

# Policy Handbook of the Colorado State Science Fair, Inc.

This Policy Handbook will be reviewed annually and may be updated as individual policies are revised or created by a vote of the CSSF, Inc. Board of Directors and recorded in meeting minutes.

## **Archival Policy**

1. The financial records and the minutes of the Board of Director's meetings for the current fiscal year will be backed up first. The previous years' records will be archived as resources allow.
2. The current year's electronic records should be e-mailed to identified individuals (a minimum of two or three) to serve as an ex-officio distributed back-up. As appropriate, CSSF, Inc. documents should also be listed and accessed as pdf files via the CSEF web site.
3. All previous year's documents, data and information should be archived electronically on CD-ROM as resources allow.
4. Where electronic files exist, pdf files will be created and stored on CD-ROM. Where such files do not exist, the information will be scanned and stored in an analog format (jpg, gif, etc) on CD-ROM.
5. Yearly, CD-ROMs should be produced containing all of the CSSF, Inc. records with an index and distributed to the CSSF, Inc. Executive Committee at the end of each fiscal year. The master copy should be stored in a facility which is secure and environmentally controlled. This facility should maintain the complete electronic version of the master set of data.

## **Audit Committee Policy**

The Audit Committee typically consists of three board members appointed by the President of the board of directors at the September meeting. A report is due by the November meeting. As most committee members are not located geographically close together, each member has a different role in the audit procedure.

### **Committee Member 1:**

- Reconcile the debts and deposits in account ledgers (“checkbooks”) with the bank statements, looking for any unaccounted for expenses.

### **Committee Member 2:**

- Spot check the debits and deposits with the bank statements, looking for any large, unusual or inappropriate expenses. Check the expenditure and deposit receipts with bank statements and account ledgers. Compare large expenses (>\$100) to the budget and, if necessary, to similar expenses in previous years.

### **Committee Member 3:**

- Review the Quicken files for accuracy. Make sure all receipts and income checks are recorded properly. Spot check all records and ledgers for consistency.

### **Optional:**

- Have an accountant review the financial records after the audit committee to get a professional opinion that concurs with the committee’s findings.

## Category Change Policy

The purpose of this policy is to facilitate the proper categorization of projects entered in the Colorado Science and Engineering Fair (CSEF) and to allow for a process to move projects between categories if required.

1. The category descriptions used by the International Science and Engineering Fair (ISEF) will be used by the CSEF. If CSEF designated categories do not coincide with those of ISEF, the appropriate combined descriptions will apply.
2. The CSEF Director will review the ISEF descriptions annually when the new *International Rules for Pre-college Science Research: Guidelines for Science and Engineering Fairs* are available to assure that descriptions used by CSEF are appropriate.
3. The CSEF Director will communicate to regional fair directors the policies regarding categorization of projects. This information will also be communicated to the judging captains via the Grand Awards Judging Coordinator.
4. The Scientific Review Committee (SRC), as part of the normal project review process, will examine all projects for proper categorization. Projects that are not properly categorized will be re-categorized. The CSEF Director will communicate the re-categorization to the appropriate regional fair director.
5. Project abstracts will be forwarded to the Grand Awards Judging Coordinator for distribution to category judging captains for reviewing prior to the CSEF. Should the category of a project come into question upon review of the abstract by a judging captain or by referral from CSEF personnel, the appropriate judging captains (current category captain and proposed category captain) will review the project prior to the start of judging. Only the judging captains may effect movement of a project to another category after the SRC review. Discipline scientists may be consulted with if deemed necessary by the judging captains. All such changes in categorization will be communicated to the CSEF Director by the Grand Awards Judging Coordinator or designee.
6. The CSEF Director will communicate the re-categorization to the appropriate regional fair director.
7. Category placement will be considered final when judging commences.

## Category/Division Policy

The Colorado Science and Engineering Fair offers students in grades 6 – 12 the opportunity to compete in one of the following categories in either the Junior (6<sup>th</sup> – 8<sup>th</sup> grades) or Senior (9<sup>th</sup> – 12<sup>th</sup> grades) Division.

1. **Animal Sciences:** The study of animals (vertebrates and invertebrates). For example – animal development, animal ecology, animal genetics, animal husbandry, animal pathology, animal physiology, animal systematics, biochemistry related to animals, animal cellular & molecular biology, etc.
2. **Behavioral & Social Sciences:** The science or study of the thought processes and behavior of humans and other animals in their interactions with the environment studied through observational and experimental methods. For example – clinical & developmental psychology, cognitive psychology, physiological psychology, sociology, etc.
3. **Chemistry:** The science of the composition, structure, properties and reactions of matter, especially of atomic and molecular systems. For example – analytical chemistry, inorganic chemistry, organic chemistry, physical chemistry, general chemistry, general biochemistry, biochemical metabolism, structural biochemistry, etc.
4. **Earth & Space Sciences:** The study of sciences related to the Earth and anything in the universe beyond the Earth. For example – climatology, weather, geochemistry, geology, petrology, mineralogy, paleontology, geophysics, landforms, tectonics, theoretical or computational astronomy, observational astronomy, cosmology, etc.
5. **Energy & Transportation:** The study of renewable energy sources, energy efficiency, clean transport and alternative fuels. For example – aerodynamics, alternative fuels, fossil fuel energy, vehicle development, solar, renewable energy, etc.
6. **Engineering:** The application of scientific and mathematical principles to practical ends such as the design, manufacture, and operation of efficient and economical structures, processes and systems. For example – bioengineering, civil engineering, construction engineering, chemical engineering, industrial engineering and processing, material science, electrical engineering, computer engineering, mechanical engineering, aerospace & aeronautical engineering, thermodynamics, robotics, etc.
7. **Environmental Sciences:** The study of pollution sources and their control, ecology and conservation. For example – air pollution & quality, soil contamination & quality, water pollution & quality, bioremediation, ecosystems management, environmental engineering, land resource management, forestry, recycling, waste management, etc.
8. **Mathematics & Computer Sciences:** The study of the measurement, properties and relationships of quantities and sets, using numbers and symbols. The deductive study of numbers, geometry and various abstract constructs or structures. The study of information processes, the structures and procedures that represent processes and their implementation in information processing systems. For example – algebra, analysis, applied mathematics, geometry, probability & statistics, algorithms, data bases, artificial intelligence, networking & communications, computational science, computer graphics, software engineering, programming languages, computer systems, operating systems, etc.
9. **Medicine & Health:** The science of diagnosing, treating or preventing disease and other damage to the body or mind.. For example – dentistry, pathology, nutrition, allergies, blood, protein & food chemistry, epidemiology, human genetics, molecular biology of diseases, human physiology & pathophysiology, biochemistry related to humans, human cellular & molecular biology, immunology, etc.
10. **Microbiology:** The study of micro-organisms and antibiotic substances. For example – antibiotics, antimicrobials, bacteriology, microbial genetics, virology, etc.
11. **Physics:** The science of matter and energy and the interactions between the two. For example – atoms, molecules, solids, biological physics, instrumentation & electronics, magnetics & electromagnetics, nuclear & particle physics, optics, lasers, masers, theoretical physics, etc.
12. **Plant Science:** The study of plant life. For example – agriculture/agronomy, plant development, plant ecology, plant genetics, photosynthesis, plant physiology (molecular, cellular, & organismal), plant systematics, plant evolution, biochemistry related to plants, horticulture, etc.
13. **Team Projects:** Studies conducted by two or three students in any discipline.

## Grand Awards Policy

- First place junior and senior division Individual Project Category Awards are \$125, a blue ribbon medal, and certificate.
- Second place junior and senior division Individual Project Category Awards are \$75, a red ribbon medal, and certificate.
- Third place junior and senior division Individual Project Category Awards are \$50, a white ribbon medal, and certificate.
- Up to two projects per category may receive a nomination for Best Team Project Award eligibility. Each nominated team will receive a certificate per student and \$30 per team.
- Honorable Mention Awards may be awarded to 20% of the number of entrants (individual and team projects) in each category. The number of honorable mention awards is left to the discretion of the grand awards judging teams. Honorable Mention Awards are an Honorable Mention ribbon and certificate per student.
- First place senior division Best Team Project Award is \$125 per team, a blue ribbon medal per student, a certificate per student, and an expense paid trip to compete at the Intel International Science and Engineering Fair. (Expenses covered are: airfare, hotel, ground transportation as needed, meal costs of \$150, registration, and trading pins).
- Second place senior division Best Team Project Award is \$75 per team, a red ribbon medal per student, a certificate per student and alternate for the expense paid trip to compete at the Intel International Science and Engineering Fair.
- Third place senior division Best Team Project Award is \$50 per team, a white ribbon medal per student, and a certificate per student.
- First place junior division Best Team Project Award is \$125 per team, a blue ribbon medal per student and a certificate per student.
- Second place junior division Best Team Project Award is \$75 per team, a red ribbon medal per student and a certificate per student.
- Third place junior division Best Team Project Award is \$50 per team, a white ribbon medal per student, and a certificate per student.
- First place junior division Best Individual Project Award is \$125 and a plaque.
- Second place junior division Best Individual Project Award is \$75 and a plaque.
- Third place junior division Best Individual Project Award is \$50 and a plaque.
- First place senior division Best Individual Project Award is an expense paid trip to compete at the Intel International Science and Engineering Fair and a plaque. (Expenses covered are: airfare, hotel, ground transportation as needed, meal costs of \$150, registration, and trading pins)
- Second place senior division Best Individual Project Award is an expense paid trip to compete at the Intel International Science and Engineering Fair and a plaque. (Expenses covered are: airfare, hotel, ground transportation as needed, meal costs of \$150, registration, and trading pins)
- Third place senior division Best Individual Project Award is an expense paid trip to the Intel International Science and Engineering Fair as an observer or an alternate if the first or second place winners cannot attend and a plaque. (Expenses covered are: airfare, hotel, ground transportation as needed, meal costs of \$150, registration, and trading pins)

## ISEF Participant Policy

There are 9 Regional Science Fairs that directly affiliate with Science Service to send students to the ISEF:

Arkansas Valley  
Boulder Valley  
Denver Metro  
Longs Peak  
Morgan/Washington Bi-County  
Northeast  
Pikes Peak  
San Luis Valley  
Western

In the event that a student from one of these regions is selected by their region to compete at the ISEF, attends CSEF and is then also selected by CSEF to compete at the ISEF (1<sup>st</sup> or 2<sup>nd</sup> Place Best Individual Senior Division Project or 1<sup>st</sup> Place Best Team Senior Division Project), CSEF's selection will supercede the Regional Science Fair selection and the following policies will apply:

- Any expenses incurred thus far by the regional science fair (airfare, registration, lodging, etc.) for that student will be reimbursed to the regional science fair upon return from ISEF.
- The Regional Science Fair whose student is also chosen by CSEF to compete at the ISEF will be given the option of sending an alternate in his/her place.
- If no alternate has been identified by that region, students from another affiliated Regional Science Fair will NOT be allowed to attend due to the affiliation contract with Science Service.
- In no case will a Third Place Best Individual Project or Second Place Best Team Project be chosen to compete at ISEF just because the First or Second Place winners are already attending ISEF from the Regional Science Fair.

In the event that the Third Place Best Individual Project is already attending ISEF to compete for their regional science fair, CSEF will reimburse that Regional Science Fair half of that student's travel costs (airfare, lodging, registration, shipping, & per diem) as CSEF would have incurred the full cost of sending that student as an observer.

Adults and non-competing students wishing to attend the ISEF will be accommodated where ever possible. Adults and non-competing students from one region can use Accompanying Adult or Student Observer slots from another region.

## Participation Policy

One of the primary goals of the Colorado Science and Engineering Fair (CSEF) is the promotion of science, engineering and technology for all Colorado sixth through twelfth grade students in public, private, parochial, home and on-line schools. This policy outlines the requirements to qualify for participation in CSEF.

A student who wishes to participate in the CSEF must:

- Be a Colorado resident 6<sup>th</sup> – 12<sup>th</sup> grade student in a public, private, parochial, home or on-line school and participate in one of Colorado's 13 Regional Science Fairs;
- Be chosen by their designated Regional Science Fair to represent that region at CSEF; and
- Agree to abide by all International Science and Engineering Fair, CSEF and Regional Science Fair rules, regulations and policies that may currently exist regarding pre-college science research.

Policies regarding participation at the Colorado Regional Science Fairs are governed by the respective Regional Science Fairs and not by CSEF. All Colorado Regional Science Fairs are urged to develop participation policies to allow all age-appropriate students to compete in their designated regional fair after qualifying in a local fair affiliated with the regional fair.

## Regional Fair Allocation Policy

All regional science fairs affiliating with CSEF will receive the base number of 20 slots. This will allow each fair at minimum to send one project per category in both divisions. Additional slots are assigned based on the number of students (grades 6 – 12) that participate in each regional fair.

<b>Regional Fair</b>	<b>Extra Allocations</b>	<b>Total Allocations</b>
Arkansas Valley	0	20
Boulder Valley	0	20
Denver Metro	10	30
East Central	0	20
Longs Peak	0	20
Morgan/Washington	5	25
Northeastern	0	20
Pikes Peak	15	35
San Juan Basin	0	20
San Luis Valley	0	20
Southeast	0	20
Southern Colorado	0	20
Western	0	20
<hr/> TOTAL	25	285

If any regional fair does not use its entire allocation, those slots will become available to other regional fairs wishing to send additional projects on a first-come, first-served basis. Extra allocation requests must be made to the CSEF Director by the registration deadline.

## Regional Science Fair Communication Policy

The promotion of science, engineering, and technology for all Colorado sixth to twelfth grade students is one of the primary goals of the Colorado Science and Engineering Fair (CSEF). This is primarily accomplished by a) facilitating a network of sustainable Colorado Regional Science Fairs (RSF) and b) honoring winners from the RSF. The RSF are important partners in this process by virtue of the fact that all qualifying CSEF finalists must compete at the regional level.

The purpose of the policy outlined below is to provide guidelines to facilitate and improve communications between the RSF and the CSEF.

- 1) The CSEF Advisory Council is comprised of the Colorado State Science Fair, Inc. Board of Directors, the CSEF Director, and the RSF Directors. Dedicated participation in these meetings is a first step in an effective communication process.
- 2) During the months of June – August, the CSEF Director should initiate dialog with each RSF Director regarding their RSF and participation in the next CSEF.
- 3) By September 30<sup>th</sup>, the CSEF Director should secure a Participation Agreement between the CSEF and the RSF. This Agreement should be signed by the CSEF (Director and President of the Board of Directors) and the RSF Director and the sponsoring institutional representative or President of the Board of Directors as appropriate).
- 4) The CSEF Director should communicate with the RSF Directors on a monthly basis via e-mail or some other appropriate means. This may be a brief newsletter including various items.
- 5) The RSF Directors have a primary responsibility to communicate any potential problems associated with conducting a RSF and potential non-participation in the CSEF by September 30<sup>th</sup> to the CSEF Director. The CSEF Director should immediately contact the CSEF Board of Directors and adjacent RSF should dissolution of a RSF become necessary.

## Registration Policy

- The fee for an individual project to compete in the Colorado Science and Engineering Fair is \$35.
- The fee for a team project with two participating students is \$70.
- The fee for a team project with three participating students is \$105.
- The fee for each registering adult-in-charge is \$35 unless they volunteer for at least 3 hours during the CSEF.
- All registrants will receive a registration packet that includes:
  - Nametag
  - CSEF Program
  - CSEF T-shirt
  - CSEF pen
  - CSEF pin
  - Project Set-Up Information
  - CSEF Surveys
  - Photo Order Form

## Scholarship and Internship Policy

The Colorado Science and Engineering Fair (CSEF) is a premiere event designed to promote and highlight science, engineering, and technology research of students in grades 6 through 12. This event brings together over 300 of Colorado's top young scientists from around the state who have previously competed at one of thirteen regional science fairs.

The awarding of scholarships and internships at CSEF is an opportunity for scientific and engineering societies; agencies of the federal government; colleges and universities; and businesses to highlight and promote their organization. All sponsoring organizations and their awards must adhere to the principles and philosophy of the Colorado State Science Fair, Inc. (CSSF) as expressed in its mission statement:

*The Colorado State Science Fair, Inc. honors excellence in science, engineering and technology; providing opportunities for students from all regions of the state to create and present their research in environments that nurture interests in science and technology; promoting professional skills, high ethical standards, diversity, and continuing intellectual development.*

CSEF would like to encourage sponsors of scholarships and internships to consider quality, not quantity, when establishing these awards. These awards may include full or partial tuition scholarships, summer internships, travel to research facilities, book or equipment grants, and guaranteed admission. The equivalent cash value of these awards is unlimited.

Organizations desiring to establish scholarships or internships should contact the Chair of the Scholarship/Internship Committee. All organizations desiring to award scholarships/internships at the CSEF must develop a written proposal that will be presented to the CSEF Board of Directors for review and action. Bullet points to guide proposal preparation are found below.

Sponsors of these awards are strongly encouraged to provide their own judges and arrange for a representative to be present at the Awards Ceremony to present their awards. If the actual award cannot be presented to the awardee(s) at the Awards Ceremony, they should present a letter with pertinent information on the organization's letterhead at the ceremony.

## Scholarship and Internship Policy continued

The following items should be considered when developing the proposal.

### **General Considerations:**

- target audience [grade level(s), type(s) of project(s), etc.]
- special restrictions - citizenship, grade level, plans to attend an institution of higher education, student availability and interest, etc.
- number of scholarships/internships
- funding level/items covered (tuition, room and board, number of years, transportation, etc.)
- selection criteria (from place award winners or open to all student participants, sponsor specific criteria)-consider scientific merit, sponsor criteria, etc.
- who selects winners (CSEF or sponsor)
- award presenter (CSEF or sponsor)
- plaque/certificate to acknowledge presentation of the award
- disbursement of the award

### **Scholarship Specific Considerations:**

- renewability (criteria - GPA, hour requirements, etc.) establishment term of award

### **Internship Specific Considerations:**

- creation of a job  
description/statement of work - include information on work site location, background information of the project, responsibilities, and time period of the internship
- supervision
- compensation/reimbursement/pay
- safety and liability
- housing and transportation
- student reporting at end of the internship (seminar, written report, presentation at a professional meeting, etc.)

## Scientific Review Committee Membership and Operations Policy

The Colorado Science and Engineering Fair Scientific Review Committee is responsible for the evaluation of student research, certifications, research plans and exhibits for compliance with the Intel International Science and Engineering Fair rules and pertinent laws and regulations. In accordance with CSEF's affiliation with Science Service, the SRC will review all projects that are forwarded from the 13 Regional Science Fairs at least two weeks prior to the Colorado Science and Engineering Fair and provide feedback to the Regional Fair Directors on those projects that must be addressed before being allowed to compete in the CSEF. The SRC must consist of a minimum of three individuals and include:

- a. a biomedical scientist (Ph.D., M.D., D.V.M., D.D.S. or D.O.),
- b. a science teacher, and
- c. one other member

To be considered for membership on the Scientific Review Committee, a nominee must complete a SRC Membership Form and it must be accompanied by a written recommendation from a voting member of the CSEF Board of Directors and from the CSEF Director. This information is submitted to the CSEF Director who will forward the nomination and supporting materials to the Colorado State Science Fair, Inc. Board of Directors for consideration.

The SRC Chairperson will be chosen from among the approved members and will be an Associate Member of the Board of Directors and will report to the Board of Directors on SRC matters at each of the scheduled BOD meetings.

The process for SRC review will include the following steps:

1. Each region will be assigned two SRC members to review paperwork.
2. Each Regional Science Fair will be required to send 3 copies of the Finalist's paperwork to the CSEF for distribution to the SRC members
3. The CSEF Director will review the Finalist's paperwork for completeness and minor inconsistencies and this information will be sent to the Regional Fair Director and the SRC members reviewing that region.
4. The CSEF Director will send the Finalist's paperwork to the assigned SRC members for review.
5. The SRC members will review the Finalist's paperwork for compliance with the rules and safety guidelines.
6. The SRC members will note whether the paperwork is Complete and ready for competition; Minor Corrections Needed that can be sent to the CSEF Director for completion; Major Corrections Needed that will need to be re-reviewed prior to completion; Answers Needed that will need to be re-reviewed prior to completion or Interview Needed where a student, his/her adult sponsor and/or teacher will need to speak to the SRC at CSEF prior to completion.
7. When paperwork is not complete, the SRC will also make notes as to what information is still needed to complete the registration.
8. This information will be sent to the Regional Fair Director and the Adult Sponsor for action. Deadline for corrections will be the Saturday prior to the CSEF.
9. The SRC members will meet in person two weeks prior to the CSEF to confer on particularly complicated projects and for final review of corrections.
10. A second review of corrections sent in response to the SRC meeting will be done on the Saturday prior to the CSEF.
11. A third review of correction sent will be done on the Wednesday prior to the CSEF.
12. Any Finalist not responding to a request from the SRC prior to the CSEF will need to visit the SRC prior to setting up his/her project on Thursday morning of the CSEF.
13. Finalists requiring an Interview with the SRC will be notified after the SRC meeting and prior to the CSEF. Interviews will be held from 8:30 – 11:00 AM on the Thursday of the CSEF.
14. Projects with a Fail to Qualify status will be notified immediately following the SRC meeting in late March by the CSEF Director via a registered letter outlining the reasons for the Fail to Qualify status. Finalists will be given the opportunity to appeal the decision by contacting the CSEF Director and the SRC Chairperson. The CSSF, Inc. Board of Directors Executive Committee will also be notified about projects with a Fail to Qualify status and any appeals regarding this status.
15. An appeal to the Fail to Qualify status of a project must be in writing and received by the CSEF Director, no later than four days after receipt of the registered letter.

Adopted: January 2006

Last updated: September 2009

## Special Awards Program Policy

Participation in the awards program of the Colorado Science and Engineering Fair (CSEF) offers a unique opportunity for organizations, colleges and universities, and businesses to support and encourage achievement of young people in science and engineering.

Special awards sponsorship is open to scientific and engineering societies; agencies of the federal government; colleges and universities; and businesses. All sponsoring organizations and their awards must adhere to the principles and philosophy of the Colorado State Science Fair, Inc. (CSSF) as expressed in its mission statement:

*The Colorado State Science Fair, Inc. honors excellence in science, engineering and technology; providing opportunities for students from all regions of the state to create and present their research in environments that nurture interests in science and technology; promoting professional skills, high ethical standards, diversity, and continuing intellectual development.*

Selection of award winners must be based on the scientific merit of the project, the sponsor's, and must meet accepted scientific norms. Diversity is a goal of the Special Awards program and the precepts of the CSSF mission statement will be used as a guide when determining Special Awards criteria.

### Special Awards Program

Special Awards given at the state level may include cash awards, scholarships, paid summer internships, scientific meeting invitations, equipment, summer courses, books, equipment, certificates, bonds, etc. of at least \$50 in value. The maximum equivalent cash value of these awards is unlimited.

For further information, please contact:

Sam Bartlett, Special Awards Coordinator

P.O. Box 812

Castle Rock, CO. 80104

phone: 303-988-2426

email: samuelbartlett@aol.com

### Scholarship Program

Scholarships given at the state level may include full or partial tuition scholarships, summer internships, travel to research facilities, book or equipment grants, and guaranteed admission. The equivalent cash value of these awards is unlimited.

For further information, please contact:

David Holm, Scholarship Coordinator

619 Third Avenue

Monte Vista, CO. 81144

phone: 719-754-3494 x14

email: spudmkr@lamar.colostate.edu

Adopted: November 2006

Last updated: November 2006

## Special Awards Program Policy continued

### Special Award/Scholarship Organization Responsibilities

Special Awards/Scholarship sponsoring organizations must agree to support and abide by the rules and policies of the CSSF. Award criteria may be based on the sponsoring organization's goals and priorities, but need to meet accepted scientific norms. Selection of award winners must be based on the scientific merit of the project(s) along with the criteria designated by the sponsor. Diversity is a goal of the Special Awards/Scholarship programs and the precepts of the CSSF mission statement will be used as a guide when determining Special Awards criteria.

- The sponsoring organization must complete the online registration form prior to March 1 each year on awards to be given at the upcoming CSEF. The online form asks for the following information: Coordinator's name and address, judge's names and addresses and the award presenter's name and address. After the initial data input, any changes in awards need to be updated in the CSEF database.
- Sponsoring organizations must assemble their own panel of judges who will be present on the day of judging to select winners. Special Awards judges should be actively engaged or highly experienced in the field of the Special Award being judged and should be interested in career opportunities and educational developments for students. Judges may be recruited from any part of the state. Any travel expenses incurred, including salaries, mileage, accommodations and meals are the responsibility of the sponsoring organization.
- In order to meet CSEF schedules, judges must submit awardee(s) names no later than 5:00 PM on the day of the judging. Any results submitted after this time will not be included in the Awards Ceremony program or press releases.
- The sponsoring organization should arrange for a representative to be present at the Special Awards Ceremony to present their awards. The Awards Ceremony is a very important part of the CSEF; it recognizes the sponsor's commitment to the program; it is good publicity; and allows for personal recognition of outstanding students.
- If the actual award will not be available to give to the awardee(s) at the Awards Ceremony, then the sponsoring organization shall, at a minimum, present a letter with pertinent information on the organization's letterhead at the Awards Ceremony. When an awardee's social security number is required to process an award, the sponsoring organization must provide, in a letter to the awardee, a request for the required information, where to send this information, and a date when the awardee can expect their award.

### CSEF Special Awards Committee Responsibilities

The Special Awards Committee and the CSSF Board of Directors reserve the right to refuse any Special Award deemed scientifically unacceptable, does not adhere to scientific principles, does not fit the current categories established for grand awards judging, or does not meet the principles outlined in the CSSF mission statement.

- The CSEF Special Awards Committee will coordinate all Special Awards activities at the state level to maintain proper balance, recognition and relationships within the overall CSEF program.
- The CSEF Special Awards Committee will publicize the participation and awards of the sponsoring organization to regional fairs, the press, other sponsors and fair officials. This will include a digital and/or printed version of the Official Photo (taken at the Awards Ceremony) being sent to the sponsoring organization's coordinator.
- Judging guides, presenter instructions and program information will be sent to the designated Special Awards coordinator entered into the online registration database prior to the March 1 deadline. Proffering of this information and materials will constitute provisional acceptance of the Special Award and the sponsoring organization. Questionable submittals will be reviewed by the Committee Chair, the CSEF Director and the CSSF President. The sponsoring organization will be notified in writing of denied submittals.
- The Chair of the Special Awards Committee will submit new sponsoring organizations and their awards to the CSSF Board of Directors for final approval. If the CSSF Board of Directors deems an organization's award(s) or criteria to be unacceptable, ruling notices will be forwarded to the sponsoring organization in writing.
- The CSEF Special Awards Committee will arrange facilities for a judges' briefing, judges' discussion areas, refreshments and access into the project judging areas.
- The CSEF Special Awards Committee will arrange an Awards Ceremony to be held on Friday of the CSEF, and plan a program for the presentation of all Special Awards and scholarships.
- The CSEF Special Awards Committee will assist the Regional Science Fair Directors in promoting their Special Awards programs.

Adopted: November 2006

Last updated: November 2006

## **Sponsors/Contributors Policy**

- Special awards provided by sponsoring organizations must have a minimum combined value of \$50. Each organization providing special awards for CSEF may award up to four awards. Awards that are certificates only will be announced, but not presented during the awards ceremony.
- Sponsors providing in-kind goods or services must submit an In-Kind Sponsorship Form prior to CSEF in order to be recognized in the CSEF Program. An Actual In-Kind Report is also requested following the fair in order to complete the budget and financial reports.
- A Sponsor must donate \$500 or more (cash or in-kind) and is eligible for two seats on the Board of Directors. A Contributor may donate less than \$500. A Sponsorship/Contribution Pledge Form (for cash donations) is requested prior to CSEF in order to include organizations in the CSEF Program. Payment of pledges is required by July 1 in order to be included in the current fiscal year's financial reports.
- Grants received for special purposes shall be separate from the normal operating budget and shall be reported as restricted funds.

## Tour Policy

- Tours are open to all Finalists, their parents, teachers and family members.
- All tours will be filled on a first-come, first-served bases. Tickets may be pre-ordered (up to 3 tickets per tour) by faxing the tour registration form to the CSEF Director beginning the day of the Finalist registration deadline and continuing for two weeks. After that deadline, tickets will be sold at the CSEF Tour Booth on Thursday of the CSEF.
- A minimum of 10 registrations is required for a tour to operate.
- Payment is expected at the time of pick-up of the tour tickets. All tours have a fee of \$1. This fee is meant to be a deterrent for “no-shows” and not prohibitive.
- Pre-ordered tickets not picked up by 11 AM on Thursday of CSEF will be opened for re-sale at the CSEF Headquarters from Noon to 2 PM.
- If a tour sells out, a registered Finalist may obtain a numbered standby ticket on Thursday of the CSEF at the CSEF Tour Booth. A standby ticket does not guarantee the participant a spot on the tour; standby tickets will be used only in the event that someone registered for the tour does not show up.
- No refunds will be made for tour tickets unless a tour is canceled. Tour tickets may be resold to a third party if they cannot be used.

## Travel Policy

Board of Directors members, Advisory Council members, Regional Fair Directors and CSEF volunteers will not be reimbursed for travel costs associated with meetings and events held for CSSF, Inc. or CSEF, with the following exceptions:

1. The Scientific Review Committee is a specialized group that requires additional time and travel commitments for its members. SRC members may request reimbursement for travel using the standard rates listed below by submitting a CSEF Reimbursement Form and attaching related receipts. Members may choose to donate this cost to CSEF and be recognized in the program as a contributor by filing an In-Kind Report.
2. Outreach to regional fairs and schools that is above and beyond the normal operation of CSSF, Inc. Board members, the CSEF Director, and Regional Fair Directors traveling beyond the normal range of their region may be reimbursed for travel using the standard rates below by submitting a CSEF Reimbursement Form and attaching related receipts. A written report about the outreach performed must also be submitted.

### Standard Rates:

- mileage will be paid at the current IRS rate
- \$100 maximum per night hotel lodging
- actual cost of meals up to \$25 per day

## CSEF Director Job Description

The duties and responsibilities of the Colorado Science and Engineering Fair Director shall include, but are not limited to the following:

- Submit for review, a long-term vision for the CSEF at the annual Board of Director's Meeting on the 2<sup>nd</sup> Saturday of September.
- Develop plans towards improving the CSEF and ISEF experience for the students involved.
- Promote the CSEF to public and private institutions personally and through the resources of the Colorado State Science Fair, Inc. Board of Directors.
- Assist in creating a yearly budget and make timely and as appropriate management, operations and budget decisions as needed to produce the CSEF
- Represent the CSSF, Inc. Board of Directors to parents, teachers, students, the public, and the media before, during and after the CSEF.
- Act as the chair of the Advisory Council to CSEF.
- Set up Working Committees and assign tasks relevant to those committees.
- Aid in creating new fund-raising opportunities for CSSF, Inc.
- Over see the design and content of the CSEF web site.
- Aid Regional Fair Directors as requested and feasible.
- Direct the organization and implementation of the CSEF, including:
  - Booking and assigning rooms necessary for exhibiting projects, holding meetings, coordinating judging, producing awards ceremony, and other student/teacher activities.
  - Creating CSEF publications – rulebook, finalist handbook, and program.
  - Ordering/procuring supplies/materials needed to run the CSEF.
  - Solicit volunteers for needed jobs before, during and after CSEF.
  - Set up Scientific Review Committee and make sure CSEF is run according to ISEF affiliation rules.
  - Create and update the CSEF database program as needed.
  - Handle all ISEF arrangements for CSEF winners and adult-in-charge.
  - Act as master of ceremonies at the CSEF Awards Ceremony on Friday evening.
  - Create post CSEF reports for the Board of Directors, Advisory Council and Regional Fair Directors.
  - Update all CSEF materials as needed to keep current and understandable in the event that someone else needs to take over mid-year.
  - Follow the CSEF Director Timeline for specifics to organizing the CSEF.

Adopted: November, 2001

Last updated: November 2001