

Duties of a School Liaison for the Technology Competition

INFORMATION:

- Visit the Technology Competition website to familiarize yourself with the rules and guidelines for the competition.
- The FAQ will answer a number of your questions and will be updated continuously.
- Ask direct questions to the Liaison chair (Teagle@fultonschools.org) if any information on the website is unclear.
- Re-visit the website frequently to update yourself of all changes.
- Read all emails regarding the Technology Competition and respond when requested.

COMMUNICATION:

- Communicate with parents, teachers and students to publicize the competition
 - Publish information about the competition in school newsletter
 - Publish information about the competition on the school web page
 - Include information about the Technology Competition in the school-wide announcements
 - Print and hang posters, provided by the committee
- Communicate information about the competition with students and their parents
 - Distribute and collect signed parent consent forms provided by the committee
 - Confirm attendance with students and their parents close to the date of the competition
 - Notify the committee of any students who have decided to drop out of the competition.
- Communicate information about the competition with teachers who may wish to have their students enter the competition

REGISTRATION

- Register students online during the registration window
- Adhere to the rules about number of projects permitted per school as well as number of projects per student, and number of students per team
- Be sure the student is registered in the correct category as categories will not be changed after registration closes

VOLUNTEERS

- Each participating school needs to provide the minimum of two volunteers per school.
 - One volunteer acts as the liaison.
 - One volunteer is needed to help on the day of the Technology Competition performing duties such as judge, scorekeeper, room captain, welcome table etc. (These two roles can be done by the same person.)
 - The liaison will submit the name of at least one volunteer to the Volunteer Chair (Pomeroy@fultonschools.org) for grades 3 – 6 and (Derby@fultonschools.org) for grades 7 – 12.