

**Arrangements Committee**  
Ethelene K. Hare, Chairperson

**Section A – Policy Information**

The Arrangements Committee is responsible for registering exhibitors at the Student Science Fair and planning for all activities including opening and closing programs, meal functions, and invitations to special functions (Opening Day and Sixth-Grade Regional Winners Luncheons).

Exhibitors reporting to the Museum of Science and Industry on project set-up days were informed in advance of the eight-copy research paper requirement. Committee members check the research paper for compliance with the “Physical Arrangement of Required Papers” which appears in the Exhibitor Information Bulletin. For students who fail to report to the Museum on scheduled set-up days, phone calls are made to his/her home and/or school to confirm participation in the Science Fair or not.

On Friday and Saturday of the Student Science Fair, exhibitors are not allowed to leave the West Pavilion prior to the scheduled dismissal time. In the event a student needs to leave early, he/she must report to the Information Desk accompanied by a parent/guardian. The parent/guardian must present a Photo ID and sign the completed early dismissal form.

**Section B – Procedural Timeline**

<b><u>Month</u></b>	<b><u>Duties and Procedures</u></b>
<b>September</b>	<ul style="list-style-type: none"> <li>&gt; Review binder contents and update contents for coming year.</li> <li>&gt; Contact committee members to determine if contact information is correct and to confirm their continuing with the committee.</li> <li>&gt; Prepare committee report for September Operating Chairperson Committee meeting.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>&gt; Prepare and send letter to President Obama, Governor Quinn, Senator Kirk, and Senator Durbin informing them of Science Fair preparations for the coming year and requesting their attendance.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>&gt; Prepare and send letter of invitation for guest speaker for these events:               <ul style="list-style-type: none"> <li>• Opening Day ceremony</li> <li>• Recognition Luncheon</li> <li>• Sixth-Grade Winners Recognition Luncheon</li> <li>• Awards Convocation</li> <li>•</li> </ul> </li> <li>&gt; Prepare committee report for January Operating Committee Chairpersons meeting.</li> </ul>

**Section B – Procedural Timeline (Cont’d)**

<b>Month</b>	<b><u>Duties and Procedures</u></b>
<b>January</b>	<p>&gt;Meet with the MSI Special Events Coordinator and discuss the following:</p> <ul style="list-style-type: none"> <li>• Menus for all meal functions.</li> <li>• Wait staff assigned and set-up for each meal function.</li> </ul> <p>&gt; Obtain a list of invitees for Opening Day and Recognition Luncheon from:</p> <ul style="list-style-type: none"> <li>• Judging Committee (Honored Exhibit Judges)</li> <li>• Scholarship Committee (University Scholarship Personnel)</li> <li>• MSI Educator Facilitator</li> </ul> <p>&gt;Prepare a Master List of invitees for Opening Day and Recognition Luncheon which will include:</p> <ul style="list-style-type: none"> <li>• Alderman</li> <li>• Board of Education members</li> <li>• Central Office Personnel</li> <li>• Corporate Sponsors Representatives</li> <li>• Honored Exhibit Judges</li> <li>• MSI administrators</li> <li>• Network Chiefs</li> <li>• Regional Science Fair Chairs</li> <li>• SSF Board of Directors</li> <li>• SSF Operating Committee Chairs</li> <li>• University Scholarship Personnel</li> <li>•</li> </ul> <p>&gt; Order formal invitations.</p> <p>&gt; Prepare committee report for January Operating Committee Chairs meeting.</p>
<b>February</b>	<p>&gt;Mail formal invitations for Opening Day and Recognition Luncheon.</p> <p>&gt;Submit required updated Program Book pages to Publications Committee Chair.</p> <p>&gt;Send duty assignment packets to committee members who are available to work during Science Fair week.</p> <p>&gt;Obtain expected attendance for meal functions from Symposium, Judging, and Special wards Committees.</p> <p>&gt;Obtain the following lists from Data Entry Chair:</p> <ul style="list-style-type: none"> <li>• Exhibitors by name, exhibit number, school and Region.</li> <li>• Sixth-Grade Region Winners.</li> <li>• Symposium presenters</li> </ul>

**Section B- Procedural Timeline (Cont'd)**

<b>Month</b>	<b>Duties and Procedures</b>
<b>February (Cont'd)</b>	>Prepare committee report for February Operating Committee Chairs meeting. >Obtain from Publications Committee Chair copies of <i>Handbook</i> , Exhibitor Information Bulletin and Floor Plan.
<b>March Three weeks prior to fair</b>	>Prepare a numerical list of exhibitors scheduled to set-up projects on Tuesday and Wednesday. >Send duty assignment packets to committee members available to work Science Fair week. >Send thank-you letter to confirmed guest speakers and include a Museum Parking garage map. > Prepare and duplicate floor supervisor's duties. >Duplicate forms needed at Information Desk.
Two weeks prior to fair	>Prepare and duplicate <b>Symposium Only</b> and <b>Symposium + Project</b> lists. >Prepare program for Opening ceremony. Send electronic copy to each guest speaker. >Order floral arrangements for luncheons >Update and duplicate copies of exhibitor letter. >Remind Data Entry Chair to prepare forms for: <ul style="list-style-type: none"> <li>• <i>World Book Science Year</i></li> <li>• Family Coupons</li> <li>• Parking Vouchers</li> <li>• Awards Convocation Tickets</li> <li>• Student Attendance (Friday-Sunday)</li> </ul>
One week prior to fair	>Prepare>Make alpha list of Recognition Luncheon invitees. >Laminate names for stage seating. >Prepare and duplicate list of Honored Exhibit Judges. >Revise and enlarge floor plan.

**Section B – Procedural Timeline (Cont’d)**

<b>Month</b>	<b>Duties and Procedures</b>
<b>Tuesday Week of fair</b>	<p>&gt;South of the Information Desk have two (2) tables set-up for collecting Student Approval Form and issuing, student’s Badge, <i>World Book</i>, and Family Coupons.</p> <p>&gt;North of the Information Desk have two (2) tables set-up for student use. Equip each table with stapler and stapler remover.</p> <p>&gt;Have these supplies available at the Information Desk:</p> <ul style="list-style-type: none"> <li>• Note of Absence Notebook</li> <li>• Early Dismissal Notebook</li> <li>• Student Information Cards</li> <li>• No Show forms</li> <li>• Pencils, pencil cup, scissors, scissors cup, staples, stapler removers, rubber bands, totes for research papers, correction fluid, and paper clips.</li> <li>• CPS School Directory</li> </ul> <p>&gt;When student reports to desk after safety inspection, collect from student the following:</p> <ul style="list-style-type: none"> <li>• Information Card if not already submitted</li> <li>• Safety Approval Form</li> <li>• Eight (8) copies of the research paper. Make sure research paper conforms to the “Physical Arrangement of Required Paper.”</li> <li>•</li> </ul> <p>&gt;For MAJOR PROBLEM with research paper or safety inspection:</p> <ul style="list-style-type: none"> <li>• Place the Safety Approval Form on the <b>HOLD BOARD</b>.</li> <li>• Indicate on the <b>CHECK-IN BOARD</b> with proper code for “HOLD” and initial proper space at bottom of Safety Approval Form.</li> <li>• If problem cannot be corrected while at Museum, inform student that he/she must correct problem and return <b>Thursday by 10:00 a.m.</b></li> </ul> <p>&gt;For exhibitors meeting all requirements:</p> <ul style="list-style-type: none"> <li>• Cross of exhibitor’s number on check-in board.</li> <li>• At bottom of Safety Approval Form, initial proper spaces.</li> </ul> <p>&gt;Return Safety Approval Form to student. Send student to tables south of the Information Desk.</p> <p>&gt;Tuesday afternoon, prepare a list of No Shows. Call No Shows to confirm participation in the Science Fair or not.</p>

**Section B – Procedural Timeline (Cont’d)**

<b>Month</b>	<b>Duties and Procedures</b>
<p><b>March</b></p> <p><b>Wednesday</b> Week of fair</p>	<p>. &gt;When student reports to desk after safety inspection, collect from student the following:</p> <ul style="list-style-type: none"> <li>• Information Card if not already submitted</li> <li>• Safety Approval Form</li> <li>• Eight (8) copies of the research paper. Make sure research paper conforms to the “Physical Arrangement of Required Paper.”</li> </ul> <p>&gt;For MAJOR PROBLEM with research paper or safety inspection:</p> <ul style="list-style-type: none"> <li>• Place the Safety Approval Form on the <b>HOLD BOARD</b>.</li> <li>• Indicate on the <b>CHECK-IN BOARD</b> with proper code for “HOLD” and initial proper space at bottom of Safety Approval Form.</li> <li>• If problem cannot be corrected while at Museum, inform student that he/she must correct problem and return <b>Thursday by 10:00 a.m.</b></li> </ul> <p>&gt;For exhibitors meeting all requirements:</p> <ul style="list-style-type: none"> <li>• Cross of exhibitor’s number on check-in board.</li> <li>• At bottom of Safety Approval Form, initial proper spaces.</li> </ul> <p>&gt;Return Safety Approval Form to student. Send student to tables south of the Information Desk.</p> <p>&gt;Wednesday afternoon, prepare a list of No Shows. Call No Shows to confirm participation in the Science Fair or not.</p> <p>&gt;Arrange all Safety Approval Forms and Student Information Cards in numerical order.</p> <p>&gt;Make a master list of No Shows.</p>
<p><b>Thursday</b> Week of fair</p>	<p>&gt;Organize tickets for Awards Convocation:</p> <ol style="list-style-type: none"> <li>1. Obtain exhibitors’ and Symposium presenters’ labels with 600 numbers from Data Entry Chair.</li> <li>2. Pull No Show labels and 600 numbered labels for students who have Paper + Project.</li> <li>3. Duplicate required number of exhibitor letter. Fold letters.</li> <li>4. Label envelopes.</li> <li>5. Insert in envelope two (2) tickets and exhibitor letter.</li> <li>6. Arrange envelopes in numerical order.</li> <li>7. Store envelopes in file cabinet until Saturday.</li> </ol> <p>&gt;At 11:00 a.m. go to Rosenwald Room to:</p> <ul style="list-style-type: none"> <li>• Check tables for floral arrangements.</li> </ul>

**Section B – Procedural Timeline (Cont’d)**

<b>Month</b>	<b>Duties and Procedures</b>
<p><b>Thursday</b> Week of fair (Cont’d)</p>	<ul style="list-style-type: none"> <li>• Check to see if Program Book has been placed on each chair.</li> <li>• Place “Reserved” sign on table near podium.</li> </ul> <p>&gt;Organize materials for exhibitors’ sign in tables.</p> <p>&gt;Organize materials for Opening ceremony.</p> <p>&gt;Post lunch schedule for Friday.</p> <p>&gt;Organize Information Desk for Friday.</p>
<p><b>Friday</b> Week of fair</p>	<p>&gt;Manage Information Desk.</p> <p>&gt;Manage exhibitors’ sign in tables.</p> <p>&gt;At 9:45 a.m. begin packing materials for relocating information Desk. Area will be set-up for Opening ceremony.</p> <p>&gt;After area has been set-up, decorate as follows:</p> <ul style="list-style-type: none"> <li>• Connect stanchions with 9 feet of ribbon.</li> <li>• Tape 2 bows to each stanchion.</li> <li>• Arrange flowers in front of podium.</li> <li>• Have scissors available for ribbon cutting</li> </ul> <p>&gt;At 10:45 a.m. the Chair meets stage guests in south foyer.</p> <p>&gt;At 10:48 a.m. stage guests proceed to exhibit to begin Opening ceremony.</p> <p>&gt;At 11:15 a.m. send three (3) committee member to: Rosenwald Room to:</p> <ul style="list-style-type: none"> <li>• Check tables for floral arrangements.</li> <li>• Check to see a Program Book has been placed on each chair.</li> <li>• Place “Reserved” signs on designated tables.</li> </ul> <p>&gt;Prepare Auditorium seating chart for exhibitors.</p> <p>&gt;Obtain exhibitors’ and 600 numbered labels. Pull No Show labels and 600 numbered labels for Symposium presenters with Paper + Project.</p> <p>&gt;Organize exhibitors’ sign I tables.</p> <p>&gt;Organize Information Desk for Saturday.</p> <p>&gt;Post Saturday’s lunch schedule.</p>

**Section B – Procedural Timeline (Cont’d)**

<b>Month</b>	<b>Duties and Procedures</b>
<p><b>March</b></p> <p><b>Saturday</b> Week of fair</p>	<p>&gt;Manage Information Desk.</p> <p>&gt;Manage sign in tables.</p> <p>&gt;Label Auditorium seats.</p> <p>&gt;At 11:00a.m. send three (2) committee members to Rosenwald Room to:</p> <ul style="list-style-type: none"> <li>• Check to see if Program Book has been placed on each chair.</li> <li>• Serve as ushers.</li> <li>• Check to see if Program Book has been placed on each chair.</li> </ul> <p>&gt;After the luncheon bring all flowers to West Pavilion.</p> <p>&gt;At 1:00 p.m. begin preparing packets for Sunday workers which includes::</p> <ul style="list-style-type: none"> <li>• Duty assignment letter with specific duty recorded.</li> <li>• Exhibitor letter.</li> <li>• Floor Plan</li> <li>• Seating chart</li> <li>• Badge</li> </ul> <p>&gt;Store packets at Information Desk in a box labeled “Sunday Workers</p> <p>&gt;At 2:00 p.m. begin distributing tickets for Awards Convocation.</p> <p>&gt;Organize exhibitors’ sign in tables.</p> <p>&gt;Arrange flowers around podium in Auditorium</p> <p>&gt;Organize Information Desk.</p>
<p><b>Sunday</b> Week of fair</p>	<p>&gt;Manage Information Desk.</p> <p>&gt; Manage exhibitors’ sign in tables.</p> <p>&gt; Sunday Workers arrive at 10:00 a.m. for orientation which includes:</p> <ul style="list-style-type: none"> <li>• Receive assignment packets.</li> <li>• Discuss assigned duties</li> <li>• Walking through assigned duties.</li> <li>• Issue Parking Vouchers</li> </ul> <p>&gt;After the Awards Convocation:</p> <ul style="list-style-type: none"> <li>• Issue Parking Vouchers.</li> </ul>

**Section B – Procedural Timeline (Cont’d)**

<b>Month</b>	<b>Duties and Procedures</b>
<b>Sunday</b> Week of fair (Cont’)	<ul style="list-style-type: none"><li>• Present tokens of appreciation to committee members and volunteers.</li><li>• Pack supplies and label all boxes.</li><li>• Deliver boxes to backstage area.</li><li>• Close down Science Fair Information Desk.</li></ul>

**Sample Documents Attached**

Guest Speaker Letters

- A. Opening Ceremony
- B. Recognition Luncheon
- C. Sixth-Grade Regional Winners Luncheon
- D. Awards Convocation
- E. Thank-you

Formal Invitation - F

Exhibitor Letter - G

Sunday Volunteer Letter - H

Early Dismissal - I

No Show Form - j



## Section C – Resources and References

### 1. Chicago Board of Education

<b>David J. Vitale</b> President	<b>Jesse H. Ruiz</b> Vice President	<b>Dr. Caelos Azcoitia</b>	<b>Dr. Henry S. Bienen</b>
<b>Dr. Mahalia A. Hines</b>	<b>Deborah H. Quazzo</b>	<b>Andrea L. Zopp</b>	
<b>Address</b> 125 S. Clark Street 5 <sup>th</sup> Floor Chicago, IL 60603	<b>Phone</b> 773-553-1600	<b>GSR</b> <b>125</b>	

### 2. CPSSSF Board of Directors

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>
Dr. Deborah Sutkowski President	2815 Gabriella Street Downers Grove IL 60915-3890	847-644-2982	debrasutkowski@comcast.net
Dr. Kenneth Zdunek Past President	1805 Warwick Lane Shaumburg, IL 60193	847-812-6469	kzdunek@iit.edu
Dawn P. Neely Secretary	Peoples Gas 38 W. 64 <sup>th</sup> Street Chicago, IL 60621	773-672-6240	dpneely@peoplesgasdelivery.com
Kim Anderson	BP America Inc. 30 S. Wacker Drive Chicago, IL 60603	312-594-7840	Kim.anderson@bp.com
Paul Dolan, Jr. PhD	Northeastern Illinois University 550 N. St. Louis Chicago, IL 60625	773-442-578 (W) 312-758-0476 (H)	p.dolan@neiu.edu
Jennifer Guy, PhD	Takeda One Takeda Parkway Deerfield, IL 60015	224-554-2085	jenifer.guy@takeda.com
DeDee Ludwig	Museum of Science and Industry 57 <sup>th</sup> Street and Lake Shore Drive Chicago, IL 60637-2		dedee.ludwig@msichicago.org

**Section C – Resources and References**

**CPSSSF Board of Directors (Cont'd)**

William E. Meyer,	Schiff Hardin LLP Lake Forest Office One Westminster Place Lake Forest, IL 60045	847-295-4325	williammeyer222@comcast.net
Dawn P. Neely Secretary	Peoples Gas 38 W. 64 <sup>th</sup> Street Chicago, IL 60621	773-672-6240	dpneely@peoplesgasdelivery.com
Brian Stepp	2030 Southmeadow Lane Lake Forest, IL 60045	847-219-3566	b.stepp@sbcglobal.net
Melanie Wojtulewicz Interim Executive Dir.	6500 S. Komensky Ave. Chicago, IL 60629- 5131	773-284-6614	melwojo@aol.com
Melanie Wojtulewicz Interim Executive Director	6500 S. Komensky Ave. Chicago, IL 60629- 5131	773-284-6614	melwojo@aol.com
Glennie King Chairperson	Morgan Park High School 1744 W. Pryor Ave. Chicago, IL 60643	773-405-0457	glking@cps.edu
Barbara Dubielak- Wood	Elizabeth Street Training Facility 320 N. Elizabeth St. 5 <sup>th</sup> Floor <b>Chicago, IL 60607</b>	773-553-6319	<b>bdubielak-wood@cps.edu</b>
Stephen Farr	Hancock High School 4034 W. 56 <sup>th</sup> Street Chicago, IL 60629	773-534-2410	sfarr3@gmail.com
Ethelene Hare	501 E. 32 <sup>nd</sup> Street #2103 Chicago, IL 60616	312-842-6223	ehare@att.net
Sylvia Nelson Jordan	CPS Office of College Career and Success 125 S. Clark Street 12 <sup>th</sup> Floor Chicago, IL 60603	773-553-3593	snelson@edu

**Section C – Resources and References**

**CPSSSF Board of Directors (Cont'd)**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail</b>
Ruby S. Parnell-Booth	Mollison Elementary 4415 S. King Drive Chicago, IL 60653	773-535-1804	rsparnell-booth@cps.edu
Walter Pilditch, EdD	Plymouth Place Retirement Home 315 N. LaGrange Road Apt. 718 LaGrange Park, IL 60526		educator9409@sbcglobal.net
Edward Scanlon	9336 S. Francisco Ave. Evergreen Park, IL 60805	708-229-0491	rateater@netcape.net

**3. Network Chiefs**

<b>Network</b>	<b>Chief</b>	<b>Phone</b>	<b>E-mail</b>
<b>Network 1</b> 6323 N. Avondale (60631)	Anna Alvarado	773-534-1100	amalvarado@cps.edu
<b>Network 2</b> 6323 N. Avondale (60631)	Craig Benes	773-534-1100	cebenes@cps.edu
<b>Network 3</b> 501 W. 35 <sup>th</sup> Street (60616)	Randel Josserand	773-535-8040	rbjosserand@cps.edu
<b>Network 4</b> 6323 N. Avondale (60631)	John Price	773-534-1100	jpprice@cps.edu
<b>Network 5</b> 501 W. 35 <sup>th</sup> Street(60616)	Wanda Washington	773-535-8040	wwashington@cps.edu
<b>Network 6</b> 501 W. 35 <sup>th</sup> Street (60616)	Harold “Chip” Johnson	773-535-8040	hvjohnson@cps.edu
<b>Network 7</b> 501 W. 35 <sup>th</sup> Street (60616)	Theresa Plascencia	773-535-8040	taplascencia@cps.edu

**Section C – Resources and References**

**Network Chiefs Cont’d)**

<b>Network</b>	<b>Chief</b>	<b>Phone</b>	<b>E-mail</b>
<b>Network 8</b> 6533 S. Stewart (60621)	Luis Soria	773-535-8207	lsoria@cps.edu
<b>Network 9</b> 65 S. D46earborn (60609)	Harrison Peters	773-535-8080	hapeters@cps.edu
<b>Network 10</b> 11424 S. Western (60643)	Rhonda Corr- Saegert	773-535-2600	rcorrsaegert@cps.edu
<b>Network 11</b> 6533 S. Stewart (60621)	Elizabeth Kirby	773-535-8207	eakirby@cps.edu
<b>Network 12</b> 6533 S. Dearborn (60609)	Latanya Mcdade	773-535-8080	ldmcdade@cps.edu
<b>Network 13</b> 11424 S. Western (60643)	Karen Saffold	773-535-2600	<a href="mailto:kvsaffold@cps.edu">kvsaffold@cps.edu</a>

**4. Regional Science Fair Chairpersons**

Dr. Beatrice Jaji <a href="mailto:bejaji@ccps.edu">bejaji@ccps.edu</a>	Sarah Hernandez <a href="mailto:Sehernandez2@cps.edu">Sehernandez2@cps.edu</a>	Vyjayanti Joshi <a href="mailto:vjoshi@cps.edu">vjoshi@cps.edu</a>	Libby Rober <a href="mailto:lrobertson@cps.edu">lrobertson@cps.edu</a>
Sandra Tobias <a href="mailto:stobias@cps.edu">stobias@cps.edu</a>	Naomi Medina <a href="mailto:nemedina-correa@cps.edu">nemedina-correa@cps.edu</a>		Sarah O’Dowd <a href="mailto:saodowd@cps.edu">saodowd@cps.edu</a>
Ladwonda Hill <a href="mailto:lhill@cps.edu">lhill@cps.edu</a>	Juanitia (NiNi) Paulinski <a href="mailto:jnpuulinski@cps.edu">jnpuulinski@cps.edu</a>	Nicole Mulcrone <a href="mailto:nacatinella@cps.edu">nacatinella@cps.edu</a>	Shawana Ridley <a href="mailto:sridley@cps.edu">sridley@cps.edu</a>
Susan Cottrell <a href="mailto:scottrell@cps.edu">scottrell@cps.edu</a>			Jeanetra Watkins <a href="mailto:jdwatkins1@cps.edu">jdwatkins1@cps.edu</a>
Loel Madden <a href="mailto:lamadden@cps.edu">lamadden@cps.edu</a>	Shelia Washington-Lane <a href="mailto:slwashington@cps.edu">slwashington@cps.edu</a>		

## Section C – Resources and References (Cont'd)

### 5. Arrangements Committee Members

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail</b>
Chairperson Ethelene K..Hare	501 E. 32 <sup>nd</sup> Street Apt. 2103 Chicago, IL 60616	312-842-6223	ehare@att.net
Cynthia Anderson-Ward	441 N. Virginia Ave. Glenwood, IL 60425		caward6@att.net
Rosario Canizales	Hernandez Middle School 3510 W. 55 <sup>th</sup> Street Chicago, IL 60632	773-535-8859	rcanizales@cps.edu
Yolanda Del Rio	9171 Meadowview Drive Hickory Hills, IL 60457	708-602-1989	yolanda_delrio@comcad.net
LaDwonda Hill	Erickson Elementary 3600 W. 5 <sup>th</sup> Ave Chicago, IL 60624	773-791-5080	lchill@cps.edu
Liz Jones	12642 S. Stewart Ave. Chicago, IL 60628	773-456-0441	lizbeth68@sbcglobal.net
Glennie King	Morgan Park High School 1744 W. Pryor Ave. Chicago, IL 60643	773-405-0457	gjking@cps.edu
Dorothy Kramer	P.O. Box 72 Glenview, IL 60025-0092		finearts69@yahoo.com
Stella Muir	1729 W. Beverly Parkway Chicago, IL 60643	773-301-2125	lucky191@aol.com
Patricia Parsons	<u>10500 S.Walden Parkway</u> <u>Chicago, IL 60643</u>	<u>773-315-6672</u>	<u>bioladyparsons@yahoo.com</u>
Sandra L. Payne	Morgan Park High School 1744 W. Pryor Ave. Chicago, IL 60643	773-988-0678	slpayne1@cps.edu
Eva Pitts	20309 Arcadian Drive Olympia Fields, IL 60461	708-747-4255	
Ron Richardson	850 S. State Street Apt. 26F Chicago, IL 60610		rrichardson1242@aol.com
Clemente Rodriguez	1945 n. Damen Ave. Chicago, IL 60647	773-852-5202	crodriguez001@aol.com
Raymond Rodriguez	1945 n. Damen Ave. Chicago, IL 60647	773-447-5202	

**Section C – Resources and References (Cont’d)**

**Arrangements Committee Members (Cont’d)**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail</b>
Denise Thomas	9532 Essex AVE. Chicago, IL 60617	773-233-8085	tomhow23@hotmail.com
Nancy Toomey	9738 S. Prospect Ave. Chicago, IL 60643	773-239-43800 (H) 312-401-7152 (C)	ndtoomey91@gmail.com
Katrina Washington	Network 13 11424 S. Western Ave. Chicago, IL 60643	773-535-2981 (W) 312-798-2825©	klwashington@att.net
Anna L. West	1143 E. 82 <sup>nd</sup> Street Chicago, IL 60619-4513	773-653-6229 (C) 773-731-9034 (H)	annalwest@yahoo.com

**Confidential Science Fair Information – Arrangements Committee**

No Confidential Information

Luba Johnson  
Interim Executive Director  
Chicago Public Schools Student Science Fair, Inc.  
P. O. Box 803945  
Chicago, IL 60680-3945  
Phone: (773) 209-2204  
Fax: (773) 925-1136  
E-mail: lubaj131@cps.edu

January 14, 2014

Mr. Matthew J. Blakely  
Director  
Motorola Solutions Foundation  
1303 E. Algonquin Road  
Schaumburg, Illinois 60196 U.S.A.

Dear Mr. Blakely:

The Chicago Public Schools Student Science Fair, Inc. will conduct its 64th Annual Student Science Fair at the Museum of Science and Industry during the week of March 20-23, 2014. The theme of this year's competition is ***Bringing Science, Technology, Engineering & Mathematics Home.***

We would be most honored if you would accept our invitation to extend greetings to students, teachers, corporate sponsor representatives, and members of the public at the Opening ceremony on Friday, March 21, 2014. Please limit remarks to 3 minutes. The ceremony is scheduled to begin at 11:00 a.m. in the central exhibit area of the West Pavilion. It will be our esteem pleasure to have you join us for lunch at 12:00 noon in the Rosenwald Room.

If for some reason you are unable to attend Opening Day activities of the Student Science Fair, please send someone to represent you.

Thank you for your kind consideration of these requests. If you have any questions or concerns, please contact Ethelene Hare at 312- 842-6223 or by e-mail at [ehare@att.net](mailto:ehare@att.net).

Sincerely,



Ethelene K. Hare  
Arrangements Committee Chairperson



Luba Johnson  
Interim Executive Director

Luba Johnson  
Interim Executive Director  
Chicago Public Schools Student Science Fair, Inc.  
P. O. Box 803945  
Chicago, IL 60680-3945  
Phone: (773) 209-2204  
Fax: (773) 925-1136  
E-mail: ljohnson131@cps.edu

January 30, 2014

Dr. Debra Sutkowski  
2815 Gabriella Street  
Downers Grove, Illinois 60915

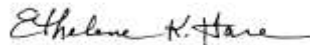
Dear Dr. Sutkowski:

The Chicago Public Schools Student Science Fair, Inc. will conduct its 64th Annual Student Science Fair at the Museum of Science and Industry during the week of March 20-23, 2014. The theme of this year's competition is ***Bringing Science, Technology, Engineering & Mathematics Home***.

We would be most honored if you would agree to accept our invitation to give remarks at the Recognition Luncheon in the Columbian Room on Friday, March 21, 2014. The luncheon is scheduled to begin at 12:00 noon. The audience will consist of dignitaries, members of the Student Science Fair Board of Directors, Honored Exhibit Judges and Chicago Public Schools Student Science Fair, Inc. Operating Committee Chairpersons.

Thank you for your kind consideration of this request. If you have any questions or concerns, please contact Ethelene Hare at 312- 842-6223 or by e-mail at ehare@att.net. The favor of your reply is truly appreciated.

Sincerely,



Ethelene K. Hare  
Arrangements Committee Chairperson



Luba Johnson  
Interim Executive Director



Luba Johnson  
Interim Executive Director  
Chicago Public Schools Student Science Fair, Inc.  
P. O. Box 803945  
Chicago, IL 60680-3945  
Phone: (773) 209-2204  
Fax: (773) 925-1136  
E-mail: ljohnson131@cps.edu

January 14, 2014

Dawn Neely  
Peoples Gas  
38 West 64<sup>th</sup> Street  
Chicago, Illinois 60621

Dear Dawn:

The Chicago Public Schools Student Science Fair, Inc. will conduct its 64th Annual Student Science Fair at the Museum of Science and Industry during the week of March 20-23, 2014. The theme of this year's competition is ***Bringing Science, Technology, Engineering & Mathematics Home.***

We would be honored if you would accept our invitation to give remarks at the Sixth Grade Regional Winners Recognition Luncheon on Saturday, March 22, 2014.

Approximately, thirty outstanding six grade science fair winners will be invited to the luncheon. Each student may be accompanied by two guests (both parents or a parent and another relative). Lunch will be served in the Rosenwald Room at 11:45 a.m. followed by a short program.

If you have any questions, please contact Ethelene Hare at (312) 842-6223 or by e-mail at [ehare@att.net](mailto:ehare@att.net). The favor of your reply is truly appreciated.

Sincerely,



Ethelene K. Hare  
Arrangements Committee Chairperson



Luba Johnson  
Interim Executive Director

Luba Johnson

Interim Executive Director  
Chicago Public Schools Student Science Fair, Inc.  
P. O. Box 803945  
Chicago, IL 60680-3945  
Phone: (773) 209-2204  
Fax: (773) 925-1136  
E-mail: ljohnson131@cps.edu

January 14, 2014

Ms. Nicole Kowrach  
Director of Teaching and Learning  
Museum of Science and Industry  
57<sup>th</sup> Street and Lake Shore Drive  
Chicago, IL 60637-2093

Dear Ms. Kowrach:

The Chicago Public Schools Student Science Fair, Inc. will conduct its 64th Annual Student Science Fair at the Museum of Science and Industry during the week of March 20-23, 2014. The theme of this year's competition is ***Bringing Science, Technology, Engineering & Mathematics Home.***

We would be most honored if you would agree to greet students, parents and other invited guests at the Awards Ceremony on Sunday, March 23, 2014. The ceremony is scheduled to begin at 1:00 p.m. in the Auditorium of the West Pavilion.

If for some reason you cannot be present, would you be so kind as to send someone to represent you?

Thank you for your kind consideration of these requests. If you have any questions or concerns, please contact Ethylene Hare at 312- 842-6223 or by e-mail at [ehare@att.net](mailto:ehare@att.net). The favor of your reply is truly appreciated.

Sincerely,



Ethelene K. Hare  
Arrangements Committee Chairperson



Luba Johnson  
Interim Executive Director

Luba Johnson  
Interim Executive Director  
Chicago Public Schools Student Science Fair, Inc.  
P.O. Box 803945  
Chicago, IL 60680-3945  
Phone: (773) 209-2204  
Fax: (773) 925-1136  
E-mail: ljohnson131@cps.edu

March 8, 2014

Mr. David Mosena  
President and CEO  
Museum of Science and Industry  
5700 South Lake Shore Drive  
Chicago, Illinois 60637-2093

Dear Mr. Mosena:

Thank you for your willingness to greet students, teachers, corporate sponsor representatives and members of the public at the Opening ceremony of the 64th Annual Student Science Fair on Friday, March 21, 2014, at the Museum of Science and Industry. The theme of this year's competition is **BRINGING Science, Technology, Engineering & Mathematics HOME.**

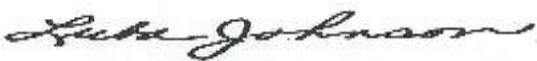
At 10:45 a.m. stage guests and other dignitaries will assemble in the south foyer of the West Pavilion. At 10:58 a.m. we will proceed to the central exhibit area to begin the program at 11:00 a.m. Please plan to speak for three minutes. Following the ceremony we will report to the Rosenwald Room for lunch.

We appreciate your taking time out of your busy schedule to recognize the achievements of the outstanding Science Fair participants. If you have questions or concerns, contact Ethelene Hare at 312-842-6223 or by e-mail at [ehare@att.net](mailto:ehare@att.net).

Sincerely,



Ethelene K. Hare  
Arrangements Committee Chairperson



Luba Johnson  
Interim Executive Director



Chicago Public Schools  
Student Science Fair, Inc.  
Cordially invites you to the

**64th Annual Student Science Fair  
Opening Day**

Friday, March 21, 2014

**Museum of Science and Industry**  
5700 S. Lake Shore Drive  
Chicago, Illinois

Opening Ceremony: 11:00 A.M.  
West Pavilion  
Luncheon: 12:00 noon  
Columbian Room

**RSVP to Ethelene Hare**  
**by March 12, 2014**  
Phone: 312-842-6223  
E-mail: [ehare@att.net](mailto:ehare@att.net)

## Chicago Public Schools Student Science Fair

**TO: 2014 Science Fair Exhibitors**  
**FROM: Arrangements Committee**

The Sunday Awards Ceremony seating is as follows:

<b>EARLY PARENT SEATING</b>	<b>EXHIBITOR SEATING</b>	<b>FINAL SEATING</b>
<b>12:00 noon – 12:20 p.m.</b>	<b>12:20 p.m. – 12:40 p.m.</b>	<b>12:40 p.m. – 12:55 p.m.</b>

Prior to seating, parents are not to line up in any area of the Museum. Until seating time, parents should mingle in the exhibit areas in the West Pavilion. **PARENTS ARE NOT TO PAY FOR PARKING IN THE MUSEUM PARKING GARAGE.** After the Awards Ceremony, **one parent/guardian** will bring the Museum parking entry ticket to tables in the area of the Science Fair Information Desk and **sign for a paid voucher in exchange for the entry ticket.** If your guest requires a wheelchair, inquire at the Coat Check Room in the Great Hall.

Due to seating limitation for the Awards Ceremony, you are given two tickets for your guests. **YOU, THE EXHIBITOR, DO NOT NEED A TICKET FOR ADMISSION. Seating is on a first come first served basis. SEATS ARE NOT TO BE SAVED.**

Store valuables in the Security Room between 11:45 a.m. and 12:00 noon. **DO NOT REMOVE YOUR PROJECT. Any project removed before 1:00 p.m. on Sunday, March 23, 2014, will result in the exhibitor(s) being disqualified.**

At 12:00 noon, line captains will line up students in project areas to be escorted to the Auditorium. You must wear your Science Fair badge issued in 2014. **Badges will be checked as you enter the Auditorium.** Sit in your labeled seat. At the end of the program, the line captain will escort his/her assigned group via the north stairs, to the Little Theater to receive award packets.

For students with projects # \_\_\_\_\_ in the North Foyer: After picking up your award packet, use the north stairs to return to the North Foyer to pick up your display board. Parents will not be allowed to enter the North Foyer through the brass doors until exhibitors have reported to the Little Theater.

### PLEASE NOTE:

- 1. Parent (s)/guardian (s) of IJAS and ISEF participants are to remain in the Auditorium after the program.** Other parents and guests may leave after the program.
- 2. ALL IJAS participants must fill out registration, medical, and transportation forms.** Your parent/guardian must sign **ALL** forms. Return completed and signed forms to the IJAS Chairperson present on stage. **DO NOT TAKE THE FORMS HOME WITH YOU.**
- 3. IJAS participants whose PARENTS ARE NOT PRESENT MUST:**
  - Obtain a “missing parent” form from the IJAS Chairperson.
  - Fill out the “missing parent” form and return it to the IJAS Chairperson
  - Get a stamped self-addressed envelope from the IJAS Chairperson.
  - When you return home, complete all required forms and mail to:

Ms. Anne Marie Sherry  
9621 S. Karlov  
Apt. 202  
Oak Lawn, IL 60453

**YOUR LETTER MUST BE POSTMARKED BY MONDAY, March 24, 2014.**

March 23, 2014

Dear Colleague::

Thank you in advance for your willingness to assist the Arrangements Committee with its many duties during Science Fair Week. Your duty is as follows:

**LINE CAPTAIN**

1. Beginning 12:00 noon, line up exhibitors \_\_\_\_\_ in numerical order.
2. Form line and hold in an assigned area until notified to move into the Auditorium.
3. **Inform students that once the line is moving, keep line steadily moving. There should be no gaps.**
4. Check to see if student is wearing badge issued in 2014.
5. Seat your group according to the seating chart.
6. After the Awards Ceremony, lead your group through the NORTH FRONT DOOR AT STAGE into the North Foyer and down to the Little Theater. Students will pick up award packets.

**NOTE: If a student is in a wheel chair or on crutches, escort student to the Auditorium before Exhibitor seating starts.**

**Man North Foyer brass doors**

**Manage Info. Desk**

**Usher -Auditorium Doors: North South Middle (N) Middle (S)**

**Work inside Auditorium**

Make sure parents do not sit in labeled seats or hold seats for anyone. A row should be filled before starting another row.

**Work inside Auditorium (After ceremony direct students exiting Auditorium via Front Stage Door)**

**Crowd Control 1**

**After Ceremony::** Stand in South Foyer. Direct parents/guardians who need to exchange the parking entry ticket to go ramp into the central exhibit area.

**Crowd Control 2**

After Awards Ceremony, North Foyer doors will be closed. Stand in front of doors. Do not allow guests leaving the Auditorium to enter.. Parents/guardians picking up their child's display boards must enter from central exhibit area.

**Crowd Control 3**

After the Awards Ceremony, stand in central exhibit area. Direct parents/guardians to correct line to exchange parking vouchers.

**Crowd Control 4**

Man the North Foyer entrance leading from the central Area. Exhibitors/parents retrieving display boards are to enter and return through this entrance.

If you have questions concerning your duty, feel free to ask any committee member.

Sincerely,  
Arrangements Committee

**I**

**Chicago Public Schools Student Science Fair**

**EARLY DISMISSAL**

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**EXHIBIT NO.** \_\_\_\_\_

**REASON FOR DISMISSAL:**

---

---

---

**SIGNED FOR DIMISSAL BY:** (Must show proper ID)

---

**RELATIONSHIP:** \_\_\_\_\_

**COMMITTEE MEMBER IN CHARGE:** \_\_\_\_\_

**Signature**





