



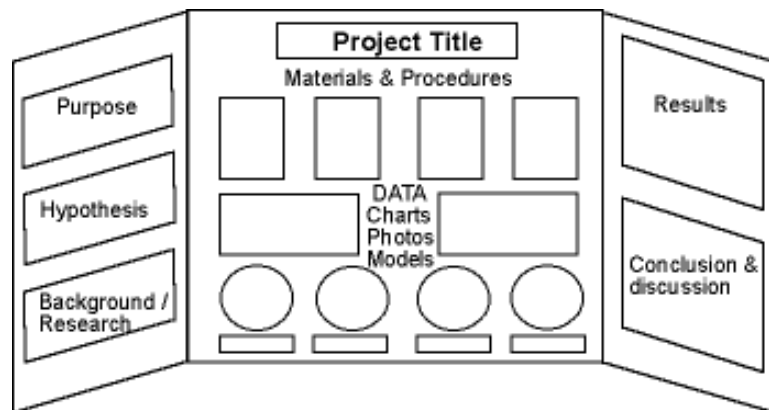
# SAN MATEO COUNTY OFFICE OF EDUCATION

Anne Campbell, County Superintendent of Schools

## 2012 SAN MATEO COUNTY SCIENCE, TECHNOLOGY, ENGINEERING & MATH (STEM) FAIR

### PROJECT GUIDELINES

1. **All work should be done by the student and should be an experiment using the scientific method unless it is a mathematical or engineering/technology type of project.** Appropriate assistance may be provided by teachers, parents or others.
2. **The TWO entry forms for each project submitted must be completely filled out; both should be either typed or printed.** This is important because occasionally, we need to contact a student directly so their home phone/email information is important.
3. **All entrants are responsible for the installation, maintenance and removal of their projects. Students are encouraged (but not required) to set up their own projects at the fair.** If the student, because of prior commitments cannot set up the project, a responsible adult (i.e. parent or teacher) may set up the project. (See Fair Calendar for set up dates/times.) No taping, securing or gluing display or items to the tables, as projects need to remain moveable in case they are re-classified or simply moved to another table.
4. **The project display should be within the following dimensions: 122 centimeters (48 inches) wide, 76 centimeters (30 inches) deep and 274 centimeters (108 inches) high.** Project display should be self-supporting during the public display period, and may be labeled according to the example below (drawing not to scale):



5. **An abstract is required with each project submitted by 6<sup>th</sup> - 12<sup>th</sup> grade students.** Abstracts are optional for 5th graders. An abstract helps facilitate the work of the judges. An abstract is a brief summary (200 words or less) that includes the purpose of the project, the method of solution, and significant conclusions. (See Abstract form.) Note: A research notebook is optional but recommended for the County Fair. If one is displayed, a backup copy should be kept at home since there is the possibility of loss or damage during public display.
6. **No names or photos of participants or their schools should be visible on the project display;** this includes project reports, data notebooks, etc. Please remove any awards or ribbons that were received from previous school or district science fairs.

7. **Projects requiring electricity may be displayed, but not plugged in.** Hiller Aviation Museum does not allow the project to be turned on during the display hours; judges may ask for a demonstration during the interviews. All electrical apparatus must be built according to standard electrical safety laws. Projects that use 110 volts or more may not use push-button switch (doorbell type) or open-knife switches. All projects using 110 volts or more must have a main disconnect switch of a type approved by the National Board of Underwriters. All wires must be of the size and insulation appropriate for the current and voltage used.
8. **No liquids of any kind** should be in project displays. Please substitute photographs or drawings instead. If there are sample liquid containers in the display, they must be empty.
9. **Controlled substances, hazardous materials or sources of open flames cannot be used or exhibited in any project;** e.g., marijuana; firearms of any kind, bullets, any project dealing with high powered projectiles, fireworks, carbon dioxide bombs; candles. Any project that deals with illegal substances or can cause severe physical injury or death is not allowed.
10. **Valuable items**, such as special equipment, cameras, recorders, microscopes, etc. **will NOT be allowed to be displayed;** please use photographs or drawings to illustrate their use.
11. **No hypodermic needles or syringes or other dangerous medical items** can be displayed with projects.
12. **Food samples may not be included in the display.** Instead, please use drawings, plastic food or photos, or their labeled containers.
13. **Live animals, mounted birds, mammals, or any stuffed specimens will not be allowed in the displays.** Projects that use animals should substitute pictures or drawings for the display. Bones are acceptable if they are clean and free of decaying matter. (Note: Bones ARE NOT accepted for display at the Bay Area Science Fair.)
14. **If plants are in the display, they should be completely covered and sealed** (either the entire plant or the pot and soil). This includes vermiculite and any product that could be easily scattered.
15. **Protists (bacteria, fungi, molds, etc.) may not be exhibited.** Photos or drawings may be used instead of actual Petri dishes or cultures.
16. **Gravel, sand, dirt must be tightly enclosed and sealed** securely if they are on display.
17. **Projects that include the use of animals or humans (including surveys) must follow the Science Fair Guidelines established by the State Humane Association of California.** (See enclosed guidelines). For grades 7-12, Bay Area Science Fair Special Project Proposal Forms must be filled out prior to experimentation for possible project entry into the Bay Area Science Fair. Special Project Proposal Forms can be obtained by downloading them from the Bay Area Science Fair website: (<http://home.pacbell.net/sfbasf/>).
18. **DVDs will be allowed to accompany a project display.** (See DVD guidelines)
19. **All projects must clearly distinguish between the work of the student participant and the work of others.** Students participating in a research opportunity in industry, a university, hospital, or institution other than their school, must display only their research. Students must clearly specify the assistance received and the role and contributions of others in the project. **It is required that such projects be accompanied by a letter from the principal research director indicating the level of his/her involvement in the student project.** This letter should be included in the project notebook.
20. **Parents and advisors are not permitted in the display areas during judging.** Violations may result in disqualification of student participants.