

## **Regional Science Fair Communication Policy**

The promotion of science, engineering, and technology for all Colorado sixth to twelfth grade students is one of the primary goals of the Colorado Science and Engineering Fair (CSEF). This is primarily accomplished by a) facilitating a network of sustainable Colorado Regional Science Fairs (RSF) and b) honoring winners from the RSF. The RSF are important partners in this process by virtue of the fact that all qualifying CSEF finalists must compete at the regional level.

The purpose of the policy outlined below is to provide guidelines to facilitate and improve communications between the RSF and the CSEF.

- 1) The CSEF Advisory Council is comprised of the Colorado State Science Fair, Inc. Board of Directors, the CSEF Director, and the RSF Directors. Dedicated participation in these meetings is a first step in an effective communication process.
- 2) During the months of June – August, the CSEF Director should initiate dialog with each RSF Director regarding their RSF and participation in the next CSEF.
- 3) By September 30<sup>th</sup>, the CSEF Director should secure a Participation Agreement between the CSEF and the RSF. This Agreement should be signed by the CSEF (Director and President of the Board of Directors) and the RSF Director and the sponsoring institutional representative or President of the Board of Directors as appropriate).
- 4) The CSEF Director should communicate with the RSF Directors on a monthly basis via e-mail or some other appropriate means. This may be a brief newsletter including various items.
- 5) The RSF Directors have a primary responsibility to communicate any potential problems associated with conducting a RSF and potential non-participation in the CSEF by September 30<sup>th</sup> to the CSEF Director. The CSEF Director should immediately contact the CSEF Board of Directors and adjacent RSF should dissolution of a RSF become necessary.