

**SCIENCE FAIR
2018
VOLUNTEER JOB REQUEST**

Judge's Committee (3-6 volunteers) Chairperson _____

- Obtains and notifies judges, 20 judges for each session. Life Science is first session and all other Sciences are second session.
- Makes name tags for judges.
- Have clipboards, pens, and forms available for judges. Each student will be judged twice and the top scores will be judged an additional time, the Judges will have an assortment of forms with student numbers on them, pre-arranged on their clipboards in order to accommodate all students
- Writes thank you notes.
- Provide means to assess future improvements.

Awards Committee (2 volunteers) Chairperson _____

- Orders and picks up the awards. A certificate of participation for each student and ribbons for 1st, 2nd and 3rd place as well as honorable mentions. *Done*
- Works with PTO on monetary awards, or donated items.
- Work on presentation of awards ceremony.

Setup Committee (6 volunteers) Chairperson _____

- Arranges with custodial staff for tables and chairs. Help arrange tables on Monday evening.
- Makes sure appropriate number of outlets and extension cords are available and that they are taped down to prevent tripping hazard.
- Arranges tables by grade levels and label accordingly (Map provided by Mrs. Kremer).
- Make two identical numbers for each project. One is for the table space and the other goes on the project for identification.

Takedown Committee (as many volunteers as possible) Chairperson _____

- Helps to clean up after the Open House on Thursday evening and return tables and chairs to their original positions.

Hospitality Committee (10-15 volunteers per grade level) Chairperson _____

- 3 volunteers to help register students as they come in to set up their projects.
- Volunteers to welcome direct and assist Judges.
- Volunteers to run Judge forms to the tabulation tables (these may be students). *Mrs. Kremer will get these*
- Arrange for refreshments for judges and a place to relax. Usually have supper foods and comfort foods. Soups, sandwiches and deserts.

Tabulation Committee (4-8 Volunteers)

Chairperson

- Tally results of the judges' forms.
- Tally to determine winners.
- Make new forms for those students that need to be rejudged.