

# Volunteer Handbook

# 2025

Revision 6, March 16, 2025



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Hillfield Strathallan:	905-389-1367
Security Desk:	905-961-4977
Police/Fire/Ambulance	911

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Mohawk College (Friday, March 28 only):

905-575-1212

Emergency: ext. 55

Security Desk: ext. 2003 or 905-575-2003

Police/Fire/Ambulance 9-911 on College phone

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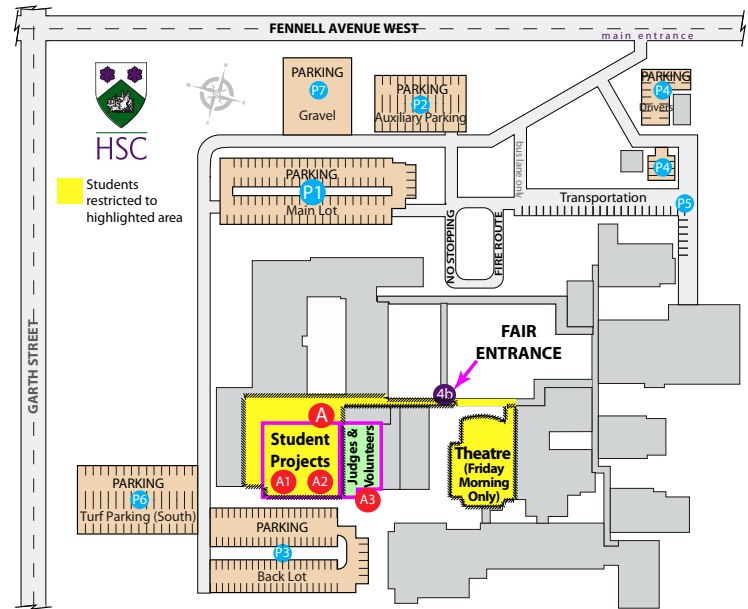
## Volunteer Supervisors

Caroline Mahut 647-780-2723

Victoria Lee 647-778-1068

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 **Students only allowed in the shaded areas**



**Gym Lockup** 

- Hillfield Strathallan staff will lock/unlock doors.
- Last committee member out is to advise security
- Security Desk: 905-961-4977

**Registration Thursday March 20**

**Site Supervisor: David Reed 289-253-8295**

Primary 📞 George Geczy 905-906-2191

Secondary 📞

**Location:** Hillfield Strathallan Athletic Complex  
(see page 3 **A1** **A2**)

**Schedule:**

Gym setup (volunteers) 8:30 am to 12:00 noon

Fair setup (volunteers) 10:00 am to 4:00 pm

Student Project set-up 4:00 pm to 8:00 pm

Post set-up activities 8:00 pm to 11:00 pm

 **Project binders and journals MUST be left with the project on Thursday night.**

**Judges require this material Friday morning.**


 **NO setup allowed on Friday**

 **Tools and repair supplies are available if needed (see page 6 Fix-IT).**

**P Parking Procedure:**

Parents - 1 hour parking 4:00pm - 8:00pm

- parents walk student in with project

 **NO drop off in front of gyms**


**Registration Thursday March 20**

**VALUABLE ITEMS**

Valuable items may be removed after the Safety Inspection and returned when returning on Friday.

If the student requires a valuable item at their project for the afternoon judging, **they must:**

- 1) Notify the Safety Coordinator (see page 8)
- 2) The Safety Coordinator provides the student with a permission slip to bring the valuable item on Friday afternoon 12:30 pm to 12:45 pm only.

 **NOTE:** A photo of the item can be taken and left at the project after the safety inspection.

 **Note: Laptops, tablets, and iPads may be returned without permission.**

**Returning Valuable Items, Friday, 12:30-12:45**

- 1) Student shows permission slip at Gym entry door on Friday between 12:30 pm and 12:45 pm only.
- 2) A Committee member will confirm the item matches the one noted on the permission slip and allow the student to return the item to the project.

 **The Gym is locked at night however students should not leave valuable items in the Gym.**

**BASEF is not responsible for any loss or damage.**



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**Safety Inspections**                      **Thursday March 20**

Primary     📞 Mark Simpson                      519-717-6213  
Secondary 📞 Janet Schafer                      289-969-2881

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**I** **Safety Inspectors have neon green T-shirts****Procedure (see layout on pages 6 and 7)**

- 1) Student sets up project **2** (Fix-it supplies at **3**)
  - 2) Student goes to **Safety Table 4** and requests a Safety Inspection and then returns to project. An inspector will come to their project.
  - 3) Safety inspector will come to project to inspect the project. They may suggest changes to improve safety or request items to be removed.
  - 4) If there are issues then:
    - 1) unsafe items may be modified to improve safety OR unsafe items are photographed **5** before being taken home (photos are left at the project)
    - 2) **Safety inspector reinspects project**
  - 5) If there are no safety issues the student may pick up a goody bag **6** and leave.
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**I** **Tools and repair materials are available at the Fix-It table 3 if required.**

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**Judges (Full Day Schedule)**                      **Friday March 21****Site Supervisor: David Reed****Merit Awards** (gold, silver, bronze)

Primary     📞 Donna Stack-Durward 905-730-8349  
Secondary 📞 Jane Wood                      905-317-8863

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**Special Awards**

Primary     📞 Dana Bee                      905-906-4332  
Secondary 📞 Eleanor O'Flynn                      905-308-4204  
                 📞 Sue Olynyk                      905-570-4831

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**Schedule:** (all non-judging activities in **A3**)

Volunteers arrive	7:00 am
Judges area <b>A3</b> set up completed	7:30 am
Judges breakfast <b>A3</b>	7:45 am - 8:30 am
Welcome address	8:00am - 8:30 am
Judging (phase 1 - no students)	9:30 am - 11:45 am
Judges lunch <b>A3</b> Spallacci Gym	11:30 - 12:45 pm
Students arrive at gym	12:30 - 12:45 pm
Students return valuable items	12:30 pm - 1:00 pm
Judging (phase 2 - with students)	1:00 pm - 4:00 pm
Student at-project photos	1:00 pm - 4:00 pm
Students dismissed to meet parents	4:00 pm
Judges' data entry	3:00 pm - 6:00 pm

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**P** **Parking Procedure (Judges only)**Parking in **South (back) Lot** (pg.3, **P3**)

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## Judging (Student Schedule) Friday March 21

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Students should have 4 merit judge interviews  
(Sometimes only 3 judges, scheduled times may change)  
There may be unscheduled Special Award Judges.

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### Student Schedule: Activity Morning

Student arrive at Theatre	9:00 am - 9:20 am
Activity morning events	9:30 am – 12:00 pm
Walk to gym (enter via west door)	12:00 pm
Lunch in gym pm	12:15 pm – 1:00 pm

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### Student Schedule: Judging

Students arrive (drop-offs)	12:30 pm - 12:45 pm
Students return valuable items	12:30 pm - 1:00 pm
Judging	1:00 pm - 4:00 pm

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 **Students are not dismissed until end of Judging around 4 pm**

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 **NO PARENTS/TEACHERS IN GYM DURING JUDGING.**  
**STUDENTS MUST STAY AT THEIR PROJECT.**



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**STUDENTS MAY ONLY REMOVE PROJECTS AFTER PUBLIC VIEWING SATURDAY FROM 12:00 to 12:15 pm.**

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 **ENSURE CELL PHONES ARE TURNED OFF. NO TEXT, CHAT, CALLS PERMITTED.**

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 **Parking Procedure (student pick up)**  
Parents park in  4:00pm to 5:00pm and walk to Gym area to meet student



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## Public Viewing Saturday March 22

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**Site Supervisor: David Reed 289-253-8295**

Primary	 David Reed	289-253-8295
Secondary	 Dana Bee	905-906-4332

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 **STUDENTS MAY NOT REMOVE PROJECTS UNTIL AFTER PUBLIC VIEWING SATURDAY MORNING**

**Location:** Hillfield Strathallan King and Siggie gyms

### Schedule:

Volunteers arrive	8:00 am
Public viewing	9:00 am - 12:00 noon
Students remove projects	12:00 noon - 12:15 pm
Rental table pick-up	1:00 pm - 2:00 pm
Cleanup	12:00 noon - 3:00 pm

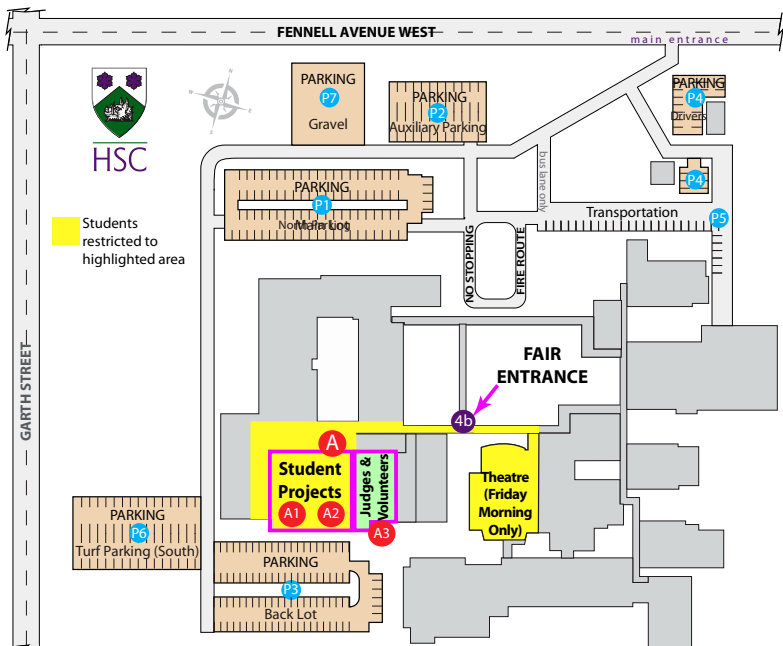
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 **After 12:15 projects NOT picked up will be disposed of.**

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 **Volunteers/Committee:** Parking free in any lot. Refer to campus map on page 12

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**P** **Volunteers:** Complimentary parking all day Thursday, Friday, Saturday.

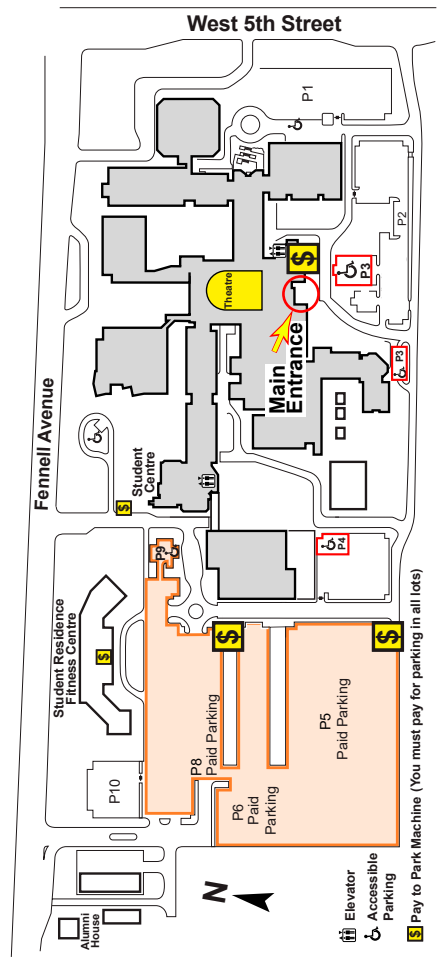
Instructions were mailed to you.


**P** **Parents:** see individual days (pages 4-11) or summary on page 16.

Thursday: Parking in all lots 4pm-8pm

Friday: Parking in all lots 4pm-5pm

Saturday: Parking in all lots 9am-12:30pm



**Parents:**  
**Friday Awards Ceremony Parking**  
 Pay at Pay by Plate Station  \$7 after 5pm.

**Accessible Parking**  
 in lots P3 and P4

-  Elevator
-  Accessible Parking
-  Pay to Park Machine (You must pay for parking in all lots)

## Awards Ceremony

Friday March 28

Primary ☎ Gerard Chiasson 416-801-2169  
Secondary ☎

**Location:** McIntyre Performing Arts Centre,  
Mohawk College, 135 Fennell Ave W, Hamilton

Volunteers set up theatre	4:30 pm - 6:30 pm
Doors open	6:00 pm
Awards Ceremony	7:00 pm - 9:30 pm
Trip Winners info & photos	9:30 pm - 10:00 pm
Cleanup	9:30 pm - 11:00 pm

### VIP Check In

VIP arrive for check in 6:00 pm - 6:45 pm  
Volunteers direct them VIP Reception room C233.

### Theatre Loading (see floor plan on page 15)

VIP Seating: Rows **A** and **B** (2 rows closest to stage)

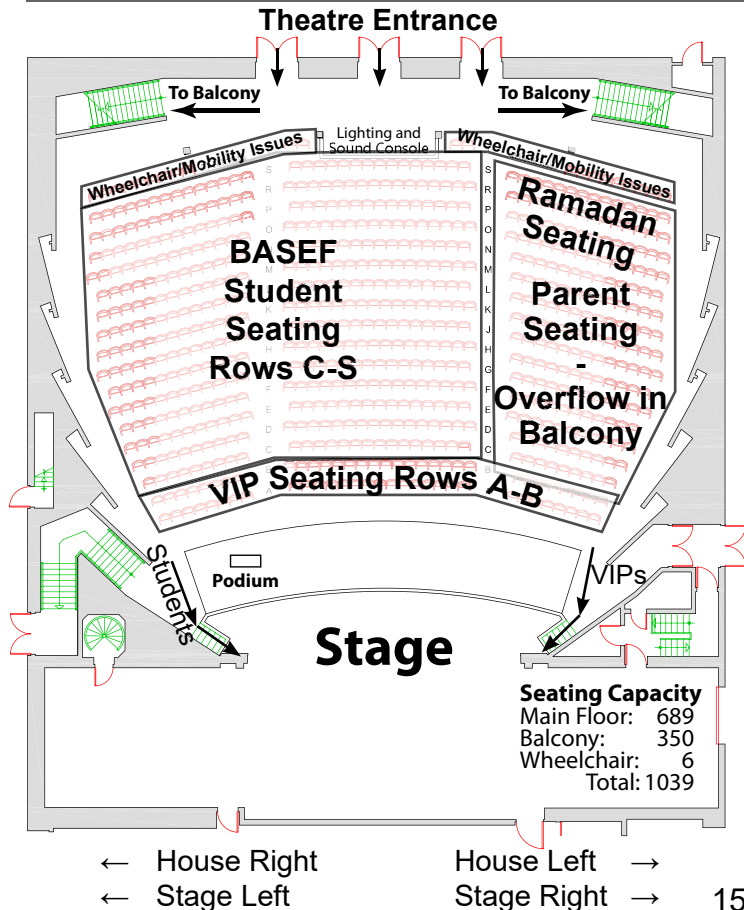
BASEF students: Front-center and House Right (podium side) rows **C** to **S**.

Ramadan Seating: House left rows **R** and **S**

General Seating: House Left side and balcony.

**!** If a student can't attend the ceremony their awards will be given to their teacher or school rep, if present, or will be sent to their teacher/school.

## Theatre Seating: Awards Ceremony (Friday Mar. 28)





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## General Volunteer Information

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### Conduct of Volunteers:

As an adult volunteer, you are in a position of trust. Volunteers are to behave in a responsible manner. If you observe any problem, unsafe or inappropriate behaviour, promptly report it to any member of the BASEF Organizing Committee.

### Communications with Students:

All conversations are to be Science Fair related. Steer away from personal discussions. If conversations become personal, encourage the student to discuss the matter with parents, school counselors, etc. Quickly end the conversation. Avoid one-on-one conversations with students outside of the exhibition area, especially in isolated circumstances.

Should a student be interested in further discussions of their project after the Science Fair (i.e. mentoring), do not agree to such arrangements without the full knowledge and consent of their parents or guardians.

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## General Volunteer Information cont'd

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### Hillfield Strathallan College

#### Volunteer Meals:

Thursday to Saturday, in pipe and drape area outside gym. See **A** page 3

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**P** **Volunteers/Committee:** Parking free in any lot. Refer to campus map on page **12**

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#### Volunteer Room

Pipe & drape area **A** on page 3

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### Mohawk College

#### Volunteer Meals:

Friday, March 28 in the "Green Room", C023

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**P** **Volunteers:** Complimentary parking Friday March 28. Instructions were mailed to you.

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#### Mohawk Room Numbers

**I** Mohawk **prayer space**, room A006  
Mohawk "**Green Room**", room C023  
**Ramadan** eating area, room C231  
VIP Reception, room C233

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## Contact Information


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### **BASEF Committee**

#### **BASEF Office (Hillfield Strathallan)**

Committee Room: "Athletics Room"

**905-389-1367 x 31419**

Volunteer Room: pipe & drape area  (pg. 3)

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## Catering & Food

Primary  Christine Kutteneuler 905-818-0795

Secondary  Jane Wood 905-317-8863

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## Site & Facilities

Primary  David Reed 289-253-8295

Secondary  Dana Bee 905-906-4332

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## News Media and Corporate Photographers

Primary  Dana Bee 905-906-4332

Secondary  David Reed 289-253-8295

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## Winner Photo Requests

Primary  Dana Bee 905-906-4332

Secondary  David Reed 289-253-8295

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## Miscellaneous Information

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### **Trips Awards**

#### **Canada-Wide Science Fair**

May 31 - June 7, 2025 Fredericton, New Brunswick

Primary  Dan Bowman 905-746-4731

Secondary  George Geczy 905-906-2191


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#### **Intel International Science and Engineering Fair**

May 10 - 16, 2025 Columbus, Ohio

Primary  Dana Bee 905-906-4332

Secondary  David Reed 289-253-8295

 Student must have a valid passport to win an ISEF trip award

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## T-shirt Colours

<b>Committee</b>	berry	<b>Registration</b>	black	<b>Safety</b>	neon green
<b>Students</b>	navy	<b>Volunteers</b>	cobalt		

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## Hillfield Strathallan Safety & Emergency

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### Safety Team:

Dan Bowman	+	905-746-4731
George Geczy	+	905-906-2191
Ryan LaRue	+	705-255-1907
Caroline Mahut	+	647-780-2723

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In Case of Emergency: **Dial 911**

Location: 299 Fennell Ave West, Hamilton, ON,  
L9C 1G3

Directions: Enter campus off of Fennell Ave and  
follow signs to main entrance.

A representative from BASEF will be waiting to  
direct EMS to the exact location.

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### On-Site Safety Team Contact:

Thursday, March 20: Caroline Mahut 647-780-2723

Friday, March 21: Dan Bowman 905-746-4731

Saturday, March 22: George Geczy 905-906-2191

Friday, March 28: Ryan LaRue 705-255-1907

**Safety instructions and incident reporting  
forms are stored in the Committee Room**

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**People with First Aid certification**

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## Safety & Emergency Roles

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**Charge Person** (Lead member of Safety on site Team)

- Monitors possible dangers
- Responsible for first aid and victim care (including decision to contact EMS)
- Direct others to complete assigned tasks
- Contact Campus Security & BASEF Chairs
- Ensure an Incident Report is completed.

### Call Person

Assigned to call EMS.

Has knowledge of the situation and is able to  
communicate details to 911 Operator

### Greet Person

Meet EMS at Main Entrance.

Direct EMS to the actual scene.

### Runner

Get First Aid Kit, towels, blankets, etc. needed to  
address situation

### Safety

Controls access to the scene or where the victim  
has been relocated to.

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## **Mohawk College Safety & Emergency**

**Emergency: ext. 55** on any College phone.

Security Desk: ext. 2003 or 905-575-2003 or 905-575-2316

### **Emergency intercoms:**

Press the round button to speak to Security Officer

**Outside Emergency Intercoms** (with a blue light):

Press the red button to speak to a Security Officer

### **Bell pay phones:**

Press Emergency button and give location.

Sign above phones identifies your location.

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## **EMERGENCY EVACUATION AND FIRE ALARMS**

- 1) When alarm sounds leave building by nearest exit
- 2) Stay away from building until "ALL CLEAR" is given
- 3) Wait for directions from Security and/or Fire Wardens

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## **LOCKDOWN AND HOLD AND SECURE**

- Cease activity and if possible exit the building
- If in an open area move to a room or other safe place
- Secure doors, turn out lights, cover windows
- Remain quiet & out of sight. Silence cell phones etc.
- DO NOT open the door under any circumstances
- If no doors, take shelter under desks, tables, etc.
- END OF LOCKDOWN will be given by Security