

# Logbook Policy

- **Maintaining a logbook is an important part of the inventing process.** Therefore, a logbook will be a required part of the judging process.
- **The logbook is a written record of the process of creating the invention.** This should be written as the inventing is going on and not compiled after the process is complete.
- **The logbook should address each of the Stages of Invention.**
  - Identifying the Problem
  - Understanding the Goal
  - Identifying a Solution
  - Designing a Solution
  - Building a Device
  - Testing & Evaluating the Device
  - Communicating the Results
- **The logbook can contain more information and sections,** but as a minimum it should contain sections for each of the Stages of Invention.
- **The logbook does NOT have to be in any particular style or format.** The information can be entered into a premade template or a blank notebook that is filled in during the invention process.
- **Attached is a copy of the Invention Convention Worldwide logbook template, which can be used as a model.** The purpose of the template is to guide the student through the steps in each of the Stages of Invention.
- **There are some extra sections in this template, in addition to the Stages of Invention.** These extra sections can be deleted, if desired.
- **Affiliates are free to add their own logos to the template, but they should not remove the Invention Convention Worldwide logo.** Affiliates are also free to add color, pictures and formatting changes to the template, but the Stages of Invention should remain the same.
- **The logbook is a living document that reflects the actual work of the inventor as it occurs.** It does NOT have to be perfectly written, drawn and spelled. Sloppiness and errors should be avoided, but they are not fatal flaws.
- **The inventing process takes time, thought and effort, and the concept of completing an invention logbook as they go through the process may be new and somewhat difficult for some students.** Therefore, students should be given the logbook template and its purpose explained when the invention program is first introduced.
- **The students' logbook entries should be monitored by the teacher** and used as a way to gauge the students' inventing progress and assist them as needed.
- **This Invention Convention Worldwide logbook template is a prototype,** and Invention Convention Worldwide would love to get feedback about its use and comments concerning improvements of any kind.