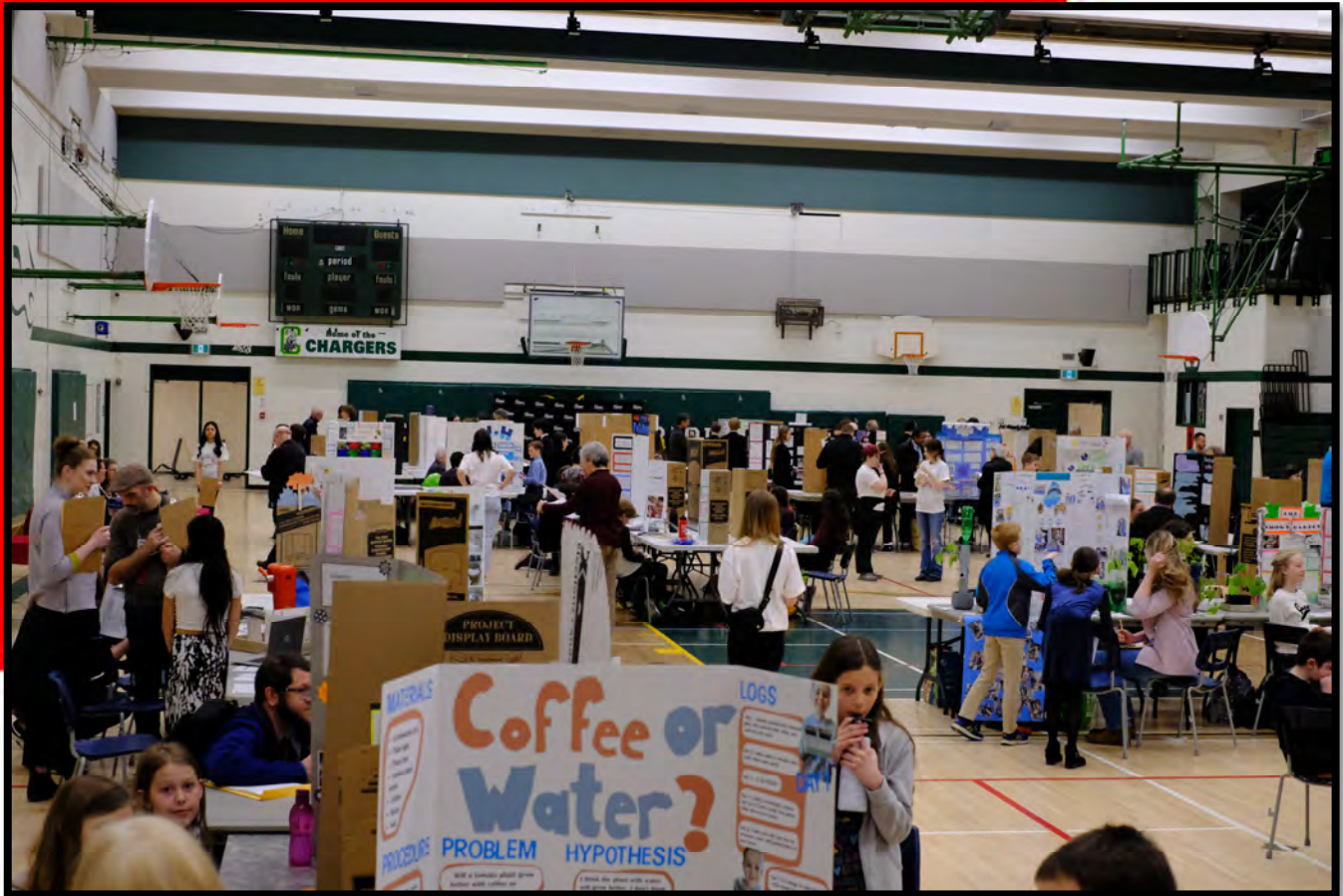*Step into the future with QRSTF*

Policies and Procedures 2.6

Email: qrstf@live.com

Website: www.qrstf.ca

The Quinte Regional Science and Technology Fair

TABLE OF CONTENTS

The Quinte Regional Science and Technology Fair

Policies and Procedures of the Quinte Regional Science and Technology Fair

Mission Statement

The mission of the Quinte Regional Science and Technology fair is to encourage, foster enthusiasm, develop self-confidence, inspire and support an interest in science, technology and engineering for the youth in our area and to provide our students with the opportunity and skills to foster a lifelong love of science.

1.0 Organization Name:

1.1 There is a benevolent, voluntary and independent charitable association called the Quinte Regional Science and Technology Fair and Expo-sciences régionale de Quinte (ESRQ or E.S.R.Q.)

2.0 Objectives of QRSTF:

2.1. To receive and maintain a fund or funds and to apply all or part of the principal and income therefrom, from time to time for the following charitable purposes:
2.1.1. to support the development and promotion of enhanced education opportunities in science, engineering and technology for students and teachers in Hastings and Prince Edward Counties.
2.1.2. To advance education generally within Hastings and Prince Edward Counties.

2.1.3. to organize and operate an annual regional fair for the exhibition and competition of scientific, engineering and technology projects submitted by students from grades four to twelve from any school, public or private, as well as home schooled students, from the Hastings and Prince Edward Counties.

2.1.4. to support the participation of students from Hastings and Prince Edward Counties in the Quinte Regional Science and Technology Fair, the Canada-wide Science Fair, the International Science and Engineering Fair (ISEF or I.S.E.F.) and in other international science fairs such as the "Google Science Fair".

2.2 All students in grades 4-12 who attend any public, separate or private, and who are home-schooled, in Hastings and Prince Edward Counties are eligible to participant in the Quinte Regional Science and Technology Fair.

2.3 (However) Students must enter their project in the RSF that includes either their home or school address. In the case that there is no RSF offered in either location, the student(s) may apply to participate in the YSC Virtual Regional Fair or the RSF closest to them; acceptance of the project shall be at the discretion of the RSF organizers.

3.0 Actions

3.1. QRSTF shall seek to achieve its objectives by raising funds, obtaining in-kind donations and seeking volunteers to assist in the carrying out of its objectives.

3.2. QRSTF shall affiliate itself as a Regional Science Fair with the organizations responsible for the Canada-wide Science Fair and the International Science and Engineering Fair.

3.3. QRSTF shall also communicate its activities and their results to students and other interested parties using public media and other methods.

4.0 Membership:

4.1 Membership shall be based on September 1 to August 31st

4.2. Any person who is 18 years or older and in agreement with the aims and objectives of QRSTF is eligible for membership.

4.3. Application for Membership shall be on a form (see form below) as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this Policies and Guidelines document. The application shall state the name and address of the applicant and their email and phone numbers.

4.4. Applicants will be elected to membership by the Board of Directors. Affirmative votes of 2/3rds shall be required to elect an applicant.

4.5. Once elected, a member will be required to undergo a Police Records Check (PRC) and a Vulnerable Sector Screening (VSS) and provide the results to the Board of Directors with 60 days of the initial request of documentation

4.6. To obtain voting rights an applicant must have been elected to membership and to have submitted their PLC and VSS.

4.7. Rejection of membership must be provided by the Board of Directors in writing with a reason for such rejection.

5.0 Committee Organization and Governance of the QRSTF

5.1. The Organizing Committee shall consist of a Board of Directors and Members in good standing.

5.2 Chair (s)

1. Organize and run monthly meetings of the QRSTF organizing committee
2. Stay current and coordinate committee member activities.
3. Arrange venue and appropriate insurance
4. Liaise with school boards regarding funding and participation
5. Act as the QRSTF Representative to Youth Science Canada (see Regional Representative's Responsibilities on YSC website.)
6. Preside over the completion of the list of monthly tasks.
7. Coordinate all activities leading up to and on the day of the fair.

5.3 Secretary

1. In consultation with the chair(s) set agendas
2. Publish agendas and minutes for monthly meetings
3. Review motions and assigned tasks to ensure appropriate follow-up

5.4 Treasurer

1. Oversees the general financial management of the organizing committee.
2. Plans and keeps track of budgets
3. Collects, deposits and keeps track of funds
4. Arranges for the distribution of all prize money.
5. Provide financial reports regularly to committee members
6. Completes the Revenue Report annually.
7. Stays abreast of the federal and provincial regulations.

5.5 Publicity

1. Uses social media in a variety of ways to promote the QRSTF
2. Uses traditional media (papers, online press, community billboards, and radio) to promote the QRSTF.

The Quinte Regional Science and Technology Fair

3. Work in consultation with the committee to create appropriate content, (graphics and text).

5.6 Chief Judge

1. Oversees the registration/recruitment, instruction and assignment of judges. The roles may be shared among a Judge Registration officer, an administrative officer and a day of fair arbitrator. Uses appropriate software to aid in these tasks.
2. Evaluates the judging rubric yearly and makes appropriate changes.

5.7 Ethics and Safety Officer

1. Ensures permission forms and behaviour meet YSC standards
2. Checks that no hazardous chemicals are exposed and that the use of humans or animals meets YSC standards

5.8 Web Master

1. Creates and maintains a website that promotes and informs regarding all aspects of the QRSTF. This includes information about, Registration, Judging, Day of Fair timelines and protocols, and the Canada Wide Science Fair
2. Works in consultation with the committee to create appropriate content, (graphics and text).

5.9 Fund Raising and Sponsorship Coordinator

1. Creates a sponsorship plan with ascending levels of commitment along with supporting information. Updates this plan as required.
2. Develops a data base of possible donors and organizes a yearly fund-raising campaign.
3. Coordinates with other committee members as required (eg. Treasurer, chair, awards ceremony organizer).

5.10 Awards Ceremony Director

1. In conjunction with the Fund Raising and Sponsorship Coordinator and the Event Coordinator, creates an award script, invites and

organizes presenters from the community and delegates a Master of Ceremonies.
2. Ensures all certificates, trophies and prizes are prepared.

5.11 CWSF Delegates

1. In conjunction with the Regional Coordinator, the delegates shall meet with the CWSF finalists and their parents to impart all important information about CWSF, registration, rules, judging, schedule, timelines and the activities.
2. Delegates, parents and Finalists are to follow all rules and expectations of the Canada-wide Science Fair and the delegates will share this with the finalists.
3. The Delegates in coordination with YSC shall designate the mode of travel to CWSF and coordinate any travel arrangements with the finalists and the parents.

5.3. The Organizing Committee shall invite the School Boards within its affiliated region to provide board Curriculum Coordinators (or equivalent role) to participate in the Organizing Committee meetings and other activities as liaisons.

5.4. Individuals may hold more than one voting position on the Organizing Committee, but may exercise only one vote. 5.5. The Organizing Committee shall exercise control over all matters pertaining to the management of the Quinte Regional Science and Technology Fair.

5.6. The Organizing Committee will be bound by the Policies and Procedures which may be amended at any time.

5.7. The Organizing Committee quorum must be at least 5 voting members.

5.8. Motions will be passed by a majority vote of the Organizing Committee members present.

5.9. The Organizing Committee jobs shall be elected on an annual basis to oversee the functions of QRSTF

5.10. An annual general meeting held in September will include elections if needed. Notice of the annual general meeting will be given to all Volunteers for whom contact information is available four weeks before the meeting.

5.11, If necessary, amendments may be done by email, conference call, or video conference but still require a majority of the quorum to pass.

5.12 Meetings shall follow proper rules of order.

5.13 A Year End Meeting will be held in June to evaluate all aspects of the fair and to propose improvements. Topics are to include:

- Treasurer's Report
- Regional Fair Attendance with a breakdown of participation by and board.
- Judging – numbers, concerns
- Sponsorships and Awards
- Canada Wide Science Fair Results
- Policy Amendments

5.14 The official logos of the Quinte Regional Science and Expo-sciences regionale de Quinte

5.15 "Proxy voting is when a member who can't attend a meeting lets the nonprofit know that someone else will go to the meeting and vote instead of them. The person who votes on behalf of the member is called a proxy holder."

 5.15.1 No one can vote on behalf of a director who isn't at a board meeting. 5.15.2 There must be a quorum at the meeting before proxy voting will be accepted 5.15.3 Board meetings can be online, in-person or by phone.

 5.15.4 A person who is appointed as a proxyholder shall attend in person, or cause an alternate proxyholder to attend, the meeting in respect of which the proxy is given and shall comply with the directions of the member who appointed the person.

 5.15.5 A proxyholder or an alternate proxyholder has the same rights as the member who appointed him or her to speak at a meeting of the members in respect of any matter, to vote by way of ballot at the meeting and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one member, to vote at the meeting in respect of any matter by way of a show of hands

 5.15.6 A proxyholder must be a member of QRSTF

 5.15.7 All motions will be sent out in advance in the form of an agenda

 5.15.8 To do a proxy vote a proxy form must be filled out.

 (Appendix)

5.16 Special Resolution: A Special Resolution means a resolution that, is submitted to a special meeting of the members of a corporation duly called for the purpose of considering the resolution and passed at the meeting with or without amendment, by at least two-

thirds of the votes cast or consented to by each member of the corporation entitled to vote at a meeting of the corporation. There shall be a quorum for the resolution to be tabled.

5.17 A meeting must be called if there is 10% of its membership that demand a meeting. This must be done in writing.

5.18 All agenda and minutes from meetings including subcommittee meeting minutes are to be made available to the director of the charity's address.

6.0 Elections and Appointments:

6.1 There shall be appointed a Chairperson and two Scrutineers from the Organizing Committee

6.2 Nomination - Nominations for the election of Officers and Directors (3) shall occur at the September annual meeting. Any member may be nominated by a member with the support of at least one other member of the committee. The nominee must be willing to accept the nomination.

6.3 Election - The election of Officers and Directors shall be done by those members present and eligible to vote. The vote shall be done by secret ballot.

6.4 Decision - The nominee receiving the greatest number of votes for a vacant position shall be declared elected. A nominee shall be acclaimed if there is only one nomination.

6.5 Terms - The Terms of the positions shall be in accordance with the following:

    6.5.1 Directors and Officer Positions may hold office for a term of three years and shall hold office until their successors have

been duly elected in accordance with these Bylaws, unless they resign, are removed from or vacate their office.

6.5.2 Directors and Officers may seek re-election at the end of their term

6.5.3 Vacancy - Where a position becomes vacant for whatever reason, the Organizing Committee may appoint a qualified individual to fill the vacancy until such time as a member is elected in accordance with this document. To be appointed, one must be nominated by a member with the support of at least one other member. This nomination must be presented as a motion and approved by a majority of the Organizing Committee.

6.5.4 All directors must sign a consent form stating that they are willing to do their duties on the board and follow the policies and procedures as described in this document.

7.0 Resignation and Removal of Directors or Officers

7.1 A Director or Officer may resign for any reason (death, found by a court to be of unsound mind, conflict of interest or personal reasons) from the Organizing Committee at any time by presenting a notice of resignation to the Organizing Committee. This resignation shall become effective on the date the Committee accepts the request.

7.2 Where a Director or Officer is subject to a disciplinary investigation or action of the committee resigns, that person shall nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation by outside agencies.

7.3 Removal - A Director or Officer may be removed by Special Resolution of the Organizing Committee or by Special Resolution of the Members in a meeting, provided that person has been given notice

of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to a vote.

7.4 There must be a 15-day period of notification of termination or removal.

8.0 Head Office:

8.1 The head office of the Q.R.S.T.F. shall be located at the following address - @QRSTF 9 Carmen Ave. Belleville, Ont. K8P 3A4

9.0 Financial

9.1. The business of QRSTF shall be carried out without purpose of gain for its members. Any profits or other accretions to QRSTF shall be used only to promote its objectives.

9.2. The Directors of the QRSTF shall serve without remuneration, and no Director shall directly or indirectly receive any profit from his or her position; however, a Director may be reimbursed for reasonable expenses incurred by him or her in the performance of his or her duties in accordance with the QRSTF's policy relating to reimbursement of expenses.

9.3. QRSTF net revenues, materials or the proceeds or interest thereon may be disbursed, at the entire discretion of the Organizing Committee, to fulfill the objectives of QRSTF

9.4. The Organizing Committee shall prepare an annual budget each year to establish reasonable cost expectations of the various activities of QRSTF and guide QRSTF fund-raising activities. This budget shall be periodically updated during the year to ensure costs of activities remain consistent with fund raising.

9.5. The QRSTF Fiscal Year shall be from September I to August 31.

9.6. The Organizing Committee shall arrange after the end of each year for a Review of the financial records of QRSTF by a suitably qualified individual, and submission of required government forms within six months of the fiscal year end.

9.7 All monies will go through the treasurer and any request must be voted upon by the Organizing Committee.

9.8 All cheques issued by the QRSTF must have 2 co-signers. There should be 3 signators in the event that one is unavailable due to unforeseen circumstances.

9.9 Only the Treasurer may give a charitable receipt and is responsible for their tracking. 9.10 The Treasurer is responsible for all cheques, receipt material, bank account and records of all finances and all transactions are accounted for. All signators are aware of all monies.

9.11 If a sponsor requests a financial statement, it is the responsibility of the treasurer to create a report detailing where all the money in the account at that time is allocated.

9.12 The treasurer will present the monthly financial report at each monthly meeting.

9.13 The Chair or Co-chairs will have access to the account to assure all assets and reports are accurate.

9.14 An Extraordinary Resolution will be held each year which will be voted on by the directors and members such that an audit can be waved. This does not mean that the organization cannot get a yearly audit. The vote must have an 80% approval rating to be ratified.

9.15 Review Engagement can be performed by an accountant. This is a less extensive audit. This too can be waived if done through an Extraordinary Resolution.

The Quinte Regional Science and Technology Fair

10.0 QRSTF Sponsorship Structure

10.1 **Iron** - **$20 - $499 Level**
- Fair Sponsor – donation noted on website.
- Funds are only used for defraying fair expenses. E.g., plaques and medals, awards, certificates, printing costs, Volunteer breakfast, office supplies etc.…)

10.2 **Bronze** - **$500 Level**
- Could sponsor one of two (Junior or Senior) Best of Fair awards (First come first serve). Subsequent sponsors will sponsor a Best in Grade award or a specific specialty award.
- Participant(s) who win(s) the Best in Fair award will receive a minimum amount of $100 per project and an engraved plaque.
- A minimum amount of $100 of the $500 will be given to the participant(s)
(Minimum of $50 per participant if project is completed by two students) who win(s) the Best in Fair award.
- Will be invited to the QRSTF to present the Best in Fair awards, Best in Grade awards, or present a specialty award.
- Will be recognized in the QRSTF awards program, well as on the QRSTF website.

10.3 **Silver** - **$1000 Level**
- Will sponsor an Entire Grade of awards or a specific specialty award.

The Quinte Regional Science and Technology Fair

- The $1000 will cover all costs of the award(s) (E.g., printing of certificate(s),
engraving of the medal(s).
- Will be invited to the QRTSF, and asked to present the Best in Group awards, or a specialty award.
- Will be recognized in the QRSTF awards program at a more prominent level, as well as on the QRSTF website.

10.4 **Gold** - **$2500 Level**

- Will sponsor a CWSF participant, this will include the partial cost of sending up to two adult delegates to the CWSF, or a specific specialty award. • The $2500 will cover all costs of the award(s) (E.g., printing of certificate(s), engraving of the medal(s). • Will be invited to the QRSTF, and asked to present a CWSF participant with their award, or present a specialty award.
- Will be recognized in the QRSTF awards program at a more prominent level, as well as on the QRSTF website.
- The sponsors logo on our letter footer

10.5 **Platinum** - **$5000 Level**

- Will sponsor two CWSF participants, this will include the partial cost of sending up to two adult delegates to the CWSF, or a specific specialty award.
- The $5000 will cover all costs of the award(s) (E.g., printing of certificate(s), engraving of the medal(s).
- Will have their logo printed on all QRSTF certificates for all participants.

• Will be invited to the QRSTF, and asked to present a CWSF participant with their award, or present a specialty award.

• Will be recognized on the back cover of the QRSTF awards program at the most prominent level, as well as the QRSTF website

Note: Awards already sponsored prior to January 2013 will remain in our awards list and continue to be funded at their specified sponsorship level until such time as they cease to exist.

Note: Any new award sponsors will only be accepted based on the Policies and Procedures QRSTF Sponsorship Structure guidelines adopted March 2014.

Level	$	Recognition				
Iron	20-499	Logo on website	Named in awards program			
Bronze	500	Logo on website	Logo in Awards program	Sponsor a best in grade award	Presents at awards ceremony	
Silver	1000	Logo on website	Logo in Awards program	Sponsor a best in fair award	Presents to a group at awards ceremony	
Gold	2500	Big logo on website	Prominent logo in Awards Program	Sponsor a Canada Wide candidate	Presents a prestigious CWSF award	Logos on letterheads
Platin um	5000	Big Logo on website	Logo on back of Awards Program	Sponsor 2 CWSF candidates	Presents a Grand Award	Logos on letterheads & certificates

11.0 Amending the Policies and Procedures document

11.1. This Policies and Procedures document may be amended as needed by the Organizing Committee, by a two-thirds majority vote. The quorum for the vote will be five committee members.

11.2. The voting members will be provided copies of the proposed amended Policies and Procedures document as well as proposed current Policies and Procedures document two weeks in advance of the vote.

12.0 Dissolution of the Quinte Regional Science Fair

12.1. Should QRSTF decide to dissolve itself, the net proceeds and net capital and other monies or materials shall be handed over at the discretion of the Organizing Committee to an organization with like-minded objectives within the Hastings-Prince Edward Region, a charity with similar goals within the Hastings-Prince Edward Region, Ontario Government or failing that, within the Province of Ontario, within one year.

13.0 Volunteer Training Program

13.1 The QRSTF gains and loses committee members and Judges annually. The training of the new volunteers is an essential part of the daily business of the committee The training of science fair judges is an ongoing effort as the rules/rubric and Youth Science Foundation requirements evolve.

13.2 New Organizing Committee members will be placed on subcommittees with experienced members who will mentor the new members. Records will be kept that may assist future members with their duties on their respective subcommittees. 1

3.3 New organizational committee members will be given a copy of this document. They will review the document and will follow policy during the execution of their duties.

13.4 The QRSTF will hold at least one judges training session a year. Each session will be held prior to the commencement of the Regional Fair.

14. Volunteer Evaluation – Code of Conduct

14.1 The QRSTF will evaluate the effectiveness of its volunteers, subcommittees and judges on an annual basis. The evaluation will assist in improving the Regional Fair and the image of the QRSTF.

    14.1.1 The evaluation of the individual volunteers will be made by the Committee. Positive reinforcement will be used to assist any volunteers who require help in completing his or her duties.

    14.1.2 The evaluation of the judges will be made by the Judge's chair. The Chair of the QRSTF is responsible to bring to the attention of any judge where a problem exists or the judge fails to properly carry out the duties of judging as outlined in the training sessions.

14.2 CODE OF CONDUCT OF VOLUNTEERS:

Volunteers are expected to present themselves in a supportive and caring manner. They are expected to have a positive impact on the students at the Regional Fair. Behaviour that is contrary to these principles may be grounds for review by the Committee and possible dismissal from the QRSTF.

14.3 CODE OF CONDUCT OF JUDGES:

Judges are expected to render their decisions without bias or prejudice. Judges are to be supportive of the students and to leave

the students with a positive attitude to the judging process and science fair overall. Bias or undue harshness may result in judges being dismissed from the judging panel. The Organizing Committee will review all complaints about the judges and their judging process. The Chair, may immediately dismiss a judge at any time for a violation of this policy.

15.0 Conflict of Interest

15.1 The QRSTF members are required to report any conflict of interest to the Chair and/or to the Treasurer of the Fair. The QRSTF must not only be in good standing with the community but must also appear to be in good standing. Conflicts of interest must be declared to avoid an appearance that would bring the QRSTF's image into disrepute. This also includes all conflicts and/or appearances of conflict involving the Canada-wide Science Fair.

15.2 When the Treasurer receives notice of a conflict of interest from a volunteer or Committee member, the Treasurer will as soon as possible report the conflict to the Chair. 15.3 When a member of the QRSTF finds himself or herself in a conflict of interest, that person shall declare the conflict and remove himself or herself from the meeting or situation, as the case may be.

15.4 Conflicts of interest that are monetary in nature should be reported to the Treasurer for consultation as well as the Chair.

15.5 Judges are required to inform the judging chair of any possible conflicts of interest where their immediate families/ friends or students are involved

The Quinte Regional Science and Technology Fair

16.0: Delegate Selection for Canada Wide Science Fair (CWSF)

16.1 One or two delegates will be selected to accompany winners to the CWSF. The number of delegates depends on the number of finalists sent to the CWSF. This opportunity will first be presented to members of the committee. If less than the number of committee members needed step forward, then a non-member will be sought.

16.2 Delegate candidates will all meet the following criteria:

• Obtain an up-to-date Police Record Check (PRC) and VSS (Vulnerable Sector Screening)

• Delegates who have not attended a CWSF will supply a letter outlining their experiences, which make them suitable for this role.

• Delegates who have not attended a CWSF will provide two references. The Chairs will vet the references.

• No less than two members of the board will interview delegates who have not attended a CWSF.

• Delegates who have never attended a Canada-wide Science Fair will be paired with an experienced delegate and that if only one is sent to the Canada-wide science Fair it is an experienced delegate or one that has been mentored by an experienced delegate before attending the CWSF.

16.3 The Regional Coordinator, along with the co-chairs will decide on delegates for the CWSF.

16.4 Delegates will follow all policies and guidelines put forth by YSC and QRSTF

17.0 Responsibilities of a Delegate

The Quinte Regional Science and Technology Fair

17.1 All Delegates must follow the Code of Conduct of CWSF

17.101 "Delegates should meet with parents and finalists (5 to 6 times) prior to the CWSF, either in person or virtually, to get to know each other, distribute CWSF information from YSC, and review expectations and responsibilities included in the CWSF Finalist and Delegate Guides. All dates and deadlines must be communicated, and finalists should be told what to expect at the CWSF as well as for travel to and from the event. For many finalists, it will be their first time travelling without parents, so it is important to provide clear instructions on travel identification requirements, packing limits, where the group will meet in the airport, how to go through security, etc…" (YSC Documents)

17.102 Delegates will during the preparation for CWSF, mentor students or provide mentors to improve their project to be ready for CWSF. The delegate will keep in constant contact with parents and participants to keep them informed and to help them through the process.

17.103 Delegates during the preparation for CWSF should prepare slideshows/Powerpoint that show what preparations are needed for CWSF:

• **Tickets** • **Money** • **project dimensions** • **judging** • **documents for CWSF** • **code of conduct**	• **clothes** • **project sheet preparations** • **lamination of project sheets** • **Judging sheets** • **Documents on the portal**

The Quinte Regional Science and Technology Fair

- timelines
- CWSF website
- luggage requirements and restrictions
- roommates
- biography requirements
- project safety
- identification to take with you
- collect pins for the students to trade
- project tubes for the posters
- Schedule for the week
- Extra Activities that are possible
- judging schedule
- student presentations to judges (amount of time for each)
- obtain all emails for students, parents and teachers so that you can send a newsletter each day to them so that they are kept informed.
- if a water bottle is to be brought or if they are providing one)
- Laptop to create newsletter.
- use of the portal
- ethics
- QRSTF website for CWSF participants
- cell phones
- emergency contacts
- abstract requirements
- backing up of all data
- Use of AI
- confirmation of tickets and exact names
- proper attire for awards and judging
- what goes in check-in and what can go in carry-on
- judging form
- weather
- record all electronic serial numbers for safety
- all forms they need to take with them
- prepare travelling arrangements if necessary to airport
- Camera or phone to take pictures during the trip for the newsletter.

- <u>This is not a complete list but may be amended to allow additional items.</u>

- Documents portal: <u>https://youthscience.public.doctract.com/</u>

The Quinte Regional Science and Technology Fair

This will allow you to find any documents for safety/ethics, project requirements, etc…

17.104 Delegates will produce a newsletter daily during CWSF that informs parents, teachers and QRSTF committee of the status of participants, general information and important information.

17.105 Delegates must collect all forms on time and have all projects ready for display at CWSF and they must conform to CWSF requirements.

17.106 Delegates will work closely with the Regional Coordinator so that all timelines, and information is shared.

17.107 Delegates will make sure that the finalists will at all times dress appropriately for all events at CWSF.

17.2 Delegates will make appropriate decisions in emergency situations to enhance the safety, health and well-being of youth program. They must make parents aware of any emergency situations by phone (not email or twitter). Also, the QRSTF committee will be made aware of the situation ASAP so that may deal with any concerns.

17.3 All youth will be supervised by at least one delegate at all times. Delegates will deal with any inappropriate behavior and take appropriate actions according to CWSF policy. The QRSTF committee will be made aware of the situation ASAP so that they may deal with any concerns. The youth's parents will be contacted and made aware of the situation. (CWSF has the final decision)

17.4 Parent/Guardians of youth members sent home early due to misconduct will be responsible for the youth's transportation, including bus/train/plane fare and all other fares and expenses associated with the youth's return home.

17.5 All delegates must act in a professional manner at all times

The Quinte Regional Science and Technology Fair

17.6 Delegates will keep parents, teachers, and committee members apprised of events at the fair by using the email, Twitter(X), Facebook, Instagram or Threads page.

17.7 Delegates must attend all CWSF approved activities as per CWSF policy unless there are extenuating circumstances.

17.8 Delegates and participants will dress appropriately in accordance with the established dress code provided by CWSF. Delegates will use good judgment in selecting clothing appropriate for weather and occasion. Clothing that is revealing or with obscene language/pictures or with drug, tobacco or alcohol advertising is never allowed. Delegates and participants will wear their security name-tag to all CWSF activities unless removal is specified.

17.9 All images/movies etc... where appropriate will be made available for the parents to view and for the QRSTF committee to use for social media or public relations. This is in alignment with the agreement signed at the QRSTF level so that we may promote the fair and keep the QRSTF committee and parents aware of events at the Canada-wide Science Fair.

17.10 All delegates will keep track of all necessary expenses up and above what the CWSF provides so that they may be reimbursed.

17.11 That all students participate in a thank you card campaign to all sponsors while at the CWSF

17.12 Delegates shall read over all important documents pertaining to CWSF (Parents Guide, Finalists Guide, Delegate Guide and any other document that may aid in the success/ care of the finalists)

17.3 Delegates will share the QRSTF's "CWSF Parent Document" with all finalist's parents.

18.0 Selection of Participants to the Canada-wide Science Fair

18.0 Selection of Participants to the Canada Wide Science Fair:

18.1 **Eligibility**. Students from grades 7 to 12 are eligible for to be selected for the CWSF. Three students will be selected from the top ranked projects will be given the opportunity to represent our region at the CWSF.

18.1.1 All Finalists must be from the Quinte area or go to a school in the Quinte area.

18.2 **General Criteria**

18.2.1 The project must be of high caliber, and be full of originality and scientific merit. 18.2.2 The project must contain quantitative and qualitative measurements to support their conclusions.

18.2.3 The students should demonstrate contextual awareness – how the project relates to real world concerns.

18.2.4 The student should be able to provide a very clear oral presentation and be able to field questions regarding their work with confidence. The presentation should convince the judges that the project has been completed with results that pertain to the question asked.

18.2.5 If the project requires more data to be competitive at the national level, a verbal promise from the winner is accepted and followed through until completion of the project. The winner will have all requirements completed and handed in by April 20th. Inability to complete the project will mean that another project will attend in its place.

The Quinte Regional Science and Technology Fair

18.2.6 If the student has received help from any institution, the judges have the right to further investigate whether the student's work is their own and whether the student's work is original.

18.3 **Judging Procedure**

18.3.1 The selection of the top projects from the Quinte Regional Science and Technology Fair for participation in the Canada-wide Science Fair (CWSF), will be made by the Canada Wide Science Fair Judging Group in collaboration with the Chief Judge. The judges who will be part of the CWSF Judging Group will be chosen by the Judges Chair in advance of the Regional Fair and will be made known to all judges before the Fair begins.

18.3.2 The CWSF Judging Group will be given a list of potential Canada-wide Science Fair projects by the Chief Judge, their inspecting of the student's projects, consultation with the QRSTF committee or from discussion with judging teams. The list will identify projects that are considered to be of a high enough caliber to attend the Canada-wide Science Fair and who fall within the criteria found on the CWSF judging form. This determination will be based on project standings and marks resulting from the normal judging process during the Fair. Marks considered acceptable to attend the CWSF should be over 80%.

18.3.3 The CWSF judging group will collectively go to each project and ask the participants to give them a presentation on their project. Based on the presentations and further deliberation, the CWSF Judging Group will decide on the merits of each project and its potential for success at the Canada-wide Science Fair. The CWSF Judging Group will then provide the Chief

Judge with its decision on the ranking of these projects in terms of their suitability to attend the Canada-wide Science Fair. The Group's decision shall be based on the presentation capabilities of the participants, project content, project summary, and general overall merit of the project.

18.3.4 The top projects, which will in total involve three to five participants, and will be chosen to go to the Canada-wide Science Fair. The limit of three CWSF participants from the Quinte Regional Science and Technology Fair, could represent two to three projects, depending on how many participants are involved in each project. The selection of five participants could include any combination up to a total of five. (e.g., 2 projects with partners and one single entry)

18.3.5 Two backup projects will be identified in case the participants of one of the selected projects announce that they are not able go to the Canada Wide Science Fair after the selection has been made public. (a Single and a paired project). The identity of the backup projects will be known by the Chief Judge and the Regional Science Fair Committee Chairperson, but will not be revealed unless required.

19.0 Artificial Intelligence Ethics Policy

Artificial Intelligence:

Artificial intelligence (AI) is a branch of computer science that aims to create intelligent machines capable of simulating human-like behavior and decision-making processes. AI systems are designed to analyze vast amounts of data, make predictions, and adapt to changing circumstances. AI is applied in many sectors including healthcare, finance, transportation, and entertainment. A well-known AI app is Chat GTP. It is designed to answer questions and generate essays. Ethical concerns arise when the AI program produces essays that are claimed to be the original work of a person.

Citation, Verification and Use AI is an important resource. The use of an AI to generate background material is valid. **How and where in the project it is used must be acknowledged.** It is wise to double check the AI conclusions. The answers provided by AI are only as good as the data the AI program had access to. The old computer adage still applies – "Garbage in = garbage out."

Always start with clear, precise questions. Refine your questions to where you want the AI to specifically target. Remember though the AI is not a replacement for your own critical thinking or good research. **Your questions and search criteria should be recorded in your log book.**

Mentoring

The Quinte Regional Science and Technology Fair

It is advisable to seek a mentor when working with AI; e.g. parent, teacher and professional in the field of your research.

Some Uses of AI

Idea generation:

- Sparks for brainstorming ideas **https://mystemspace.ca/spark/**
- Brainstorming
- Refining of an idea
- Research questions, hypothesis or experiment designs
- Expand on your idea for a science fair project, e.g identify variables worth testing

Research:

- Research on your chosen topic
- Background information
- Places to look for more information
- Analysis of data (techniques, statistics, graphical representations)

Presentation

- AI can create suggestions on how to present your project and help with a script

FAQ

1. WHY IS IT NECESSARY TO HAVE AN ARTIFICIAL INTELLIGENCE POLICY SPECIFICALLY FOR SCIENCE FAIRS?

An artificial intelligence policy for science fairs is crucial because it helps address the unique challenges and ethical considerations posed by AI projects in the context of student-

led scientific inquiry. It ensures that students have clear guidelines and support to navigate the complexities of AI, promotes fairness and transparency in project evaluation, and fosters a responsible and inclusive approach to AI integration in science fairs.

2. WHAT ARE SOME KEY COMPONENTS OF AN EFFECTIVE ARTIFICIAL INTELLIGENCE POLICY?

Key components of an effective artificial intelligence policy include clear guidelines and objectives, defining the scope of AI projects in science fairs, and addressing data privacy and security concerns. Additionally, promoting ethical decision-making, mitigating bias in AI algorithms, and ensuring consent and privacy protection in AI data collection are essential elements of a comprehensive policy framework.

3. HOW CAN EDUCATORS AND STUDENTS BE SUPPORTED IN INCORPORATING ARTIFICIAL INTELLIGENCE INTO THEIR SCIENCE FAIR PROJECTS?

Educators and students can be supported in incorporating artificial intelligence by providing training and professional development opportunities, offering accessible tools and platforms for AI integration, and fostering mentorship and guidance. Collaboration with industry experts and establishing partnerships between schools, organizations, and institutions can also provide valuable support and resources for educators and students venturing into AI-driven science fair projects.

Additional Resources:

AI Sites:

Chat GPT https://chat.openai.com/auth/login

Khan Academy's https://www.khanacademy.org/khan-labs BARD

https://bard.google.com

Tinywow Search Tools - TinyWow 100% [FREE] AI Writer |

ToolBaz.com

Background

AI vs. Machine Learning vs. Deep Learning vs. Neural Networks:
What's the difference?

Video: How Large Language Models Work

Harvard Business School: Student Use Cases for AI

ChatGPT: An Introduction for Educators

Statement from the International Baccalaureate about Artificial
Intelligence in Education

Ethical AI for Teaching and Learning

Shedding light on AI Bias with Real World Examples

How to Cite AI Use

Project Judging Form
Canada-Wide Science Fair

Youth Science Canada
Sciences Jeunesse Canada

Use the rubric on the back to assign a Level to Parts A, B, and C for the project. In addition to the Level, please enter a rating from 0 to 9 that reflects the quality of the project and its strength relative to other projects you have assigned the same level.

PART A: SCIENTIFIC THOUGHT

Level (1-4)	Rating (0-9)

PART B: ORIGINALITY & CREATIVITY

Level (1-4)	Rating (0-9)

PART C: COMMUNICATION

Level (1-4)	Rating (0-9)

JUDGING NOTES

FEEDBACK FOR THE FINALIST(S)

Strengths

Recommendations

Judge's Name (Please print.)	Judge's Signature

RSTF
QUINTE REGIONAL
SCIENCE & TECHNOLOGY FAIR

ESRQ
Expo-sciences
régionale de Quinte

The Quinte Regional Science and Technology Fair

**Project Judging Form
Canada-Wide Science Fair**

Youth Science Canada
Sciences Jeunesse Canada

Use this rubric to assign a Level to Parts A, B, and C for the project. In addition to the Level, please enter a rating from 0 to 9 that reflects the quality of the project and its strength relative to other projects you have assigned the same level.

PART A: SCIENTIFIC THOUGHT

Experiment	Innovation	Study
Undertake an investigation to test a scientific hypothesis by the experimental method. At least one independent variable is manipulated; other variables are controlled.	Develop and evaluate new devices, models, theorems, physical theories, techniques, or methods in technology, engineering, computing, natural science, or social science.	Analysis of, and possibly collections of, data using accepted methodologies from the natural, social, biological, or health sciences. Includes studies involving human subjects, biology field studies, data mining, observation and pattern recognition in physical and/or socio-behavioural data.

LEVEL 1

Replicate a known experiment to confirm previous findings.	Build a model or device to duplicate existing technology or to demonstrate a well-known physical theory or social/behavioural intervention.	Existing published material is presented, unaccompanied by any analysis.

LEVEL 2

Extend a known experiment with modest improvements to the procedures, data gathering and possible applications.	Improve or demonstrate new applications for existing technological systems, social or behavioural interventions, existing physical theories or equipment, and justify them.	Existing published material is presented, accompanied by some modest analysis and/or a rudimentary study is undertaken that yields limited data that cannot support an analysis leading to meaningful results.

LEVEL 3

Devise and carry out an original experiment. Identify the significant variables and attempt to control them. Analyse the results using appropriate arithmetic, graphical or statistical methods.	Design and build innovative technology; or provide adaptations to existing technology or to social or behavioural interventions; extend or create new physical theory. Human benefit, advancement of knowledge, and/or economic applications should be evident.	The study is based on systematic observations and a literature search. **Quantitative studies** should include appropriate analysis of some significant variable(s) using arithmetic, statistical, or graphical methods. **Qualitative and/or mixed methods studies** should include a detailed description of the procedures and/or techniques applied to gather and/or analyse the data (e.g. interviewing, observational fieldwork, constant comparative method, content analysis).

LEVEL 4

Devise and carry out original experimental research in which most significant variables are identified and controlled. The data analysis is thorough and complete.	Integrate several technologies, inventions, social/behavioural interventions or design and construct an innovative application that will have human and/or commercial benefit.	The study correlates information from a variety of peer-reviewed publications and from systematic observations, and reveals significant new information, or original solutions to problems. Same criteria for analysis of significant variables and/or description of procedures/techniques as for Level 3.

PART B: ORIGINALITY & CREATIVITY

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
The project design is simple with little evidence of student imagination. It can be found in books or magazines.	The project design is simple with some evidence of student imagination. It uses common resources or equipment. The topic is a current or common one.	This imaginative project makes creative use of the available resources. It is well thought out, and some aspects are above average.	This highly original project demonstrates a novel approach. It shows resourcefulness and creativity in the design, use of equipment, construction and/or the analysis.

PART C: COMMUNICATION

The level is based on four elements: visual display, oral presentation, project report with background research, and logbook.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Most or all of the four elements are simple, unsubstantial or incomplete. There is little evidence of attention to effective communication. In a pair project, one member may have dominated the presentation.	Some of the four elements are simple, unsubstantial or incomplete, but there is evidence of student attention to communication. In a pair project, one member may have made a stronger contribution to the presentation.	All four elements are complete and demonstrate attention to detail and substance. The communication components are each well thought out and executed. In a pair project, both members made an equitable contribution to the presentation.	All four elements are complete and exceed reasonable expectations of a student at this age/grade. The visual display is logical and self-explanatory, and the exhibit is attractive and well-presented. The project report and logbook are informative, clearly written, and the bibliography extends beyond web-based articles. The oral presentation is clear, logical, and enthusiastic. In a group project, both members contributed equitably and effectively to the presentation.

The Quinte Regional Science and Technology Fair

CWSF: http://cwsf.youthscience.ca/fairs/current

QRSTF

Website, WWW.qrstf.ca

Facebook, https://www.facebook.com/QRSTF/

Youtube, https://www.youtube.com/user/QRSTF

Twitter www.twitter.com/qrstf

Theads: https://www.threads.net/@qrstf

CWSF/YSC

Website, (YSC) https://youthscience.ca/

Website, (CWSF) http://cwsf.youthscience.ca/

Facebook, https://www.facebook.com/ysc.sjc

Youtube, https://www.youtube.com/user/YOUTHSCIENCECANADA

Twitter https://twitter.com/YouthScienceCan

20.0 Signatories

This document shall be effective starting on _____

Signatures and Date Signed:

Director: _____ _____

Treasurer: _____

Secretary: _____

Directors and Members for 2026-2026

Chair: _____

Chair: _____

Directors:

Director: _____Role: _____

Director: _____Role: _____

Director: _____Role: _____

Director: _____Role: _____

Director: _____Role: _____

Director: _____Role: _____

Director: _____Role: _____

Members:

Member: _____ Role: _____

Member: _____ Role: _____

Member: _____ Role: _____

Member: _____ Role: _____

Member: _____ Role: _____

Member: _____ Role: _____

Member: _____ Role: _____

The Quinte Regional Science and Technology Fair

Instructions for Completing the Consent to Act as First Director

This form must be completed if the director is not an incorporator and therefore not signing the articles of incorporation filed under the *Business Corporations Act* (BCA) or the *Not-for-Profit Corporations Act, 2010* (NFPCA).

Indicate in the form the full name of the director who is not an incorporator, the address for service of the director and the proposed corporation name. If you chose to be assigned a number name instead of a proposed name, you may indicate in the field provided for the corporation's name: "The corporation has requested that it be assigned a number name."

Ensure that the director sign the form in the space provided and retain this at the corporation's registered office address. Do not submit this form. Be prepared to provide it in accordance with any notice from the ministry.

I,

(Full Name)

address for service

(Street Number and Name, Unit Number, City/Town,
Province, Postal Code, Country)

hereby consent to act as a first director of

(Name of Corporation)

_____

(Signature of the
Consenting Person)

PROXY VOTING FORM

Quinte Regional Science and Technology Fair

By way of this proxy, please allow _____, a
                                    (Name)

member in good standing of the QRSTF Board,

to vote on my behalf at the _____ meeting
                            (Date)

of the ( )Board ( ) Committee.
       (Please check one.)

Note: In the event the Board member whom I give my proxy is not in attendance, I authorize my proxy be given to another Board member.

Print name _____

Signature _____

Date   _____

FAX /MAIL/Email PROXY FORM TO THE MEMBER OF YOUR CHOICE. PROXY MUST BE IN HAND AT THE MEETING DESIGNATED ABOVE IN ORDER FOR VOTE TO BE VALID.

The Quinte Regional Science and Technology Fair

Judging Form

Project Number_____   Project Title_____

Part A: Scientific Thinking	Mark:_____ / 50	
Experiment	**Innovation**	**Study**
Level 1 Mark Range 26 to 30		
Duplicate a known experiment to confirm previous findings	Build models (devices) to duplicate existing technology.	Study existing printed material related to the basic issue.
Level 2 Mark Range 31 to 35		
Extend a known experiment through modification of procedures, data gathering, and application.	Make improvements to or demonstrate new applications for existing technological systems or equipment and justify them.	Study material collected through a compilation of existing data and through personal observations. Display attempts to address a specific issue.
Level 3 Mark Range 36 to 41		
Devise and carry out an original experiment. Identify and control some of the significant variables. Carry out an analysis using graphs or simple statistics.	Design and build innovative technology or provide adaptations to existing technology that will have human benefit and/or economic applications.	Carry out a study based on observations and literary research illustrating various options for dealing with a relevant issue. Include appropriate analysis (arithmetic, statistical, or graphical) of some significant variable(s).
Level 4 Mark Range 42 to 50		
Devise and carry out original experimental research which attempts to control or investigate most significant variables. Include statistical analysis in the treatment of data.	Integrate several technologies, inventions or designs and construct an innovative technological system that will have human and/or commercial benefit.	Correlate information from a variety of significant sources which may illustrate cause and effect or original solutions to current problems through synthesis. Identify significant variable(s) with an in-depth statistical analysis of data.

Part B: Creativity and Originality		Mark:_____ / 20	
Level 1 (10 to 11)	**Level 2 (12 to 14)**	**Level 3 (14 to 15)**	**Level 4 (16 to 20)**
Simple design with little student input. A textbook /internet type project.	Some creativity in a project of fair to good design. Topic is a common one.	Imaginative project, well thought out. Some creativity in design or use of materials.	Highly original approach, showing much resourcefulness and creativity in design use of equipment or analysis.

Part C: Communication		Total Mark:_____ / 30	
The level is based on four elements: visual display, oral presentation, project report with background research and logbook.			
Level 1 (15 to 17)	**Level 2 (18 to 20)**	**Level 3 (21 to 24)**	**Level 4 (25 to 30)**
Most or all of the four elements are simple or incomplete. There is little evidence of attention to effective communication. In a pair project, one member may have dominated the presentation.	Some of the four elements are simple, or incomplete, but there is evidence of student attention to communication. In a pair project, one member may have made a stronger contribution to the presentation.	All four elements are complete and demonstrate attention to detail. The communication components are each well thought out and executed. In a pair project, both members made an equitable contribution to the presentation.	All 4 elements are complete and exceed age/grade expectations. The visual display is logical and well presented. The project report and logbook are informative and clearly written. The bibliography goes beyond web-based articles. The oral presentation is clear, logical, enthusiastic and contributed to equally in a pair project.

Submit Judging Forms to the Main Desk in the Judges' Headquarters after completing your ranking. *These forms are not to be given to students.* To provide feedback to students use the Project Feedback form.

Total Score:_____/100

Formulaire d'évaluation

Numéro de projet_____   Titre du projet_____

Partie A: Pensée scientifique	Note: _____ / 50	
Expérience	**Innovation**	**Étude**
Niveau 1 (Note de 26 à 30)		
Reproduire une expérience connue pour confirmer les résultats précédents	Construire des appareils scientifiques pour reproduire une technologie existante	Étudier des matériaux imprimés existants liés à un problème connu.
Niveau 2 (Note de 31 à 35)		
Reproduire une expérience connue en modifiant les procédures, la collecte de donnée et l'application.	Améliorez ou démontrez de nouvelles applications pour des systèmes ou équipements technologiques existants et les justifier.	Étudiez le matériel recueilli grâce à la compilation de données existantes et à des observations personnelles. Tente de résoudre un problème spécifique.
Niveau 3 (Note de 36 à 41)		
Réalisez une expérience originale. Identifiez certaines des variables significatives et les contrôler. Effectuer une analyse à l'aide de graphiques ou de statistiques simples.	Concevoir et construire des technologies innovantes ou apporter des adaptations aux technologies existantes qui auront des avantages humains et / ou des applications économiques.	Réaliser une étude basée sur des observations et une recherche littéraire illustrant diverses options pour traiter un problème pertinent. Inclure l'analyse appropriée (arithmétique, statistique ou graphique) de certaines variables importantes.
Niveau 4 (Note de 42 à 50)		
Concevez et menez des recherches expérimentales originales qui tentent de contrôler les variables les plus significatives. Inclure une analyse statistique dans le traitement des données.	Intégrez plusieurs technologies, inventions ou conceptions et construisez un système technologique innovant présentant des avantages humains et / ou commerciaux	Corréler les informations provenant de diverses sources significatives pouvant illustrer les causes et les effets ou les solutions originales aux problèmes actuels. Identifiez les variables significatives grâce à une analyse statistique approfondie des données.

Partie B: Créativité and Originalité		Note: _____ / 20	
Niveau 1 (10 à 11)	**Niveau 2 (12 à 14)**	**Niveau 3 (14 à 15)**	**Niveau 4 (16 à 20)**
Conception simple, un projet facilement retrouvé dans un manuel ou en ligne.	Un peu de créativité avec un sujet commun mais bien pensé.	Projet imaginatif, bien pensé. Un peu de créativité dans la conception.	Approche très originale, faisant preuve de beaucoup d'ingéniosité et de créativité dans la conception.

Partie C: Communication		Note : _____ / 30	
Le niveau est basé sur quatre éléments: le visuel, la présentation orale, le rapport de projet et le journal de bord.			
Niveau 1 (15 à 17)	**Niveau 2 (18 à 20)**	**Niveau 3 (21 à 24)**	**Niveau 4 (25 à 30)**
La plupart ou la totalité des quatre éléments sont simples ou incomplets. Il y a peu de preuves d'attention à la communication effective. Pour un projet avec deux étudiants, un membre peut avoir dominé la présentation.	Certains des quatre éléments sont simples ou incomplets, mais il est évident que les étudiants sont attentifs à la communication. Pour un projet avec deux étudiants, un membre peut avoir apporté une contribution plus importante à la présentation.	Les quatre éléments sont complets et démontrent une attention particulière aux détails. Les composantes de la communication sont bien préparées et présentées. Pour un projet avec deux membres, les deux étudiants ont apporté une contribution équitable à la présentation.	Les 4 éléments sont complets et dépassent les attentes. L'affichage visuel est logique et bien présenté. Le rapport de projet et le journal de bord sont informatifs et clairement écrits. La bibliographie va au-delà des articles Web. La présentation orale est claire, logique et enthousiaste et les partenaires ont contribuées également dans un projet en double.

Après avoir complété votre formulaire, le soumettez au bureau principal des juges... *Ces formulaires ne doivent pas être donnés aux étudiants (fournir des commentaires sur l'autre formulaire)*

Note Final :_____/100