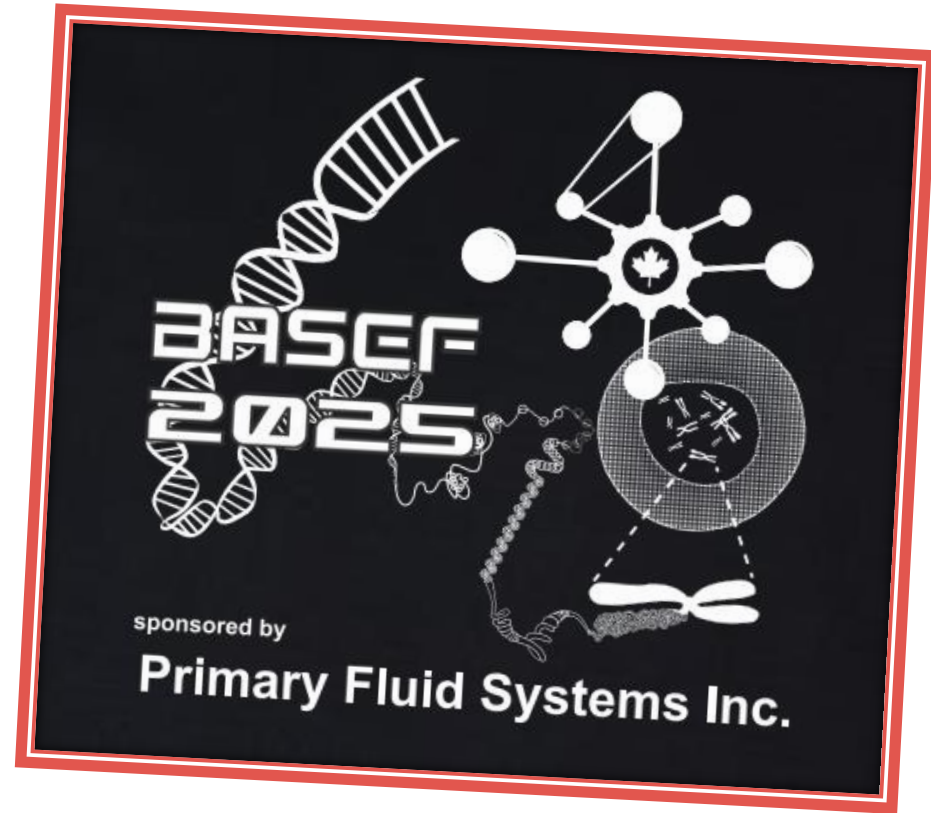


Bay Area Science and Engineering Fair

**VOLUNTEER ORIENTATION
2025**

*March 12th 2025
7:00 – 8:00 p.m.*



Agenda

Welcome and Introductions

01

What is BASEF?

02

Overview of the Fair

03

Volunteer Guidelines

04

**Emergency Procedures and
Incident Reporting**

05

A BASEF Volunteer's Day

06

Questions and Comments

07



The Bay Area Science and Engineering Fair (BASEF) is the second largest regional science fair in Canada



What is a Science Fair Project?

Students choose a topic that they are **passionate** about and prepare a science fair project. They present their projects at their **annual science fair** before a team of judges and the public, with a chance to receive *medals, cash prizes and/or scholarships* for their work.

Science fair projects aim to foster students' **curiosity, critical thinking, and scientific inquiry skills**. These projects cover a wide range of scientific disciplines such as biology, chemistry, physics, environmental science, engineering, and more.



What is BASEF?

The Bay Area Science and Engineering Fair is a competition for all grade **seven through twelve students** from *Hamilton, Halton Region, Haldimand County, Norfolk County, County of Brant, and Six Nations*.

Students may attend any public, separate, or private school, or be homeschooled.

- BASEF inspires young people to **change the world** through science, technology, engineering and mathematics.
- BASEF provides opportunities for students to showcase their innovations and discoveries.

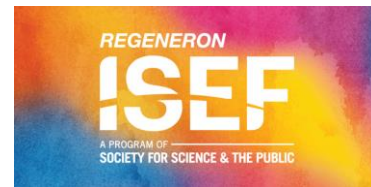
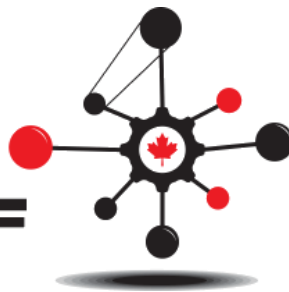


Science Fair Structure

A regional Science Fair is part of a National Science Fair Structure



BASEF



Students compete in their **school science fairs** or prepare an **independent project**.

Students who were chosen from their school fairs or prepare an independent project compete at the **Regional fair**.

Students are chosen at the regional fair to compete at the **National** or **International** fair levels





Overview of the Fair

Thurs, Fri, Sat – Hillfield Strathallan College

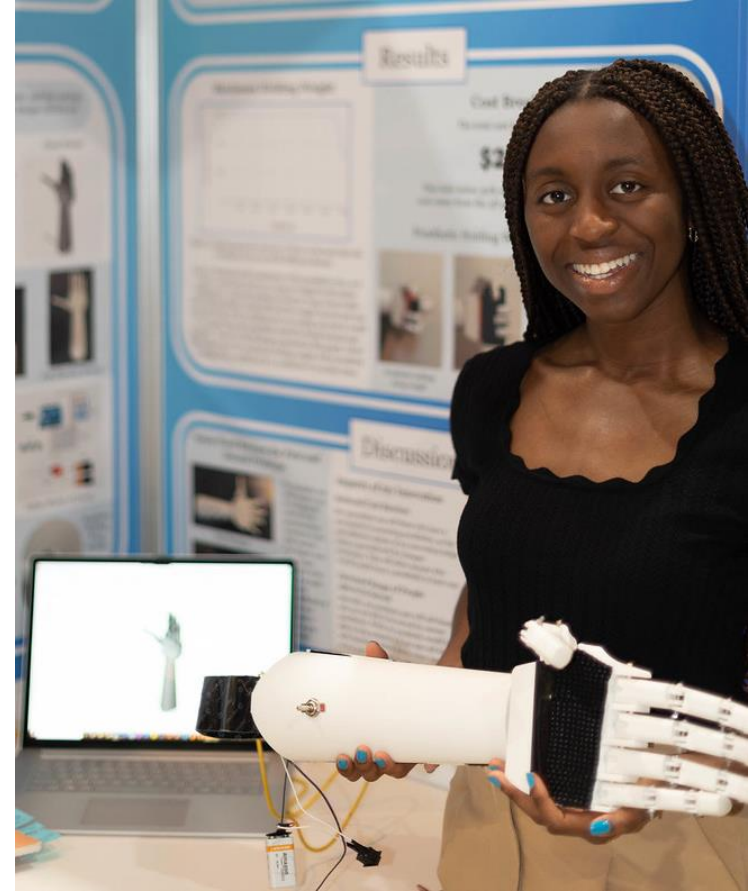
Tues – Mohawk College

	Thurs-Mar 20	Fri-Mar 21	Sat-Mar 22	Fri-Mar 28	
7:00		Judging			
8:00			Public Viewing		
9:00					
10:00	Fair Set-up				
11:00					
12:00					
13:00					
14:00					
15:00					
16:00	Registration				
17:00					
18:00					
19:00					
20:00					
21:00					
22:00					
23:00					

Volunteer Guidelines

Responsibility of a Volunteer:

- You are taking on trust and an important responsibility
- You will be working with a group of intelligent and innovative students
- BASEF Organizing Committee and parents are trusting you to guide participants / their children
- Please adhere to the volunteer guidelines during the fair



Volunteer Guidelines

Conduct of a BASEF Volunteer:

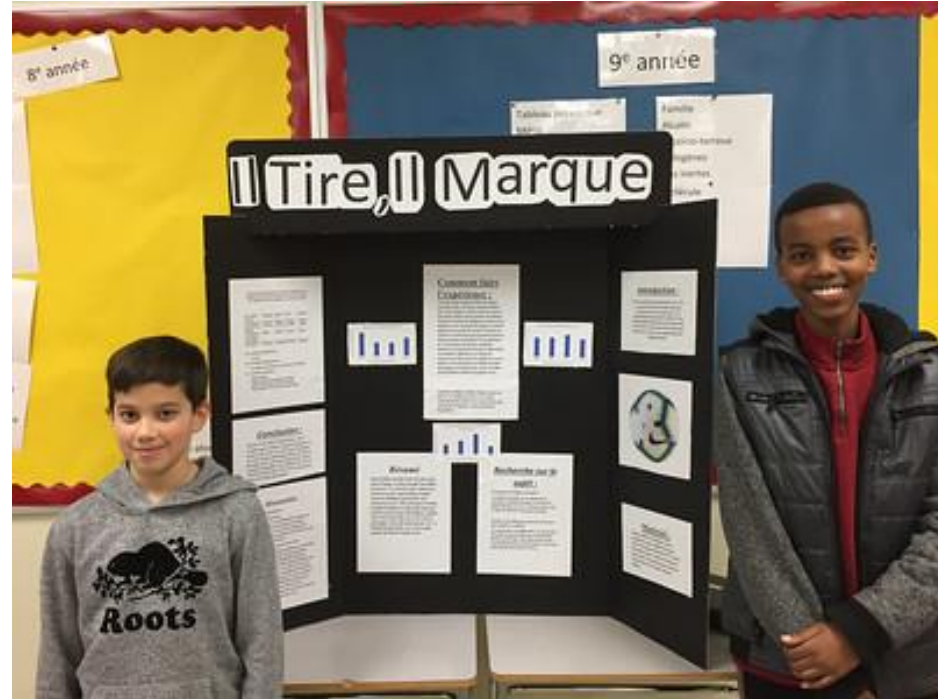
- Help students have a great day, BUT
- Enforce direction when safety and behavior issues arise
- Smile, be pleasant and polite to students and other volunteers
- Relax - be yourself - and enjoy the day!



Volunteer Guidelines

Communication:

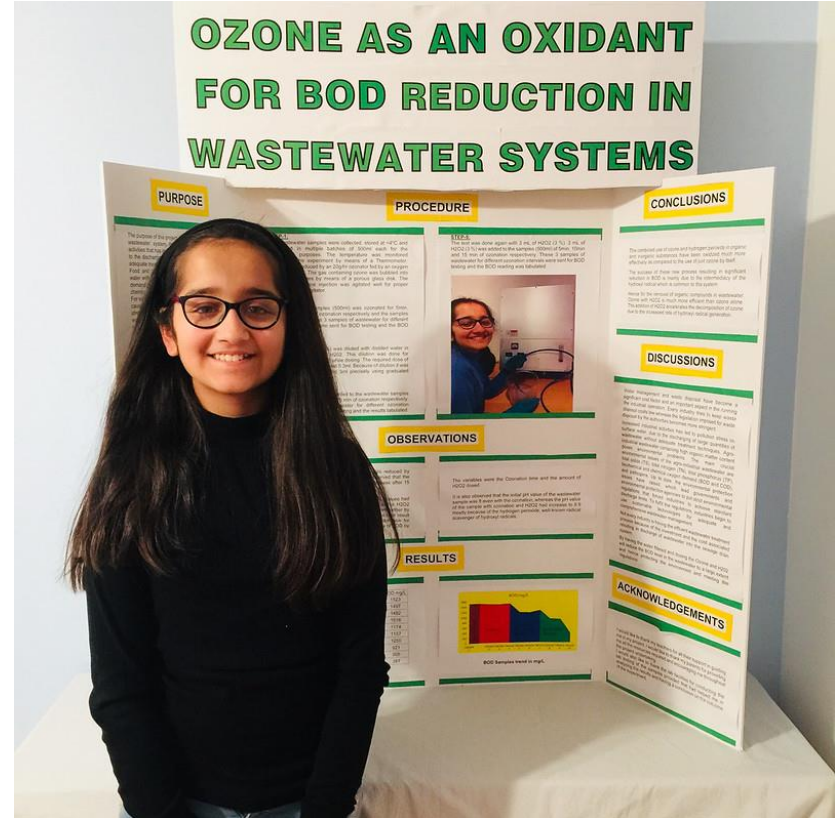
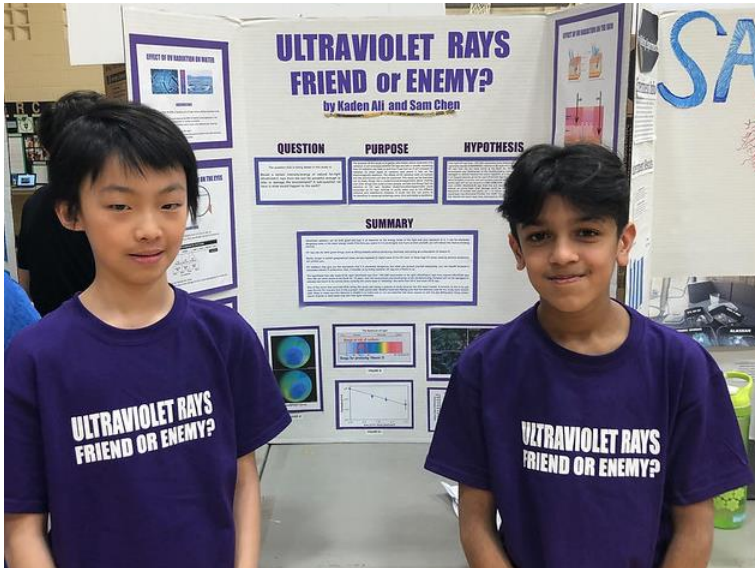
- When communicating with students, always talk to groups of two or more students
- Avoid having one-on-one conversations with students
- Questions by one student can have an answer appropriate to all students in the group



Volunteer Guidelines

TWO SIMPLE RULES

1. KEEP THE STUDENTS SAFE
2. HAVE A GOOD TIME



Emergency Procedures

In case of an emergency:

Hillfield Strathallan Safety & Emergency

Safety Team:

- David Reed 289-253-8295
- Dana Bee 905-906-4332
- Ryan LaRue 705-255-1907
- Dan Bowman 905-746-4731
- George Geczy 905-906-2191

In Case of Emergency: **Call 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.



Emergency Procedures



Emergency Situation Roles:

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

Emergency Evacuation Procedures

AT THE SOUND OF THE ALARM:

- Go immediately to the nearest exit and leave the building.
- Assist students and persons with special needs
- Take a position away from the building. Remain outside until an “ALL CLEAR” has been given.
- Do not use elevators
- Follow instructions of Security, evacuation team or staff
- If unable to leave or need help, contact Security



Evacuation Procedures

EXTENDED EVACUATION

- You will be directed by Security and/or Fire Wardens to a sheltered location.
- If instructed, please move quickly and calmly to the designated location.
- Assist students and persons with special needs

RETURNING TO FACILITIES

- Remain outside or in the sheltered area until authorized by Security, evacuation team or staff



Lock Down or 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 door under any circumstances
- If no doors, take shelter under desks, tables, etc.
- **END OF LOCKDOWN** –given by security



Incident Reporting

Procedure

01

Call 911 if necessary.

02

Contact a member of the Safety Team and report the situation

03

If you cannot get a hold of the Safety Team, Contact Caroline/Victoria or another committee member.

04

Follow the instructions of the Safety Team, Caroline/Victoria or the committee member.

05

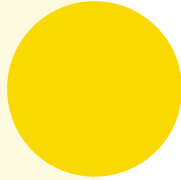
Keep in contact with the committee after the situation is resolved to assist in completion of an incident report (witness)



Volunteer Parking

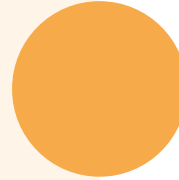
Thursday March 20th

- Hillfield
Strathallan
- Free Parking
- No Registration
required



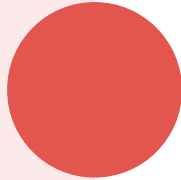
Friday March 21st

- Hillfield
Strathallan
- Free Parking
- No Registration
required



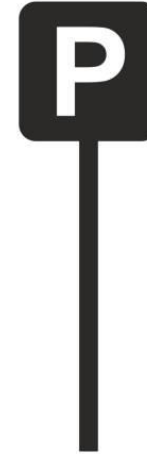
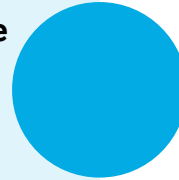
Saturday March 22nd

- Hillfield
Strathallan
- Free Parking
- No Registration
required



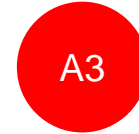
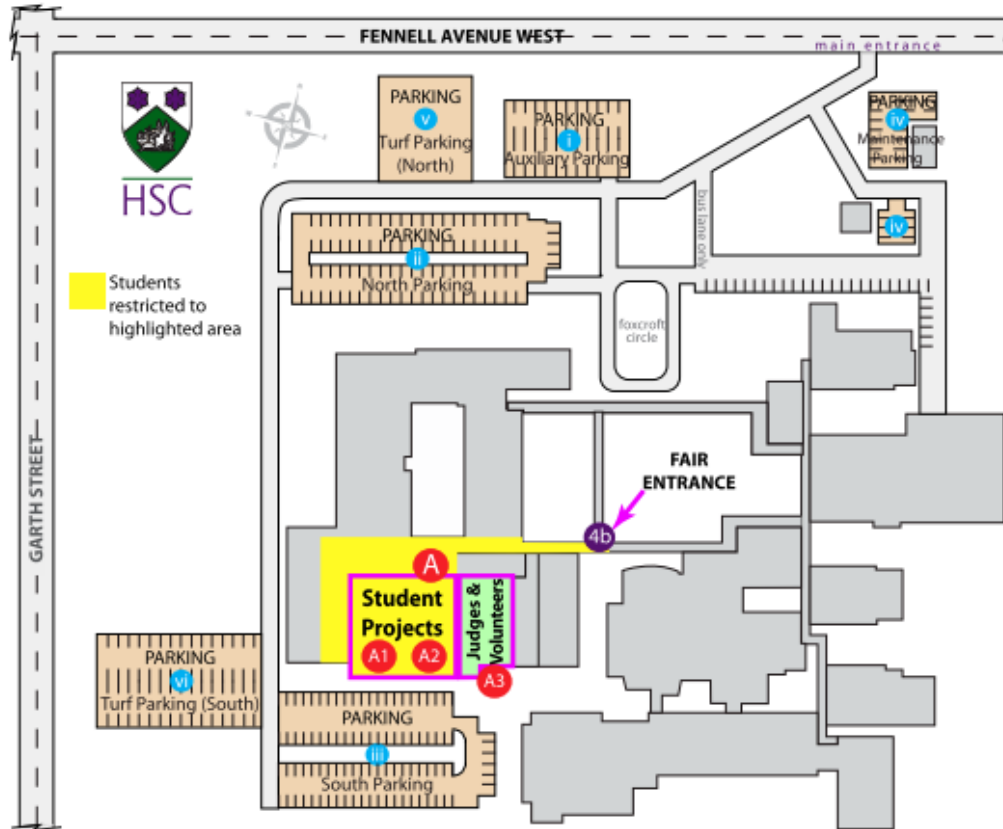
Friday March 28th

- Mohawk College
- Free Parking
- Registration
required

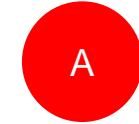


You can register for parking through the confirmation form.

Hillfield Strathallan Campus



Volunteer Area



Student Project Area

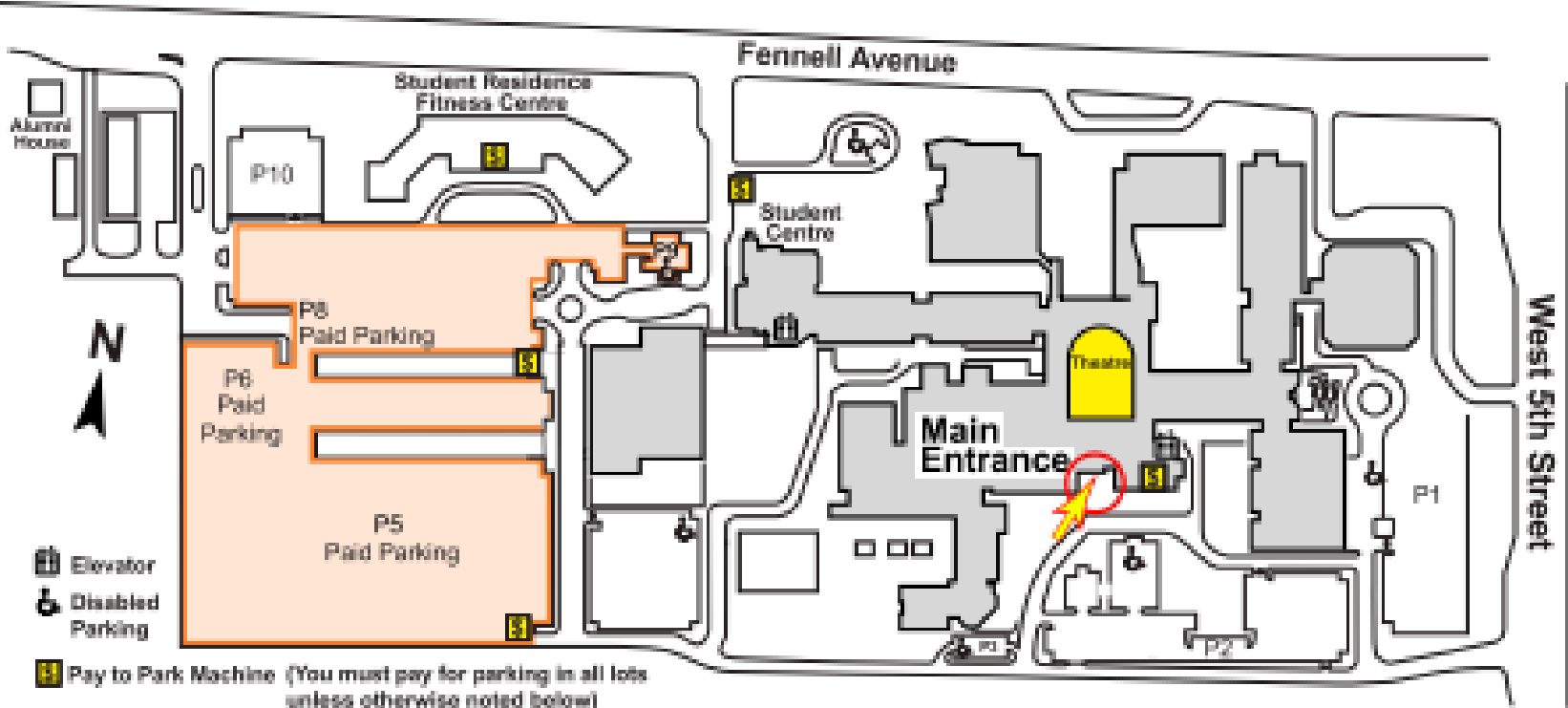


Fair Entrance



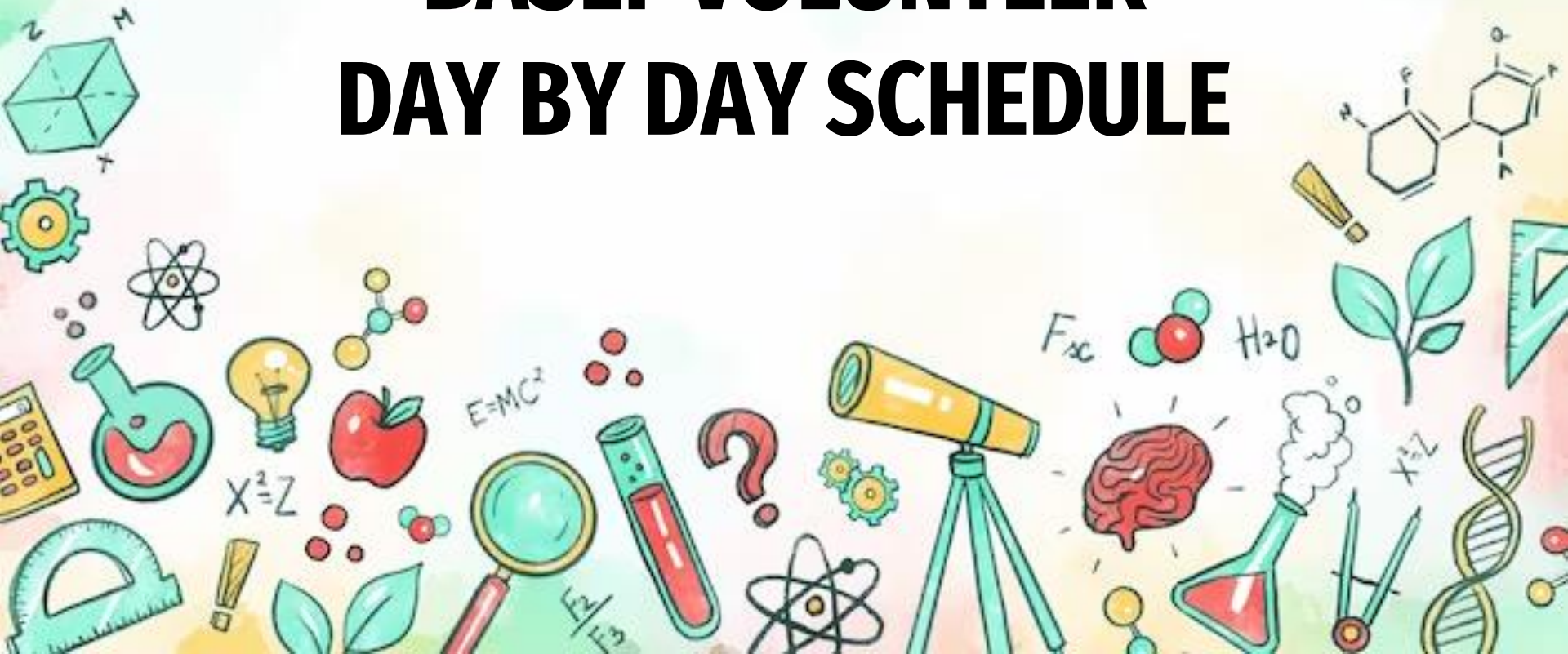
**Students
restricted to
highlighted area**

Mohawk College Campus



- Elevator
- Disabled Parking
- Pay to Park Machine (You must pay for parking in all lots unless otherwise noted below)

BASEF VOLUNTEER DAY BY DAY SCHEDULE

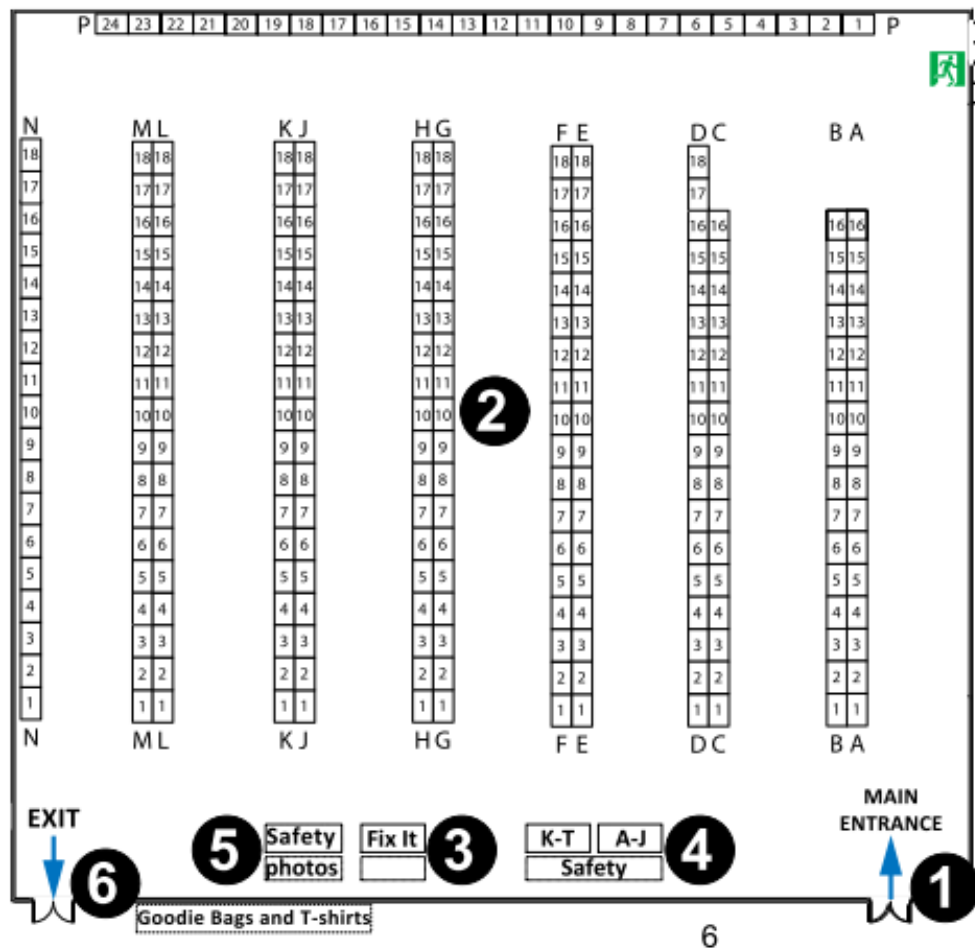


THURSDAY MARCH 20th – FAIR SET-UP AND REGISTRATION

Time			Duties
10:00 a.m.	-	12:00 p.m.	<ul style="list-style-type: none"> • Help with table set-up • Mark project locations with tape • Label the project tables (Letter A-Z) based on map • Label project locations with project number • Set up registration table in front entrance to gym • Set up goodie bag table and t-shirt table at gym exit • Set up safety tables at one end of gym • Set-up volunteer area (volunteer t-shirts and name tags)
12:00 p.m.	-	3:00 p.m.	<ul style="list-style-type: none"> • Grab a bite to eat from the Volunteer Lunch • Stuff goodie bags • Assemble name tags and clips • Lay out t-shirts at t-shirt table • Place chairs at registration, safety, goodie bag and t-shirt tables • Set up garbage cans in gym • Set up directional signs outside of gym <ul style="list-style-type: none"> ○ Bathrooms ○ Water fountains ○ Registration/Goodie bag ○ Out of bounds ○ Emergency Exit • Set up signs in gym <ul style="list-style-type: none"> ○ Safety inspection ○ Tool Crib ○ Unsafe Project Pictures • Help Judge in Chief stuff envelopes (if required) • Help committee set up whatever is needed

THURSDAY MARCH 20th – FAIR SET-UP AND REGISTRATION

Time			Duties
3:00 p.m.	-	4:00 p.m.	<ul style="list-style-type: none"> • Set up goodie bag table and t-shirt table • Help set-up anything that isn't ready prepared yet (safety, registration, project sites, etc.) • Last minute preparations
4:00 p.m.	-	8:00 p.m.	<p><i>Dinner in shifts</i></p> <ul style="list-style-type: none"> • Greet students at door and direct to gym • Help students set up project • Help students navigate set-up schedule (registration -> set-up -> safety -> goodie bag/t-shirt) • Hand out goodie bags and t-shirts • Hand out reminder slips / remind students when to arrive the next day • Help bring in Volunteer Dinner • Help wherever you are needed
8:00 p.m.	-	9:00 p.m.	<ul style="list-style-type: none"> • Set up chairs at project • Place nametags at projects • Clean up goodie bags and t-shirts station • Help clean up safety and registration • Post signs for judging • Post directional signs from Theatre to cafeteria to gym for the next day • Check to make sure all other signs are still up • Make list of missing projects • Clean up Volunteer Dinner • Help committee move items to committee office/parking lot • Clean up the project hall



Registration Process Thursday



! The gyms automatically locks at 10 pm ???

Student/Public Washrooms across the hall



FRIDAY MARCH 21st – JUDGING DAY

Time			Duties
7:00 a.m.	-	7:30 a.m.	<ul style="list-style-type: none"> • Set-up Judging Area • Set-up Judges breakfast
7:30 a.m.	-	8:00 a.m.	<ul style="list-style-type: none"> • Direct judges to judging area • Continue setting up judging area/breakfast
8:00 a.m.	-	9:00 a.m.	<ul style="list-style-type: none"> • Assist with Judges breakfast • Grab a bite to eat from Volunteer Breakfast
9:00 a.m.	-	10:15 a.m.	<ul style="list-style-type: none"> • Some volunteer stay behind to help supervise judging area (9:00 a.m. – 1:00 p.m.) • Some volunteers head over to theatre to help set-up for students arriving
10:15 a.m.	-	10:45 a.m.	<ul style="list-style-type: none"> • Greet students at the door and guide to theatre • Help seat kids in theatre
10:45 a.m.	-	12:15 p.m.	<ul style="list-style-type: none"> • Supervise kids in theatre
12:15 p.m.	-	12:30 p.m.	<ul style="list-style-type: none"> • Guide kids to project hall • Clean up the theatre
12:30 p.m.	-	1:00 p.m.	<ul style="list-style-type: none"> • Supervise kids eating in project hall

FRIDAY MARCH 21 st- JUDGING DAY

Time			Duties
1:00 p.m.	-	4:00 p.m.	<ul style="list-style-type: none">• Grab some lunch from Volunteer Lunch• Supervise students in the project hall• Supervise judging area (no students allowed)• Hand out bathroom passes• Help judges find projects/students• Patrol hallways
4:00 p.m.	-	4:30 p.m.	<ul style="list-style-type: none">• Help with student dismissal• Clean up project hall• Assist judges with inputting judging scores (if required)• Start cleaning up the Judging Area
4:30 p.m.	-	5:00 p.m.	<ul style="list-style-type: none">• Clean up Judging Area• Assist in any way possible to prepare hall for public viewing on Saturday (checking signs are still up, project hall is clean, nothing left behind by students or judges)

SATURDAY MARCH 22nd – PUBLIC VIEWING

Time			Duties
8:00 a.m.	-	9:00 a.m.	<ul style="list-style-type: none"> • Help Amateur Astronomers set up their booth • Grab a bite to eat at the Volunteers Breakfast • Check that all signs are hanging • Make sure project hall is ready for public viewing • Set up table to sell BASEF t-shirts and mugs (if applicable)
9:00 a.m.	-	12:00 p.m.	<ul style="list-style-type: none"> • Greet visitors as they arrive (a couple volunteers stationed at the front doors/front entrance way) • One volunteer counts visitors as they enter the hall (use the counter) • Help the public locate projects • Monitor the hall and make sure the public is respecting the projects • Chat with students and visitors • Sell items at the BASEF table (if applicable)
12:00 p.m.	-	12:30 p.m.	<ul style="list-style-type: none"> • Help students pack up projects • Grab a bite to eat at the Volunteer Lunch • Guide visitors from the building • Help Amateur Astronomers clean up booth

SATURDAY MARCH 22nd – PUBLIC VIEWING

Time			Duties
12:30 p.m.	-	1:30 p.m.	<ul style="list-style-type: none">• Clean up any leftover projects (Head Judge/Volunteer Coordinator will decide which ones to keep as samples and which ones to toss)• Projects that have arranged an alternative pickup must be stored separately (Volunteer Coordinator has list)• Remove all signs from tables• Pack extra BASEF t-shirts and mugs away (Cash Box to Treasurer)• Fold and put chairs away• Fold and put tables away• Remove all signs from walls and doors• Clean up garbage• Help clean up Volunteer Lunch• Help committee move items to Committee office/parking lot

FRIDAY MARCH 28th – AWARDS CEREMONY

Time			Duties
4:00 p.m.	-	5:30 p.m.	<ul style="list-style-type: none"> • Help committee bring in items for award ceremony from parking lot • Set up signs in theatre <ul style="list-style-type: none"> ○ Front 2 rows VIP seating ○ Student seating centre row and stage left row • Set up signs outside of theatre <ul style="list-style-type: none"> ○ Theatre door signs ○ Bathroom signs ○ VIP registration signs/Photo pick up signs • Set up VIP Registration table (table, 2 chairs) • Set up Photo pick up table (table, 2 chairs) • Set up BASEF table to sell t-shirts and mugs (TBD) • Help wherever needed with stage set-up
5:30 p.m.	-	6:30 p.m.	<ul style="list-style-type: none"> • Check in VIP's (1-2 volunteers) • Escort VIP's to VIP meeting location (1-2 volunteers) • Hand out student photos (2-3 volunteers) • Sell mugs and t-shirts (TBD) • Supervise parents and students outside of theatre / restrict theatre entry until 6:30 p.m.

FRIDAY MARCH 28th – AWARDS CEREMONY

Time			Duties
6:30 p.m.	-	7:00 p.m.	<ul style="list-style-type: none"> • Direct students and parents as they enter the theatre (assigned seating – students vs parents) • Check in VIP's Table (1-2 volunteers) • Escort VIP's to VIP meeting location (1-2 volunteers) • Hand out student photos (2-3 volunteers) • Sell mugs and t-shirts (TBD)
7:00 p.m.	-	9:30 p.m.	<ul style="list-style-type: none"> • Help students onto the stage (stage left) • Help students off of the stage (stage right) • Supervise outside theatre and inside theatre • Grab a bite to each from the Volunteer Dinner
9:30 p.m.	-	10:30 p.m.	<ul style="list-style-type: none"> • Guide students and parents out of theatre • Hand out student photos (2-3 volunteers) • Sell mugs and t-shirts (TBD) • Hand out cheques to students (Committee members/Volunteer Coordinator) • Clean up all signs inside and outside of theatre • Help committee members clean off the stage • Help committee members move items to parking lot • Clean up garbage



Volunteer Handbook

It has
everything you
need to know!

Volunteer Handbook 2025

Revision 2, March 6, 2025



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

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

Volunteer Supervisors	
Caroline Mahut	647-780-2723
Victoria Lee	647-778-1068

You'll receive a
copy at the fair
and by email.

Information for the Public

Info

Here are the questions you will need to answer.



Program

The program is online and can be accessed by scanning a QR code



Washrooms

The washrooms are located outside the gym (left as you exit)



Wheelchair Access

The gym is wheelchair accessible



HSA Tours

Hillfield Strathallan College will be conducting tours

**THANK YOU VOLUNTEERS!
BASEF IS A SUCCESS
BECAUSE YOU TOOK THE
TIME TO VOLUNTEER!**

