEMISTRY**
- **EARTH/SPACE SCIENCE**
- **ENGINEERING/TECHNOLOGY**
- **ENVIRONMENT**
- **HEALTH & MEDICINE**
- **MATHEMATICS/COMPUTERS**
- **PHYSICS**
- **PSYCHOLOGY (middle school and HS have this extra category)**

15. ALL STUDENTS ARE REQUIRED TO LEAVE THEIR MATERIALS IN AN ORDERLY AND CLEAN MANNER UNTIL THE CONCLUSION OF THE EXHIBITION HALL ON SATURDAY APRIL 27, 2019 at 2:30 pm. ****The Award ceremony will start at approximately 2:45 and end at 4:00.****

16. Parents and teachers will be asked to leave the area during the judging process. ANY INDIVIDUAL WHO CONVERSES WITH SOMEONE OTHER THAN A JUDGE OR FAIR OFFICIAL DURING THE JUDGING PROCESS WILL BE AUTOMATICALLY DISQUALIFIED.

17. Only the teacher submitting the entry forms should be in contact with Janice Newman. We cannot entertain calls, emails or written mail from students or parents.

18. PLEASE NOTE ALL STUDENTS MUST HAVE A CHAPERONE PRESENT THROUGHOUT THE FAIR. The chaperone can be any adult (over 21) and can be responsible for multiple students.

19. Prior to the Fair parents are given a permission slip to sign. This slip makes parents aware of the following:

- Exhibitors must stay until 4pm
- All contributors must be present.
- Parents must stay on site or arrange for a chaperone for their child (an adult over 21)
- Electricity must be requested prior to April 1 *please note: \$25 penalty **if** we are able to provide day of event.*

***** *Electricity cannot be provided “on the spot” the day of the event.***

Be sure to request electrical needs when you submit your entries -- please further note there is a finite number of outlets -- the earlier you get your entry forms in, the more likely it is that you will have all your needs met.

Please contact Janice Newman Email: JNewman@DiscoveryCtr.org or (845) 621-1260 ext. 201 with any questions about the rules if you are the SUBMITTER i.e. designated individual representing your school.

SUGGESTION

Judges will read or visually scan reports -- we suggest that a minimum font of 12 is used when typing reports.

Judging Criteria

A. Creative Ability

Is this an original idea or an original approach to a new idea? Both are good. Did you show the ingenuity in the materials, apparatus & techniques or did you just buy a kit? Did you demonstrate the ability to improvise and adapt? Is the project a collection, or is it a purposeful one?

B. Scientific Thought

Does your exhibit show: organized procedures, accurate observations, controlled experiments, cause & effect reasoning, theories, analysis and synthesis? Weight is given to the likely amount of real study and effort represented in the exhibit. The project cannot be just a demonstration or an attractive display.

C. Thoroughness

How completely have you explored or studied the problem? You should record evidence you have gathered as data in notebooks, journals, or logbooks. Include bibliographies, charts, tables and graphs. Be sure to identify experimental organisms and/or apparatus.

D. Skill

Is your workmanship good? Do you show evidence of mastery of techniques? Did you construct your own apparatus? Overall construction and “look” of the project should be neat, organized, easy to read, sturdy, and self-supporting.

E. Clarity

Does the display clearly explain what you did? A neatly written, well-organized backboard that is easy to follow provides clarity. Things which insure clarity are: labels, guide marks, well written descriptions, emphasis on important items, labeled graphs, labeled tables, legends underneath graphs and tables. Which of these does your display have?