**Letterhead**

March 2017,

Dear Science Fair Judge,

Thank you for volunteering to be a judge at the School nameSchool Science Fair on Tuesday April 11.

Please arrive at the location around 8:00 a.m. and sign-in at the main office. The students will be displaying their exhibits in the library and the judge’s room will be in the library computer lab. Judging of the exhibits will begin around 8:30 a.m. and wrap up after lunch, depending on how many students we have participating. Lunch is provided.

A copy of the actual judging sheet and science fair packet is enclosed for you to preview. As you can see, there are various points you can award for different aspects of the projects. Judges will have time to view the exhibits and read science reports before students come in to present their project. Students will then arrive at a later time to share their project with all the judges. Students and judges will be given 15 minutes total to discuss the project.

If for any reason you cannot attend, please contact me as soon as possible so I can make other arrangements.

I thank you in advance for the generosity of your time and talents to judge our Middle School Science Fair.

Thank you,

Name and contact info