

Step into the future with QRSTF



QRSTF Volunteers' Handbook v1

Email: qrstf@live.com

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The Quinte Regional Science and Technology Fair



■ VOLUNTEER HANDBOOK – QUINTE REGIONAL SCIENCE AND TECHNOLOGY FAIR

Student Volunteer Edition (Ages 16+)

Supporting Judges, Students, Parents, Visitors, and Fair Operations

1. Welcome to the Volunteer Team

Thank you for volunteering at the Quinte Regional Science and Technology Fair. Your contribution helps create a safe, organized, and inspiring experience for students from across the Quinte region.

As a volunteer, you support:

- Students presenting their projects
- Judges conducting fair and consistent evaluations
- Parents and visitors navigating the venue
- QRSTF organizers managing logistics
- The overall success of the fair

Your professionalism and kindness make a real difference.

2. Volunteer Schedule

7:30 AM – Volunteer Check-In Receive badge, assignment, and orientation.

8:00 AM – Setup & Orientation Prepare project halls, signage, registration desks, and support stations.

9:00 AM – Student & Judge Support Begins Guide students, assist judges, help with navigation, answer questions.

12:00 PM – Lunch Break Volunteers rotate to maintain coverage.

12:30 PM – Afternoon Support Project hall monitoring, judge support, visitor guidance, tech assistance.



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3:30 PM – Awards Ceremony Assistance Help with seating, accessibility, stage flow, and certificate distribution.

4:00 PM – Cleanup Assist with teardown, recycling, equipment return, and hall reset.

3. Volunteer Roles & Responsibilities

A. Registration Desk

- Welcome students, judges, and visitors
- Check names against registration lists
- Provide badges, schedules, and maps
- Direct participants to their next location
- Answer basic questions confidently

B. Project Hall Setup

- Arrange tables and project numbers
- Ensure safety spacing between displays
- Place category signage
- Assist students with locating their project area
- Report hazards immediately

C. Student Support

- Help students find their project location
- Provide encouragement and calm nervous presenters
- Direct students to judging rooms
- Support accessibility needs
- Maintain quiet zones during judging

D. Judge Support

(Matches the Judges & Volunteers page)

- Guide judges to assigned project areas
- Provide scoring sheets or tablets



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- Help judges stay on schedule
- Maintain quiet zones during interviews
- Relay messages to the judging coordinator

E. Technology & A/V Assistance

- Help with projector setup
- Assist with laptop connections
- Support microphone and speaker setup
- Report technical issues immediately

F. Awards Ceremony Support

- Help seat students, parents, and guests
- Assist with accessibility seating
- Manage certificate and medal distribution
- Support stage flow and student movement
- Maintain safety and order

G. Cleanup Crew

- Collect signage, badges, and leftover materials
- Help return tables and chairs
- Assist with recycling and waste sorting
- Ensure project halls are left clean

4. Safety Protocols

General Safety

- Follow instructions from QRSTF organizers
- Report spills, hazards, or injuries immediately
- Keep hallways clear
- Maintain quiet zones during judging
- Never lift heavy items alone

Student Safety



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- Never leave a student alone if they need help
- Escort lost students to the registration desk
- Respect privacy and confidentiality
- Avoid touching student projects unless asked

Emergency Procedures

- Know the location of exits
- Follow staff instructions during alarms
- Assist with calm evacuation
- Help visitors with accessibility needs

5. Venue Navigation Guide

Key Locations

- Registration Desk
- Project Hall
- Judge Orientation Room
- Quiet Zones
- Awards Ceremony Auditorium
- Volunteer Headquarters
- First Aid Station
- Washrooms
- Accessibility Entrances

Maps Provided

- Centennial Secondary School Floorplan
- Parking Map
- Project Hall Layout

6. Professional Conduct

Be welcoming



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Smile, greet people, and offer help.

Be neutral

Do not comment on project quality or judging decisions.

Be reliable

Arrive on time and stay in your assigned area.

Be respectful

Treat all students, judges, and visitors with kindness.

Be confidential

Never share student information or judging details.

Be calm

Your confidence helps students feel safe and supported.

7. What Volunteers Should Bring

- Comfortable footwear
- Water bottle
- Light snacks
- Notebook or tablet
- Charged phone (for communication only)
- Warm layer (some halls are cool)

8. Volunteer Checklist

Before the Fair

- Read this handbook
- Review your assigned role
- Know where to check in
- Prepare comfortable clothing
- Charge your devices

During the Fair



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- Wear your volunteer badge
- Follow your schedule
- Stay in your assigned zone
- Ask staff if unsure
- Report issues immediately

After the Fair

- Help with cleanup
- Return equipment
- Sign out with the volunteer coordinator

9. Contact Information

Email: qrstf@live.com **Region:** Quinte, Ontario, Canada

10. Thank You

Your contribution helps create an inspiring, supportive, and educational experience for hundreds of young scientists across the Quinte region.

You are an essential part of QRSTF.





QRSTF

www.qrstf.ca

The Quinte Regional Science and Technology Fair runs completely on volunteers. We appreciate the time you have given to our fair, and to the youth of our community. It is only with volunteers such as yourself that we are able to go beyond the books and classroom walls to show students that science is all around us in the “real world” and that there are opportunities in the field. We hope that you will take part in next year’s science fair. See you then.