

Operations Manual for KSEC Youth Science Engagement Programs



June 15, 2012

Preface

The purpose of this document is to provide an overview of each KSEC program and a chronological checklist of actions to be carried out in the development and delivery of each event. Currently, KSEC delivers six distinct annual programs including: 1. Kivalliq Science Culture Camp; 2. NorthwesTel SET Challenge; 3. Kivalliq Math Month; 4. Kivalliq Regional Science Fair; 5. Canada-Wide Science Fair and: 6. KSEC Science Awards.

KSEC's program year runs from July 1st to June 30th of the following year. Funding proposals are prepared and submitted in April/May and once funds are secured, the cycle of planning and ordering swag/awards begins. Since funding seems to lag behind programs, it has been past practice to carry over \$10,000-\$20,000 each fiscal year to ensure prompt start-up of KSEC's Fall programs (Regional Science Culture Camp and NorthwesTel SET Challenge)

KSEC's new constitution (May 2012) amended the governance structure of KSEC and provided for additional Executive Council Positions (namely the creation of co-Presidents). This document corresponds to the specific responsibilities of the Executive Council positions.

KSEC established new postal and email addresses in 2012.

Kivalliq Science Educators' Community PO Box 875 Rankin Inlet, NU X0C 0G0	ksecscience@gmail.com
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This document is not carved in stone, it is a first draft and should be considered a living document. The KSEC Executive should make on-going amendments to it so that over time it becomes strong enough to sustain a new Executive that is less familiar with the history and legacy of KSEC.

Also there are still many people working in the Kivalliq who have a long history with KSEC and so help is often just a phone call or an email away. For the time being, a good place to start is the Science/Math Consultant at Kivalliq School Operations

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KSEC Year-at-a-Glance

July							August							September									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
													Kivalliq Sci										
													Camp										
							Order Swag/Awards for SET Challenge						Prepare/share Science Camp Activity Report										
October							November							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
NorthwesTel SET Challenge National Science & Technology Month																			Affiliate with YSF & Deposit for CWSF				
							Prepare/share SET Challenge Activity & order Math Month Swag/Awards																
January							February							March									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
Kivalliq Math Month							Order Science Fair Swag/Awards & prepare Math Month Activity Report						Prepare for AGM										
																			Kivalliq				
																			Sci Fair				
April							May							June									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
							KSEC Science Awards						Order Swag/Awards for Science Camp										
							Canada-Wide Sci Fair																
							Prepare and submit Funding Reports and new Proposals					Prepare/share Final Activity Report											

Details

- **Kivalliq Regional Science Culture Camp**—begins 1st Wednesday after Labour Day
- **NorthwesTel SET Challenge**—runs the whole month of October
- **Kivalliq Math Month**—begins 2nd week and runs the whole month
- **Kivalliq Regional Science Fair**—deadline for nomination early May
- **Canada-Wide Science Fair**—2nd week of May
- **KSEC Science Awards**—deadline for nomination early May

Google Mail, Calendar, Documents, and Drive

With the creation of the KSEC Gmail account and its suite of add-ons Google Calendar, Google Documents and Google Drive, KSEC is poised to change the way it manages its programs and communicates with its Executive and Kivalliq teachers.

Executive Members should log into the ksecscience@gmail.com account and open both Google Calendar and Google Document accounts. The Google Document application will ask you to download Google Drive to your computer. KSEC Executive members should do this. Once Google Drive is on your computer, all files that are in the Google Cloud will be downloaded to your computer and any file placed into your Google Drive folder, will be uploaded to the cloud and then downloaded to the Google Drive folders on the other KSEC Executive members computer.

It is important to keep the Google Drive Folder organized as it is now the archive of KSEC. Members may also email files to the ksecscience@gmail.com account indicating in the subject line what the email or attachments refer to. The KSEC Secretary will periodically (weekly) forward mail to the appropriated Executive members and file the original in the Gmail folders or on the Google Drive. Once this process is running smoothly and the Executive understands the functions and potential of KSEC's Google accounts, individual teachers in each school can be accessed through their NTA Gmail accounts and invited to view KSEC's Calendar and download documents specific to a program.

Conference Calls

When the KSEC Executive wishes to meet by telephone conference call, one of the Co-Presidents should request the KSO Math/Science Consultant to arrange this. Generally speaking, the dial-in number and conference ID will always be:

1-866-969-8429

4915205

The KSO Math/Science Consultant will initiate the call and provide the four digit moderator pin.

School Year Begins: First Things First!

Most Kivalliq Schools start up in mid August and so it is a busy time for principals and teachers. It is important to get their attention as soon as possible because the Kivalliq Regional Science Camp begins after Labour Day in September. It is a good idea to have an KSEC Executive conference call as early as possible in August with a Region-wide conference call shortly after. Emails announcing and inviting schools to participate in the Camp need to be sent to principals and contact teachers and registration forms soon follow.

School may need to be telephoned to get the name of the KSEC contact teacher and to make the principal aware of the upcoming events. Email address need to be compiled and mail out groups created to ensure ongoing communication. Gmail (Google Mail) is recommended as the communication protocol. All teachers have a Gmail account created for them by the NTA and so addresses should be easy to discern (initialsurname@teachers.ntanu.ca). Gmail also make it possible for the Executive to share Google calendar events and associated documents with teachers.

While all this is happening, preparations for the SET Challenge must be underway. Promotional items and prizes must be ordered (if funding permits) and sent directly to schools. The events also need to be edited and updated. Over time, there has been a general tendency for the elementary events to become too easy of the K-4 and so some changes are inevitable.

Each program requires an activity report and a proposal (or funding request) As a rule of thumb the reports are written soon after the event is finished. These reports contain an overview, participation data, photographs, financial summary, and press clippings. The reports are sent to the principle funders and KSEC members. The year-end report is a compilation of all of the individual activity reports and it is sent out to all of KSEC funders along with a request for new funds.

Revenue Canada requires reports throughout the year to maintain KSEC's Charity status. According to our Treasurer, the reports are straightforward.

The remainder of this document is organized by specific programs.

Kivalliq Regional Science Culture Camp

In a Nut Shell

- When:** Begins the 1st Wednesday after Labour Day and runs to the following Monday.
- Where:** Any Kivalliq community can host the camp. Previous camps have been hosted by the Communities of Baker Lake, Rankin Inlet and Chesterfield Inlet. Early camps were also hosted by the Northern Study Centre in Churchill.
- Who:** The Kivalliq Science Culture Camp is designed for students in Gr.10-12. Each Kivalliq High School is eligible to send four students and one teacher to the camp. The host community may send up to ten students and one teacher.
- Credits:** Each participant who successfully completes the camp requirements will be registered for up to two CTS credits. **The Science Camp teachers will provide the instruction and assessment and the school principals will submit the CTS course grades to student records and verify the credits on the students' validation statements.**
- Sponsors:** Primary funders are: Kivalliq Partners in Development, Department of Economic Development and Transportation, Agnico-Eagle Mines, and Areva Resources Canada.
- Budget:** Camp budget is set at #35,000-\$40,000. Surplus fund received from KPID, Agnico-Eagle, and Areva are carried over to the Kivalliq Regional Science Fair and Canada-Wide Science Fair.
- Fees:** Each participating school pays a registration fee of \$1000

Specific Duties and Responsibilities

Although the Camp is delivered by teachers representing all participating communities, the planning and preparation is handled mostly by the Secondary Co-President, Kivalliq Science Culture Camp Chairperson, and the KSEC Vice President. The Camp is always scheduled in September to begin the first Wednesday after Labour Day. However, planning begins in May and June, after funding proposals have netted enough money to underwrite its budget of up to \$40,000.

The KSEC Secondary Co-President writes the activity report and submits it along with a new funding proposal to the funding partner in April. Telephone follow-up is often necessary to ensure that the proposal gets attention and ultimately

funded. Once funding is secured, the Camp Chair and KSEC Vice-President are notified to begin the planning of the program and the ordering of the Camp Swag.

The Regional Science Camp Chairperson will establish and lead a subcommittee in the host community. This subcommittee will organize the Regional Science Camp with the assistance of the Secondary Co-President. The specific responsibilities of this subcommittee include:

- Camp Theme, Program, and Schedule
- Participant Program Workbook
- Camp logo for programs and swag
- Local transportation
- Accommodation (at school and on land) and food for all participants
- Procurement of new camping equipment (as needed)
- Camp Speakers and Guest Presenters
- Camp Awards Banquet

The local subcommittee will be given a budget and account from the KSEC Executive Board in order to organize the Regional Science Camp. The subcommittee will arrange for payment for budget-related purchases.

The KSEC Secondary Co-President will assist with the development and delivery of the Regional Science Camp. Specifically, responsibilities of the Secondary Co-President will include:

- Development of funding proposals
- Teacher & School Invitations (back-up for KSO leave forms)
- Science Camp Participant Forms (Media Release, Risk Management, Behavioral Contract & Parental Permission, etc.)
- Participant air transportation
- Awards and Prizes
- Award Ceremony Program (with Regional Camp Chairperson)
- Camp Press Release and Activity Report (with Regional Camp Chairperson)

The KSEC Vice President will order and arrange for payment of all swag related to the Regional Science Camp

School Representative

- Submit names of school participants attending
- Facilitate completion and bring copy of Science Fair Participant Forms (Media Release, Risk Management, Behavioral Contract & Parental Permission, etc.)
- Procure and transport the cheque for school's Regional Science Camp registration fees.
- Complete student assessment and submit summary to school Principal for submission to Student Records. A copy of the final student results should be emailed to the KSEC secretary for archives.

The local subcommittee will be given a budget and account from the KSEC Executive Board in order to organize the Regional Science Camp. The subcommittee will arrange for payment for budget-related purchases.

Foul Weather Policy

Each Regional Science Camp will be planned to commence the first Wednesday after Labour Day, with the possibility of a back-up date the following week should foul weather force a postponement. The decision to postpone will be made by the KSEC Executive in consultation with airline officials, school council members and weather reports.

Once a community has begun air travel to the Regional Camp, the Camp may not be postponed. All schools that successfully make it to the host community may participate in the Camp activities.

School delegations that get waylaid enroute to and from the Regional Science Camp are eligible for reimbursement of modest travel costs (meals and accommodations). The nature of the meals and accommodations will be determined by the KSEC Executive on a case-by-case basis. Efforts will be made to billet participants and shop for groceries.

Useful Digital Files

Last years files are the best place to start. Many files only require minor alterations to recycle them. These files may be found on the Google Drive in the Science Camp Folder and the KSEC Reports and Proposals Folder.

Proposals—April—May (KSEC Reports and Proposals Folder)

- Kivalliq Partners in Development (proposal and contribution agreement)
- Areva Resources Canada (proposal and invoice)
- Agnico-Eagle Mines (proposal and invoice)
- Department of Economic Development and Transportation (proposal & SEEP application)

Swag Order—May-June (Science Camp Folder)

- Swag email (Mark Hauser mark@xpressionsembroidery.com)
- KSEC Logo PBI (Powered by Imagination)
- Science Campback (Learning on and from the land)
- Camp Artwork (varies from year to year)
- KSEC Plaque for Camp Chair
- KSEC Plaque for School

Calm Travel Booking—May-June (Science Camp Folder)

- Calm Air email (reserves space for both Science Camp and Science Fair)

Camp Forms—August (Science Camp Folder)

- School Invitation email

- School Invitation attachment
- Camp Forms email
- KSEC Camp Application (optional form used by schools to select students)
- KSEC Camp Registration (file one copy & bring one copy to camp)
- Form A Student Excursion (file one copy & fax copy to Risk Management)
- Form B-1 Parental Ack (file one copy & fax copy to Risk Management)
- Media Consent Form (file one copy & bring one copy to camp)

Camp Materials—September--Bring to Camp (Science Camp Folder)

- Camp Book (Student workbook topics change from year to year)

Camp Activity Report—September/October (KSEC Report Folder)

- SciCampActivity Report (sent to funders with finance summary)

NorthweTel Science Engineering Technology Challenge

In a Nut Shell

- When: Runs during the month of October to celebrate National Science and Technology Week
- Where: All Kivalliq schools may register for the SET Challenge and run the events.
- Who: The SET Challenge includes leveled events appropriate for Kindergarten to Grade 12. Each registered school receives a package of prizes, event materials, and promotional items.
- Sponsors: Primary funder is NorthweTel.
- Budget: SET Challenge budget is set at \$10,000.
- Fees: Registration is free for this event.

Specific Duties and Responsibilities

The SET Challenge is planned and developed by the KSEC Elementary Co-President, with assistance from the KSEC Vice President. Delivery of the program is carried out by the KSEC School Representatives and teachers.

The KSEC Elementary Co-President will coordinate the SET Challenge. The specific responsibilities of this KSEC Elementary Co-President include:

- Development of funding proposals.
- Determine the theme of the SET Challenge and develop/distribute the resource materials and registration forms to all Kivalliq schools by the third week of September each year.
- Develop press release.
- Collect registration, participation, and evaluation forms as well as school photos and compile SET Challenge activity report for Funders and schools.
- Distribute Regional Medals (if funding allows)

The KSEC Vice President will order and ship promotional items, materials and prizes (if funding allows) to arrive at registered schools during the month of October. Note it is important to breakdown the order into 12 portions for delivery to specific Kivalliq Schools. This save a great deal of time and money.

School Representative will register school for swag, coordinate SET challenge with other teachers in the school, and submit participation data, electronic photos and evaluation forms to KSEC Elementary Co-President.

Useful Digital Files

There are five different themes developed for the SET Challenge, so it is best to start looking for files that match the theme you are planning for the current year.

SET Challenge files may be found on the Google Drive in the SET Challenge Folder and the KSEC Reports and Proposals Folder.

Proposals—April—May (KSEC Reports and Proposals Folder)

- NorthwesTel

Swag Order—August (SET Challenge Folder)

- Swag email (Mark Hauser mark@xpressionsembroidery.com)
- Artwork (varies form year to year)
- SET Medals

SET Materials—Late Sept.—Sent to Schools (SET Challenge Folder)

- Set Challenge events and forms

SET Activity Report—Nov. (KSEC Report Folder)

- SETActReport

Kivalliq Regional Math Month

In a Nut Shell

- When:** Runs during the month of January for the last three weeks.
- Where:** All Kivalliq schools may register for the Math Month and run the events.
- Who:** Math Month includes Math engagement activities suitable for Kindergarten to Grade 12. Each registered school receives a package of prizes, event materials, and promotional items. Registered Schools are also eligible for grants of up to \$150.
- Sponsors:** There is currently no Primary Funder for this Event (Possible leads: Kivalliq School Operations, Northwest Company, Arctic Cooperatives.)
- Budget:** Math Month budget is set at \$12,000.
- Fees:** Registration is free for this event.

KSEC will endeavour to develop and deliver an annual Math Month to be hosted by in participating schools in the month of January. Should funding allow, promotional items, materials and prizes will be provided by KSEC to participating schools.

Duties

- a. The KSEC Elementary Co-President will coordinate the Math Month Activities. The specific responsibilities of this KSEC Elementary Co-President:
 - Development of funding proposals.
 - Determine the theme of the Math Month and develop/distribute the resource materials and registration forms to all Kivalliq schools during the month of December each year.
 - Develop press release.
 - Collect registration, participation, and evaluation forms as well as school photos and compile Math Month activity report for Funders and schools.
 - Develop regional promotional items and awards (if funding allows)
- b. The KSEC Vice President will order and ship promotional items, materials and prizes (if funding allows) to arrive at registered schools during the month of January.
- c. School Representative will register school for swag, coordinate Math Month activities with other teachers in the school, and submit participation data. Electronic photos and evaluation forms to KSEC Elementary Co-President.

Useful Digital Files

Math Month resources have ebbed and flowed over the years.

These files may be found on the Google Drive in the Math Month Folder and the KSEC Reports and Proposals Folder.

Proposals—April—May

- no proposal exists—we do not have a funding partner for this event.

Swag Order—November(Math Moth Folder)

- Swag email (Mark Hauser mark@xpressionsembroidery.com)
- Artwork (varies form year to year)

Math Month Materials—Late Dec.—Sent to Schools (Math Month Folder)

- Math Month Ideas and forms
- Other useful resources

Kivalliq Regional Science Fair

In a Nut Shell

When: Begins the second or third Friday of March, with the back-up date being the following week.

Where: Any Kivalliq community can host the Regional Science Fair. All Kivalliq communities have hosted this event at one time or another.

Who: The Kivalliq Regional Science Fair is designed for students in Gr.7-12. Each Kivalliq Secondary School is eligible to send four students and one teacher to the fair. The host community may enter up to ten students and one teacher.

Team Kivalliq: Three students representing the top projects from the Kivalliq Regional Science Fair will be registered to attend the Canada-Wide Science Fair

Sponsors: Primary funders are: Kivalliq Partners in Development, Agnico-Eagle Mines, and Areva Resources Canada.

Budget: Fair budget is set at #35,000-\$40,000. Surplus fund received from KPID, Agnico-Eagle, and Areva are carried over from the Kivalliq Science Culture Camp.

Fees: Each participating school pays a registration fee of \$1000

Duties

a. The Regional Science Fair Chairperson will establish and lead a subcommittee in the host community. This subcommittee will organize the Regional Science Fair with the assistance of the Secondary Co-President. The specific responsibilities of this subcommittee include:

- Fair Schedule and Program
- Fair logo for programs and swag
- Local transportation
- Accommodation (at school) and food for all participants
- Display Backboards
- Display and judging venue
- Judging Panel (including 8-12 General Judges, 1-2 Report Judges, and 1 Inuktitut Display Judge)
- Awards Banquet

- b. The KSEC Secondary Co-President will assist with the development and delivery of the Regional Science Fair. Specifically, responsibilities of the Secondary Co-President will include:
- Development of funding proposals
 - Teacher & School Invitations (back-up for KSO leave forms)
 - Project Summary Document
 - Science Fair Participant Forms (Media Release, Risk Management, Behavioral Contract & Parental Permission, etc.)
 - Participant air transportation
 - Judging Booklets
 - Awards and Prizes
 - Award Ceremony Program (with Regional Fair Chairperson)
 - Fair Press Release and Activity Report (with Regional Fair Chairperson)
- c. The KSEC Vice President will order and arrange for payment of all swag related to the Regional Science Fair and Kivalliq Delegation to the Canada-Wide Science Fair.
- d. School Representative
- Submit names of participants
 - Facilitate completion and email Student Project Summary Form
 - Facilitate completion and bring copy of Science Fair Participant Forms (Media Release, Risk Management, Behavioral Contract & Parental Permission, etc.)
 - Procure and transport the cheque for school's Regional Science Fair registration fees
 - Package and transport any student project display materials (back boards to be provided by host committee)
 - Package and transport any KSEC Science Fair Awards in school

Foul Weather Policy

Each Regional Science Fair will be planned to commence the second or third Friday in March, with the possibility of a back-up date the following week should foul weather force a postponement. The decision to postpone will be made by the KSEC Executive in consultation with airline officials, school council members and weather reports.

Once a community has begun air travel to the Regional Fair, the Fair may not be postponed. All schools that successfully make it to the host community may participate in the Fair activities. A Fair may only be postponed once, if weather prevents travel in to the Regional Science Fair on both the planned and back-up dates, the host community will select winners from their school to attend the Canada-Wide Science Fair.

School delegations that get waylaid enroute to and from the Regional Science Fair are eligible for reimbursement of modest travel costs (meals and accommodations). The nature of the meals and accommodations will be determined by the KSEC Executive on a case-by-case basis. Efforts will be made to billet participants and shop for groceries.

Useful Digital Files

Last years files are the best place to start. Many files only require minor alterations to recycle them. These files may be found on the Google Drive in the Science Fair Folder and the KSEC Reports and Proposals Folder.

Proposals—April—May (KSEC Reports and Proposals Folder)

- Kivalliq Partners in Development (proposal and contribution agreement)
- Areva Resources Canada (proposal and invoice)
- Agnico-Eagle Mines (proposal and invoice)

Swag Order—February (Science Fair Folder)

- Swag email (Mark Hauser mark@xpressionsembroidery.com)
- KSEC Logo PBI (Powered by Imagination)
- Fair Artwork (varies from year to year)
- KSEC Plaque for Fair Chair
- KSEC Plaque for School

Calm Travel Booking—May-June (Science Camp Folder)

- Calm Air email (reserves space for both Science Camp and Science Fair)

Fair Forms—August (Science Fair Folder)

- School Invitation email
- School Invitation attachment
- School Invoice
- Camp Forms email
- KSEC Fair Registration (file one copy & bring one copy to camp)
- Form A Student Excursion (file one copy & fax copy to Risk Management)
- Form B-1 Parental Ack (file one copy & fax copy to Risk Management)
- Media Consent Form (file one copy & bring one copy to camp)

Fair Materials—September--Bring to Camp (Science Camp Folder)

- Project Summaries
- Judging Booklets
- Report Rubric

Camp Fair Report—September/October (KSEC Report Folder)

- SciFairActivity Report (usually is the Year-end Report)
- Photo Scrap Book
- Project Summaries (with Results)
- Press Release

KESC Annual General Meeting

In a Nut Shell

When: From 1:00-3:00 pm on the Saturday during the Kivalliq Regional Science Fair.

Where: The school that is hosting the Kivalliq Regional Science Fair

Who: All Kivalliq School Reps attending the Kivalliq Regional Science Fair.

Agenda: Role Call
Financial Report
Program Report
New Business and Member Issues
Location of Next Year's Science Culture Camp
Location of Next Year's Regional Science Fair
Election of New KSEC Board

Duties

- a. The KSEC Elementary and Secondary Co-Presidents will coordinate and Chair the AGM.
- b. All members attending the AGM may ask questions and discuss issues, but only School Representatives may vote in the election.

Useful Digital Files

In the past, KSEC archive of minutes has been shoddy at best. With Google drive this could change.

Documents—March (KSEC Constitution and Minutes Folder)

- Constitution
- Minutes

Canada-Wide Science Fair

In a Nut Shell

- When: Affiliation: Early December
 Registration: By Early April
 Event: Mid May (for ten days)
- Where: A city in Southern Canada
- Who: Three Kivalliq students and two teachers will make up the Kivalliq Delegation to the Canada-Wide Science Fair. (See constitution for selection criteria)
- Fees: There are no fees leveled by KSEC for this event. KSEC will endeavor to cover the following costs associated with the Canada-Wide Science Fair.
- Affiliation, insurance, and Registration fees to Youth Science Canada
 - Travel-related costs (meals & accommodation) incurred by Kivalliq Delegation enroute to/from the Canada-Wide Fair.
 - Team jackets for delegation members.

Duties

- a. The Regional Science Fair Chairperson will act as KSEC's Delegate to the Canada-Wide Science Fair. This individual will work with the Secondary Co-President to complete the On-Line Registration of students and Delegates for the Canada-Wide Science Fair. Specifically, KSEC's Delegate will:
 - Represent KSEC at all business meetings at the Canada-Wide Science Fair
 - Supervise and support (with Alternate Delegate/Chaperone) KSEC's Student Delegation
- b. KSEC's Alternate Delegate/Chaperone will work with the Secondary Co-President to complete the On-Line Registration of students and Delegates for the Canada-Wide Science Fair. Specifically, KSEC's Delegate will:
 - Support the Delegate at all business meetings at the CWSF
 - Supervise and support (with Delegate) KSEC's Student Delegation
- c. The KSEC Secondary Co-President will assist with the registration of KSEC's Canada-Wide Delegation and act as liaison between KSEC and Youth Science Canada and Canada Wide Science Fair.

Useful Digital Files

Swag—March (Canada-Wide Science Fair Folder)

- Nunavut Flag artwork
- KSEC Logo artwork

KESC Science Awards

KSEC will endeavour to provide, on an annual basis, two awards, one each for a male and female graduate who have demonstrated interest and excellence in science. The award will consist of a Laptop computer, printer and backpack.

In a Nut Shell

When: First Week of May.

Who: One male and one female graduate

Sponsors: Primary funder is Kivalliq Partners in Development & Kivalliq Trade Show

Budget: Fair budget is set at \$2000. Surplus fund received from KPID.

Fees: KSEC levees no fees for this program

Duties

- a. The KSEC Secondary Co-President will coordinate the KSEC Award. The specific responsibilities of this KSEC Secondary Co-President:
 - Development of funding proposals.
 - Distribute and collect KSEC Award nomination forms.
 - Convene a meeting of the KSEC Executive Board, to select the KSEC Award recipients.
- b. The KSEC Vice President will order and ship Award items
- c. School Representative will distribute and coordinate nomination forms.

Useful Digital Files

Nomination Forms—March (KSEC Science Award Folder)

- KSEC Science Award (notice and forms)
- KSEC Award Certificate
- KSEC Award Press Release

KESC Year-End

KSEC's year officially ends June 30th, however it starts to wrap up in Mid April/May with the submission of new funding proposals. The final report should not be too arduous if activity reports have been completed throughout the year. Now that you have completed one full year return to page one and begin all over again.

Examples of past final reports are located on Google Drive in the Final Reports Folder

Good Luck!



KSEC 2012