

January 22, 2025

Dear Science Olympiad Coaches and Friends:

Kutztown University is delighted to be hosting the Central East Regional Science Olympiad Competition this year! The competition will take place on **Thursday, March 20, 2025** (snow-date: Friday, March 21) and will include **8 middle schools and 30 high schools**. Your email addresses are in our distribution list and we will be continuing to send messages periodically, so please check your email frequently between now and the competition.

**School Numbers** – Are complete and can be viewed on the [Scilympiad](#) website.

**IMPORTANT - Event Assignments** – Please see the attached Supervisor list for your event assignment. Each team is required to provide at least one supervisor – it can be one of the coaches or another team volunteer. **If your name and event is highlighted in pink on the list, that means you will be running both that Div B and Div C event.** To help with this double duty, extra student volunteers will be provided to help you run your events as smoothly as possible. We really appreciate everyone who volunteered to help cover all these events!

Each team provides an event supervisor - assignments have been made based on the preferences listed on Scilympiad. Please check the **Supervisor List** for your assignment. If you want to volunteer as a supervisor/judge for an additional event, please let us know. If you are bringing judges, we need their names, cell phones, and emails for our contact list – ASAP.

**State Event Supervisors are back to help!** In an effort to promote consistency among the regional competitions, State Event Supervisors have been appointed for each event. **They** will write the exams, help supervisors understand the rules and assist with planning the event. They are excellent resources – please feel free to contact them with questions.

**IMPORTANT – Timing** - A schedule of events has been included with this letter. For the events requiring impound, the impound areas will be open **7:30 to 8:30 AM**. Event supervisors are not required to be at impound areas until 8:30 AM (following the opening ceremonies). Student volunteers will be present to safeguard the entries. All of the **impound events** are located on the south side of campus! These events will be in O’Pake Fieldhouse (#47-map).

The following information will assist in making the day of the tournament run smoothly. Please read and share this information with your students, coaches, and bus drivers before the day of the event:

1. Registration will begin at **7:00 AM** in the Arena of Keystone Hall (#46-map). If you arrive before then, feel free to grab your spot in the Arena and settle in. You can use the Arena as “home base” - no events are scheduled there during the day.
2. **Opening Ceremonies** will begin at **8:00 AM** in the Arena of Keystone Hall (#46-map) and conclude at 8:15 AM
3. **Closing Ceremonies** will begin at **3:45 PM** in the Arena of Keystone Hall (#46-map).
4. The Arena of Keystone Hall (#46-map) will be needed following the closing ceremonies. To help facilities with turn over time, we are asking that each team please keep their area clean and put their trash in the bins provided. Your assistance with this is greatly appreciated.

5. **Sign-up Events** - We will be using an Event Sign Up System on the Scilympiad website for the self-scheduled events. The States tournament will be using this as well. Every team will login via an email/username and password combination. The password and instructions to access this site will arrive soon. The scheduling opens at **8 AM on Monday, March 4<sup>th</sup> and closes at 12 noon on Tuesday, March 18<sup>th</sup>**. Those who do not sign up electronically will have the opportunity to take any empty time slots on the day of the tournament. Please avoid the later time slots if possible out of consideration to our supervisors.

**LUNCH: 10:30 AM to 1:30 PM:**

1. The **South Side Café (#45-map)** will be available for lunch **10:30 AM – 1:30 PM**. This is an “all-you-can-eat” cafeteria with both hot and cold selections. The close proximity to Keystone Arena (next door) should afford ample opportunity for a yummy lunch! Lunch vouchers are available for pre-order or can be purchased day of event for **\$10.00**.

**For dining services to be prepared to accommodate those wanting lunch we need a count by March 12<sup>th</sup>!** You can contact Dr. Susan Barrows with this information via email [barrows@kutztown.edu](mailto:barrows@kutztown.edu) or phone 484-646-5863. Payment for pre-ordered vouchers can be mailed to Dr. Susan Barrows, Dept. of Physical Sciences, Kutztown University, Kutztown, Pa 19530 or turned in at the registration desk the day of the event. Checks should be made out to ***Kutztown University***.

2. The **KU Bookstore** sells a variety of snacks/drinks and will be open all day. You can also visit the **Starbucks Coffee Shop** for food and drinks. Both are located on the North side of campus in in the McFarland Student Union Building (#6-map).

**Supervisors/Assistants:** Your **lunch voucher** will be included in your registration folder **unless you request** a delivered “bagged” lunch. Choose from the options for Bagged Lunch. Please consult the schedule when deciding between the cafeteria voucher **or** delivery. Your choice must be recorded by **March 12<sup>th</sup>!** You can contact Dr. Susan Barrows with this information via email [barrows@kutztown.edu](mailto:barrows@kutztown.edu) or phone 484-646-5863. Please note that due to our insurance policy there is absolutely NO eating or drinking in the labs in the Boehm Science Center. Lounges are available on the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors.

**Bagged Lunch Choices:**

Includes choice of Sandwich, Pasta Salad, Potato Chips, Cookie and Drink

Sandwich Choices:

Deli Sliced Ham and Swiss on Ciabatta Bread

Chicken Caesar Wrap

Turkey and Cheddar with Lettuce and Tomato on Hearty Wheat Bread

Grilled Veggie Wrap with Hummus

**SNACKS:** KU’s bookstore sells snacks/drinks and will be open in the McFarland Student Union Building (#6-map). Starbucks Coffee Shop (#6-map) will also be open 8 AM to 3 PM.

**Coach’s & Bus Drivers’ Lounge:** Classroom 106 in Keystone Hall (#46-map) adjacent to the Arena (east side) is designated for the lounge. Complimentary coffee, tea, donuts, muffins, and danish will be available from 7:30 to 11:30 AM. This room will remain open all day. Alternatively, there are a variety of lounges (some with TV) in the McFarland Student Union Building (#6-map).

**Buses:** Buses MUST park and drop off students in the parking lot off of Baldy Street labeled **E2** on the campus map. If your bus is staying, it will remain parked in the E2 parking lot. Students will also board

buses to depart following the awards ceremony in the same lot. Only cars and vans can park in additional parking spaces labeled **E1** and **D3** on the campus map. Volunteers will be on hand during the morning to assist with parking. Bus drivers staying on campus will be required to sign in at the information desk in the lobby of Keystone Hall (#46-map).

**Appeals:** The required appeals form will be included in your coach's folder and are available at the KU website. Appeals will be addressed by the appeals panel in **Classroom 108 of Keystone Hall (#46-map)**. This is located on the east side of the Arena.

**Important - Schedule Stuff:** We will be using the same schedule and numbering system as the State Tournament. Your school number will denote what time your team must attend the events! You may **NOT** switch time slots for any reason! If your team goes to the wrong time slot, they will be **disqualified!**

**Impounds:** All impounds will occur between 7:30 AM and 8:30 AM at the event location!

**Impounds Division B:**

Air Trajectory - O'Pake Fieldhouse (#47-map)  
Scrambler - O'Pake Fieldhouse (#47-map)

**Impounds Division C:**

Air Trajectory - O'Pake Fieldhouse (#47-map)  
Bungee Drop – Rec Center 200/Balcony (#48-map)  
Electric Vehicle - O'Pake Fieldhouse (#47-map)  
Robot Tours - O'Pake Fieldhouse (#47-map)

**Division B & C Events that are “SIGN-UP” but do not require impound:**

Helicopter– Rec Center Racquetball Court (#48-map)

[Check List - please read!](#)

Mission Possible (Div. B) - O'Pake Fieldhouse (#47-map)  
Tower - O'Pake Fieldhouse (#47-map)

**TRIAL Events:** **To be announced.**

**Wristbands:** Wristbands will be issued in your registration packet when you arrive. **ALL 15 team members must wear their wristbands** (snugly) throughout the tournament in order to compete and to receive awards at the closing ceremony. If a team member's wristband shows that it has been tampered with, the participant will be **disqualified** from the competition. Only the 15 participating students on the team will wear wristbands. **Wristbands may not be exchanged with other students.**

Any minor that is not a participating member of the team must be signed in at the registration desk (name and school affiliation). They will be given a different color wrist band.

**Important - Roster Forms and Protection of Minors:**

Each team must submit **TWO (2) Roster Forms:** 1) Student Roster Form, and 2) Adult Participant Roster Form. For the Student Roster Form, coaches must list the Name and Grade of all students who are participating in the Science Olympiad. For the Adult Participant Roster Form, coaches must list the Name, Email Address, Cell Phone #, Teacher or Volunteer status, and Clearances Check confirmation.

Additionally, all adults – teachers, volunteers, chaperones, etc – will be required to wear name tags (that will be included in the coaches folders) on the day of the event. Any other adult visitors must sign in at the front desk in Keystone Hall (name/school affiliation/cell phone number) and wear name tag as well. When the rosters have been completed, please scan and email a copy of BOTH roster forms to [elaub@pascioly.org](mailto:elaub@pascioly.org).

**We ask that the Adult roster be completed ASAP – the KU Administration needs this as early as possible to confirm Protection of Minors/Clearances status.**

**The deadline to submit BOTH rosters is: Monday, March 12<sup>th</sup>. !!!**

### **Liability Waivers:**

All student participants (and their parents) must sign the liability waiver in order to participate in the Science Olympiad. Coaches, please give a copy of the attached liability waiver PDF file to each student to take home and have reviewed and signed by the student and a parent. When complete, please scan each waiver and send back via email to [elaub@pascioly.org](mailto:elaub@pascioly.org).

**The deadline to submit a waiver for each student on the team is: Monday, March 12<sup>th</sup>.**

**Coaches:** Please **CHECK IN** at the registration desk in Keystone Hall (#46-map) when you arrive to pick up your registration packet and materials. Included in your packet will be wristbands, any last minute changes, Awards of Excellence (certificates) for each competing member, and a form to order “Certificates of Participation”. These “participation certificates” are meant for you to use if you bring additional students and would like to acknowledge their participation. The certificates will be printed in the morning and be available for you to pick up after lunch.

**Supervisors:** If you intend to bring assistants with you – please let us know ASAP. We need to know the assistant’s name, cell phone number, and email and lunch preferences. Also, it will help us to know what events are already covered. Please contact the corresponding State Event Supervisor as soon as possible. Please **CHECK IN** at the registration desk in Keystone Hall (#46-map) when you arrive to pick up your registration packet and materials.

**RULES NOTIFICATION: CHECK THE OFFICAL S.O. SITE OFTEN!!!!**

<https://www.soinc.org/events/rules-clarifications> and <http://pascioly.org/>

**Maps and Directions:** A campus map is enclosed but can also be found on Kutztown University’s web site [www.kutztown.edu/directions](http://www.kutztown.edu/directions).

**Safety Equipment!** We regret that we will not be able to provide safety equipment such as goggles or aprons for the event classrooms. It is the student’s responsibility to bring the required safety equipment to the event. Failure to comply with the safety regulations will result in the team’s disqualification from the event. We will have a table in Keystone Arena (#46-map) to “rent” equipment for a nominal fee. Supplies are limited and will be awarded on a first come, first serve basis. If you know your team will be in need of equipment, please contact us to make reservations. Make sure your team knows the new categories of eye protection—A, B, C—listed in the Rules Manual. [www.soinc.org/eye\\_protection](http://www.soinc.org/eye_protection)

**Volunteers – Still Needed:** First, let us say how grateful we are to those of you who have already volunteered your time and talents to this project. We cannot succeed in bringing a quality program to the students without you. Many events need judges – are you bringing people as judges? More incentive...**ACT48 credit** for supervisors!!! If there are questions about an event, please visit the Science Olympiad web site [www.soinc.org/](http://www.soinc.org/) or contact us at [CERegion@pascioly.org](mailto:CERegion@pascioly.org).

**\*\*\*The [www.soinc.org](http://www.soinc.org) website has hints/event descriptions/power point presentations for many of the events. This info will be helpful to both coaches and supervisors!!!\*\*\*\***

We look forward to seeing you on March 20, 2025! Hopefully you will like the accommodations that were made for the event this year. We've tried to incorporate your feedback as best as we can. And, as always, we are open to suggestions. If you have any questions please do not hesitate to contact us.

Respectfully,

Joann, Eric, and Patrick

Joann Monko & Eric Laub  
Directors of Central East Pennsylvania Science Olympiad  
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Patrick Perrin – Assistant Coordinator Central East Pennsylvania Science Olympiad  
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Special thanks to all who contributed in planning this special event –

Greg Byrd: Pa Science Olympiad State Director

Dr. J Croom – Assistant State Director

Roger Demos – State Director Emeritus

Mimi Smith, Administrative Assistant Emeritus

Theresa Swenson, Pa State Executive Administrator

Dr. Kenneth Hawkinson, University President

Dr. Lorin Basden Arnold, Provost & Vice President of Academic Affairs

Dr. Carl Sheperis, Vice Provost for Extended and Lifelong Learning

The wonderfully supportive faculty and staff of the following departments....

Physical Sciences, Biology, Geography, Math, Computer Science & Secondary Education

**Please check out the links on the main document for:**

- Tentative Schedule of the day's events – Event locations may change!
- School Numbers
- Supervisors List
- Campus Map

**These need attention ASAP!**

- **Adult Roster** – This form must list the Name, Email Address, Cell Phone #, Teacher or Volunteer status, and Clearances Check confirmation.
- **Student Roster** - This form must be **signed by your principle** to verify students' participation.
- **Liability Waiver** – this must be signed by each student's parent and submitted by 3/12.