



# Site Coordinator 101

74<sup>th</sup> Annual Los Angeles County Science & Engineering Fair

# Congratulations!

- You have decided to embark on the science fair journey with your students!
- As a school's Site Coordinator, you will serve as the liaison between your students, parents, school, and the Los Angeles County Science Fair.
- Understanding the role and responsibilities of being a Site Coordinator is critical to the success of the Fair and your students' participation in it.
- *We thank you in advance for all that you do.*



# Before you get started....

- To be a Site Coordinator, you must be an adult designated by the site or district administrator, or a lab researcher at a sponsoring institution. When you enroll your site, you will have to include your position at your site.
- In order to enroll your site, you will also have to complete a **Google Form**.
- With many new schools and slight changes in some rules, **please attend a workshop** to make sure you understand our procedures and policies.
- All Rules are still applicable – remember, especially during distance/virtual learning, some projects will not be able to be conducted, especially at the Middle School level. **Please attend a free teacher workshop for more information.**

# Reminders for 2023-2024

- We recommend selecting a member to attend the Advisory Committee Meetings to help plan the Fair.
- All Advisory Committee Meetings will be held virtually – the dates/times can be found on our website.
- All Waiver forms and supporting documentation need to be submitted by 1/22/24. **No Waivers will be accepted after 1/22/24**



# Reminders for 2023-2024 continued

- Any problems with submitting proposals need to be emailed immediately. There will be no late submissions to the SRC. All deadlines are final.
- **All** communication with parents / students and the Fair must be **via the Site Coordinator**. No direct communication should occur. *We will not respond to individual parents or students.*
- The Site Coordinator is responsible for checking all information before it is submitted to the Fair.
- Please note the Rules & Regulations have been updated. Make sure you read those completely.



# Responsibilities in the Fall

In the Fall, the Site Coordinator needs to:

- Enroll the school by:
    - Going through this entire PowerPoint and completing the **Google Form**
    - Entering the school and contact information into our online registration system (deadline is 1/22/24)
    - Mailing the **Enrollment Fee/ Waiver Form\*** along with any appropriate enrollment fee.
  - Become familiar with the **Rules and Regulations\*** including what types of projects require **pre-approval\***
  - Oversee student research and experimentation
- \* = links are provided at the end of the PowerPoint*





# Responsibilities in the Spring

**In the Spring**, the Site Coordinator needs to:

- Determine projects that will represent the school site at the 74<sup>th</sup> Annual Los Angeles County Science & Engineering Fair
- Communicate **Student Online Registration Procedures** to students (student online registration opens 12/11/23)
- **Approve online** the projects and students that will participate in the Fair
- Recruit adult judges to **volunteer** to help at the Fair
- Make sure students and their **parents** know what to do and what to expect for the In-person Fair

# Important Deadlines 2023-2024

- **Oct. 30, 2023:** all information for project pre-approval must be submitted **ONLINE** by midnight (can be submitted earlier)
- **Nov. 10, 2023:** “Early Bird” enrollment fees must be received
- **Nov. 20, 2023:** all re-submissions for project pre-approval must be submitted **ONLINE** by midnight (can be submitted earlier)
- **Jan.22, 2024:** last day to enroll school for Fair
- **Feb 5, 2024:** last day for students to register online for Fair
- **Feb 9, 2024:** last day for Site Coordinators to approve students /projects



# Pre-Approval

1. Some projects will need to be approved by the Fair Science Review Committee (SRC) before a student can begin experimentation.
2. There is a separate webinar for pre-approval but all Site Coordinators must be aware of these important rules.
3. *Site Coordinators must make sure they are familiar with ALL the **Rules and Regulations**\* for each category of projects requiring pre-approval as the information on this PowerPoint is just an overview, not an exhaustive list.*
4. *If you have students whose projects involve **Human Subjects, Vertebrate Animals, Cell/Tissue Lines, Microbes, and/or Hazardous Materials or Activities**, you will need to view the appropriate **Pre-Approval documents**.*

# Pre-Approval, cont'd

- Site Coordinators need to understand the **Rules and Regulations\*** for safety and state and federal compliance.
- If a student begins experimentation before approval is received, the project will not be allowed in the Fair.
- If a project is registered in the Fair and it is determined that the project needed and did not receive pre-approval, the project will not be allowed in the Fair.
- Schools can submit a total of **30 projects** (*not forms*) for **pre-approval**.
- **Team projects** (team = 2-3 students **at the same school**) only need to be submitted for pre-approval by **1** team student (designated team captain)

# Projects Requiring Pre-Approval

- Projects involving **Human Subjects**. This includes **surveys** or tests given to others. [Fillable Template](#)
- Projects involving **Vertebrate Animals**. This includes **family pets** and any animal with a backbone. [Fillable Template](#)
- Projects involving **Cell/Tissue** lines. This includes projects done in University research facilities. Meat and eggs bought from the grocery store do not need pre-approval. [Fillable Template](#)
- Projects involving **Microbes**. This includes projects involving **culturing bacteria and other potential pathogens** as well as those involving growing **molds (fungus)**. [Fillable Template](#)
- Projects involving **Hazardous Materials & Activities**. This includes projects using **lasers and high-risk chemicals** (as indicated in the California Science Safety Handbook) [Fillable Template](#)

# Projects Requiring Pre-Approval

- In addition, **Senior Division** students with a project using human subjects *ALSO* need to complete the fillable **ISEF Human Consent form** found [here](#). All participant forms have to be *brought to the fair*, with signatures.



## Human Informed Consent Form

**Instructions to the Student Researcher(s):** An informed consent/assent/permission form should be developed in consultation with the Adult Sponsor, Designated Supervisor or Qualified Scientist. This form is used to provide information to the research participant (or parent/guardian) and to document written informed consent, minor assent, and/or parental permission.

- When written documentation is required, the researcher keeps the original, signed form.
- Students may use this sample form or may copy ALL elements of it into a new document.

If the form is serving to document parental permission, a copy of any survey or questionnaire must be attached.

Student Researcher(s): \_\_\_\_\_

Title of Project: \_\_\_\_\_

I am asking for your voluntary participation in my science fair project. Please read the following information about the project. If you would like to participate, please sign in the appropriate area below.

Purpose of the project: \_\_\_\_\_

If you participate, you will be asked to: \_\_\_\_\_

Time required for participation: \_\_\_\_\_

Potential Risks of Study: \_\_\_\_\_

Benefits: \_\_\_\_\_

How confidentiality will be maintained: \_\_\_\_\_

If you have any questions about this study, feel free to contact: \_\_\_\_\_

Adult Sponsor/QS/DS: \_\_\_\_\_ Phone/email: \_\_\_\_\_

### Voluntary Participation:

Participation in this study is completely voluntary. If you decide not to participate there will not be negative consequences. Please be aware that if you decide to participate, you may stop participating at any time and you may decide not to answer any specific question.

By signing this form I am attesting that I have read and understand the information above and I freely give my consent/assent to participate or permission for my child to participate.

**Adult Informed Consent or Minor Assent** Date Reviewed & Signed: \_\_\_\_\_  
(mm/dd/yy)

Research Participant Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Parental/Guardian Permission (if applicable)** Date Reviewed & Signed: \_\_\_\_\_  
(mm/dd/yy)

Parent/Guardian Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# Pre-Approval Dashboard

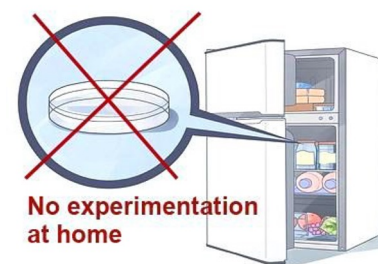
- Once students have submitted a project for pre-approval, Site Coordinators and teachers **need to keep track of the status of student submissions.**
  - You can see what has been submitted,
  - what is awaiting verification from supervisors,
  - what has been denied and pending resubmission,
  - and what has been denied a second time.
- You need to go into the student submissions to **see what needs to be fixed** so you can advise the student.



***This helps prevent projects from being denied by LACSEF because students did not fix their proposals.***

# When in Doubt, **PRE-APPROVE!**

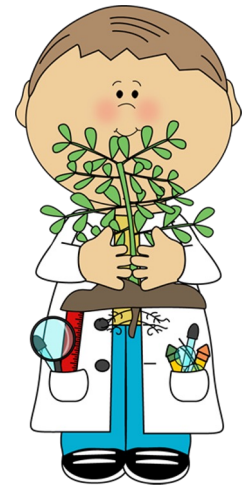
- There is **nothing** worse than having a student try to register their project and find out that it needed pre-approval **AND IT'S REJECTED.**
  - The Pre-approval process *ends* before Student Registration *begins*. **There are no exceptions.**
  - Make sure that you and the students have carefully read all the pages on ALL 5 categories of pre-approval.
    - If it involves human subjects (it's not recommended that students perform experiments on *themselves*), it needs pre-approval....period.
    - Hazardous materials can be iffy - be careful!
- For example, alternatives can be experiments on plants or or simple engineering design.
- **WHEN IN DOUBT, SUBMIT A PRE-APPROVAL!!**





# Reminders for 2023-2024

- Projects involving **poisonous plants** (such as hemlock) and/or venomous animals (such as bees) require Pre-Approval for projects involving **Hazardous Materials or Procedures.**
- Projects involving **soil samples** from known or suspected contaminated areas (including around oil refineries and gas stations) require Pre-Approval for projects involving **Hazardous Materials or Procedures.**



# What to do as the Fair Approaches

In **January and February**, Site Coordinators need to:

- Make sure students have registered online a few days before the deadline (**2/5/2024**) in case there are problems or questions.
- **Proofread the abstract** students have submitted online and have students make any necessary corrections. The abstract is used to determine if the project will be allowed in the Fair - projects with vague abstracts might not be permitted. The judges also have access to the abstracts for review before the Fair.
- Remember that if the minimum word count for the abstract is not met, the project will not be allowed in the Fair.

# What to do as the Fair Approaches, cont'd

- **Periodically check the website Dashboard** and follow-up with your students to ensure all verifications and revisions are completed.
- **Approve online** the projects and students that will be participating in the Fair by the deadline (2/8). Each school can send a total of 13 projects, including a maximum of 3 team projects.
- **Download the Site Coordinator Final Information Packet** from the website after it is posted (you will receive an email telling you that it has been posted)



# What to do as the Fair Approaches, cont'd

The following **project components must be uploaded** to the [LACSEF Student Registration Site](#) for judges to review before the interview:

- Maximum **3-4 min video** of a student talking about their project, 2-3 scanned pages from their **logbook, 15 slide Digital Display** and a PDF version of their **Research Report** so that judges can

review these items before in-person

Interviews

**(Detailed directions** will be on the website, closer to the Fair)

Examining Aurelia Aurita Stimulation in Presence of Other Jellyfish



# What to do as the Fair Approaches, cont'd

## Prepare students for the Fair by:

- Making sure they have downloaded and read the **Student Final Information Packet**
- Making sure students know that they must have uploaded their **3-4 min video, 2-3 logbook** pages, their **15 slide Digital Display** and their **research report prior to on-site registration**, or else the project will not be allowed at the Fair
- Explaining to students the **flow of events** as listed in the **Final Information Packets** (*Online Registration, in-person Interviews with Judges, Awards Program*)

# Online Links to Critical Docs, Sites

- [School/Site Coordinator Online Registration](#)
- [Enrollment Fee/ Waiver Form](#)
- [Rules & Regulations PDF](#)
- Online Pre-approval Site @ <https://app.lascifair.org>  
(opens Aug. 21, 2023)



## LA County Science Fair Login

Email

Password

[Click here to register a new account](#) | [Forgot password](#)



# Thank You!!

- Thank you so much for viewing this PowerPoint.
- We appreciate you taking the time out of your busy schedule to make sure that you know how the Fair “works”.

Thank You!

- Please **click on the link below** to complete the Form. *You will receive an email with a unique password to use when you log in to the Registration Site.*

**[Google Form](#)**