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Science Fair Guidelines

Center for Science and Mathematics Education

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Some important steps for conducting a Science Fair at your school

Compiled from discussion at the annual Science Fair Workshop
University of Southern Mississippi
26 September 2008

1. Round up some help from parents and other teachers and administrators.
2. Set a date and start publicizing. Newspapers, TV, School – posters, parent notes.
3. Arrange for awards and order medals, ribbons, etc. Medallions can be worn at graduation. Local clubs may be able to provide awards. The hospital, banks, Walmart, Target, businesses like to donate things for prizes (not money). Field trips, Restaurant gift certificates...Exxon and Chevron grants
4. Collect ISEF forms first (Research plan, SRB/IRB).
5. Collect MS (elementary and high school) forms if they go to Regional SEF.
6. Send forms to regional director. Make sure the vertebrate animal and human subjects forms get sent in with the research plan.
7. Divide into categories. Make sure projects are in correct category.
8. Recruit judges from parents, community leaders, doctors, lawyers, Rotary Club, Kiwanis Club, Lions Club, County Extension Agents, Churches, Professional organizations, Forestry, Military, Community Colleges.
9. Invite school and community leaders for the awards ceremony. Invite the newspaper and television folks.
10. Winners can draw a number from a hat for prizes.
11. Contact science.fair@usm.edu with any questions.