

# The STS School Coordinator's Role

Each school that enters STS **MUST** appoint an STS School Coordinator.

This person then becomes the contact person for all STS correspondence and is responsible for the following:

## February to May

Publicise the STS competition in their school and ensure students and parents are given the relevant information concerning the appropriate sections.

## February to October

Answer questions from staff and students about the STS competition.

## March to May

Enter correctly and fully, all entry details on the STS online database by the due date.

Before you enter students please check that students and their teachers are aware of specific guidelines for the section they wish to enter.

Students will be disadvantaged if they don't follow all of the guidelines in this Handbook.

Ensure you have attended to the following:

- Read the STS School Coordinators' Role Description & General Information (page 3-5).
- Included Volunteer Judges details.
- Checked spelling of student names.
- The maximum number of entries is equal to 5% of your student enrolment at each campus OR 25 entries (whichever is the greater).
- The maximum number of entries per category - each Division and Section has no more than 25 entries (with exception of Class Project).
- Students are made aware of the current guidelines for the Sections they have entered, including presentation requirements.
- Students have been told to keep a copy of their entry (recommended as STS takes no responsibility for lost entries).
- Undertake to sort entries into Divisions and Sections (according to Schools Audit List), before delivery.
- Enter judges details online.

## May

- Check Entry Data. Check your online data. Print your own data from "View all entries" in the online database.

## June

- Receive and distribute Schools Pack 1 (Entry labels and yellow face sheets for student projects).

Please note that the entrant's ID code is unique and not transferable.

\*\* Names cannot be substituted once the online registration closes.

## July

- Arrange payment of entry fees. **Your school will be invoiced for all on-line entries.**
- Assist in sorting entries. For Research & Creative Writing, you are requested to group entries into their respective Divisions and Sections before delivery.
- Submit Research and Creative Writing entries (or Country Entries) to STAV by the due date.
- Ensure that the students do not individually send their entries to STAV.

## August

- Make sure students are aware of venues and times for the Special Judging Day.
- Remind students to bring projects to the Judging Day. All metropolitan students **MUST** attend Judging Day.
- Ensure Judges from your school are aware of their judging commitments. Judges from Metropolitan Schools **MUST** assist with judging on the Saturday set aside for Judging Day.
- Due to the organisation and distribution of judges over the entire competition, judges are still required even if some or all of your entries are subsequently not submitted. Please be aware that some sections require a higher judge to entry ratio and without our volunteer judges this competition would not be able to continue.

## August/September

- Receive and check Schools Pack 2 (Projects received).

## October

- Receive and distribute Schools Pack 3 (Bursary Results and Presentation day details).
- Ensure that all registration details are followed precisely for Exhibition and Presentation Day.

A commitment by students to the Science Talent Search also involves a commitment by teachers from your school.

### STS Website

[www.sciencevictoria.com.au/sts](http://www.sciencevictoria.com.au/sts)

Make sure you have a look at the "For Teachers" pages as well as all of the other information.