



Austin Energy Regional Science Festival 2012 TEACHER CHECKLIST – ELEMENTARY DIVISION

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

- 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 projects meet all requirements and 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 due **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, February 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 projects your school registers.
- 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.