

## International Science and Engineering Fair Committee

Stephen and Margaret Farr, Co-Chairs

### Section A - Policy Information

The Chicago Public Schools Student Science Fair, Inc. sponsors four students to participate in the prestigious International Science and Engineering Fair (ISEF) which is held annually in a different city. All expenses are paid for participation which include registration fees, travel, hotel accommodations, and meals. The ISEF Committee must inform and ensure that the four selected ISEF participants meet the requirements as listed in the *Intel ISEF International Rules and Guidelines*.

The ISEF committee shall consist of at least 4 members, who will work collaboratively with the committee chair(s) to prepare for ISEF judging and to prepare the students selected as ISEF Finalists for their participation at ISEF. Committee members will share in the responsibility of mentoring the Finalists as they prepare their paperwork and their display board.

The International Science and Engineering Fair Committee is responsible for selecting judges to choose the top-four high school winners from the list of *GoldAward winners* for Chicago Public Schools Student Science Fair. It is the policy of the ISEF Committee to select judges who have served at least five (5) years as an exhibit judge and whose competencies correspond to each judging category. No elementary or secondary school teachers, Chicago Public Schools employees, or graduate students are permitted to serve as ISEF judges.

It is the policy of the ISEF Committee to recruit two adult chaperones to attend the International Science and Engineering Fair. One of the chaperones must be a CPS employee if the other chaperon is not a CPS employee, that person must be approved by the Board to volunteer in CPS schools. Arrangements are made for chaperone and student transportation, housing, registration fees, and meals.

### Section B – Procedural Timeline

<b>Month</b>	<b>Duties and Procedures</b>
August	Affiliate CPS Science Fair with Intel ISEF (see <i>Intel ISEF International Rules</i> ). Recruit new judges, if needed. Recruit committee members, if needed. Recruit graphic design consultants, if needed. Recruit chaperones and help them become CPS certified volunteers <a href="http://cps.edu/FACE/Pages/VolunteerPrograms.aspx">http://cps.edu/FACE/Pages/VolunteerPrograms.aspx</a>
January	Maintain database of Judges' information. Send initial letter to former Judges asking them to judge in current year.
February	Maintain database of Judges' information. Make hotel arrangements.
March 3 Weeks Prior to Fair	Inform Arrangements Committee Chair of number of judges attending breakfast and lunch.

<p>March 2 Weeks <b>Prior</b> to Fair</p>	<p>Send thank you letters to confirmed judges reminding them of judging date and time</p>
<p><b>1 Week Prior</b></p>	<p>Obtain supplies for judges.  Inform the secretary of number of judges' badges needed</p>
<p><b>During Fair</b></p>	<p>Communicate with Exhibits Committee Chair regarding number of tables needed for Saturday.</p> <p>Obtain a list of the top 35 high school winners from someone with access to the database.</p> <p>Pull research papers for top thirty-five (35) winners and arrange papers in numerical order.</p> <p>Prepare Judges' folders to include:</p> <ul style="list-style-type: none"> <li>• List of judges with categories</li> <li>• List of students with project title, grade, and prior ISEF participation</li> <li>• ISEF judging criteria</li> </ul> <p>Print Judges' Finalists Agreement Sheet.</p>
<p>Saturday</p>	<p>Secure area assigned to ISEF Judges.</p> <p>Greet Judges.</p> <p>Remind Judges of criteria and answer questions, if any. Introduce Judging Chairperson Distribute supplies.</p> <p>Receive list of top four students and two alternates.</p> <p>Share finalists list with Executive Director. Print the following using Excel Mail Merge:</p> <ul style="list-style-type: none"> <li>• Congratulatory letters ( to students, principals, sponsoring teachers)</li> <li>• List of finalist materials</li> <li>• Medical forms and releases</li> <li>• Parent /Guardian Release form</li> </ul>

Section B — **Procedural Timeline Cont'd)**

<b>March</b>	<b>Duties and Procedures</b>
<p><b>During Fair</b></p> <ul style="list-style-type: none"> <li>• Student information sheet</li> <li>• Checklist for student forms</li> <li>• List of finalists with information</li> </ul> <p><b>Saturday</b> (Cont'd)</p> <p>Read finalists' research papers to determine other needs to complete paperwork.</p>	
<p><b>Sunday</b></p> <p>Designate a committee member to solicit trading pins.</p> <p>After the Awards Ceremony meet with ISEF participants, alternates, and parents to complete paperwork.</p>	
<p><b>After the Fair</b></p> <p>Schedule paperwork completion event to collect and submit all required paperwork within deadline, preferably the Thursday after the Fair.</p> <p>Coordinate upgrading students' boards.</p> <p>Work with committee members in proofing students' research papers. Make travel arrangements. Contact FedEx office for shipping boards.</p> <p>Get from Executive Director/Treasurer stipend for students and chaperones.</p> <p>Distribute trading pins to students.</p> <p>Schedule a student-chaperone meet and greet and invite committee members who helped mentor the students.</p> <p>Prepare ISEF report of CPS winners for SSF June meeting.</p> <p>Meet with Scientific Review Committee and propose any changes for <i>Science Fair Handbook</i>.</p>	

**International Science and Engineering Fair Committee**

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Confidential Science Fair Information

- Students are not actually told that the Judges reporting on **Saturday are ISEF Judges.**
- Judges are given a fairness **and equity briefing, prior to judging, to encourage gender equity and school diversity in selecting finalists.**
- **Judging Procedure: ISEF Judges read the top thirty-five (35) high school papers (less if fewer judges) and select projects for further interview. The Judges report to the exhibit area and interview selected students, afterwards they return to discuss their findings. Based on the interviews, the projects are either moved forward or eliminated until a list of the top six (6) projects is achieved. From the list of six (6) projects, the top four (4) are chosen for ISEF. Projects ranked fifth and sixth become first and second alternates, respectively.**
- The final list that is signed by all judges is shared only **with the Executive Director, and kept on file by the ISEF Chairperson.**