

**CSEF Regional Fair Director Meeting**  
**January 19, 2002**  
**NREL, Golden, CO**  
**Minutes**

I. Introductions

II. Announcements

- 2002 Awards Ceremony will be held at Thompson Valley High School in Loveland.
- A new category has been added. CSEF will now offer competition in Microbiology with the hope that this will clean up the categories of Botany, Health & Behavioral and Zoology. The new descriptions can be found on page 10 of the Finalist Handbook.
- Judy Cara of Intel will be contacting the affiliated science fairs to give out scholarships and/or laptops. For CSEF, she is thinking of naming the scholarship for Ryan Patterson.
- Kent Rominger is not speaking at CSEF this year. Carl Wieman, the Nobel prize winner in physics and Ryan Patterson will be our featured speakers.

III. Review of Finalist Packets and Regional Fair Director Information

- The registration fee of \$35 is per student and not per project
- The Adult-in-Charge must also register and pay the \$35 fee.
- Remember to send only COPIES of student's paperwork to me.
- I must have the Regional Fair Registration Form filled out and sent in along with the finalists' paperwork.
- I have included a volunteer sign-up form for teachers and/or parents to send in to help at CSEF again this year. This worked really well last year and I hope it will again.
- The Finalist Handbook can be downloaded in pdf format from the CSEF web site as well as the registration forms and abstract forms.
- I have included an agreement to allow CSEF to use pictures of the students on the second page of the registration form. Make sure to point out this information to parents before they sign.
- As a precaution, I have also added off-campus tours to the list of tours that require permission slips from parents in order for the students to participate in those. It might be wise to have students get those signed before they leave home in case they decide they want to go on one of those tours.
- Any leftover parking permits need to be returned to me as I was unable to get as many as I would have liked and may need those.

IV. Preview of CSEF Schedule and Procedures

- See the overhead of the CSEF Schedule.
- Someone will be at the entrance to the ballroom to check to make sure students have picked up their registration packets first.
- The Display & Safety volunteers will be using stickers this year to indicate whether a project has been checked. Ready Cards will still be used to identify those ready to be checked, but a good rule is to tell students that they must wait at their projects until they have two stickers (Photography and Display & Safety).
- I am going to try to have the Pizza Party in the main ballroom so students and parents can wander around and look at projects. This will give us more room and allow for the requested time by students and parents to look at projects.
- Volunteer check-in will be at a separate table in the upstairs lobby – if you are working, pick up your name tag and other stuff there.

## VI. Parking Issues for 2003 & Beyond

- As of August 2002, CSU Parking Management will begin charging for visitor parking and CSEF will no longer be able to get free visitor parking permits for anyone.
- Suggested Solutions:
  - ★ People can buy their permits when they get to CSU.
  - ★ Have the ability to order a parking permit on the registration form and include the extra fee in the registration fee payment. We would have to mail these out to people.
  - ★ Allocate a certain number per Regional Science Fair that CSEF would pay for and then all others would be extra.

## VII. Grant Idea Discussion

- We are hoping to run the grant money through CSU and possibly use the CSU development offices.
- Idea is to help the regional science fairs with organization and infrastructure.
- Professional development for teachers with credit through CSU.
- Need correct listing of schools participating in regional science fairs so we can identify areas that need help.
- Need to find out if regional science fairs can be listed under CSEF 501(c)3 if they would like to be non-profits.
- Want to look at getting money to help set up fundraising efforts, pay the director until other funds can be established, buy printed materials, etc.
- Create a resource booklet of people around the state who can help RFD's as adult sponsors, qualified scientists, etc.
- Helping set up science fair classes in districts.
- Training for experts in the field on ISEF rules.

## VII. Suggestions for CSEF 2002

## XI. CSEF Volunteer Job Sign-Up