**Science Fair Success-Teacher’s Perspective: Things to consider.**

1. What budget are you working with?
2. Informative Parent Letter
3. Foster original ideas for science and engineering fair projects.
4. Generate a checklist of duties for you and for the students.
5. Form the SRC/IRB committee. Members can be the same.
6. School Registration by due date (Nov. 2, 2018)
7. Organize Local Fair
   1. Locate a facility
   2. Order ribbons and trophies (at least 4-6 weeks before fair)
   3. Find some helpers (set up, judge’s complimentary table, runners, etc.)
   4. Judges-minimum of 2 judges per 10 projects. Judges should be experts in the category. Not a good idea to have parents as judges. Each project should be judges by a minimum of 2 judges. It is a good idea to have judges converse and come to a consensus.
8. Submit paperwork for regionals
   1. Every student must have
      1. Student Registration form
      2. Student Abstract form
      3. $30.00 per student
      4. ISEF Forms 1, 1A, a research plan, and 1B
      5. Additional forms may be required for humans, microorganisms, hazardous chemicals or activities, vertebrate animals, etc. These should be filled out before experimentation begins.