Again, thank you so much for your help - without you this day could not take place.

Contents of your supervisor envelope:

- A Room Sign, and an index card with stickies for hanging. PLEASE hang the sign outside your room and remove it at the end of your event.
- A copy of the official event rules for your event, and event FAQs and rules clarifications. Please review!
- A copy of the Code of Ethics & General Rules from Science Olympiad
- An event schedule printed with wristband colors for checking student schedule compliance (see below)
- An event schedule for all events -- you are invited to watch other open events.
- A campus map that indicates the buildings that we are using today.
- A final scoring sheet. Turn this in to the Official Scorer – see instructions on the bottom of the scoring sheets. **AS SOON AS YOU SCORE** your event!! We need these ASAP!! (2 spare copies are also in your packet.)
  - You may e-mail your electronic score sheet to ARSciOly@uakron.edu. Text/call 216-379-6210 if you email, so we know to look for it. Please still plan to drop by the scoring room SRWC 245 to verify your scores. (You can download the score sheets here: http://uakron.edu/cpspe/agpa-k12outreach/scienceolympiad/scienceolympiad-supervisors)
  - You may take a phone-photo of your score sheet too. Text/Call to let us know you emailed it. PHOTO SENDERS MUST drop by the scoring room SRWC 245 to verify score entry. (please)
- A score counseling sheet to review before you turn in your scores to check that you have all bases covered for scoring. **Please review to be sure you completed all scoring actions.**
- A yellow Evaluation Form that we hope you will complete, so that we can make next year’s Science Olympiad even better.
- A copy of your Event Summary Sheet, which you may keep for next year, if you wish.
- A copy of the Coaches’ Letter, so you know student/team expectations.
- A list of teams with coach cell phone numbers. (Please return this sheet with your scores, or shred it.)
- A list of important phone numbers in case you have a problem. If you have a problem or an irregularity, please call. Two heads are better than one. Let’s talk.
- A garbage bag for event leftovers/ refuse.
- A STOP-THINK mini-poster to remind parents that they can’t help their students during actual competition.

General Procedure:

- Teams will have colored **wristbands** and these colors will match your colored schedule. Some schools send two teams. Their wrist bands will have XXXX or === printed on them. Please see that these double teams sit in separate places. The xxx student should sit with the other xxx student, and the === student sits with the other === student. Team crossover is not allowed.
- Students should NOT be disqualified unless they are abusive, disrespectful, or blatantly breaking the rules. Those not in complete harmony with the rules or spirit of the rules should simply be ranked below all of those who adhere to the rules.
- Please have tie breakers - and do not use time to complete as a tie breaker unless it is specifically allowed in your event rules.
- Please return all event materials (i.e. tests, answer sheets, yellow event survey form) in the original envelope to the Official Scorers room – SRWC 245. **WE ARE NOT TAKING SCORES IN BEIRCE THIS YEAR. DO NOT** share your rankings/standings with ANY students or coaches. EXCEPT: Build events, where INDIVIDUAL score sheet papers must be reviewed with the team after they test their device.

**PLEASE END ALL EVENTS ON TIME!!!!!! STUDENTS NEED TIME TO TRAVEL BETWEEN EVENTS**

(If you run late you could potentially ruin a dozen or so other events!)

You are invited, not obligated, to attend the Awards Ceremony, which should begin about 5:30pm in the Student Recreation and Wellness Center and last approximately 1 hour.