

15. Checklist

A short checklist for teachers—to ensure that you have all the information you need on every step of the process and on time.

Checklist		✓
1.	Visit the following section on the website: Finding a project idea.	<input type="checkbox"/>
2.	Read and print out the following section: Project Categories and Types of Project.	<input type="checkbox"/>
3.	Read and print out the Rules.	<input type="checkbox"/>
4.	Print the entire Science Fairs' <i>Indispensable Guide</i> . Refer to the Table of Contents to consult the necessary sections.	<input type="checkbox"/>
5.	Fill out the required forms:	
	Official and mandatory cover page for the Regional Finals and the Québec Final;	<input type="checkbox"/>
	Form 3.6 A - Projects Entered for a Second Year.	<input type="checkbox"/>
	Free Consent Form 6.10.3 A – Projects Requiring Participation of Human Subjects (Low- and High-Risk).	<input type="checkbox"/>
	Approval Form 6.11 A – High-Risk Projects	<input type="checkbox"/>
	Approval Form 6.12 A – Low-Risk Projects	<input type="checkbox"/>
	Form 3.8 A – Contribution from a Recognized Institution	<input type="checkbox"/>
6.	Ask for the participation certificates for a Local Science Fair from the CLS in your region.	<input type="checkbox"/>
7.	Fill out the entry form for the Regional Final.	<input type="checkbox"/>
8.	Read the judging criteria and assessment grids for the Regional Finals and the Super Expo-sciences Bell, Québec Final.	<input type="checkbox"/>
9.	Keep the CDLS-CLS Network contact information handy.	<input type="checkbox"/>