

# BAY AREA SCIENCE AND ENGINEERING FAIR 2023



## Volunteer Orientation



March 19, 2023  
4:00 – 5:00 p.m.

March 20, 2006



# AGENDA

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- Welcome & Introductions
- What is BASEF?
- Overview of the Fair
- Volunteer Guidelines
- Emergency Procedures & Incident Reporting
- A BASEF Volunteer's Days
- Questions and Comments

# BASEF IS ...

## A Regional Science Fair Part of a National Science Fair Structure



Elementary  
& high school  
science programs



Independent  
project work





# WHAT IS BASEF?

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- Regional Science Fair for City of Hamilton, Halton Region, and Brant, Haldimand and Norfolk Counties, Six Nations, New Credit
- 63rd year!
- A non-profit charitable organization
- Organizing Committee all unpaid volunteers
- 300+ students with 250+ projects entered





# OVERVIEW OF THE FAIR

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- **What** – 3-day event
- **When** – March 23 – March 28, 2023
- **Where** – Mohawk College
- **Why** – 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.
- **Who** – BASEF Organizing Committee
- **How** – time, expertise & energy of volunteers

# THE WHY

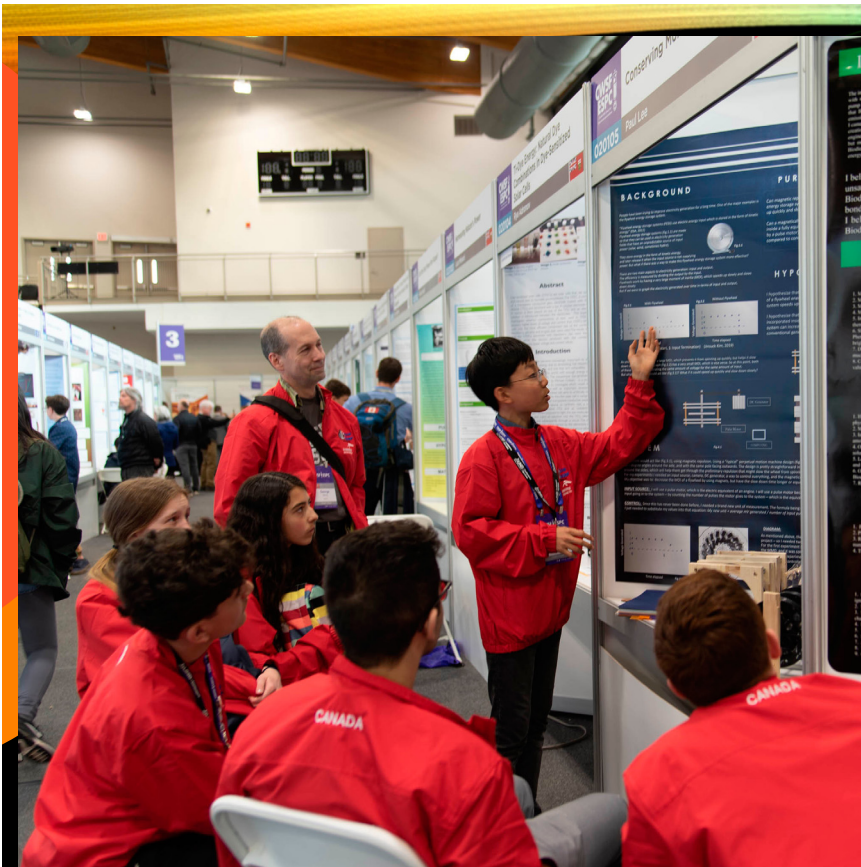


2019 CWSF Team



2018 CWSF Team





# OVERVIEW OF THE FAIR

Date	Time	Activity
Thursday March 23th	8:00am – 4:00pm 4:00pm – 11:00pm	Gyms and Fair Setup, Student Registration and Project Setup
Friday March 24th	7:00 am – Noon Noon– 6:00pm	Setup Judge Area Judging Day
Saturday March 25th	8:00am – 4:00pm	Public Viewing
Tuesday March 28th	4:00pm – 11:00pm	Awards Ceremony







# WHY IS BASEF A SUCCESS ?

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- 12 months of preparation
- 30+ committee members
- Many teachers from all school boards
- 25+ dedicated volunteers
- 80 + sponsors
- 200 + merit and special award judges
- 300+ registered students
- Many supportive parents



# VOLUNTEER GUIDELINES

## **Responsibility of Volunteers:**

- You are taking on a trust and a responsibility
- Working with a group of smart and innovative students
- BASEF Organizing Committee and parents are trusting you to guide participants / their children
- Please adhere to guidelines during the fair







# VOLUNTEER GUIDELINES

## **Conduct of 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

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## **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 can have an answer appropriate to all students in the group



# VOLUNTEER GUIDELINES

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Two simple rules:

- Keep the students safe
- Help them have a good time

# EMERGENCY PROCEDURES

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## **Call immediately**

- Mohawk Security - Dial 55 on College phones, or Emergency Button on Bell pay phone, or round Button on Intercoms or outside emergency intercoms
- Police/Fire/Ambulance  
Dial 9-911 on College phone,  
911 on Bell pay phone
- Outside line or cell phone  
Mohawk Security: ext. 2003 or 905-575-2003 or 905-575-2361  
Police/Fire/Ambulance: 911

Then follow Emergency Procedures and Incident Reporting instructions.



# EMERGENCY EVACUATION PROCEDURES

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## **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.
- Assist students and persons with special needs
- Do not use elevators
- Follow instructions of Security, evacuation team or staff
- If unable to leave or need help, contact Security



# EVACUATION PROCEDURES

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- **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





# LOCKDOWN OR HOLD & SECURE

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- 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

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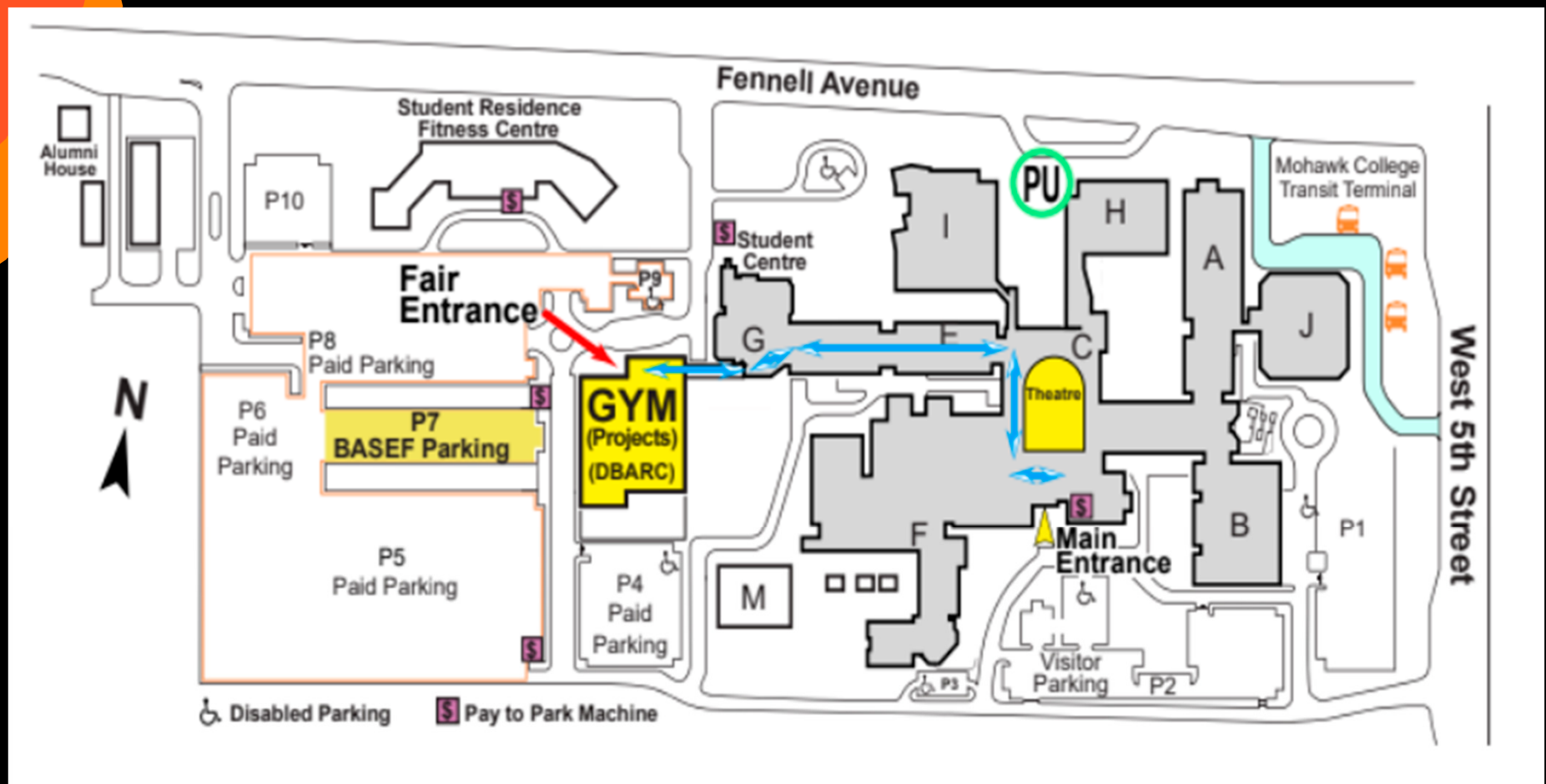
1. Call Mohawk Security or 911 if necessary.
2. Call Caroline @ 647-780-2723 or Victoria @ 647-778-1068 If not available, call the fair office 905-575-1212 Cttee, Rm. X4242
3. Follow instructions from Caroline, Victoria or other person of authority.
4. Keep in contact with BASEF committee members.

# VOLUNTEER PARKING

- Parking for volunteers is free (paid for by BASEF)
- Please park in lots P5-P8
- Friday \*\* P7 is reserved for Judges only
- Parking tickets are reserved by filling out the parking information in the volunteer confirmation form

	<b>Volunteers, Speakers &amp; VIPs</b>
Thursday	Parking in lots P5-P8 via vehicle pre-registration
Friday	Parking in lots <b>P5, P6, P8</b> via vehicle pre-registration
Saturday	Parking in lots <b>P5-P8</b> via preregistration
Tuesday	pre-registration/ code valid after 5:00 pm

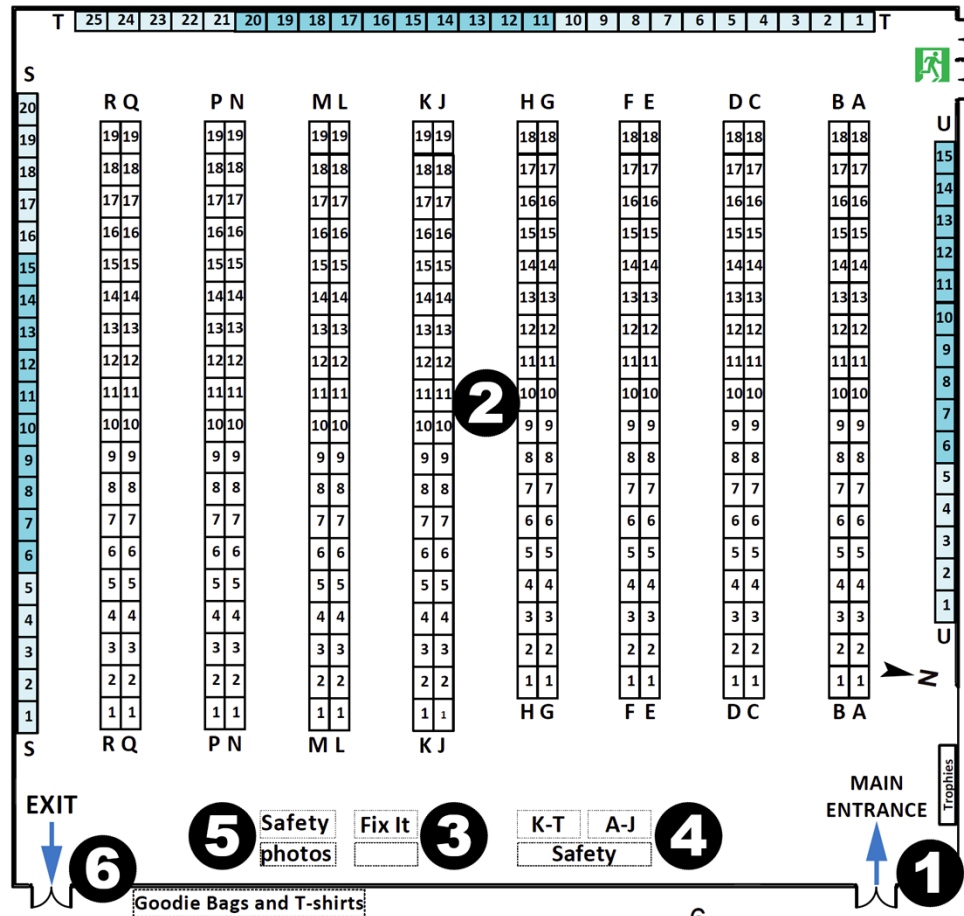
# MOHAWK CAMPUS



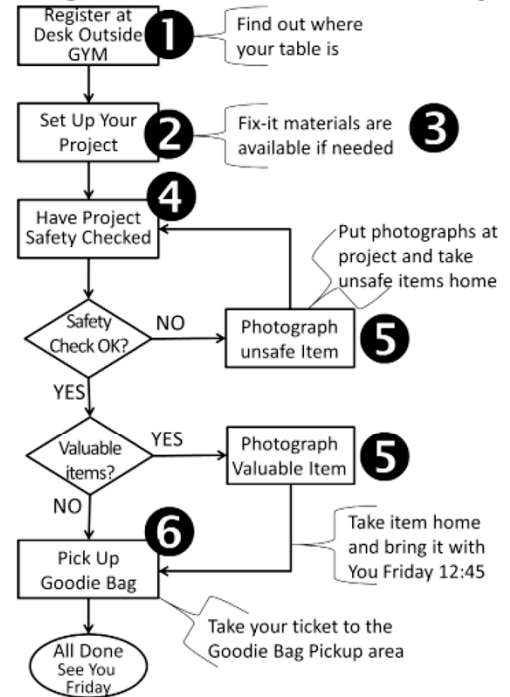
# A DAY IN THE LIFE OF A BASEF VOLUNTEER THURSDAY

Time	Activity
Between 8:30am and 6:30pm	Arrive at DBARC and check in with Caroline or Victoria. Receive t-shirt, name tag and your assignments.
9:00am - 3:00pm	Set up tables, Stuff goodie bags, put up signs, help with other setup tasks
4:00 - 8:00 pm	Student Registration and Project Setup Registration tasks – traffic control, safety desk, goodie bag distribution, t-shirt distribution
5-5:30 pm 5:30-6 pm	Meal provided for volunteers' supper (also water, pop)
8:00 – 9:30 pm	Tasks: Set chairs & ID cards at student projects

# GYM MAP



## Registration Process Thursday



**! The DBARC building automatically locks at 10 pm**

**Student/Public Washrooms across the hall**



# A DAY IN THE LIFE OF A BASEF VOLUNTEER FRIDAY

Time	Activity
7:00 am (later, if scheduled)	Volunteers sign-in at the Arnie for Judging area set-up
8:00 am 12:00 p.m.	Assist where needed in Arnie or in gym during judging.
12:30 – 1:00 p.m.	Students arrive <ul style="list-style-type: none"><li>• Volunteers supervise and assist</li></ul>
1:00 – 4:00 p.m.	Judging in Gym with students <ul style="list-style-type: none"><li>• Volunteers assist judges, traffic control, washroom passes</li></ul>
3:30 - 4:30 pm	Manage exit of students and technical assistance for judges entering scores





# A DAY IN THE LIFE OF A BASEF VOLUNTEER SATURDAY

Time	Activity
8:00 am	Volunteers sign-in upstairs (follow the signs)
9:00 am to 12:00 p.m.	Public Viewing of Projects –Gym • Volunteers supervise and assist
12 – 12:30	Lunch (at this time, projects are being removed form the gym)
12:30 to 2:00pm	Gym Tear-down



Bay Area Science & Engineering Fair  
2016 sponsored by

ArcelorMittal  
Dofasco Hamilton

"You can always count on us."  
LEGGAT  
AUTO GROUP | LAM, EA

MOHAWK  
COLLEGE



Primary Fluid  
Systems Inc.



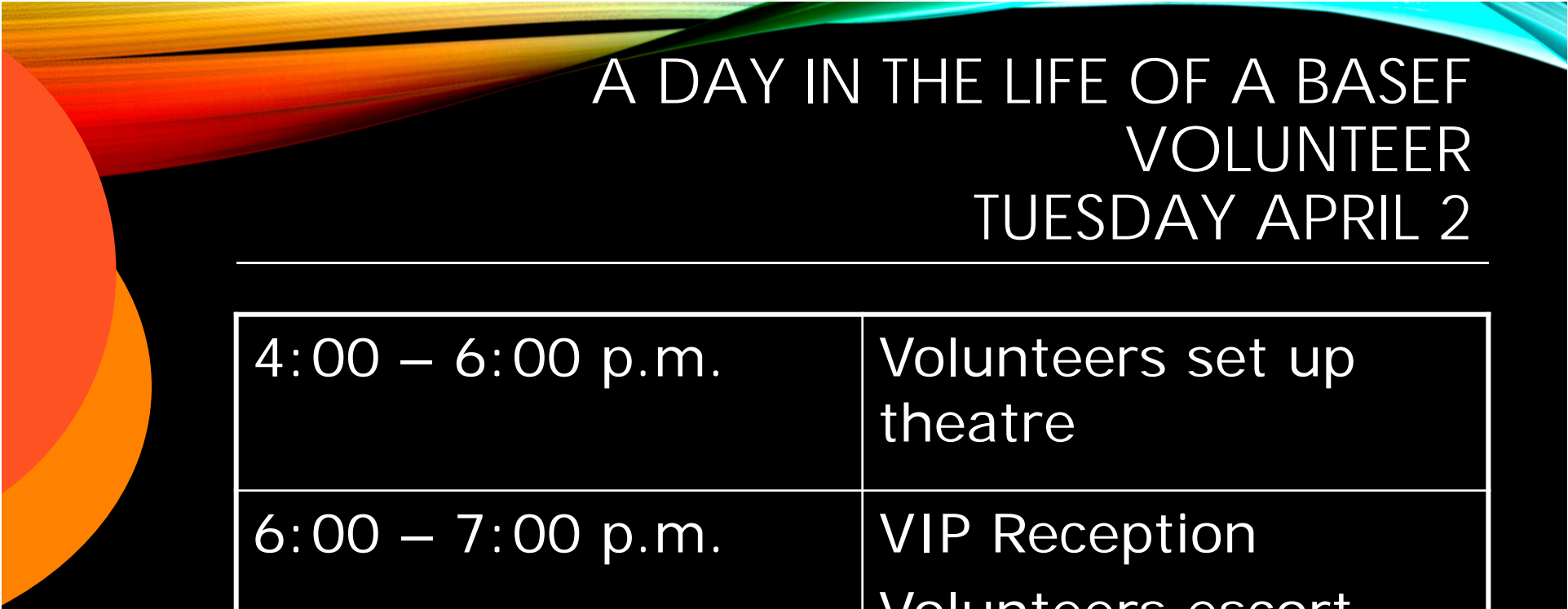
McMaster  
University



Profectus  
Ontario

HAMILTON





# A DAY IN THE LIFE OF A BASEF VOLUNTEER TUESDAY APRIL 2

4:00 – 6:00 p.m.	Volunteers set up theatre
6:00 – 7:00 p.m.	VIP Reception Volunteers escort VIP's and assist
6:00 p.m.	Doors Open
7:00 - 9:30	Ceremony/ Food for Volunteers
9:30 – 10:30 p.m.	Clean up theatre



# INFORMATION FOR PUBLIC

- Schedule of events (program)
- Masking
- Washrooms
- Wheelchair Access

# VOLUNTEER HANDBOOK

HAS EVERYTHING  
YOU NEED TO  
KNOW!!

or in the  
**PROGRAM**

## Volunteer Handbook **2023**

Revision 11, March 7, 2023



Mohawk College: 905-575-1212  
Emergency: ext. 55  
Security Desk: ext. 2003 or 905-575-2003  
Police/Fire/Ambulance 9-911 on College phone

### **Volunteer Supervisor**

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



# WE'RE ALL HAPPY VOLUNTEERS ....





# ... HERE TO HERD CATS





THANKS TO - VOLUNTEERS

**BASEF**

**happens because**

**YOU**

**are willing to give**

**your time and experience**



# QUESTIONS

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