History Fair Teachers Contest Administration Guide

Overview:

The Chicago Metro History Fair holds regional competitions in the spring. Schools submit their best projects to the contest (see project allowances). The Junior division (6-8) and Senior division (9-12) contests are held separately until the state and national levels. Check the dates and deadlines for your division.

At the events, students present their exhibits, performances, and documentaries and submit their Summary Statements and Annotated Bibliographies to the judges.

Websites and papers are judged off-site, but students who wish to be interviewed by an adult, may do so at the events. The interviewer is <u>not</u> the paper or website judge. Interviews do not count towards the project's score.

Each project is judged individually—that is, it is not directly compared to others. Students should never include their school name.

How to register:

History Fair will send a USER NAME and PASSWORD to the contact teachers who have completed the Intent to Participate form. The contact teacher or another individual should be responsible for inputting <u>all</u> the projects. When the deadline passes, the system is closed for entries. Therefore, give yourself enough time to complete by the appointed deadline.

Information you will need in order to register:

School data
- Names of teachers involved in the History Fair.
- Number of students who completed projects in grades 6-8 or 9-12.
- Number of completed projects in grades 6-8 or 9-12.
- The number of projects you will be submitting to the competition in each category.
- The names and emails of the teacher(s) from your school who will judge at the event. (Schools typically have one teacher judge at the History Fair. PD hours are earned.)

Student Projects
- The accurate spelling of the students' names.
- The accurate title for the project (no duplicate titles are allowed).
- This information is entered once. Therefore, if there are any errors, it will follow them throughout the competition.

PROJECT ALLOWANCES

Senior Division (Grades 9-12)
- 10 research papers
- 10 exhibits
- 10 performances or documentaries
- 6 websites (if teacher is certified to compete)

Junior Division (Grades 6-8)
Schools with under 140 <u>projects</u> completed in grades 6-8 (not students):
- 4 research papers
- 4 exhibits
- 2 performances or documentaries
- 3 websites (if teacher is certified to compete).

If more entries are wanted for performances or documentaries only, a school may "trade" exhibit slots (for example, a school could send 2 exhibits, 3 documentaries, 1 performance). Trades cannot be made to add more website entries. Schools may not fill unused paper, website, or documentary/ performance slots with additional exhibits.

Junior Division schools with 140+ projects completed in grades 6-8 may add one entry per every 50 projects. For example, 140 projects = one additional entry in any category; 190 projects = two additional entries. Above 240 projects, consult with History Fair staff. Note: the operant word is projects, not students.

Required submissions before the event:

Project Submission
After registration, the contact teacher is given a deadline by which you or your student(s) must submit the following:

- **Papers** – two "sets" are submitted. A set consists of the Summary Statement, the cover sheet and body text, and the Annotated Bibliography. A <u>complete set</u> may be scanned as a pdf and emailed to the History Fair. Otherwise, papers are to be mailed/delivered to the History Fair office by the deadline.
- **Websites** – websites will be "locked down" on the deadline so no additional editing can take place. The SS and AB should be posted in the website.
- **Documentaries** – documentaries must be electronically submitted via WeTransfer by the deadline. No documentaries will be accepted at the contest.

Registered students <u>must</u> complete the Student Authorization form, signed by parent/guardian.

- Students may submit the forms at the contest (paper and website student forms will need to send directly to CMHF),
- To have more control of that process, teachers may mail the forms to CMHF in advance. Scanning is accepted as well. Avoid mobile phone photos, please; we suggest you get a scan-to-pdf app if you prefer to use your phone.

Presenting at the History Fair Competition

- Exhibit and performance props are brought to the event.
- Students' documentaries will be pre-loaded for the judges.
- ALL presenting students must bring their completed Summary Statement and Annotated Bibliography to the competitions.

Advancing Projects

- The Chicago Metro History Fair posts the advancing projects on its website. Typically, the top third of the scores advance to the next level.
- Paper and website advances are posted separately.
- Advancing projects have time to revise and re-submit.
- All the project evaluations and recognition certificates will be sent to the contact teacher.
- CMHF does the data work to directly advance the projects to the next competition level.