



SPECIAL AWARD DONOR INFORMATION SHEET

- The number, nature, and criteria of your awards are up to you. Register awards as soon as possible at drsef.org (use your update code, if you have one, to save time). Alternatively complete a paper form. Actual prizes may be sent to SMU later at the address below.
- Donors are asked to contribute to the cost of the Awards Banquet for the recipients of their prizes and their teacher (see below).
- Donors should provide judges to determine their winners on Fair day. Please register them at drsef.org or complete the paper form.

All prizes, payments, and judge details are due by February 10, 2012.

- The main registration area at the fair will have a section for display of literature about your organization; we also invite you to provide us with your website address when you register awards, if you wish us to link it from the Fair website drsef.org.
- All Special Award judging will be done on Saturday morning (9am-1pm), with the Fair open to the public in late afternoon. We will provide your judges with breakfast, lunch, and a small memento of the Fair. Breakfast is available from 7:30 am with lunch available from Noon.

LOGISTICS FOR DONATIONS:

1. The Dallas Regional Science & Engineering Fair is an educational tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Donors may deduct contributions as provided under Section 170 of the code. Tax ID: 75-6035917
2. **You may mail your prize and banquet money, payable to DRSEF, on one check.**
We will then generate a separate check for each prize, which will be announced and presented to the award winner at the Awards Banquet held at Southern Methodist University.
3. If your prize contains a certificate or plaque that you wish to have personalized (name only), we will do this.
4. Due to the sensitive information required (SSN etc.), if your prize is to be a savings bond, we ask that you send a check so that we may purchase the bond on your behalf in direct consultation with the winner.
5. Awards should be accompanied by **\$35** for each project (individual or team) as a contribution to the cost of the student awardee(s) and their teacher attending the Awards Banquet. If you wish to make an award without the winner attending the awards banquet, please designate it as **Honorable Mention**.
Due to space limitations, we are unfortunately unable to accommodate donors at the awards banquet.

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THANKS FOR
YOUR SUPPORT!