

## Dear Judges and Volunteers,

Thank you for volunteering to help with the 2018 Alaska Science & Engineering Fair.

Our student entrants come from all over Alaska for this event. Be ready to encourage them and help make this a great experience for them. Through your role modeling and positive interactions, you can help make them glad they came this year and look forward to coming again next year. Get ready to be amazed by the projects students of all ages are doing throughout Alaska!

### Event List:

Setup and Registration, Friday, March 23, 2018

Main Judging Event, Saturday, March 24, 2018

Awards Ceremony setup and event, Sunday, March 25, 2018

Schedule: <http://alaskasciencefair.org/wp-content/uploads/2018/02/2018ASEF-ScheduleOfEvents.pdf>

Specific volunteer and judge times are below.

All events take place at the Northway Mall.

### Everyone (Volunteers and Judges):

Everyone should come in the Northway Mall at the Burlington Courtyard entrance.

Everyone should check in at the Help & Information Desk, which will be marked by mylar balloons. They will direct you to the right judging or volunteer location.

On Friday evening and all day Saturday, lunch and refreshments will be provided to volunteers and judges in the judging room.

Wear comfortable shoes.

### Volunteers:

**Friday Setup Volunteers:** Arrive at 1:00pm or as soon as you can. 1:00-4:00pm setup. Setup volunteers are welcome to stay and help with registration.

**Friday Registration Volunteers:** Arrive at 4:00pm (or even earlier) to get situated and possibly be trained in your job. Student registration is open 5:00-8:30, and there's some cleanup at the end.

Other special volunteers, please coordinate with the person who recruited you about your specific job and arrival time.

**Saturday Volunteers:** Arrive at 8:00am or whenever you can arrive. We need people all day until 7:00pm or even later.

If you have been recruited for a specific job, coordinate with the person who recruited you or the Help & Information Desk for specific instructions.

**Sunday Awards Ceremony Setup/Takedown Volunteers:** Arrive by 11:00am. This will involve chair setup, table takedown, project moving, etc. Some work will continue during the ceremony. At the end of the ceremony, there will be chair takedown and remaining cleanup lasting approximately two hours. We expect to be done by 5:00, and must be out of the mall by 6:00. More hands make light work and earlier finishing times, so bring a friend!

## Judges:

There are “main category” judges for the main Intel categories and “special category” judges from local groups and organizations.

### Special Category Judging by organizations:

If you are a “special category” judge, follow the arrival, meeting, and judging instructions from your organization. Check in at the Help & Information Desk when you arrive. Be sure to inform your winners that they should attend the awards ceremony on Sunday. The best way is to tape a message to the project table. Mark the message with their project number, so there can be no mistakes. You do not need to say what the prize is, but be very clear who will receive it. Please inform the Science Fair Committee of your winners. Plan to present your award at the awards ceremony on Sunday, or make other arrangements with the Science Fair Committee.

**Elementary Main Category Judges:** Arrive at 8:00am Saturday. After checking in at the Help & Information Desk, you will be directed to the judging area and given instructions.

**Middle and High School Main Category Judges:** Generally, life sciences are judged in the morning and physical sciences are judged in the afternoon. Check the fair schedule for specific category judging times <http://alaskasciencefair.org/wp-content/uploads/2018/02/2018ASEF-ScheduleOfEvents.pdf>

You don't have to be an expert in the field to judge it, so please help us all day if you can. If you can only be there half a day or even a couple hours, we'd love your help for as long as you can be there.

If you can, ask a friend or colleague to come judge with you. Here again, more hands make light work and faster finishing times.

After checking in at the Help & Information Desk, you will be directed to the judging room.

#### Middle and Senior High Main Category Judging Schedule

- **8:00am:** Morning judges arrive
- **8:15am:** Brief introduction
- **12:00 noon:** Afternoon judges arrive
- **12:15pm:** Brief introduction

\*\*\*We welcome judges who stay all day. Or, if you can only stay a couple hours, arrive whenever you can.

- **5:00pm:** *All* middle school and *most* senior high judges are finished.
- **4:30pm to approximately 7:00pm:** If possible, stay for the senior high finalist judging from approximately 4:30 to about 7:00pm or however long it takes to choose the top three. If any of the finalists have a project in your particular area of expertise, we could really use your help during final senior high judging.

Question? Ask at the Help & Information Desk, marked by mylar balloons.

The email address [judging@alaskasciencefair.org](mailto:judging@alaskasciencefair.org) will be monitored until the day before the event.