

INFORMATION FOR SCIENCE TALENT SEARCH COORDINATORS

(Contains details about sorting entries, delivery of entries, special Judging Day and Judges details)

1 Organising Entries

Please ensure that students/teachers are familiar with these procedures and that all entry details are checked either by a staff member and/or a parent.

It is essential that:

- a) The **YELLOW** face sheet is signed by the entrant and counter-signed by **BOTH** the Science Teacher **and** a Parent. Make sure the **sticky label** supplied is **attached** to the **face sheet**.
- b) Where appropriate a photocopy of any written work including data records etc... should be made before submitting the original.
- c) A FACE-SHEET (or a photocopy) is secured to **each** part of the entry. Ensure a copy of the signed FACE-SHEET is inside the folder for photo & project permissions to be collected.
(*Research & Creative Writing entries **must** be stapled in a **manila folder***)
- d) For multi-part or games entries, all parts of the entry must be packed securely in a box. Make sure any fragile components are well padded. Damage usually occurs when entries are poorly packed.
- e) All entries are PRE-SORTED into Sections & Divisions if they are to be delivered to STAV House, Coburg.

Although all care will be taken with entries, no responsibility will be accepted for damaged or lost entries.

Live specimens, chemicals or other dangerous goods must not be part of a project.

2 Delivery of Entries

METROPOLITAN ENTRIES Entries in the **Creative Writing** and **Experimental Research** sections must be delivered to STAV House, Coburg on **20 or 21 July** between **9am** and **4.30pm** or posted to reach this venue no later than **4.30 pm Friday 21 July**. These dates **MUST** be observed, as entries cannot be accepted after **4.30pm on Friday**.

NOTE: Posters, Photography, Videos, Models, Games, Computer programs and Class Projects must be taken to Special Judging Day venues on **Saturday 5 August** for judging.

COUNTRY ENTRIES Entries in the **Creative Writing** and **Experimental Research** sections must be delivered or posted to reach STAV House, Coburg during the week **17 – 21 July**. A reminder that office hours are from **9am – 4.30pm**. Students with entries in **Posters, Photography, Videos, Models, Inventions, Games, Computer Programs & Class Project** have the option of delivering/sending entries with those above **or** they may bring their entries to a Special Judging Day venue on **Saturday 5 August** for Judging. If attending a Judging venue, entries must **not** be sent to STAV House.

No package/box mailed or delivered can be larger than 0.5m x 0.5m x 0.5m. Items larger than these dimensions will not be accepted.

The address for ALL ENTRIES being mailed to STAV House is:

MAILING ADDRESS

Science Talent Search
STAV House
PO Box 109, Coburg, Victoria 3058

Projects sent by post must be SECURELY packed in a solid carton and no larger than 0.5m x 0.5m x 0.5m.

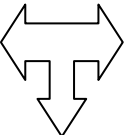
DELIVERY ADDRESS

STAV House
5 Munro Street, Coburg (Melways ref: 29 H1)
Office Hours: 9am – 4.30pm

Schools Pack 1 – Insert 1

ATTACH ENTRY (STICKY) LABEL TO ENTRY FACE SHEET
 Check details are correct.
 Send email a.s.a.p. to sts@stav.vic.edu.au if corrections are needed.

STS LP-1- JOHN SMITH
201_ 408
Primary School
MY STS PROJECT



COMPLETE AND SIGN ENTRY FACE SHEET
 PHOTOCOPY

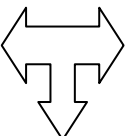
SCIENCE TALENT SEARCH
 Science Talent Search
 National Science Foundation of Australia Inc.

TO BE AN OFFICIAL ENTRY YOU MUST AFFIX THE STICKY LABEL AND THE STS LABEL TO THIS SHEET

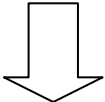
Project Title: _____
 Student Name: _____
 School Address: _____
 City: _____ State: _____
 Zip: _____
 Telephone: _____
 E-mail: _____

I have no previous publications.
 I have no previous awards or recognitions.
 I have no previous awards or recognitions from my school.
 I have no previous awards or recognitions from my school or community.
 I have no previous awards or recognitions from my school or community or other organizations.

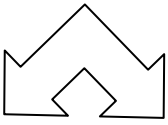
Signature of Student: _____
 Signature of Teacher: _____



ATTACH TO FRONT OF MANILA FOLDER
 ATTACH COPY TO FRONT OF REPORT
 ATTACH COPY TO ANY OTHER PARTS OF PROJECT
 (E.G. Games box, base of invention, packaging of physical project)



CREATIVE WRITING & EXPERIMENTAL RESEARCH
 PRE-SORT BY DIVISION AND SECTION
 POST OR DELIVER ENTRIES TO STAV BY FRIDAY 21 JULY 2017 (4.30PM)



METROPOLITAN SCHOOLS
 ALL OTHER SECTIONS

- COMPUTER PROGRAMS
- GAMES
- WORKING MODELS
- INVENTIONS
- POSTERS
- PHOTOGRAPHY
- VIDEOS
- CLASS PROJECTS

STUDENTS BRING THEIR PROJECTS WITH THEM TO **JUDGING DAY**
SATURDAY 5 AUGUST 2017

COUNTRY SCHOOLS
 ALL OTHER SECTIONS

- COMPUTER PROGRAMS
- GAMES
- WORKING MODELS
- INVENTIONS
- POSTERS
- PHOTOGRAPHY
- VIDEOS
- CLASS PROJECTS

STUDENTS BRING THEIR PROJECTS WITH THEM TO **JUDGING DAY**
SATURDAY 5 AUGUST 2017

IF NOT ABLE TO ATTEND JUDGING DAY

SEND WITH ABOVE ENTRIES TO STAV BY FRIDAY 21 JULY 2017

Entries must be carefully packaged with a correctly completed YELLOW face sheet and project identification sticky label glued onto the outside of the entry. EACH extra package must be labeled with a photocopied face sheet. Small pieces of entries can be lost if entries are not packaged carefully. A SEPARATE COPY of the signed face sheet must be also provided inside the report.

3 Acknowledgement of Delivery of Entries

- a) A procedure to monitor student entries at delivery will be in place.
- b) As entries arrive at STAV House the entries will be recorded. Make sure that the yellow sheet is secured to the outside of the entry.
- c) The entries are sorted according to Section and Division and later collected by the Section Coordinator. The entries will be marked off against Section Coordinator Master Lists, so accurate records can be kept of each student entry.
- d) After computer processing of this information, each participating School will receive, in August, **Schools Pack 2**. This is another report identifying the ACTUAL (physical) entries that we received. **Please check this list against your records.** Contact STAV if you have any concerns; however, ***all amendments to student information should have been completed by you online in May.*** Any further amendments can only be made at a cost of \$10 per entry.

4. Volunteer Judges and STS (Refer to STS Handbook, page 4, point 4)

In addition to checking and sorting entries, schools have been requested to supply Judges to assist in the evaluation of the many thousands of entries we receive. It is **crucial** that these Judges carry out their responsibility. **If a nominated Judge cannot evaluate entries, it is their duty or the duty of the School STS Coordinator to provide a replacement.** Please contact Judging Coordinator, Jennifer Cutri (03) 9551 5094 email: jcutri@saclaytonsth.catholic.edu.au or sts@stav.vic.edu.au if you have any difficulties in this regard.

Please inform the volunteer judges from your school that Section Coordinators of the STS Committee are currently organising their Judging panels on the basis of information provided and that they will be contacting Judges within the next few weeks. Some Judges may have been reallocated to a Division or Section not requested. If this causes any major concerns please contact Jennifer Cutri.

5. SPECIAL JUDGING DAYS

Metropolitan entries must be accompanied by the entrant(s) on Judging Day. Country entrants are encouraged to bring their entries on special Judging Day. Country entrants must ensure that their entries are not delivered to STAV House if the entrant(s) intend to bring their entry for judging on Saturday 5th of August.

**PLEASE COMPLETE THE NEXT PAGE AND SEND THE
FORM BACK TO STAV BY EMAIL OR FAX
(IF APPLICABLE)**

6. PLEASE COMPLETE THE FOLLOWING AND EMAIL or FAX BACK TO STAV
 FAX: (03) 9386 6722 EMAIL: sts@stav.vic.edu.au

This was requested with your online registration, you do not have to fax this form in if you have completed this already.

Your Name: _____

School Name: _____

OVERALL SCHOOL DATA REQUEST

For all registered schools to complete

The data collected is to assist with future funding of the Science Talent Search competition and provision of support to STS Schools

<p>A. How many <i>students</i> in the whole school/campus participated in any sort of open ended inquiry-based <u>experimental research</u>? This includes all students even if they did not get entered into STS.</p>	<p>Student Number</p>
<p>B. How many <i>students</i> in the whole school/campus participated in any sort of open ended inquiry-based <u>invention/engineering</u>? This includes all students even if they did not get entered into STS.</p>	<p>Student Number</p>
<p>C. Taking information from A, please translate this to project numbers. This includes all projects even if they did not get entered into STS.</p>	<p>Project Number</p>
<p>D. Taking information from B, please translate this to project numbers. This includes all projects even if they did not get entered into STS.</p>	<p>Project Number</p>

CREST SCHOOL?

YES **NO**

If you ticked YES, have you registered entries in either of the following sections?

YES **NO**

- Experimental Research
- Inventions

If you ticked YES for BOTH of the above, you are eligible to have your CREST subscription waived for 2018.

Please complete and sign the following: (*This section applicable only for CREST schools*)

I _____ give Science Talent Search permission to send my/our school contact details to CSIRO for processing CREST subscription waiver.

Signature: _____

Date: _____

Thank you for your work in assisting with the STS competition.

Jennifer Cutri
 STS Judges Coordinator