

2025 SCIENCE FAIR-SUMMARY OF COMMITTEES

Committee Name	People	Overview
Awards	Chair + Assistant +volunteers	Reviews and recommends all awards for the SEFMD events, including the Conv Center event, Michigan Science Fair, and awards ceremonies. Does not address ISEF event.
Outreach	Chair + Assistant + 2-3 volunteers	Determines events that SEFMD should be a participant of (such as MDSTA, MSTA, etc). Ensures that SEFMD is a participant in those events by representing SEFMD. Coordinates materials to be distributed. Identifies special presentations needed to schools, science champions, teachers, students, parents and handles events
Judging-Overall Chair	2 co-chairs + 16 chief judges	Ensures the integrity of the judging process. Recruits chief judges and individual judges. Selects overall Junior Grand Award winners through caucuses of Junior Division Chief Judges. Ensures judge potential conflicts of interest are addressed. Reviews judging criteria. Certifies the results
Judging-Chief Judge	16 total chief judges	Works with category judges in selecting overall student participant awards. Reports to chief judge
Site/Operations	Chair + Assistant +4 volunteers	Handles all facets of logistics, site at Cobo Hall including: Contract negotiations, Union issues, security, hall layout, decorator move in/move out, audio, food, support. Provides single point of contact for SEFMD staff and volunteers for all issues at Conv Site.
ISEF Travel Coordinator	Chair + Assistant	Determines all aspects of getting students, teachers, staff, parents to ISEF and back. Books airline reservations (where needed), rental cars, hotels, official party registration at ISEF, field trips, Michigan Delegation Dinner, cell phone and overall contact phone lists.
Display & Safety	Chair + Assistant + 30-50 volunteers	Ensures sufficient D&S volunteers are available for the check in process on Tuesday of Conv Center Week. Reviews all projects during project setup to ensure compliance with published Display and Safety rules and guidelines. Trains display and safety volunteer staff on student check in/approval process. Chairperson resolves all remedial training of D&S volunteers throughout the day. Chairperson provides spot, random checks to ensure compliance with rules
Scientific Review Committee (SRC)	Chair + specific requirements	Reviews all projects needing prior SRC approval (Dec 1 deadline). Reviews all projects requiring detailed SRC approval. One representative of official SRC Committee on site during project checkin to review 'further review' projects. Trains additional volunteers to assist during project approval process in February and during project checkin.
Social Networking	Chair + 2 assistants	Develops overall social networking plan using facebook, twitter, snapchat, etc, etc and ensures compliance with the plan. Increases media exposure to SEFMD by utilizing social media. Provides updates and or tweets to social media as needed (at least weekly starting in September. Ensures that at least two other people are involved with the social networking committee
Website	Chair + Assistant	Develops and maintains static portion of SEFMD web site using tools available for the servers capabilities. Ensures that the Static Portion of the web site presents a good first impression to teachers, students, donors, judges, etc. Provides integration into the existing dynamic portion of the web site which is all database driven.
Volunteer Coordinator	Chair + Assistant + 20-30 volunteers	Develops and maintains a list of volunteers needed to support the other committees. Obtains volunteers for specific tasks or assignments throughout the year. Utilizes students (through service hours) for specific tasks.
Alumni Relations	Chair + Assistant	Develops and maintains an alumni relation network by utilizing past information of participants. Recruits past participants to become active in the Science Fair as mentors, volunteers, judges, donors. Produces a separate alumni newsletter for distribution on a semi-annual basis
Fundraising	Chair + Assistants	Develops and implements overall fundraising for the Science Fair

Awards Committee – SEFMD

OVERVIEW:

Reviews and recommends all awards for the SEFMD events, including the Convention Center event, Michigan Science Fair, and awards ceremonies. Does not address ISEF event.

PEOPLE NEEDED:

- One chairperson plus one assistant chairperson
- 6-8 volunteers for Judging Day from 4:00 PM until 8:00 PM for verification of awards
- 3-5 volunteers for Cobo Public Thur from 10:00 AM-2:00 PM to prepare award certificates
- 4-6 volunteers for Cobo-Pubic Fri from 5:00 PM-7:00 PM for distribution of awards to projects

REPORTS TO: Fair Director

SKILLS NEEDED: Good organizational skills. Able to follow through and meet commitments. Must be knowledge in Microsoft Word and how to do 'mail merges' by incorporating an external database with names and awards.

DETAIL:

June/July	Reviews previous awards distributed at SEFMD and MSEF and makes recommendation to the Fair Director. Selects awards presentation venues (if appropriate)
Dec	Ensures sufficient awards are on-hand for current participants (takes 8-9 weeks to order medals for students). Verifies quantity of student award certificates and gold seals
Jan	Contact with Detroit Tigers Foundation regarding tickets for awards ceremony. Reviews count of tickets requested and utilized. Reserves DAC tailgate area for event corresponding to the tiger game
Conv Hall- Judging PM	On judging day, after judging has been completed (about 4:00 PM), prepares and distributes award verification labels on student cards. Verifies that the approximate percentages of each award are received. Identifies discrepancies to be resolved on Thursday morning.
Conv Hall- Public Thur AM	Oversees printing of all student certificates and school certificates. Oversees affixing of gold seals to all students placing 1 st , 2 nd , and 3 rd . Prepares mailing envelopes for schools of all students that received a gold award. (see detail procedure xx-xxx)

Outreach Committee – SEFMD

OVERVIEW:

Determines events that SEFMD should be a participant of (such as MDSTA, MSTA, etc). Ensures that SEFMD is a participant in those events by representing SEFMD. Coordinates materials to be distributed. Identifies special presentations needed to schools, science champions, teachers, students, parents and handles events.

PEOPLE NEEDED:

One chairperson plus one assistant chairperson
2-3 additional volunteers to help throughout the year

REPORTS TO: Fair Director

SKILLS NEEDED: Knowledge of events that SEFMD should be targeting. Organization skills. Good communicator. Detailed knowledge about SEFMD and Science Fairs. Able to give presentations about Science Fair.

DETAIL:

June/July	Reviews previous events and identifies key organized activities for current year. Finalizes events with contracts, emails, phone calls, etc and supplies key dates to fair director to incorporate into overall events calendar.
Aug	Reviews all materials to be sent to schools in September. Coordinates with printer for materials. Reviews and approves poster design.
Sep	Assists with Principal mail stuffing with all assigned volunteers.
Oct-Feb	Ensures representation at all identified events, including DPS Workshop, MSDTA, Environmental Management Association Student Workshop, etc
-	

Judging Committee – SEFMD

OVERVIEW:

Ensures the integrity of the judging process. Recruits chief judges and individual judges. Selects overall Elementary and Junior Grand Award winners through caucuses of various Division Chief Judges. Ensures judge potential conflicts of interest are addressed. Reviews judging criteria. Certifies the results

PEOPLE NEEDED:

Two overall judging co-chairs
16 judging chief judges (minimum of two per area, 8 areas)
200-250 individual judges

REPORTS TO: Fair Director

SKILLS REQUIRED: Good organizational skills. In depth knowledge of judging process for SEFMD. Able to serve as chief judge in any category if needed. Able to recruit, train, and maintain chief judges. Able to recruit judges.

DETAIL:

June/July	Reviews changes for new year, especially in areas of categories and scoring. Reviews scoring matrix and allocation of points. Approves judging criteria for incorporation into the September Principal mailing
Sep	Identifies and obtains commitment from category chief judges. Ensures all category chief judges are handled with at least two chief judges each.
Oct-Feb	Recruits individual judges for the Science Fair. Identifies organizations that may want to present special awards and provides Professional Awards Committee information.
Feb	Ensures that all Chief judges are committed for the administrative task of result processing. Develops agenda for Chief Judge meeting in March. Reviews agenda with Fair Director.
Feb-Mar	Assigns judges to specific categories based on needs and judge abilities. Identifies potential shortages in specific areas and recruits specific judge categories
Conv Hall-Judging Day -6	Reviews final judging list and final judge assignments. Prepares blast email to all judges providing link to specific abstracts of projects they will be judging. Ensures sufficient judges will be present (assume 80% judge show rate). Combine various project categories due to number of projects
Conv Hall-Judging Day -1 (Tue, PM)	Conduct Chief Judge training meeting at Conv Hall (7PM-9PM). Reviews materials with judges. Discuss allocation of awards (1 st , 2 nd , 3 rd , etc) based on number of projects per category. Resolves issues
Conv Hall-Judging Day	Oversees complete judging operation. Resolves judges showing up without pre-registration. Ensures chief judges get results from judges in a timely fashion. Conducts Junior Division Chief Judge caucus to determine Junior Division Grand Award Winners
Conv Hall-Judging Day+1	Resolves judging inconsistencies. Works with Audit/verification committee and Awards committee to certify results.

Site/Operations Committee – SEFMD

OVERVIEW:

Handles all facets of logistics, site at Conv Hall including: Contract negotiations, Union issues, security, hall layout, decorator move in/move out, audio, food, support. Provides single point of contact for SEFMD staff and volunteers for all issues at Cobo.

PEOPLE NEEDED:

One chairperson plus one assistant chairperson
4 additional volunteers to help on Monday PM and early Tuesday AM of Fair week

REPORTS TO: Fair Director

SKILLS REQUIRED: Able to negotiate with unions, management, and vendors. Able to understand and develop engineering layout diagrams. Able to prepare cost estimates and various RFP's for services. Excellent organization skills. Self starter. Able to foresee potential problems before they develop into severe issues.

DETAIL:

June/July	Reviews previous fair and adjusts schedule/activities as necessary. Obtains site (location and Hall) and date for current fair. Obtains CAD drawing files from facility.
Dec-Jan	Prepares RFQ for decorator, audio, security, and various other support items and contacts prospective vendors. Receives written proposals for work to be performed. Evaluates proposals and makes recommendations to fair director. Notifies vendors of their selection and reviews their work plan
Feb	Receives final count of projects by category from Fair Director or Data Processing after entry forms have been processed. Provides layout of the hall and determines the actual number of tables/facilities that will be required. Modifies the RFQ as necessary. Notifies vendors.
Conv Hall – Mon of week	Arrives on site to manage overall hall setup by decorator. Coordinates Cobo facilities with Decorator and SEFMD staff/volunteers. Resolves numerous issues (lighting, school bus parking issues, security, first aid, etc). Marks tables for exhibit placement on Tuesday based on size. Labels tables appropriately
Conv Hall – Tue of week	Distributes student exhibit locator cards to appropriate locations within hall. Resolves issues.
Conv Hall – Wed of Week	On site to ensure food for judges, resolves issues.
Conv Hall – Fri/Sat of Week	Oversees student exhibit checkout process.

ISEF Travel Coordinator – SEFMD

OVERVIEW:

Determines all aspects of getting students, teachers, staff, parents to ISEF and back. Books airline reservations (where needed), rental cars, hotels, official party registration at ISEF, field trips, Michigan Delegation Dinner, cell phone and overall contact phone lists.

PEOPLE NEEDED:

One chairperson plus one assistant

REPORTS TO: Fair Director

SKILLS: Good organization skills. Must have previously handled youth groups of overnight activities. Must be able to make spontaneous decisions due to last minute, unforeseen changes in original plan. Must have attended at least one ISEF for the entire week.

DETAIL:

Aug	Develops budget for current fair year regarding expenses to attend ISEF
Sept	Reviews material from SSP regarding location of ISEF. Pre-books group airline reservations (must commit to a number of seats), obtains contract from airlines. Books hotels at host city. Reserves rental cars as necessary
Oct	Identifies costs of attending ISEF for parents/teachers. Updates materials on web site regarding location, costs, etc
Feb	Reviews contracts and adjusts final numbers as necessary (typically a small variance can be accommodated in February)
Mar	Obtains written commitment from teachers, parents, students, staff of SEFMD to attend ISEF for: Transportation, Housing, Official Party. Provides information to treasurer for invoicing.
Apr	Obtains written commitment from teachers, parents, students of MSEF winners to attend ISEF as above
May	Attends ISEF as designated fair director/coordinator. Able to make decisions on behalf of fair director while at ISEF.

Display and Safety Committee – SEFMD

OVERVIEW:

Ensures sufficient D&S volunteers are available for the check in process on Tuesday of Cobo Week. Reviews all projects during project setup to ensure compliance with published Display and Safety rules and guidelines. Trains display and safety volunteer staff on student check in/approval process. Chairperson resolves all remedial training of D&S volunteers throughout the day. Chairperson provides spot, random checks to ensure compliance with rules

PEOPLE NEEDED:

One chairperson plus one assistant chairperson
30-50 additional Display and Safety volunteers to help on Tuesday of Cobo Week.

REPORTS TO: Fair Director

SKILLS: Thoroughly understands all Display and Safety rules and regulations and the reason of the rules. Good organization skills.

DETAIL:

June/July	Reviews updates ISEF D&S rules to identify any new items that must be conveyed to the teachers/students. Identifies updates as necessary to the fair director to incorporate into the principal mailing.
Sep-Jan	Provides expertise as needed on various presentations to schools and outreach opportunities regarding Display and Safety.
Jan-Mar	Updates various company volunteer web sites (Ford Motor, General Motors, Toyota) regarding assistance/volunteers for setup day of Conv Hall week. Monitors signups to ensure sufficient volunteers will be available. Supplements Ford Volunteers with others (specifically from 4 PM to 7 PM)
Conv Hall-Week-Tue	Assembles D&S volunteers, conducts training session, oversees D&S process.

Scientific Review Committee (SRC) – SEFMD

OVERVIEW:

Reviews all projects needing prior SRC approval (Dec 1 deadline). Reviews all projects requiring detailed SRC approval. One representative of official SRC Committee on site during project checkin to review 'further review' projects. Trains additional volunteers to assist during project approval process in February and during project checkin.

PEOPLE NEEDED:

- One chairperson that attends ISEF for training (must be registered with SSP)
- One PhD in animal research (must be registered with SSP)
- One MD for human projects (must be registered with SSP)
- 3-4 additional volunteers to assist in processing normal projects

REPORTS TO: Fair Director

SKILLS: Must have detailed knowledge of ISEF SRC Rules and attended at least one SRC Workshop. Must have an indepth knowledge of all SRC forms.

DETAIL:

June/July	Reviews changes for upcoming Science Fair, as released during ISEF. Advised DP Committee of changes needed to web site to accommodate new changes.
Dec	Reviews Senior Division projects requiring prior SRC approval (by Dec 1). Identifies deficiencies in SRC paperwork and works with SEFMD volunteers to notify students/teachers of contingencies. Typically, involves reading approximately 75 projects
Feb	Additional trained volunteers available to read/process entry forms after processing deadline. Official committee available on call to render opinion on projects needing detailed expertise.
Conv Hall-Setup Day	One official member of SRC committee on site and additional trained volunteers to assist review/processing of all projects requiring SRC decision, Senior and Junior Division Projects.
MSEF-4 days	Reviews all projects entered into the Michigan Science Fair to ensure projects have appropriate SRC forms for competition. Works with other affiliated fairs to obtain missing forms.

Social Networking Committee – SEFMD

OVERVIEW:

Develops overall social networking plan using facebook, twitter, snapchat, etc, etc and ensures compliance with the plan. Increases media exposure to SEFMD by utilizing social media. Provides updates and or tweets to social media as needed (at least weekly starting in September. Ensures that at least two other people are involved with the social networking committee.

PEOPLE NEEDED:

One chairperson plus two assistant chairpersons (for redundancy)

REPORTS TO: Information Technology Chairperson

SKILLS NEEDED: Ability to set up and maintain various social media sites. Excellent grammar and spelling skills. Good design/public awareness skills

DETAIL:

June/July	Reviews updates to SEFMD for current year. Develops overall SEFMD Social Networking Plan and submits plan to fair director for approval.
Aug-Jun	Implements plan by providing information to social media.

Information Technology – Website Sub Committee– SEFMD

OVERVIEW:

Develops and maintains static portion of SEFMD web site using tools available for the servers capabilities. Ensures that the Static Portion of the web site presents a good first impression to teachers, students, donors, judges, etc. Provides integration into the existing dynamic portion of the web site which is all database driven.

REPORTS TO: Information Technology Committee

PEOPLE NEEDED: One chairperson plus one assistant chairperson

SKILLS REQUIRED: Understanding of web sites from a developer perspective. Good web site design skills. Understands the necessity of the database driven portion of the web site.

DETAIL:

June-Aug	Develops plan for web site with mock up of screens, functionality, and goals/objectives. Develops new static portion of web site on a separate testing/development server.
Sep-ongoing	Moves web site on development server to production server and maintains web site for at least two years..

Volunteer Coordinator– SEFMD

OVERVIEW:

Develops and maintains a list of volunteers needed to support the other committees. Obtains volunteers for specific tasks or assignments throughout the year. Utilizes students (through service hours) for specific tasks.

PEOPLE NEEDED:

One chairperson plus one assistant chairperson
General pool of 20-30 volunteers to help with events prior to the Science Fair

REPORTS TO: Fair Director

SKILLS REQUIRED: Organization skills, ability to recruit and maintain a supply of volunteers for specific tasks.

DETAIL:

June-Aug	Develops list/contacts for volunteers. Identifies activities that need specific volunteers and supplements overall plan with volunteer requirements
1 st Wk Sept	Organizes 8-10 student volunteers to assist in principal mailing. Requires stuffing approximately 1000 mailing envelopes with material for the current Science Fair
1 st wk Nov	Organizes 4-5 volunteers to assist with donor request mailings
1 st wk Dec	Organizes 4-5 volunteers to assist with judge mailings
Fair week	Organizes volunteers to staff the fair for general support (information, placing award labels on projects, preparing award packets for schools, public viewing support
MSEF	Organizes 3-4 volunteers to assist in general support for the state science fair (exhibit hall security, etc

Alumni Relations - SEFMD

OVERVIEW:

Develops and maintains an alumni relation network by utilizing past information of participants. Recruits past participants to become active in the Science Fair as mentors, volunteers, judges, donors. Produces a separate alumni newsletter for distribution on a semi-annual basis

PEOPLE NEEDED:

One chairperson plus one assistant chairperson

REPORTS TO: Fair Director and Board of Directors

SKILLS REQUIRED: Organization skills, ability to research past participant information and develop them into a large support network. Should be a previous ISEF participant

DETAIL:

June-Aug	To be defined
Ongoing	To be defined

Fundraising - SEFMD

OVERVIEW:

Develops overall fundraising plan of raising \$175,000 annually for the Science Fair. Writes grant requests for new companies and maintains relationships with existing sponsors through status reports and personal contact. Seeks new and creative fundraising opportunities. Maintains current list of individual donors and provides for annual gift giving appeal.

PEOPLE NEEDED:

One chairperson plus several assistant chairperson

REPORTS TO: Board of Directorss

SKILLS REQUIRED: Excellent communication skills and thorough knowledge of the Science Fair. Ability to develop new ideas into successful goals. Ability to use Microsoft Word to mail merge documents.

DETAIL:

Ongoing	Continuous involvement with companies and sponsors due to different due dates of various grant requests.
November	Prepares and mails personalized annual appeal solicitation letters

Application for volunteer assignments – return to: SF2025@SEFMD.org

NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

CELL PHONE: _____

POSITIONS DESIRED AS CHAIRPERSON OR ASSISTANT (LISTED IN RANK ORDER)

POSITIONS DESIRED AS VOLUNTEER (not as a chairperson or assistant) – please list at least 3
