

Middle School – EZ form Safety Check Directions

Warning: The students and teachers 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.

For middle school setup, a teacher may be bringing multiple exhibits to arrange and Safety Check. Until the teacher is completely done, you are their safety checker.

1. Watch for students, teachers, or parents waving the Exhibit Check Sheet. They have been instructed to wave their sheet when they are ready for their safety check.
2. Introduce yourself to the student, teacher, or parent, (“Hi I’m _____, I’ll be performing your safety check.”) shake their hand, and get started.
3. Ask 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 person 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.
 - iii. *Forms*-verify the presence of signed MS Super EZ form and project procedures.
 - B. 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.
 - C. 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 permission for the person in the photo. Or they can cover the person’s eyes with a little line – think superhero mask.
 - D. 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.
 - E. 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, then check the Display is Approved box, **print** your name.
6. Check the Current SRC status in the lower left-hand side of the Exhibit Check Form.
 - A. If the Current SRC status is "Approved" below, initial the "yes" in the SRC review box. Then fill out the Pass sticker and attach to the exhibit placard. Save their Exhibit Check form to turn in at the Paperwork table.
 - B. If the SRC Status is not approved, MS-EZ form(s) and project procedures must be taken to the Paperwork Table by the person setting up the display. The reviewers there will look at all corrections, offer final approval and give a sticker to be placed on the exhibit placard.

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

THANK YOU FOR YOUR HELP!