Special and Recognition Awards  
Sponsorship Form

This Sponsorship Form is for any organization or person sponsoring Special or Recognition Awards at the 2019 California Science and Engineering Fair.

Special and Recognition Awards are awards sponsored by organizations or persons independent of the California Science and Engineering Fair. The distinction between the two types of awards is based solely on the amount of the award.

Special Awards

* Are $1,250 or more awarded to a single project
* Are presented publicly by sponsors during the Fair Awards Ceremony
* Are charged a one-time presentation fee of $250 per sponsor (for single or multiple awards)  
  [see Section 4 for details]

Recognition Awards

* Are less than $1,250 awarded to a single project
* Are presented privately by sponsors to recipients at the project displays during the judging period

Both types of awards are listed in the *Program of Projects* and the *Awards Ceremony Program* that are given to all participants. Both are publicly announced on the Fair’s website.

A single sponsor may present one or more Special and/or Recognition Awards. The sponsor chooses their award criteria, subject only to the condition that **all awards must be based on *bona fide* criteria of scientific and engineering merit to be recognized by the Fair**. The sponsor provides judges to select winning projects on the day of the Fair based on the sponsor’s chosen criteria.

There are two levels of competition, the Junior Division is for students in grades 6 to 8 and the Senior Division is for students in grades 9 to 12. Each division has multiple categories that organize projects according to subject. You may restrict your award by either division and/or by one or more categories, or make it open to all divisions and categories. You may additionally add private criteria.

Several weeks before the Fair, sponsors will receive detailed information about their participation, including: (1) Fair Day Schedule; (2) request for judges; (3) link to student Project Summaries (abstracts); (4) Award Material Instructions; (5) directions, map, and parking pass; and (6) Presenter Instructions for Awards Ceremony (applies to Special Award sponsors only).

Please complete this form electronically, providing all requested information. Email the entire completed form to Bob Anderson, CSEF Director of External Awards at [CSEFExtAwards@gmail.com](mailto:CSEFExtAwards@gmail.com) no later than Friday, March 29, 2019 (sooner is better). If possible, include an electronic signature image on the form. Otherwise, print and sign the last page (Section 6). You can scan and email the signed page or fax the signed page to Bob Anderson at 818-907-0498.

Please contact Bob Anderson at [CSEFExtAwards@gmail.com](mailto:CSEFExtAwards@gmail.com) or 213-364-7470 with any questions.

# **Section 1. Sponsor Information**

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| **Sponsor Organization** |  | |
| **Anonymous Sponsor** | No or Yes |

[The term “Organization” also applies to an individual person who sponsors an award, whether personally or through a personally controlled foundation. **This is NOT the name of your award!** If “Anonymous”, your organization will not be published in Fair materials or stated at the Awards Ceremony.]

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| **Sponsor Organization Web Site (URL)** |  |

[This will usually be published on the Fair’s website. It will not be published for anonymous sponsors.]

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| **Lead Contact Name** |  |
| **Email** |  |
| **Mobile Phone** |  |
| **Day Phone (including extension)** |  |
| **Lead Contact Mailing Address** |  |

[Please include title, first name, last name and suffix (if applicable), plus contact information. Correspondence, notices, confirmations and photographs will be sent to the email address, so please make sure that it is complete and correct. If your email system has a spam blocker, make sure that “[CSEF@usc.edu](mailto:CSEF@usc.edu)” and “[CSEFExtAwards@gmail.com](mailto:CSEFExtAwards@gmail.com)” are on your approved recipients list or list of allowed senders.]

# **Section 2. Award Information**

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| **Name of Award** |  |

[**This is a single overarching award name that the Fair will use for your award in the Program of Projects and other documents.** We suggest a simple award name, such as your organization name followed by “Award” or something more specific to your scientific specialty, for example XYZ Company Photonics Award. Please do not include citations (e.g., “This award is for ...”), place designations (e.g., first place), or restrictions (e.g., grades 9 to 11 only) in this field. Such information is provided next.

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| **Award Citation** |  |

**[In 20 words or less, exactly as you would like it to be published in all Fair materials**, provide the citation for your award. Citations typically begin with phrases such as “For projects that best use innovative …”, “For excellence in …”, or “For achievement in …” Restrictions should be listed ahead of the citation, such as “For the Junior Division project that best uses …” or “For the Senior Division project that most effectively demonstrates …” Do not list details, such as dollar amounts, plaques or other collateral materials, because these are not part of your citation. Such information is provided later. For some examples, including your citation if you sponsored last year, see: <http://csef.usc.edu/Current/Awards/ExternalAwards2018.pdf>.

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| **Private Award Criteria** |  |

[Summarize any private criteria that your judges will use to select your award (most awards have none). Examples include restrictions on the projects considered for your award, such as grade levels included, student gender, or student geographical location. These criteria will not be made public in any Fair materials.]

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| **Award Name** | **Monetary Amount** | **Number of Awards** | **Division** | **Collateral Materials** [do not list Certificates – required for all awards] |
| *Special Award Example:  XYZ Special Award* | *$1,250* | *Two* | *Senior* | *Plaque* |
| *Recognition Award Example: TUV First Place Award* | *$500* | *One* | *Junior* | *None* |
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[**List all awards that you will present at the Fair. The minimum amount for any single award is $100. All awards must be made in the form of a check, cash or an unrestricted cash-equivalent.** If your award is not made by check or cash, specify its form. All awards must include a certificate with the sponsor name and award name. List how many awards of each amount you are giving and any collateral materials including, for example, a plaque, medallion, or society membership, and any awards to the student’s school or advisor directly arising from the project award. All awards, collateral materials, or award forms must be delivered directly to winning students at the Fair or mailed to winning students within 30 days of the Fair.]

# **Section 3. Judges**

***Ensure that all your judges understand whether they are selecting projects for Special Awards ($1,250 or more to a single project), Recognition Awards (less than $1,250 to a single project), or both. Your judges present Recognition Awards during the final Judging Interview Period for which the Fair will provide a photographer. Your judges, however, do not present any Special Awards prior to the Awards Ceremony. Your judges should ensure that Special Award results remain confidential until the Awards Ceremony where these awards are presented.***

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| **Provide Own Judges** | Yes or No |

[**“Yes” is the expected answer. It is not possible for the Fair to provide local judges** due to time and logistical considerations. “No” means that you, as sponsor, have chosen to pre-select your winning project(s) using a method such as evaluating student Project Summaries (abstracts). For either “Yes” or “No”, you, as sponsor, are required to select winning project(s) and provide this information to the Fair in time to present awards at the Fair.]

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| **Judging Process** |  |

[**In 25 words or less, describe the process and criteria that your organization will use for selecting awards**, based on your award citation provided earlier in this Form. Example 1 – Your judges prescreen projects using Project Summaries (abstracts) and then interview only your selected finalists at the Fair. Example 2 – Your judges decide at the Fair which projects to interview and then interview only your selected finalists.]

**JUDGE NAME(S) AND CONTACT INFORMATION WILL BE REQUESTED SEVERAL WEEKS BEFORE THE FAIR.**

[**Sponsors must have a lead judge** and may have as many additional judges as they feel necessary to select their award winners within Fair time constraints. Several weeks prior to the Fair, we will ask you for the names and contact information of your lead and other judges. We will need your final judge information no later than one week before the Fair to provide time for us to prepare badges and judge packets.]

# **Section 4. Special Awards Only**

**This section applies only to Special Awards ($1,250 or more to single project).**

**Payment of the $250 Presentation Fee must be received by the California Science Center Foundation no later than   
Friday, March 29, 2019. Please make payable to the “California Science Center Foundation” and send to  
 Esteban E. Martorell, California Science Center Foundation,   
700 Exposition Park Drive, Los Angeles, CA 90037,   
Tel: (213) 744-2001, Fax: (213) 744-2240, Email:** [***emartorell@cscmail.org***](mailto:emartorell@cscmail.org)***.***

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| **Presenter at Awards Ceremonies** | Yes or No or Not Applicable |

[“Yes” means that you, as sponsor, will have one or more official representatives present your Special Award(s) on stage at the Awards Ceremony which is held the afternoon of Fair day. “No” means that you want a Fair official to present on your behalf. “Not Applicable” means that you are not awarding any Special Awards. All Special Awards will be presented toward the beginning of the Awards Ceremony. Your presenter(s) will sit at the front of the audience (so she or he can conveniently reach the stage). A Fair Master of Ceremonies will introduce your presenter and explain your award. Your presenter will present the award(s) to the award winner(s) but will not address the audience.]

**PRESENTER NAME(S) AND CONTACT INFORMATION WILL BE REQUESTED SEVERAL WEEKS BEFORE THE FAIR.**

[Our Master of Ceremonies will state the name(s) and title(s) of your presenter(s) in the Awards Ceremony speech, and the Fair will use the name(s) and title(s) of your presenter(s) in any photograph captions posted to our website and in press releases. An official photograph of your presenter(s) and the awardee(s) will be taken on-stage for posting to the Fair website and will be sent to your organization. Several weeks prior to the Fair, we will ask you for the name(s), title(s) and contact information of your presenter(s). We will need your final presenter information no later than one week before the Fair to provide time for badges to be prepared.]

**PRESENTATION STATEMENT WILL BE REQUESTED SEVERAL WEEKS BEFORE THE FAIR.**

[Our Master of Ceremonies will make your presentation statement after announcing your award recipient, while your award is being presented. In 25 words or less, the statement provides your organization’s role in and reason for providing the award. We will edit statements to no more than 25 words to ensure fairness to all sponsors. Several weeks prior to the Fair, we will ask you for your presentation statement. We will need your final statement no later than one week before the Fair to provide time for award scripts to be prepared.]

# **Section 5. Approval Signature**

**PLEASE INITIAL IN THE BOX BELOW to indicate that you will comply with the Conflicts of Interest requirements.**

[Please paste in your electronic initials in the box below or print this page and initial in the box below.]

|  |  |
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| **Initials:** | **Conflict of Interest** – California Science and Engineering Fair Special or Recognition Award sponsors can have no potential or perceived Conflicts of Interest, such as a familial or personal connection with a CSEF participant, whether relative, advisor, family friend or children attending the same school as any known participants. Sponsors must notify Bob Anderson, CSEF Director of External Awards, [CSEFExtAwards@gmail.com](mailto:CSEFExtAwards@gmail.com), immediately upon learning of any potential or perceived Conflict of Interest with any CSEF participant and must provide the full name(s) of any potentially conflicted participants. Failure to do so can become grounds for disqualification of a Special or Recognition Award sponsor from the California Science and Engineering Fair. |

**PLEASE SIGN IN THE BOX BELOW to complete the Sponsorship Form.**

[Please paste your electronic signature in the box below or print this page and sign in the box below.]

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| **Signature of Sponsor Lead Contact or Authorized Individual:** |

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| **Typed Name** |  |

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| --- | --- |
| **Date** |  |

**Please complete this form electronically, providing all requested information. Email the entire completed form to Bob Anderson, CSEF Director of External Awards at** [**CSEFExtAwards@gmail.com**](mailto:CSEFExtAwards@gmail.com) **no later than Friday, March 29, 2019 (sooner is better). If you can, include an electronic signature image on the form. If you cannot provide an electronic signature, print and sign this last page (Section 6). You can scan and email the signed page or fax the signed page to Bob Anderson at 818-907-0498.**

**Please contact Bob Anderson at** [**CSEFExtAwards@gmail.com**](mailto:CSEFExtAwards@gmail.com) **or 213-364-7470 with questions.**

Thank you for your support of the California Science and Engineering Fair!