

**SCIENCE FAIR  
2019  
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* \_\_\_\_\_

- Works with PTO on monetary awards, or donated items.

**Setup Committee** (6 volunteers) *Chairperson* \_\_\_\_\_

- Arranges with custodial staff for tables and chairs. Help arrange tables on Tuesday 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).

**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.
- 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.