



DONOR INFORMATION SHEET

The number, nature, and criteria of your awards are up to you. We do, however, ask that Special Award donors partially underwrite the cost of the Awards Banquet for the recipient of each prize and that student's teacher (see below).

Donors also need to provide judges to determine their winners on Fair day. We will provide your judges with breakfast, lunch, and a small memento of the Fair. The judge's area will have a section for the display of literature about your organization, should you wish to take advantage of it, and we also invite you to provide us with your website address if you wish us to link it from the Fair website DallasScienceFair.org.

All Special Award judging will be done on Saturday morning (9am-1pm), with the Fair open to the public in late afternoon. Breakfast from 7:30 am, Orientation at 8 am, Lunch available from Noon.

We will send your judges information before the fair, so we need their details in good time. On the day of the Fair, our Special Awards Chairperson, Olga Ruff, will greet them and provide further help and advice.

A FEW LOGISTICS FOR DONATIONS:

1. The Dallas Regional Science & Engineering Fair is a 501c(3) tax exempt educational organization.
2. **You may send 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 can do this for you free of charge.
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. Except for Honorable Mentions, which are not presented at the Awards Banquet, **the award should include \$35, for each project (individual or team), to help pay for the student(s) and his/her/their teacher to attend the Awards Banquet.** We regret that we cannot accept awards without banquet fees unless they are designated as Honorable Mentions. Due to space limitations, we are also unable to accommodate donors at the awards banquet.
6. Please complete online or mail us your Donor Prize Form by **December 31, 2009**. Your judges' details may be completed/updated online or mailed in. To prevent transcription errors, we prefer not to receive faxed/emailed information. All prizes, payments, and judge details are due by **February 13, 2010**. Mail materials to:

**Department of Physics (DRSEF)
3215 Daniel Avenue
Southern Methodist University
Dallas, TX 75205**

THANKS FOR YOUR SUPPORT!