

High School Safety Check Directions

Warning: The students you will be talking to are very stressed; your #1 job is to relax them. Make positive suggestions if there is a problem with the display. Be a problem solver. If you can't solve the problem, ask for assistance.

1. Watch for students waving the Exhibit Check Sheet. The students have been instructed to wave their sheet when they are ready for their safety check.
2. Introduce yourself to the student, (“Hi I’m _____, I’ll be performing your safety check.”) shake their hand, (it is a good indicator of how nervous the student is) and get started.
3. Ask the student(s) if their exhibit display is ready to be judged. If they are missing paperwork, the project cannot be safety checked at this time. Ask them to go to the paperwork table to check out their forms for copying.
4. Ask for their Exhibit Check Sheet and read aloud the requirements
 - A. **Required Items**
 - i. *Photo credits*-Ask the student who took any photos displayed. If it is not stated on their display, they need to add it. If all the photos were taken by the same person, then they can write “All photographs taken by _____.” Offer them an address label to use.
 - ii. *Dimensions*-Use your stick, all items from the display need to fit within the display area. Notice the different widths for MS vs. HS.
 - iii. *Forms*-verify the presence of whichever set of forms is needed. Form 1C is required only if they worked in a research institution, so ask the student if they did.
 - B. **Highly Recommended items**- These items are required at ISEF, give the student a “good job” statement for having them, let High School students know they are needed if they compete at ISEF.
 - C. Is project continued from a previous year? Ask the student; if YES verify the presence of the forms listed.
 - D. Does exhibit include items “Allowed at Display with Restrictions”? Read through the list with the student. For pictures of people other than family or the researchers themselves, the student needs a signed Form 4 for the person in the photo. Or they can cover the person’s eyes with a little line – think superhero mask.
 - E. Does exhibit include items “Not allowed at Display”? Read down the list from the Display Regulations (see reverse). If the school name is on the display, explain that schools cannot be identified on the poster and that we have assorted materials at the registration table that can be used to cover it.
 - F. Does exhibit violate electrical restrictions? This is also the last item on “Allowed at Display with Restrictions.” If the project looks unsafe, get a second opinion from your trainer.
 - G. Ask the student if he/she wishes to nominate the project for Excellence in Statistics or International Units? Point out the forms. Extras are available at the Registration Desk.
5. If all the above have passed, check the Display is Approved box and **print** your name.
6. Look at the Current SRC Status.
 - A. If it says ‘APPROVED’ put a pass sticker on the Exhibit Placard. The student then needs to leave the room. Take the Exhibit Check Form from them.
 - B. If it doesn’t say ‘APPROVED’, have them take all their forms to the SRC table.

If a project has complicated components ASK for assistance. We want to be sure all regulations are applied fairly.

THANK YOU FOR YOUR HELP!