

# Volunteers needed!

## North Carolina Science and Engineering Fair

(Grades 3-12)

March 29 - 30, 2019

NC State University - Raleigh, NC



**Display safety and general volunteers are needed on Friday, March 29 and Saturday, March 30.**

The volunteer shifts are roughly 2 hours and all volunteers will receive a FREE shirt.

### **Display safety volunteer:**

Volunteers will use a one-page checklist to review students' project set-up for compliance with all rules and regulations. Prior training is provided through a 30-minute recorded webinars in advance of the competition.

### **General volunteer:**

Volunteers will be assigned to a variety of activities from parking assistants, room and hallway monitors, awards preparation, awards ceremonies, t-shirt sales and distribution, and other "go to" needed tasks.

To register as a volunteer for the 2019 NCSEF go to [ncsef.stemwizard.com/public\\_site/volunteer\\_register](http://ncsef.stemwizard.com/public_site/volunteer_register)

**Questions? Email: [hking@ncsu.edu](mailto:hking@ncsu.edu) or [volunteers@ncsciencefair.org](mailto:volunteers@ncsciencefair.org)**

**2019 NC Science and Engineering Fair**  
***“Inspiring Innovation in Student Research”***  
**March 29-30, 2019 at NC State University**  
***Volunteer Roles Descriptions***

[Click here](#) to email Volunteer Questions or request additional Information.

**Prior to the Day of the NCSEF**

**Scientific Review Committee (SRC)/Institutional Review Board (IRB) Member**

**Contact: SRC Co-Chair, Dr. Rachel Graham, UNC. ([src@ncsciencefair.org](mailto:src@ncsciencefair.org))**

This Committee focuses on the review of students' research projects for safety issues and compliance with the ISEF rules and regulations prior to the fair. Scientists, engineers, medical professionals, veterinarians, psychologists, counselors, STEM teachers, and school administrators are needed; graduate students and post-docs are welcome. The Committee works to improve all SRC/IRB processes and forms during the early winter. In February and March, it meets on approximately 5 Saturday mornings for 2-4 hours each meeting to conduct the SRC reviews of all student research projects for compliance with ISEF rules and regulations.

**To serve on the SRC, please email SRC Co-Chair, Dr. Rachel Graham, of UNC.**

**Days of the NCSEF (See Volunteer Roles Below)**

[Click here](#) to register as a volunteer during the days of the 2019 NCSEF! The link will take you to the NCSEF STEM Wizard page. Once there, go to the “Registration” link at the top of the page and then select “Volunteer”.

**Volunteer Roles and Descriptions**

**Display and Safety Reviewers (D&S Reviewers)**

**3 – 3.5 Hour Slots:**

**Friday 3:30 - 7:00 pm, 5:00 pm – 8:00 pm and Saturday from 7:00 am - 9:30 am**

This team of volunteers will use a one-page checklist to review students' project set-up for compliance with all rules and regulations. Prior training is provided through a 30-minute recorded webinar in advance of the competition and on-site training review.

**The Chair, Dr. Chris Ashwell will contact you via email with information about the training.**

**Check In Assistants (2/3.5 Hour Slots: Friday 3 pm -5 pm or 4:30 – 8:00 pm and Saturday 7 am to 9:30 am, 9:30 am – 1:00 pm, and 1:00 – 4:00pm)**

Will help check in students, sell t-shirts and lunch tickets, collect Passport to STEM student tickets and provide fair information to participants and guests. Please note if you have experience as a cashier as this will help in the shirt and meal ticket sales.

**Awards Ceremony (4.5 Hour Slot: Saturday Afternoon 2:00 pm – 6:30 pm)**

Under the guidance of this Award Ceremony Director, individuals are needed to set up the awards for the ceremonies and handout the awards during each ceremony.

**Awards Preparation (5 Hour Slots: Saturday Afternoon 12:00 pm – 5:00 pm)**

Under the guidance of this Committee Co-chairs, individuals are needed to enter the student names into the computer system, print certificates, and organize certificates/awards for each Awards Ceremony. One individual will courier awards information and materials from the Awards Preparation room to the Awards Ceremony

**Awards Runners (4 Hour Slot: Saturday Afternoon 12:00 pm – 4:00 pm)**

Under the guidance of the Award Chair and Judging Chair, individuals are needed to courier awards between the judging rooms and awards room.

**General Volunteer (Varying Time Slot Lengths: Friday 2 pm - 7 pm and Saturday between 7 am - 6 pm)**

This is among the most needed volunteer on the days of the NCSEF. You may sign up for one or several of the volunteer roles listed below:

- Room set up on Friday afternoon
- Sort t-shirts
- Assist in the project unloading zone
- Help with parking
- Information Desk
- Assistants for the Fair Director and Judging Coordinators
- Monitors on Friday and Saturday to be sure the students research projects are secure and to assist with any issues that develop in the project display area
- Hall Guides on Saturday to direct participants and their families to where they need to be
- Program distribution at the Awards Ceremony
- Assist awards photographer

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**[Click here](#) to email Volunteer Questions or request additional Information.**