Dear Science Olympiad Coaches:

This year’s Southwest Regional Science Olympiad will be held on **Thursday, March 31, 2016,** on the Bismarck State College campus.

Please read the following information carefully as there are specific instructions that MUST be followed in order to make the day flow smoothly. There are also multiple attachments.

Teams will be limited to 16 per division due to time and space restrictions. Schools may have more than one team per school. Registration will be on a first come, first serve basis through the Center for Science & Mathematics Education at NDSU, Fargo, ND. If you have any questions regarding registration for the event, refer to the North Dakota Science Olympiad Homepage at [http://www.ndsu.edu/olympiad/](http://www.ndsu.edu/olympiad/).

Please remember this event is intended to be a positive experience for ALL students! Therefore, please provide access to any tools, references, materials, time and a positive attitude to your students so that they may succeed to the best of their abilities.

**Bismarck State College Regional Registration Information**

This year, we’re going to try collecting all of our registration information electronically. Please click the following link [BSC Regional Science Olympiad Registration Form](https://docs.google.com/forms/d/1lJBPSm48wKmL00y8uYxAXeISHT6DNlJgr51GZ2JHLUs/viewform) (or paste this hyperlink into your browser) and complete all the requested information by **March 3rd**.

Registration information includes:

a. **Identify which events your school/team will be participating in** by checking the boxes for those events in which your team will participate.

b. If your school is bringing more than one team, **complete one form per team.**

c. Each team must be assigned a number/color/team name to distinguish teams.

   PLEASE BE SURE YOUR STUDENTS KNOW WHICH TEAM THEY ARE ON.

d. **Each team must be accompanied by at least one coach or supervising adult.**

**Waiver Forms**

The Participation Waiver Forms are attached to the email. Every student participant, coach, and volunteer helping with the event will need to sign off on participation waivers. Any child
under the age of 18 with need to have the Parent Release Waiver form completed. Those over 18 will need to complete the BSC Waiver. The waivers will also need to be witnessed. This can be done by anyone, there is not a certain person that needs to be the witness.

Please send these to JoDe Knutson-Person ASAP. They can be emailed, faxed or snail mailed to me at the following:

JoDe.Knutson-Person@bismarckstate.edu

OR

Bismarck State College
JoDe Knutson-Person
Physical & Biological Sciences Department
PO Box 5587
Bismarck, ND 58506-5587

OR

Fax to: 701-224-5680

Team Check-In & Self-Scheduled Events Sign-Up
Sign-up and team check-in will take place from 7:30 am to 8:15 am just outside the gymnasium in the Armory.

Team photos
Team photos will be taken during check-in. This will work best if you direct your teams to gather together inside the gym in a photo area. This year, the photo information is included in the registration survey. You will receive a hard copy of the photo information in your coaches’ packet when you arrive the day of the event. Please have it ready to present to the team photographer along with your assembled team in the gym. Team photos will be used in the awards plaques so it is of utmost importance to get your team photos completed ASAP prior to 8:26:30 AM 😊!

Assembly
A mandatory pre-event assembly will be held in the gymnasium at 8:30.
All students and coaches MUST be present and seated at this time to allow for the color guard presentation.

Events
Events will start at 9:10 am and will run throughout the day until 2:00 pm. The presentation of awards will begin at approximately 3:00 pm.

The room dimensions of the Armory gym are 96’ wide x 100’ long x 18’ high. The room dimensions for the Career Academy Multipurpose room are 74’8” wide x 64’2” long x 15’5” high.

Inclement Weather
Due to the scheduling difficulties, the Science Olympiad will take place on Thursday, March 31st regardless of weather conditions. Many classes on campus are cancelled so faculty and students can act as event leaders, supervisors, and etc. We also benefit from the assistance of many volunteers from the community who take time from their work to assist with this event.
Food & Trash
The schedule does not have a “Lunch Break.” It is recommended that you have your students bring snacks in case their schedule does not allow them to have lunch between 11:00 and 1:00.

Food will be available on campus in LaMont’s Pit Stop from 7:30-2:30 in the Armory OR in the Student Union’s new Mystic Marketplace. If you have your students bring lunch, please do not have them “park themselves” in a hallway or anywhere that blocks the normal traffic flow. Classes and normal daily college activities are going on at all times during the competition.

Please be sure all trash and recycling make it into the appropriate bins. The awards ceremony will NOT begin until the bleacher areas are clean.

Activities beyond the competition...
- Campus tours can be arranged through Marla Hagemeister – Admissions & Enrollment Services Associate at 701-224–2475 or marla.hagemeister@bismarckstate.edu.
- Minute-to-Win-It activities will be back after the events are complete and prior to the awards ceremony! Be sure to cheer on your team mates!

Science Olympiad Policies
- Please refer to the National Science Olympiad Homepage (http://soinc.org/) - Code of Ethics and General Rules. Be sure to make your students and parents well aware of them as well.
- Be sure to review the guidelines and honor code on items that need to be built prior to the event. There has been an awful lot of discussion about this matter. Anything needing to be pre-built must be built by a current team member—preferably one participating in that event. Event facilitators may “brand” or take photos of team builds to be kept on file for successive years. They may also require participants to sign an Honor Code stating that they have built the device being utilized or ask any questions to satisfy any suspicion of an authentic build.

Additional Information

As always, there are several new/updated events. Be sure to check the rules carefully for any changes. Also, check the events for materials the students are required to bring (i.e. safety glasses, aprons, etc.).

Photos of the events themselves are limited to those taken by official SW Regional Science Olympiad volunteers as requested by the co-directors.

Only participants are allowed in the rooms during competition. Doors, if available, will be closed. Boundaries will be set if doors are not available. Those not willing to follow these guidelines will be asked to leave and may cause their team to be disqualified.

Bus parking: please have all buses park to the north of the bowl by the Aquatic Center.
If you have not taken the opportunity to visit the updated exhibits at the ND Heritage Center, please make a special effort to do so. The new galleries are spectacular! The fossils, rocks and minerals exhibits have been designed to include those specimens in the Science Olympiad events. Please thank them for their efforts to do this for all of us!

**New for 2016!**

Science Olympiad t-shirts will be available for purchase in LaMont’s Pit (cash only) and in the bookstore (cash or card). Come see what we have to offer!

To attempt to save some trees, we will be posting QR codes on the event doors and stands around campus to refer to this year’s event schedule as well as the campus map. This will allow anyone with a smart phone access to this information. Please let me know if this will NOT work for you or your students.

**BSC Contact Information**

If you have any questions, contact JoDe Knutson-Person at JoDe.Knutson.Person@bismarckstate.edu.

The information in this letter, as well as any updates, will be posted on the BSC website.

Sincerely,
JoDe Knutson-Person
Bismarck State College Regional Science Olympiad Director

*Remember the spirit of the competition and have fun!*

**Attachments/links:**

NDSU Registration Form/information— [http://www.ndsu.edu/olympiad/](http://www.ndsu.edu/olympiad/) (return to NDSU)

Tentative Schedule


Parent Release Form

BSC Waiver Form

**Future SW Regional Science Olympiad Events:**

The SW Regional Science Olympiad event will be held on the last Thursday of March.

- **2017- March 30th**
- **2018- March 29th**
- **2019- March 28th**

It is obvious that there will be some scheduling conflicts and we hope that everyone will be able to plan to the best of their ability to work around any of these conflicts.