

# CCEA Science Fair

## Coordinator's Handbook

Calvary Chapel Education Association • West Coast Region

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## **I. Statement of Purpose and Philosophy**

The CCEA Science Fair has both a spiritual and educational purpose. The first purpose is to teach our students to worship God through the investigative avenue of science learning and discovery. The second purpose is to help our students become proficient in the use of scientific methodology, as a way for them to better fulfill the creation mandate.

In a fair setting, this purpose will be accomplished in several ways. First, the very task of preparing and competing in their local school fair, to qualify for the CCEA fair, has taught them the worth of performing to the best of their ability.

While at the CCEA science fair students will be exposed to others who share the same interest in science, be given a larger forum to compete, as well as come in contact with ideas and learning from a greater pool of science talent.

Because the focus of the CCEA Science Fair is to give glory to God for His magnificent creation, we encourage all students, as well as adult chaperones to take advantage of this opportunity to gain a better appreciation for Gods' presence as seen through the glory of His creation.

Each student project will be evaluated and receive their scoring sheet, as well as the ribbon commensurate with their project score. Scoring sheets and ribbons are for encouragement and evaluation, allowing each participant the opportunity to learn and become aware of both strengths and weaknesses in their approach to solving scientific problems.

## **II. General Information**

### **A. Objectives**

1. To provide CCEA students the opportunity to come together and unite in our efforts to clearly understand our purpose as it relates to the creation mandate.
2. To give CCEA students the opportunity to explore the wonders of science in a uniquely Christian environment with others that are like minded.
3. To receive an appraisal of their work, as both an encouragement and a way of improving upon the individuals scientific understanding.
4. To make CCEA students more aware of the scientific fields of study available to them.

5. To provide the opportunity for Christian students to see the magnitude of Christian commitment to the idea of Academic excellence among their peers, as well as the leadership involved in CCEA and their schools administration.
6. Finally, to educate the participants of the CCEA Science Fair that God has given us a great tool in science, not only to make use of His creation, but as a way for the believer to positively impact the world around him or her.

## **B. Registration and Fees**

Please refer to the information regarding Student Activities Registration contained in the student activities manual. The deadline for registration, as well as any early registration discounts available can be found on the CCEA Student Activities website. Registrations cost, as well as per student entry fees, are also available on this sight. Student participation fees must be mailed to the CCEA Office at least 30 days prior to the event. **One school check is to be made payable to CCEA (no personal checks). All fees must be paid prior to the event in order for students to participate.**

## **C. Student Handbook**

A student handbook will be made available to all schools registering for the CCEA Science Fair. It is important that all school coordinators download (access) a copy of this handbook. The student handbook will provide general information regarding format of the Science Fair, as well as providing specific requirements for student projects and event information. *\*Please note that if guidelines provided in the student handbook are not adhered to, this could result in deduction of points or even disqualification of the project from the Science Fair.\**

## **D. Eligibility**

Students in grades 6<sup>th</sup> to 12<sup>th</sup> are eligible to compete in the CCEA Science Fair. Student enrolled in a CCEA school are expected to have competed in their schools science fair and performed within the top five percent of this fair. Projects (experimental) need to be in the area of Life Science, Physical Science, or Engineering (non-experimental). Student projects should show original research and creativity in solving a science problem, with a minimum level of help from others – work should be a minimum of 90% students *own* work. Detailed requirements and guidelines can be found in CCEA Student Handbook. All home school/church sponsored projects need to meet the minimum requirements as outlined in the Student Handbook.

### III. Guidelines

While the CCEA Science Fair is meant to create a fun and enjoyable experience for all who attend, some minimal guidelines of dress and conduct should help to assure all who attend are comfortable.

**Adult Directors/Teachers/Chaperones/Parents Attire:** Please remember that as adults our decorum (dress) sends a message to our students. Please refrain from over casual attire (jeans, tank-tops, t-shirts etc.) and immodest dress. If we give the students the feeling that they are competing in a professional atmosphere they will gain more from the experience. Formal dress is not expected, business casual should be the order of the day.

**Student Attire:** Many of these students will soon be interviewing for jobs, college entrance, etc. Please use this event as an opportunity to instruct them regarding appropriate dress standards. Business casual attire should also serve to keep our students dressed appropriately.

**Conduct of students:** Students are to behave in a respectful manner and follow all instructions and directions of adults in charge. There should not be unnecessary distractions during demos/labs, workshops, judging interviews, or at awards presentation. It is important that each coordinator take an active interest in passing along these expectations to any and all adult help. Please insure that you have provided sufficient supervision to assist you (one adult to every 6 - 7 students is suggested).

### IV. Responsibilities for the School Coordinator

As School Coordinator you are the person responsible for your school's registration for the CCEA Science Fair.

Following is a checklist of the usual duties of a school coordinator:

1. Read the contents of the Coordinator's Handbook thoroughly.
2. Become familiar with the Student Handbook, this will contain all requirements, as well as restrictions on projects being submitted. In addition, the handbook will provide complete information for all students who plan to submit a project and attend the fair. Please plan to provide a hand book, or availability to a handbook, to each of the student participants.
3. Ensure that student projects being submitted to the CCEA Science Fair meet the requirements (as outlined in the Student Handbook) for eligibility to compete in the Science Fair.

4. Provide one (minimum) adult volunteer who is both willing and able to contribute in the judging of Science Fair Projects. Providing this adult volunteer is not optional. Procedures for judging of projects will be reviewed on the day of the CCEA Science Fair. Volunteers should plan to arrive 30 minutes prior to the official start of fair to allow for this meeting and the important instructions to be given before judging can begin. Notification of time for judging meeting will be sent to school (coordinator) with confirmation of registration.
5. Recruit adult sponsors/chaperones (at the minimum there should be one adult for every 10 students).
6. Distribute information flyer to all teachers, chaperones and parents (maps, schedule, etc. to be sent with confirmation of registration).
7. Confirm all transportation arrangements in traveling to and from the Science Fair.
8. Complete and return CCEA Student Activity Event Evaluation form prior to leaving the event.

## V. Sample Evaluation Form



# EVENT EVALUTATION FORM

### Student Activities: CCEA Science Fair - Coordinator's Handbook

School \_\_\_\_\_

Coordinator \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event: CCEA SCIENCE FAIR Location: DOWNEY

Your opinion of this CCEA Student Activities event is important. Through constructive comments and criticism we hope to improve and maintain an outstanding event for our students. Please cooperate by filling out this form and returning it to the Chairperson or mailing to CCEA Corporate Office 12808 Woodruff Avenue, Downey, CA 90242. Thank You!

Your evaluation of the overall event (circle one):

Excellent                  Very Good                  Fair

What went well?

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What might be improved upon?

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12808 Woodruff Avenue

Downey, CA 90242  
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(562) 803-