

Date and Time:
Wednesday,
February 23, 2005
6:30 to 8:30 p.m.



Bring this packet
with you the night
of the Science
Olympiad!

EVENT SUPERVISOR CONFIRMATION FORM AND DUTIES

Thank you so much for volunteering to supervise an event at the Edison School Science Olympiad. The Science Olympiad organization is made up entirely of tens of thousands of volunteers across the nation, and no event would be possible without them.

Notes:

1. Head event supervisors are responsible for assigning duties to assistant supervisors. The event scripts will spell out what each person needs to do, but it's a good idea to talk and go over things ahead of time.
2. Event supervisors and assistants should plan to arrive no later than 6:30 p.m. to familiarize themselves with the materials and set-up of the room. Don't worry! The room will be arranged for the event and all materials, handouts and items will be ready when you arrive!
3. Directions for your event are attached to this form. Please look them over and call Jenny, Patti, Christine, Robin or Mavis with any questions.
4. Each supervisor will be given a Science Olympiad lanyard with a nametag attached on the night of the event. Please wear this at all times. Return to us at the end of the night.
5. Time is of the essence on the night of the event! Each session only lasts 30 minutes, so it is necessary that guidelines for time be followed. Watch the clock and listen for session changes. Principal Sharma-Lewis will be announcing the beginning and end of each session over the intercom.

Duties:

1. Students will begin to arrive at 6:45 p.m. and will know to proceed directly to their first event. As they do, please write down the **TEAM NAME** and **TEAM COLOR** on the blue form we provide.
2. As the first set of teams check in to your event, provide each team member with a **WRISTBAND** to show that they are officially registered. (It's a good idea to keep the kids in the hall before the first session if the room has an elaborate set-up.)
3. At the last session, please distribute **RIBBONS** and deliver a huge congratulations to each team member! Also thank the parents for volunteering to lead a team.

Your Event _____ Grade Level _____ Room Number _____

Event Supervisors _____

Head Event Supervisor _____

If you would like more information on Science Olympiad, check out the website at www.soinc.org.

Thanks again for all your help!

Science Olympiad Organizing Committee:

Jenny Kopach (782-1899) & Patti Reher (832-4983), Christine McFadden (279-7813),
Robin Walsh (279-2873) & Mavis Barkley, Teacher Representative (834-4272)

