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| SPECIAL AWARD DONOR INFORMATION SHEET |
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All Special Award judging will be done on **Saturday morning (9 am - 1 pm) Feb 25, 2017.**

Awards: The number, name, and criteria of awards are up to you. Typical prizes are cash, scholarships, plaques, scientific equipment, etc. As soon as possible, confirm your award details with us. The actual prizes and payments can be sent to SMU later. Your organization and awards will be promoted at the fair, on our website, in local news media, and at our awards banquet. After the fair, we will provide you with a complementary banquet award brochure and contact details of your award winners should you wish to follow up with them.

Judges: As soon as they are known, please send us the names/emails of your Special Award judges via the registration link on the judge page at drsef.org. We will email final information for judges about 1 week before the fair. Judges will be provided with buffet breakfast (from 7:30 am), lunch, and a small memento of the Fair.

Banquet Fees: There is a fee of **\$40** for each project (individual or team) awarded, as a contribution to the cost of the student awardee(s) and their teacher attending the Awards Banquet at SMU. If you wish to make an award without the winner attending the awards banquet, please designate it as **Honorable Mention**. 400 students, teachers, and parents will attend the banquet and, unfortunately, we are at room capacity so do not have space to accommodate the Special Award donors.

All prizes, payments, and judge details are due by February 18, 2017.

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. If your prize has a certificate or plaque that you wish to have personalized (name only), we will do this.
3. 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.
4. **You may mail your prize and banquet money, payable to DRSEF on one check, to the address below.** For cash prizes, we will then generate a separate award for each awardee. All awards will be announced and presented at the Awards Banquet held at Southern Methodist University in March.

Special Awards

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