



Austin Energy Regional Science Festival 2012

ELEMENTARY DIVISION

REGISTRATION INFORMATION

Registration will be available online at www.sciencefest.austinenergy.com on Thursday, December 1, 2011.

PROJECT CATEGORIES

Elementary Division

Students may conduct a science project by themselves or in teams.

- Grades 3 – 6 Individual
- Team (no more than 3 students)

If a 6th grade elementary student chooses to enter his/her project in the Junior Division rather than the Elementary Division, the project must follow Intel ISEF rules and all required Intel ISEF forms must be submitted. Also, please note that the project must be registered in the Junior Division rather than the Elementary Division, and the registration deadline is 5:00 p.m. on Thursday, February 2, 2012. Please attend a Junior/Senior Division Teacher Orientation and request the Junior/Senior Orientation Packet for further information.

- Grade 6 Individual
- Junior Division** Team (no more than 3 students)

REGISTRATION FEES

School Fee (on or before 5:00 p.m. on Feb. 9, 2012) \$35.00

Division	Project Fee	Deadline
Elementary Division	\$15.00 per project	On or before 5:00 p.m. on February 9, 2012
Junior Division	\$15.00 per project	On or before 5:00 p.m. on February 2, 2012

Due to space limitations, late registration will not be permitted.

MAXIMUM PROJECT ENTRIES

Elementary Division – Based on School's Student Enrollment

Grades 3 – 6	0 – 499 Students	11 Projects Maximum per School
	500 – 699 Students	14 Projects Maximum per School
	700 – 899 Students	17 Projects Maximum per School
	900 + Students	20 Projects Maximum per School

(If entering under)

Junior Division

Grade 6	Three Projects per Category	60 Projects Maximum per School
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Austin Energy Regional Science Festival 2012
SCHOOL REGISTRATION FEES AND INFORMATION
ELEMENTARY DIVISION

REGISTRATION STEPS

To be completed by Thursday, February 9, 2012 at 5:00 p.m.:

- Register the **school** online at www.sciencefest.austinenergy.com
- Register **volunteers and judges** online at www.sciencefest.austinenergy.com. Each school should provide one judge and one volunteer for every 10 registered school projects.
- Each student must independently register online at www.sciencefest.austinenergy.com
- Submit to our office **this form** attached to a **complete school packet** containing the following:
 - A complete list of all students who are eligible to compete at the regional fair
 - Copy of **school** online registration confirmation
 - Copy of each **student's** online registration confirmation
 - Original signed **Austin Energy Code of Conduct/Media Release Form** for each student
 - Copy of each students **Elementary Project Research Form**
 - Payment** or documentation of payment (copy of credit card receipt or PO number) for both the school and all student projects.

NOTE: All registration documents and payment **MUST BE RECEIVED** by the deadline above.
Due to space limitations, late registration will not be permitted.

REGISTRATION FEES	DEADLINE: 5:00 p.m., February 10, 2011	TOTAL
1. School Registration Fee	\$35 =	\$ _____
2. Project Registration Fees (Maximum based on enrollment) Number of Projects by grade level 3 ___ 4 ___ 5 ___ 6 ___	_____ x \$15 =	\$ _____
3. TOTAL FEES PAID		\$ _____

HOW TO PAY REGISTRATION FEES

We accept payment by credit cards and by checks.

- **CREDIT CARDS:** Credit card payments are accepted by phone only. To charge, call Myra Ruiz at (512) 972-9520.
- **CHECKS:** Make checks payable to Austin Energy Regional Science Festival 2012. Mail to the address below.
PLEASE NOTE: Even if you pay by check, you must still register online.

Submit registration materials to:

Austin Energy, 721 Barton Springs Road, Austin, TX 78704. The building is open 24 hours a day, 7 days a week.



Austin Energy Regional Science Festival 2012 TEACHER CHECKLIST – ELEMENTARY DIVISION

Please use this checklist to help complete the registration process for the Austin Energy Regional Science Festival successfully.

- Attend one of the Science Festival **Teacher Orientations** (Thursday, September 15 or Tuesday, September 20) or be briefed by your school's attending teacher.
- After your school's Science Fair, print a **Code of Conduct/Media Release Form**, a copy of the rules from the "Rules for Participation", a **Student Checklist**, and an **Elementary Project Research Form** for each student winner who has been chosen to advance to the Regional Festival. These forms ensure that projects meet all requirements and that students clearly understand the registration process.
- Determine the method of payment your school will use. Give yourself plenty of time to process a check or PO number so you can send it along with your registration packet on **February 9, 2012**. If using payment other than check, please retain a copy of the credit card receipt or the PO number to include with your registration packet. See the School Registration Form in this packet or on our website for assistance.

By Thursday, Feb. 9, 2012 at 5:00 p.m.

- Complete online **SCHOOL** registration at www.sciencefest.austinenergy.com and make payment.
- Ensure all students complete online **PROJECT** registration. Obtain a copy of their registration confirmation.
- Create a complete **list of all students** who are eligible to compete at the regional fair.
- Complete online registration of **VOLUNTEERS AND JUDGES** at www.sciencefest.austinenergy.com. Remember to have one judge and one volunteer for every 10 school projects.
- Obtain the following from each participating student:
 - the **original** Austin Energy Code of Conduct/Media Release Form, **signed** by their parent/guardian
 - a copy of the student's project registration confirmation
 - a copy of the Elementary Project Research Form
- Submit a complete school packet to Austin Energy, 721 Barton Springs Road, Austin, Texas 78704. The building is open 24 hours a day, 7 days a week.
A complete school packet consists of:
 - Copy of **school** online registration confirmation
 - **Payment** or documentation of payment (copy of credit card receipt or PO number) for both the school and each student project
 - A complete **list of students** who are eligible to compete at the regional fair
 - **From each participating student:**
 - Copy of **student's** online registration confirmation
 - Original signed Austin Energy Code of Conduct/Media Release Form
 - Copy of Elementary Project Research Form

(More on next page)

Friday, February 24, 2012

- Check-in at Palmer Events Center*, 900 Barton Springs Road, South Lobby, 2:00 p.m. – 7:00 p.m.
- Clear your project through Registration and Display & Safety, and set up project.

Saturday, February 25, 2012

- Encourage students to 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.
- If possible, 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.
- Dismantle Projects, 4:30 p.m. – 5:30 p.m. **Projects not picked up by 5:30 p.m. on February 25 will be discarded.**

* Parking will be free of charge for all participants at the Palmer Events Center Garage.



Austin Energy Regional Science Festival 2012 STUDENT CHECKLIST – ELEMENTARY DIVISION

Welcome and Congratulations! Please use this checklist to help complete the registration and check-in process for the Austin Energy Regional Science Festival.

- COMPLETE ONLINE PROJECT REGISTRATION BEFORE 5:00 P.M., THURSDAY, FEBRUARY 9, 2012.**
Print two copies of your registration confirmation. You will keep one copy and give the other copy to your teacher. Your teacher will need to submit this by February 9 so give it to him/her before then. Register online at www.sciencefest.austinenergy.com.
- Complete an **Austin Energy Code of Conduct/Media Release Form**.
- Complete an **Elementary Project Research Form**.
- Submit the following forms to your teacher by Thursday, February 9, 2012:
 - the **original signed** Austin Energy Code of Conduct/Media Release Form
 - a copy of the **online project registration** confirmation
 - a copy of your **Elementary Project Research Form**
- Check with your teacher to be sure registration of your school has been completed by the 5:00 p.m., Thursday, February 9, 2012 deadline.

Friday, February 24, 2012

- Check-in at Palmer Events Center*, 900 Barton Springs Road, South Lobby, 2:00 p.m. – 7:00 p.m.
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