



[www.mnsu.edu/sciencefair](http://www.mnsu.edu/sciencefair)

**Middle School/Senior High Regional Science & Engineering Fair**

Registration Deadline ~ Monday, January 9, 2012

Event Date ~ Saturday, February 18, 2012

**Elementary Division Regional Science & Engineering Fair**

Registration Deadline ~ Monday, March 12, 2012

Event Date ~ Saturday, April 28, 2012

**REGISTRATION COST IS \$20 PER PARTICIPANT/PER EVENT**

October - 2011

Dear Science Fair Coordinator/School Contact,

**SC/SW MN Regional Science & Engineering Fair is going GREEN! What does this mean? All mailing will be sent electronically; we will send all correspondence via email. We ask that schools download the necessary forms from our home page, under the "Forms" within the yellow highlighted area at <http://www.mnsu.edu/sciencefair>. Please be sure to let us know if you are unable to accept any attachments to your submitted email account (in school registration/sign up) and we will figure out some other way to get the information to you. All information will be emailed to your school contact and/or posted on our website for easy downloads.**

As a result of your commitment and involvement with the students at your local school(s), we at Minnesota State University, Mankato invite you to join us at the regional science and engineering fair. This past spring Minnesota State Mankato hosted over 1,467 student exhibits and research papers from 226 participating schools at two regional fairs. The South Central/Southwest Minnesota Regional Science & Engineering Fairs will again be held at Minnesota State University, Mankato. The SC/SW MN Regional Science Fair, Jr./Sr. High Division (grades 6<sup>th</sup>-12<sup>th</sup>), will be held on Saturday, February 18, 2012. The Elementary Division (grades 3<sup>rd</sup>-6<sup>th</sup>) of the regional science fair is scheduled for Saturday, April 28, 2012. Minnesota State University, Mankato will proudly host the South Central/Southwest Minnesota Regional Science & Engineering Fairs this coming spring for our 61<sup>st</sup> year! We are very proud of our program and hope you will be involved this year! NEW FOR 2012: Schools can decide which division our regional fairs to send Sixth Graders to!

Projects from the 6<sup>th</sup>-12<sup>th</sup> grade levels are eligible to advance on to the state competition in Minneapolis as purple award winners. **VERY IMPORTANT!!! All state-advanced registrations will need to be completed on-line with the Minnesota State Academy no later than five days after our fair. If a student knows that they won't be able to go, then the Science Fair Office needs to know ASAP to allow the next available alternate to be invited to compete at the state level.** Projects from grades 9<sup>th</sup>-12<sup>th</sup> are eligible to compete at the international level (Intel ISEF), which will be held in Pittsburg, PA in 2012. Society for Science & the Public will continue with their Middle School Program competition, called Broadcom MASTERS which is open to 6<sup>th</sup>-8<sup>th</sup> grade students who have been nominated by their regional fair. We will nominate the top 10% of projects according to criteria of award. Another opportunity for students in 6<sup>th</sup> through 12<sup>th</sup> grade is the International Sustainable World (Energy, Engineering, & Environment) Project (I-SWEEEP) Olympiad. I-SWEEEP focuses on Energy, Engineering and Environment projects and is held in Houston, Texas. I-SWEEEP will have two separate events in 2012: Junior Division called 3E Contest (Grades 6-8) and a Senior Division (Grades 9-12). The Junior Division of I-SWEEEP is handled differently than the senior high division. Students in Grades 6<sup>th</sup>-8<sup>th</sup> should independently register with I-SWEEEP 3E Sustainable Future Challenge. See their website for additionally information. Eligible students shall complete a research project in one of the areas of Energy, Engineering and Environment. **Any 6<sup>th</sup> – 8<sup>th</sup> grader wishing to apply for an I-SWEEEP opportunity, will need to go through the "Individual Application" with an early deadline – February 24, 2012.** There are three ways to participate at Senior Division of I-SWEEEP: 1) Direct qualification from a regional fair, 2) Recognition and Nomination from a regional fair and 3) Individual Applications. At our regional Middle School/Senior High fair, we will award three (3) senior high projects to compete at I-SWEEEP (all but air fare and spending money is covered by I-SWEEEP organization) as well as four (4) recognitions/nominations (does not guarantee a spot, but provides fair approval, or "a foot in the door" so to speak). Any student project which is recognized and nominated for I-SWEEEP will need to apply for eligibility through I-SWEEEP, and if accepted, will need to apply for scholarship for the cost of the event. Travel scholarships may or may not be available through I-SWEEEP. Ultimately, it is the family's responsibility for the costs incurred. Deadline to register (for the senior high division) with I-SWEEEP is March 2, 2012 – I would register ASAP after the regional fair. Be sure to watch the deadlines if you think any of your students would be interested in competing. See I-SWEEEP Eligibility and Limitations at their website, <http://www.isweeep.org>. Every student will need to be chaperoned by an adult. **Please note that team projects interested in I-SWEEEP, should contain up to two members per team (only two members of a team are eligible to compete as well as receive potential scholarship).**

Our regional office encourages all educators, parents and students to visit our website at [www.mnsu.edu/sciencefair](http://www.mnsu.edu/sciencefair) to browse through the material pertaining to the students' grade group. Please be sure to pass on the website address to students, parents and educators as well as any information sent out to parents. Be sure that all projects are preapproved to ensure the safety of all.

**Online registrations are convenient. GO GREEN! This method saves time and money and we strongly recommend that all registrations be submitted online!** If you are encountering problems with our website, try a different browser like Firefox, Internet Explorer or Safari. Even restart your computer or use a different computer. If you are still encountering problems, please contact us. Let us know what is happening on your side and what browser and version of the browser you are using.

Before any project or research paper registration may be registered online, the school will need to sign up or be registered. This too, is fast and easy and available online! GO GREEN! The online school registration is available at [www.mnsu.edu/sciencefair/school/reg.html](http://www.mnsu.edu/sciencefair/school/reg.html). The link is available on the home page of our website, "Online School Registration". **We ask that schools register yearly because we wipe out all registrations at the end of June. You are able to submit a new username and password each year or use the ones you have used in the past.**

One representative from each school, which we will call the Science Fair (SF) Coordinator, will need to choose a username and password specific for your school. Document your username and password; it will be needed for registering student projects and research papers. If you forget either your username or password, we will have access to the information; contact us. **SF Coordinators: please use the school's proper name and include the word "School" or "Academy", ie Franklin Elementary School vs. Franklin Elementary.** Be sure to use upper and lower case letters. Two school registrations will be needed if your school plans to participate in both the Middle School/Senior High level (grades 6-12) and the elementary level (grades 3-6). Each school will need to decide which division they wish to send their Sixth Graders to. When entering your school's location, please enter your school's physical city/town name rather than any school district location. The "Mailing Address" will need the correct information as this is the address we send any mailings to. A school district name should be used for any home school programs. Registering your school also enables our regional office to know of your school's intent of sending participants to the regional level.

After your school's registration is submitted, an email confirmation will follow (to "Contact Email" info provided). Please be sure to read and then review the information you submitted. If there is incorrect information, re-register, but let our office know that the first is to be deleted. Once you receive this confirmation, the system is ready for the school's representative to register the school's student registrations online. It may be a good idea to ask students to first complete the hard copy of the registration form (which is available for download from our website). Educators should check over all info to make sure all required information is supplied. Next recruit a parent, office worker or classroom aide to enter all registrations online. After each ONLINE project or research paper registration, the SF Coordinator will receive the information back in an email confirming registration. PLEASE REVIEW ASAP! After receiving a summary of your participants from our office, we ask that you contact our office with any changes or corrections by email. If you choose to send us "hard copies" of the registrations, there may be a delay in your school's participant report. We will send reports to the online users first before entering any "hard copy" registrations. Once all "hard copy" registrations are entered, a report will be sent to the school via email. We will also ask for any changes or modifications via email. With student registrations, please use student's proper names, rather than nicknames. Submitting student or parent email addresses are not necessary for registrations, but doing so makes contact to families much easier. It is preferred to receive student's mailing address vs. the school's mailing address, so that awards may be sent directly to student's home as needed. It is especially important concerning the elementary fair because schools could potentially be closed before we are able to send all awards or certificates out. It is a good idea for educators to keep a list of your participants along with grade levels and project categories.

Keep your students safe! Remember the safety paperwork: Intel ISEF for Middle School/Senior High Division and the Simplified SRC/IRB Elementary Approval Form PRIOR to experimenting. See "Forms" link from our website. Other items to check: Is the junior/senior student's research plan complete with a proper bibliography and a minimum of 5 sources? Does the elementary student have a log or notebook with his/her observations? To ensure safety for all students and for the safety of animals, the forms need to be completed to verify proper supervision. At times, parents can play this role just as well as the teacher especially at the elementary level. If you or your teachers have questions, give us a call or email us. This year we will not be sending out any copies of the forms. Go to our home page at [www.mnsu.edu/sciencefair](http://www.mnsu.edu/sciencefair). You will find a link to download forms under the yellow area. You will need a minimum of Adobe Acrobat Reader to open most documents. This year, we are requesting that students/educators send COPIES of the certifications forms one month prior to the fair to our office, to allow enough time to get all forms reviewed and time for any follow-up corrections.

Again this year, we offer the ability for schools or individuals to pay online called "E-Commerce". T-shirts may again be ordered and paid for online this year through E-Commerce. See the following link: <https://secure.mnsu.edu/eventsconferences?department=sciencefair>. "E-Commerce" is good only for credit card payments. Schools and individuals can set up an account with Minnesota State Mankato. If an individual, family or school has participated in an event

hosted here at Minnesota State Mankato where the “E-Commerce” has been used before, they should continue to use the same account. Orders for t-shirts along with a credit card payment is available online. As before, t-shirt orders will not be accepted without payment. Another change is confirmation of your registrations or t-shirt orders. Be sure to print your summaries. If an educator or parent is in doubt about a registration, contact us; include student name, school name and town with the inquiry.

The registration fees for 2012 have increased to \$20 per person/per event to help cover some of the operating costs of the fair. Be sure to pay for each team participant. There will be a late fee of \$5 per person for prior-approved, late registrations. For the Middle School/Senior High Division, all project registrations will need to be paid by Friday, January 17, 2012. All student registrations, not cancelled by school/parent by the payment deadline are expected to pay the \$20 fee per person/per event by the designated deadline. All late but accepted registrations will need to be accompanied with payment which will need to include the \$5 late fee per person. No refunds will be given after January 17, 2012 for the Middle School/Senior High Fair and April 2, 2012 for the Elementary Fair. To avoid confusion as to whether a student is registered or not, we ask that a responsible adult register all the students online.

This year’s theme is focused on Amelia Earhart – Dare 2 Dream. See the design and colors of the shirts online at <http://www.mnsu.edu/sciencefair/school/tshirt.html>. T-shirts will be available for pre-order at a price of \$13. All orders will need to be accompanied with payment. Online orders may only be paid with a credit card. T-Shirt pre-order forms are also available at the above link. A limited supply will available for sale on fair day at a cost of \$15 per shirt.

An additional change is an additional online registration process for the “Judge Response Form”, the form which individuals to sign up to judge or help out at one or both of the regional fairs. If you know a qualified judge (possibly from your local fair) who would like to judge, recommend him/her to us. Please let us know if there may be any conflicts: own student involved, teacher sending students, student teaching at a participating school, etc. Be sure to include in correspondence the judge’s name, any student or any school where there may be a conflict including grade level. We will arrange all judging assignments so no conflict exists. Communicating via email is the most efficient and “greenest” method to save a tree and extra costs. We are always aiming to have the greatest number of judges on fair day. The “Judge Signup: Online Registration” link may be found at [www.mnsu.edu/sciencefair](http://www.mnsu.edu/sciencefair) near the bottom of the first column. Hard copies are available for download as well.

Alternatives to the online registration and E-Commerce are: all exhibit registration and research paper forms are available online to download at [www.mnsu.edu/sciencefair/forms](http://www.mnsu.edu/sciencefair/forms). Even though we understand some reluctance to register online, we feel that the online process is more efficient and more accurate – GO GREEN! The forms page at our website includes certification forms, regional (school & student) registration forms (including T-Shirt pre-order forms) as well as the judging forms we plan to use at the regional level. Feel free to incorporate any of our paperwork into your local fair.

To avoid any payment problems (checks with non-sufficient funds, confusion with last names being different, etc.) **the regional office prefers that one school check to be sent for registration payments according to payment deadlines.** Encourage individual families to order t-shirts online where a credit card payment is accepted. Even though t-shirts may be ordered online, order forms are also available in PDF format at <http://www.mnsu.edu/sciencefair/form/regionalforms.html>. Then, pre-orders will need to be sent to SF Office by mail according to deadline, accompanied by a check or cash payment. No late t-shirt orders will be accepted. If you or a student wishes to purchase a t-shirt and have it sent to his/her home or school, add \$3 to cover the shipping and handling.

All forms are available online at our website at <http://www.mnsu.edu/sciencefair/form>. If you wish to know the definition of all the categories, refer to <http://www.mnsu.edu/sciencefair/school/intel.html> for the Middle School/Senior High Division and <http://www.mnsu.edu/sciencefair/school/elemcat.html> for the Elementary Division. If you have questions on the category, drop us an email.

**Online school registration is highly encouraged! Signup at your earliest convenience, but absolutely no later than December 16, 2011 for the Middle School/Senior High level. At the elementary level, please sign up before March 1, 2012.** The school signup enables our regional office to communicate with the schools that anticipate sending students to the regional level as well as a pre-requisite to online student registrations. It is to the school’s benefit to sign up ASAP, but it is not mandatory.

#### REMINDERS:

1. **NEW: Schools may determine which division of the regional science fair, they want their sixth graders to compete at. Sixth Grade students may compete at both offered events at the Middle School/Senior High Division.** Sixth Grade students are eligible to advance on to the State Science Fair!
2. Schools are welcome to utilize any of our forms. If you would like a specific form in a word format, please email us your request. Especially useful for the local elementary fairs.
3. Each member of a team pays the \$20 fee. Teams may include up to 3 members. Use the oldest student’s status for the

grade. If a project is done as a team, the project remains a team project throughout the project's year. If a team works on a project, enters their local fair, and is advance on to the regional fair, then the project needs to be registered as a team project with all of its members even if all members are not able to present on fair day. Registration and fees should reflect the "team" project.

4. Register one project per registration. Include student home address. Email addresses are helpful, but optional.
5. GO GREEN! Middle School/Senior High Division: Research Paper Competition – the last couple of years we were able to extend the courtesy of the submission of entries to the Research Paper Competition. Again, we will offer two choices for submission of papers 1) postmarked no later than January 9, 2012 – three sets of the research paper and 2) email submission before 9:00 a.m. on January 10, 2012 in PDF format to [mary.van-duynhoven@mnsu.edu](mailto:mary.van-duynhoven@mnsu.edu). (Word documents are acceptable, but if fonts don't match, pages may look different than what student wanted or intended.) Utilize color for charts, graphs, etc. No LATE research paper registrations will be accepted. Please give us a call if you have any questions or conflicts.
6. Certification forms: be sure projects are approved PRIOR to experimenting. See modifications for any Intel ISEF rules – available online at <http://www.societyforscience.org/Document.Doc?id=213>; you will be able to download Rule Changes (for) 2012. These changes or modifications include utilizing the term "Human Participant" rather than "Human Subject", as well as some modifications for rules for Zebrafish and Potentially Hazardous Biological Agents.
7. Projects that are demonstrations, 'library' research or informational projects, 'explanation' models or kit building are not appropriate for the regional level because the lack of "scientific method".
8. Students choosing to compete in both the Research Paper and Project competitions, will need to pay fees for both of the competitions, or \$20 each or \$40 total. Each team member will need to pay the fee(s) as well. Once a team project, always a team project (for the year).
9. Utilize the Intel ISEF Rule Wizard to decide which forms are needed. Go to <http://www.societyforscience.org/isef/students/wizard/index.asp> for checking to see which forms are or may be needed.
10. NEWER: No refunds after specified dates. (Refer to Important Dates sheet.) Junior/Senior Division – no refunds after January 17, 2012. Elementary Division – no refunds after April 4, 2012. If a student is registered and does not cancel before these deadlines, payment is expected. **Ultimately, the school is responsible for all payments. Please be sure to let your students and families know of the refund deadlines.**
11. NEWER! Fees paid according to deadlines: Middle School/Senior High Division – payment expected by January 17, 2012; Elementary Division – payment expected by March 30, 2012. If you know the count from your school, please request payment from your school accordingly. If a receipt needs to be done, let us know. If you need an invoice, let us know as early as possible and it will be sent email.
12. NEW! **Any APPROVED, but LATE project registration will need to be submitted with payment. \$20 + \$5 (late fee) per person.**
13. NEWER! If a school is involved, then all project registrations will need to go through the school vs. independently. Exception: home schooled students and schools which are not involved.
14. NEW: this letter is available to download off of our home page at <http://www.mnsu.edu/sciencefair>.
15. Intel ISEF Certification Forms have changed for 2012. Please use this year's forms as needed.
16. PROJECT REGISTRATIONS FORMS for the Middle School/Senior High division have been combined into one form rather than a separate form for each.
17. REMINDER: We will only be sending electronic files. Reserve money in your budget for printing information to your students. If you can, encourage family email accounts in order to communicate with your student and his/her family.

Again, we wish to stress the use of "scientific method" for the exhibits. We encourage your school to be involved in our regional science fair or at least offer the opportunity to your students. If you or your school would like to include any of our paperwork in your local fair, please contact us. Please go to the website for information pertinent to the regional science fair. If you have any questions or comments, please contact us. Share this letter with others involved with your science fair program. Make copies of any of the forms as needed. If you know that your local fair is scheduled after our deadline, give our office a call and we will see what can be arranged.

Sincerely,  
William (Bill) Bessler, SC/SW MN RSEF Director  
507-389-1887

Mary Van Duynhoven, SC/SW MN RSEF Admin. Assistant  
507-389-2849

# Online School Signup/Student Registration

Dear SF Coordinator,

This year we ask that you help in saving time and money and register online. GO GREEN! We prefer that schools, and student project and research paper registrations register ONLINE as much as possible. First, the school needs to register. See the Online School Signup and Student Registration links on the SF website at [www.mnsu.edu/sciencefair](http://www.mnsu.edu/sciencefair). Instructions are below. Please be sure to use upper and lower case letters. Please do not use all caps.

☺ If you plan to send in hard copies of registrations instead, please note that the mailing of the hard copies of forms need to be postmarked no later than specific deadlines. Ideally, accompany registrations with a single school check, otherwise send payments according to deadline. Cost per participant is \$20 per event or competition.

## Signup (Register) Your School – (Sign up ASAP for the best communications.)

1. (Schools need to be registered prior to student registrations.) Go to the science fair homepage at <http://www.mnsu.edu/sciencefair>. There is a quick link at the home page OR there is another link located on the left hand side menu. Find **Schools – Coordinator/Advisor/Teacher**, double click on it. This heading will open up to more subheadings. Click on School Signup & Student Registration.
2. On the webpage find **Online School Signup/Student Registration**. Click on **Online School Registration**. A **School Signup** heading should be at the top of your webpage. Complete your **School Information**. All fields need to be completed prior to saving. Please identify your school with its proper name; include the word “school” or “academy”, using proper capitalization and lower case letters. Complete section **User Information**. Document whatever you have chosen for your school’s **Username** and **Password**. These will be needed again to register student projects or papers. The email address submitted on the school registration will be the recipient of all the project and research paper registrations CONFIRMATIONS for the entire school. (If you have forgotten, please contact the regional office either by email or by phone.) An email confirmation will be sent nearly immediately after school sign-up as well as after project and research paper registrations are completed online.
3. **PRINT A COPY FOR YOUR RECORDS.**
4. Then, click on the **Save** button. (The fields on the page should reset and at the top should be the words, “**Save Complete**”. **Your school is now officially signed up for the SC/SW MN Regional Science & Engineering Fair.** If your school expects to attend both levels of our regional fair (Jr./Sr. Division and Elementary Division) then you will need to register your school twice. Once for each of the different fair divisions. The **Username** will need to be different for both fairs. The other change should be the grade level that is chosen (3-6 or 6-12). This process will need to be done yearly according to deadline.

## Once your School is Signed Up, Student Registrations may be entered.

1. (**Follow the direction 1 above to get to the proper website and page.**) Click on Online Student Registration on the webpage. The webpage should then show a login screen and it asks for **Username** and **Password**. Enter those you selected for your school and click on **Login**. If either username or password has been forgotten or isn’t working correctly, contact our office. We will have access to what you originally submitted.
2. If you selected the button for Grades 3-6, the webpage will show the selection for the elementary division/fair only. Click on the **Register** button. (It may be helpful to have students fill out the hard-copies of forms, then for the educator to go in and register the students online.) Enter all the information requested. The student’s email field is optional. This information is helpful when additional information is needed and we need to contact the family for questions on the project. Please double check spelling and information entered. Once a registration is started, finish it. Not all registrations need to be done all at one time.
3. If you selected the button for Grades 6-12, the two options for the Middle School/Senior High division will appear: **PROJECT REGISTRATION** (*individual or team*) **AND RESEARCH PAPER** (*individual or team*). Click on the **Register** button that best describes your student’s project. All information will need to be entered or your registration will not be accepted. (Exception should be the Home Email; this is optional.)
4. **PRINT A COPY FOR YOUR RECORDS.**
5. Click on Register at the bottom to register your project or research paper. If all information was entered and the Register button was clicked, the form will clear and a message at the top will say **Save Complete**. Continuing entering your elementary projects. After submission, SF Coordinator should receive a confirmation email to the email submitted during the school signup. **Logout** when done. **REVIEW!!! Let our office know if any registrations are incorrect and you would rather re-submit.**

- If you are registering Middle School/Senior High projects or research papers, you may want to enter more registrations at this time. After entering all registrations per event (PROJECT REGISTRATION and RESEARCH PAPER REGISTRATION), click on the **Cancel** button and the screen will appear where you will have an option to register another project in any of the TWO different areas. Continue the process until you are finished. FYI: The majority of students who participate in the Research Paper Competition also participate in the Project Competition.
- The online registration process will not be available after 11:59 p.m. on Monday, January 9, 2012 for the Middle School/Senior High Division or Wednesday, March 14, 2012 for the Elementary Division.** If you notice or need to make any changes to a registration, email our office and we will be able to edit your entries. Remember to include your school name, student's name and project name in the email.

### **Online Payment of Projects or Research Papers Registrations: E-Commerce**

*(Does not replace project/paper registrations. These must be done first.)*

- Go to secure website:** <https://secure.mnsu.edu/eventsconferences?department=sciencefair>. Find the Science Fair event you wish to register for. (Note that the Middle School/Senior High Division is for 6<sup>th</sup>-12<sup>th</sup> grades, while the Elementary Division is for 3<sup>rd</sup>-6<sup>th</sup> grades only.) Click on "Register Here".
- If you are new to an account, you will need to **"Create an Account"**. (Once an account is set up, you will be able to enter your submitted email and password. These passwords are specific to you only, whether a school or an individual.)
- Enter information. Must enter fields which are proceeded with an asterick (\*). Be sure to document your email and password. Email address cannot already be in the E-Commerce system. If so, then use that account. Watch for any error messages in red. Complete any fields that the message directs you to. Select **"Create"**.
- Verify the account information. Update if needed. Enter your student's school, school town and teacher. There is an optional field for student name(s) which will let our office know who the money is to go towards. Select **"Continue"**.
- Select **"Edit"** if any changes or additions need to be made. Choose **"Continue"** when you are ready to continue.
- "Amount to be Charged"** is the next screen. Count the number of participants. Each member of a team needs to be included in the count. Select the quantity with the pull down menu. Since the fee is \$20 per registrant/per event (or \$25 per late registrant/per event), a total will automatically be calculated. **Credit Card Information:** Enter all the required field information. Select **"Continue"**.
- Verify the **Amount to be Charged** and your **Credit Card Information**. **"Edit"** if needed. **"Submit"** when ready. (Registration/order is not complete until you click submit and receive a confirmation to the email you supplied.)
- "Logout"** when done.
- Did you receive a confirmation email? This is needed to know that your payment was received.

### **Forgot your E-Commerce login password?**

- At the login page, if you don't remember your password, click on the words, **"I forgot my password"**. A new password will be sent to your submitted email through the University cashier's office.

### **Don't remember how many you have already paid for?**

- After login, choose **"My Account"** on the menu on the top right of the screen. This is where you can also change your account information as well as your password. Click on **"Events"** if you wish to pay for additional Science Fair participants. **"Logout"** (from top right menu) when finished.

### **Payment of Projects or Research Papers Registrations with Check, Cash or Money Order**

- A summary of the bill may be available early upon request, otherwise, the bill will be sent via email in the days following the registration deadline. Be sure to have all payments made by the payment deadlines: Middle School/Senior High Division – January 17, 2012, Elementary Division – March 30, 2012. Registrations done online can anticipate earlier attention vs. those entries not entered online. The cost is \$20 per participant/per event. Each team member will need to pay the \$20 fee. Contact the [science.fair@mnsu.edu](mailto:science.fair@mnsu.edu) for any needed information.
- Payment not received or postmarked according to payment deadline will result in an additional \$5 per participant/per event (or \$25 per person/per event) up until the latest registration acceptance date. **Schools are encouraged to pay with one check/transaction for all their students.**

### **Online Orders and Payment for T-Shirts (Credit Card only.)**

- Follow Steps 1 & 2 from **Online Payment of Projects or Research Papers Registrations**.
- Find the proper fair's t-shirt entry. Select **"Order here"**.

3. If your account is already set up, then enter **School Name, School Town, Teacher's Name and Name, Size and Color** of each shirt recipient. Select "**Continue**".
4. Verify the t-shirt pre-order. "**Edit**" if need be. Select "**Continue**" when the order is accurate.
5. **Amount to be Charged**: Carry forward your quantity and sizes from the previous screen. The total charges will automatically come up. Enter **Credit Card Information**. Select "**Continue**".
6. Verify the **Amount to be Charged** and the **Credit Card Information**. "**Edit**" if need be. If all is correct, select "**Submit**".
7. Expect an email confirming that your order and payment was received. Save and print out confirmation for yours or the regional fair office.

**Cash or Check Payment for T-Shirts ~ \$13 each**

1. T-Shirts Pre-orders are separate from the project registration, but requests and monies may be sent along with the registration payments. T-Shirt pre-order hard copy forms are available to download at <http://www.mnsu.edu/sciencefair/form/regionalforms.html>.
2. Individuals may send the T-Shirt pre-order form along with the payment, directly to our office, according to deadline or may turn completed form and money to their teacher to turn in. All orders must be accompanied with payment. A limited amount of T-Shirts will be available for sale on fair day for \$15.

**Coordinator/Teacher Notes**

1. We recommend that the student registrations be monitored to reduce errors especially relative to spelling, grade level and project category. Registrations cannot be submitted with any missing information (other than additional members in team projects and Home Email.) Remind all students to print out registration form prior to "Register". (A form is also available online in PDF format.)
2. If you have any trouble or questions, or need verification, or change on any registrations, please e-mail the request or changes to [science.fair@mnsu.edu](mailto:science.fair@mnsu.edu) and we will get back to as soon as we can. Like last year, the regional office is capable of fixing and deleting the entries. If this is needed, please contact us via email and it is ideal for our office to make changes to registrations, all at one time.

Checks should be made out to:

**SC/SW MN RSEF Or SC/SW MN Regional Science & Engineering Fair**

Other accepted names: MSU or Minnesota State University, Mankato

**Mailing Address:**

SC/SW MN Regional Science & Engineering Fair  
 Minnesota State University, Mankato - TS242  
 Mankato, MN 56001

**School Checks:** write in "memo" area school name and number of registrations.

Any discrepancies will be handled as soon as possible by the regional office.

*Checks may or may not be deposited prior to the fair.*

**T-Shirt Checks:** write in "memo" area, student's name. **DO NOT STAPLE CHECK TO THE FORM.**

**Include T-shirt order form** (available on website in PDF format).

Please be sure to fill out all the necessary info.

**We will work with you and your school! Give us a call at 507-389-2849 with questions or concerns.**

## VALUABLE LINKS

### Links for SC/SW MN Regional Science & Engineering Fair:

- SC/SW MN Regional Science & Engineering Fair Website  
<http://www.mnsu.edu/sciencefair>
- SC/SW MN RSEF Online School Registration  
[https://msufair.norsoft.net/School\\_Maintenance.asp](https://msufair.norsoft.net/School_Maintenance.asp)
- SC/SW MN RSEF Online Student Registration  
<https://msufair.norsoft.net>
- E-Commerce (credit card payments & T-Shirt Orders)  
<https://secure.mnsu.edu/eventsconferences/?department=sciencefair>
- Judge Signup (Response Form)  
[https://msufair.norsoft.net/Judge\\_Registration.aspx](https://msufair.norsoft.net/Judge_Registration.aspx)
- SC/SW MN RSEF Certification Forms, Regional Forms & Judging Forms  
<http://www.mnsu.edu/sciencefair/form>
- Intel ISEF Rules Wizard (determines which certification forms are needed)  
<http://www.societyforscience.org/isef/students/wizard/index.asp>

### Other links:

- Intel International Science & Engineering Fair (ISEF)  
<http://www.societyforscience.org/isef>
  - Intel Science Talent Search (STS)  
<http://www.societyforscience.org/sts/index.asp>
  - Discovery Education 3M Young Scientist Challenge  
<http://www.youngscientistchallenge.com>
  - ISWEEEP Olympiad  
<http://www.isweeep.org>
- Events through the Minnesota State Academy:**
- Minnesota State Science & Engineering Fair  
<http://www.mnmas.mnmas.org/Home.asp>  
(project and junior high research paper competitions)
  - N. Central Region Junior Science & Humanities High School Paper Symposium (JSHS)  
<http://www.jshs.mnmas.org/jshsHome.asp>
  - Research & Engineering Apprenticeship Program (REAP) (for summer 2011)  
<http://www.reap.mnmas.org/reapHome.asp>
  - Middle School & High School Science Quiz Bowls  
<http://www.bowl.mnmas.org/sbHome.asp>

## Important State and International Deadlines

1. Students (purple ribbon winners) advancing to the MN State Science & Engineering Fair from the Middle School/Senior High Fair need to register at the MN Academy of Science website, within five days after our fair (**for 2012, deadline to register is February 24**). If any of these students do not plan on competing at State, then they need to let our office know ASAP, but definitely within two days after our regional fair or before February 20, 2012. State competition may be covered by your local school, but is the responsibility of the individual families. **Schools should talk about where they wish for their Sixth Graders are to compete at regionals and state.** The acceptance of Sixth Graders to the Middle School/Senior High division is the decision of each regional science fair.  
Website: <http://www.mnmas.mnmas.org/Home.asp>
2. The Senior High Students, Grades 9-12, who earn the trip to 2012 Intel ISEF, finalists will need to register accordingly, as per FINALIST PACKET that finalist will be given at the awards ceremony, **12 calendar days from our fair or for 2012, March 3, 2012**. All CERTIFICATION FORMS will also need to be sent within this time frame. The regional office will register the rest of the Official Party. ONLY Finalists need to register with Society for Science & the Public. Reminder: The adult mentor who accompanies the finalist should be the adult who has been most active in mentoring the student – which would mean that the teacher may not be the first choice, unless they are the primary mentor. Educators, mentors: talk with your students about this. Regional office will need confirmation from adult mentors so that we may register them. Dates for 2012 Intel ISEF in Pittsburg, Pennsylvania are Sunday, May 12 through Saturday, May 19, 2012. We travel to Pittsburgh on Sunday, May 13 (Mother's Day) and travel back on Saturday, May 19, 2012. Any necessary deviations for travel, please contact the regional office within the 12 calendar days following the regional fair. If we are able to arrange any deviations to the above plan prior to making our group travel arrangements, then extra fees may not be charged. Follow directions for registration in your given ISEF packet. Watch deadline for shipping of project.  
Our fair ID is: USMN03  
Website: <http://www.societyforscience.org/isef>
3. The Senior High Students, Grades 9-12, who earn the trip to I-SWEEEP will need to register on the I-SWEEEP website ASAP after the regional fair. The I-SWEEEP Olympiad takes place in Houston, Texas from May 2-7, 2012. The Science Fair office will forward the names of those winning the trip as well as those receiving nomination/recognition through our regional fair. Deadline to register for senior high projects is March 2, 2012. Those who are awarded the trip through our regional fair will have the majority of expenses covered by the I-SWEEEP organization (Cosmos) - other than travel for the student and their mentor/adult chaperone. Students who earn the nomination of recognition from our regional fair qualify to compete at I-SWEEEP only. These students will need to register and apply for financial aid for the trip through I-SWEEEP. We encourage sixth through eighth grade students to register independently for the 3E Contest; see their website for more details. We ask that student and accompanying adult to save receipt and boarding pass stub in case there are organizations that would like to help sponsor their trip or help with travel costs. Go to the website to learn more about the Junior Division of I-SWEEEP, 3E Sustainable Future Challenge.  
Website: <http://www.isweeep.org>

Call 507-389-2849 with any questions or concerns OR email us at [science.fair@mnsu.edu](mailto:science.fair@mnsu.edu) or [mary.van-duynhoven@mnsu.edu](mailto:mary.van-duynhoven@mnsu.edu)