

Hello Supervisors,

THANK YOU soooo much for your time and commitment to the Science Olympiad!

The Olympiad will be held on Wednesday, March 11th. (Snow date - 3/12)
Just a few notes:

Supervisors

1. Please check the Supervisor/Judge list – are you bringing anyone with you? If the name is not on our list please contact us ASAP. We need their contact info. This is necessary to access food orders and make sure one event is not “over-populated”.

2. Please **CHECK IN** at the registration desks in Keystone Arena (the basketball court) (46 on the map). Confirm you cell numbers and pick up your information packs. Check room assignments! The packs will include a set of scoring guidelines (also attached) -Please read!

Opening Ceremonies -8:30-8:45am

Impound closes at 9am - we will have KU students at the impound tables at 7:30 (we hope).

The sign-up sheets will be at registration until after opening ceremonies. This way the students can make last minute changes. Our KU student will deliver the sign-up sheets to the supervisors at 8:45am.

Coffee/danish in Keystone 106!

Judges will report to their event room at least 15 minutes before the start of the event. Please see attached schedule. Attached is the list of Supervisors/Judges – if you need email addresses contact us. Also - some events will have KU student helpers. Ask them for anything.

3. **Supervisors YOU** are in charge of facilitating the event. You should bring any tests/materials/supplies that you need for the event. You’ve been sent a link to the exams/materials prepared by the Event State Supervisors. Please use these materials – they have been reviewed by an “expert” in the field. Make copies for 21 teams. If there is something you’re having difficulty with - send us an email (**Equipment Request**) and we’ll try to provide it. Do you have any announcements that you want the coaches to know about?

4. Read the “Best Practices” handout (attached) for more guidance.

5. Reminder you **MUST NOT** share ANY exams/materials with other teams. Supervisors – if you are also a Coach: do **NOT** share the exams/materials with your students!!! Keep it **FAIR** for all!!!

6. Rules - Please read the rulebook carefully. The titles may be the same but the rules have changed from year to year. It’s important that we follow the rules for this year.

C Division – Event descriptions: www.soinc.org/events/2020-division-c-events

Rules Clarifications can be found at www.soinc.org/events/rules-clarifications

FAQ’s at (2 websites!!!) - www.soinc.org/events/frequently-asked-questions

www.pascioly.org/index.php?p=PA_FAQs

7. Please check the students' wrist bands!!! Participating students must have the **correct color wrist band** in order to compete. They cannot compete without them.
8. Students may NOT communicate with other students/parents/coaches/spectators during an event. Other students/parents/coaches/spectators may NOT “yell/signal” to a competing team or the TEAM will be disqualified.
9. Be sure to treat **ALL** Teams fairly- be consistent. If you do it for one team - you do it for **ALL** teams. Give all teams the same set of instructions - may be a good idea to have a written speech to follow.
10. **REMIND App** – We are using the Remind app as a way to communicate in addition to cell numbers. The coverage is spotty in areas and this will hopefully address the weak spots. We have a code for coaches AND a code for Supervisors. The Remind app is a tool used by educators to “text” their students and the students cannot see the phone number. It's a great way to communicate with a large group at one time. You can use it to let us know if a team is missing or if you need anything! We are hoping for 100% enrollment. PLEZ ...

Send a text to

81010

Text this message

@cca42a

11. There are 21 C teams. These teams are split into 1-7, 8-14 and 15-21 designations. Please see the school numbers (attached). Teams must attend the time slot according to their number. Students **cannot** switch time slots. If a team is in the wrong time slot - call one of us immediately!
12. **YOU CANNOT BE ALONE WITH A STUDENT!!!** No one (supervisors/judges/volunteers) is allowed to be alone with a minor. Always make sure there are at least TWO adults in the room at all times. If you need an additional volunteer or helper – CALL US and we will send you someone ASAP!
13. Be mindful of **safety equipment** - some events need goggles/aprons. We will rent to students who do not have equipment. Please contact Joann, Eric or Robert during the event and we will give you what you may need. Disqualifications due to safety equipment can be avoided!!! CALL US! USE REMIND!
14. You **MUST Call or use REMIND** if you are going to Disqualify a team or give the team a Participation Score!!!
15. You MUST turn in **ALL testing materials** to the Score Counselors in Keystone 107. A score counselor will help you file a score check sheet. We are using Google sheets for scoring – instructions will be sent soon. There will be a computer available for saving your data.
16. **Lunch Options:** Depending on the time of your event you have been asked if you'd like either a voucher for the Cub Café or Dr. Susan Barrows will contact for your choice of boxed lunch.
Options:
Garden Vegetables with Boursin, Aged Provolone and Roasted Garlic Aioli on Ciabatta

Italian Sub with Fresh Lettice, Tomato, Onion, and Herbal Honey Dijon Sauce
Spicy Southwestern Chicken Baguette with Monterey Jack Cheese and Pico de Gallo
Turkey Feta Ciabatta with Spinach and Sundried Tomato Aioli

The **Cub Café (#6) (11 AM – 1:30 PM)**. You can contact Dr. Susan Barrows via email barrows@kutztown.edu or phone 484-646-5863. **Deadline = March 2nd!** 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 1st, 3rd and 4th floors.

Please check the **KU Olympiad** website for other announcements:
www.kutztown.edu/events/science-olympiad.htm

IF YOU NEEEEEED ANYTHING!!!! CALL US!!!

Thank you for your time!!!

Olympiad Info - Supervisor