2006 Teacher Checklist

How To Participate in the Dallas Regional Science & Engineering Fair (DRSEF)

- **Step 1** Jun. – Dec. 2005
  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** Jun. – Dec. 2005
  Assist students in using the ISEF Forms Wizard (linked from [DallasScienceFair.org](http://www.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** Deadline: Jan. 10, 2006
  Collect copies of the Scientific Review Committee (SRC) forms from your students by 10 Jan. 2006 and pass them on to your district SRC representative. District SRC representatives are listed on [DallasScienceFair.org](http://www.DallasScienceFair.org). The forms are due January 20, 2006, and revisions are due Feb. 7, 2006. **Note:** Jan. 10 is the student deadline; that gives you 10 days to make the January 20 teacher deadline. (See reverse side for details.)

- **Step 4** Fall 2005 to Feb. 21, 2006
  Schedule your local school Science & Engineering fair so the students can be chosen before the DRSEF registration deadline of Feb. 21, 2006.
  Each school will select students to represent the school at the Dallas Regional Science & Engineering Fair. 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** Deadline: Feb. 21, 2006
  Go on-line to [DallasScienceFair.org](http://www.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** Feb. 21, 2006
  Send (or have your district send) a copy of your confirmation page together with school payment of the student registration fees to:
  DRSEF
  c/o SMU Physics Dept.
  Box 0175
  Dallas, TX 75275-0175
  **Fees:**
  Individual: $10
  Team: $20
  Make checks payable to DRSEF.

- **Step 7** Mar. 1-12, 2006
  Login to [DallasScienceFai](http://www.DallasScienceFair.org)r.org to check that your student’s registration has been approved. This ensures that the projects registered are eligible to participate in the fair.

- **Step 8** Mar. 25, 2006
  Be sure your eligible students participate in the Dallas Regional Science & Engineering Fair. There are no refunds for no-show students. Refer to the website for the day-of-fair student schedule.

- **Step 9** Wednesday, Apr. 26, 2006
  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 of $20 per person. **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.
  - Teachers are also entered in a drawing for a $10,000 shopping spree for their school.

See over side for more information.