

# 2007 Teacher Checklist

## How To Participate in the Beal Bank Dallas Regional Science & Engineering Fair

### Step 1 Find A Topic

June—Dec. 2006: Encourage students to identify a topic, start their research, and formulate a hypothesis. All public and private school students, grades 7-12, from Collin, Dallas, Ellis, Fannin, Grayson, Hunt, Kaufman, and Rockwall counties (TEA Region 10) are eligible to participate.

### Step 2 Complete ISEF Forms

June—Dec. 2006: **Before they begin the experiments**, assist students in using the ISEF Forms Wizard (linked from **DallasScienceFair.org**) to fill out the required forms. This is an important step as it ensures that your students are following the necessary safety procedures.

### Step 3 SRC Forms Approvals

As soon as possible, forward a **copy** of any forms that require Scientific Review Committee (SRC) approval to your district SRC representative. (See **reverse side for details, or go to DallasScienceFair.org**) If you are unsure, it is best to fill out a form. Only send copies; the students should always retain the original paperwork.

### Step 4 Schedule Local Fair

Fall 2006 to Feb. 21, 2007: Schedule your local school Science & Engineering Fair so the students can be chosen before the DRSEF registration deadline of Feb. 21, 2007. Each school will select students to represent the school at the DRSEF. A school may send a maximum of 2% of its enrollment in a given division (Junior 7-8, Senior 9-12). A student must have participated in a local/school Fair to be eligible for the DRSEF.

### Step 5 Register On-Line

Deadline: Feb. 21, 2007: Go online to **DallasScienceFair.org** and register your students; this step allows us to match the teacher's list against the student list to ensure only the eligible projects are allowed to participate. Be sure to print a copy of your confirmation page; this serves as proof that you registered before the deadline.

### Step 6 Pay Registration Fees

Deadline: Feb. 21, 2007: Send (or have your district send) a copy of your confirmation page together with school payment of the student registration fees to:

DRSEF  
SMU Physics Dept.  
P.O. Box 0175  
Dallas, TX 75275-0175

#### Fees:

Individual: \$10  
Team: \$20

Make checks payable to DRSEF.

### Step 7 Verify Registration

March 1-12, 2007: Login to **DallasScienceFair.org** to check that your students' registration has been approved. This ensures that the projects registered are eligible to participate in the fair.

### Step 8 Participate in Fair

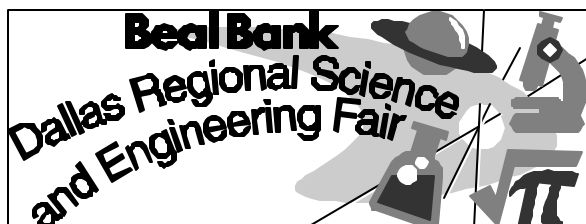
Saturday, March 24, 2007: Be sure your eligible students participate in the DRSEF. There are no refunds for no-show students. Refer to the website for the day-of-fair student schedule.

### Step 9 Awards Banquet

Wednesday, Apr. 25, 2007: Students who win an award at DRSEF and their teachers are invited to attend the awards banquet. The cost of the banquet for the student and teacher is covered by the Fair; the student may bring up to 2 guests for an additional fee.

- Note: Honorable Mention awards receive a Fair ribbon, but are **not** eligible for the awards banquet due to space limitations.
- Teachers are eligible to win one of ten \$500 Toyota Teacher Awards.

***See reverse side for more information.***



# 2007 Teacher SRC Info

## What to do with Scientific Review Committee (SRC) Forms

### Detailed SRC Instructions:

- All approvals must be received in the fall **before experimentation starts.**
- Students will turn in a copy of their Scientific Review Committee (SRC) forms to their teacher for approval **before** experimentation.
- If the project requires pre-approval by the SRC Regional Committee (*for example, if bacteria are involved*), this must be done **before the student begins the experiment.**
- If a teacher is not sure if pre-approval is necessary, they can contact their **District Representative**, or e-mail the Fair at [scifair@physics.smu.edu](mailto:scifair@physics.smu.edu).
- Once the Regional Committee approves the paperwork, it will be returned to the teacher so that the student can begin the project.
- In some cases, the student may be required to make revisions to the experimental procedures as requested by the Regional Committee. In this case, the SRC forms must be revised by the student, and returned to the teacher who will then re-send the revised forms back to the Regional Committee for approval.
- When the experiment is completed and the student qualifies to enter the Regional Fair, all SRC paperwork must be turned into the teacher to be submitted to the Fair or the district coordinator as listed at right.
- The teacher will then submit a copy (*the student retains the original*) of the SRC forms to **either**
  - A)** the district representative, or
  - B)** DRSEF directly(*See instructions in right column.*)
- **March, 24 2007: Fair Competition:**  
Remind the students to bring a copy of their SRC forms with them to the Fair.  
***This paperwork is required at Fair check-in.***

### **A) Districts with SRC Science Coordinators:**

*(Those districts where the local ISD science coordinator processes the SRC forms.)*

Allen  
Carrollton-Farmers Branch  
Dallas  
Garland  
Dallas Diocese  
McKinney  
Mesquite  
Plano  
Richardson

### **B) Other Districts:**

*All those not on the above list  
(including all private schools).*

*Please send forms to:*

Dallas Regional Science  
& Engineering Fair (DRSEF)  
SMU Physics Dept.  
P.O. Box 0175  
Dallas, TX 75275-0175

*Note: The student should always retain the original of the SRC form; only send copies! This is essential to prove that proper safety procedures were followed should any paperwork get lost.*

**Questions :** E-mail [scifair@physics.smu.edu](mailto:scifair@physics.smu.edu)  
or phone (214) 768-2495.