Special and Recognition Awards   
Sponsorship Declaration

This Sponsorship Declaration form is provided for any organization or person intending to sponsor a Special or Recognition Award at the California State Science Fair. If you are looking for general information about the Fair, please see the Fair’s web site at <http://www.usc.edu/CSSF/>.

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

**Special Awards**

* Are $1,250 or higher awarded to a single project
* Are presented publicly during the Fair Awards Ceremonies
* Are charged a one-time Presentation Fee of $250 per Sponsor (for one or more awards)  
  [see Section 4 for payment details]

**Recognition Awards**

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

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

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

There are two divisions and multiple categories of projects in each division. The two divisions divide projects according to grade in school. The Junior Division is for students in grades 6 to 8. The Senior Division is for students in grades 9 to 12. The categories organize projects according to subject. You may restrict your award by either one division or one or more categories, or make it open to all divisions and categories, whichever makes the most sense for your award.

Please complete this form electronically, providing all requested information (final judge information in Section 3 can be updated later). Please email the entire completed form to Bob Anderson, CSSF Director of External Awards at [CSSFExtAwards@gmail.com](mailto:CSSFExtAwards@gmail.com) no later than Friday, April 29, 2016 (sooner is better). If you can include an electronic signature image on the completed form, that is sufficient. If you cannot, please print and sign the last page (Section 6). You can either scan and email this signed last page to Bob Anderson, or fax the signed last page to Bob Anderson at 818-907-0498.

If you have any questions, contact Bob Anderson by email at [CSSFExtAwards@gmail.com](mailto:CSSFExtAwards@gmail.com) or by telephone at 213-364-7470.

# **Section 1. Sponsor Information**

Name of Organization Sponsoring Award:

[The term “Organization” also includes an individual person who sponsors an award, whether personally or through a personally controlled foundation. Note: this is not the name of the award!]

Does your organization wish to remain anonymous in giving this award?:

[Enter “Yes” or “No”. If yes, no mention of your organization will be made during the Awards Ceremonies or in published materials after the Fair.]

Sponsoring Organization Web Site (URL):

[This URL will usually be used when publishing the award winners on the Fair’s web site. It will not be published for anonymous Sponsors.]

Sponsor Lead Contact:

[Please include title, first name, and last name, plus suffix (if applicable). Photographs from the Fair and other information will be sent to this person.]

Lead Contact Mailing Address:

[Provide organization name, street address, any applicable building or mail stop code, city, state, and ZIP.]

Lead Contact Telephone and Email:

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| --- | --- |
| Day Phone (including any extension) |  |
| Mobile Phone |  |
| Email |  |
| Other (as necessary) |  |

[Correspondence, notices, and confirmations 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 [CalifSF@usc.edu](mailto:CalifSF@usc.edu)” and “[CSSFExtAwards@gmail.com](mailto:CSSFExtAwards@gmail.com)” are on your approved recipients list or list of allowed senders.]

# **Section 2. Award Information**

Name of Award:

[We suggest using 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. These issues are handled later on in this Declaration Form.]

Award Citation and Criteria:

[In a 25-word or less citation, explain the criteria used to determine the winners of your award, exactly as you would like them to be published in all of our post-Fair materials. 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 criteria, such as “For the Junior Division project that best uses …” or “For the project of a female student that best demonstrates …”. Do not list award details, such as dollar amounts, plaques, or other collateral materials, because these are not criteria on which your award is determined. Such information will be provided later in this Declaration Form. For some examples of appropriate citations, see last year’s award announcements: http://www.usc.edu/CSSF/History/2015/Awards/SpecRec2015.html

Private Award Criteria:

[Explain any private criteria that will be used to select your award that should remain confidential. Most awards will not have any private criteria. This information will not be made public in any Fair materials. Examples include restrictions on the projects considered for your award, such as by geographical location of students or other awards at CSSF.]

Number of Award Levels:

[A level is a distinguishable award. One level means giving an award to one or more projects with each award having the same value and being named identically. Many Sponsors have only one level. Two levels means dividing your awards in two ways, such as First Place and Second Place, or Junior Division and Senior Division. More levels means dividing your awards in more than two ways, which is not common.]

[Honorable Mention is a level reserved for student name recognition only, possibly with a certificate or plaque, but without any monetary value. Honorable Mention counts as an additional award level. If you give an award without monetary value it will be termed Honorable Mention regardless of any name you supply here.]

Award Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Name | Cash Amount | Number of Awards | Division | Collateral Materials |
| *Example:  Senior Division XYZ Award* | *Example: $1,250* | *Example: Two* | *Example: Senior* | *Example: Certificate or plaque* |
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[If you have only one award level it will always be termed simply “Award.” If you have more than one award level, please give a distinct name to each level (e.g., “First Award, Second Award…” or “Senior Division, Junior Division...”)]

[Be sure to include the cash amount of your award to the project for every level. If there is no cash amount for an award such as an Honorable Mention certificate, please state this fact. Identify any deferred cash awards as such, for example, US Savings Bonds. List how many awards of this amount you are giving (“one”, “two”, “three”, …). List any collateral materials to be given in addition to the cash amount, including, for example, an award certificate, plaque, or society membership, and any awards to the student’s school or advisor directly arising from the project award.]

# **Section 3. Judges**

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

Will You Provide Your Own Judges to Evaluate Projects On Site?

[Enter either “Yes” or “No”. “Yes” is the normal and expected answer. “No” means that you, as Sponsor, have chosen to pre-select the winning project(s) based on a method such as basing your selection on the Project Summary. Please understand that it is essentially impossible for the Fair to provide local judges due to time constraints and logistical considerations. For either “Yes” or “No”, you, as Sponsor, are required to select the winning projects or submit detailed selection criteria to the Fair, and provide this information to the Fair in time to present awards at the Fair. NOTE: We strongly recommend that Sponsors supply their own judges whenever possible.]

Judges Contact Information:

| Judge Name | Judge’s Organization | Judge’s Email | Judge’s Cell Phone |
| --- | --- | --- | --- |
| *Example:  Dr. Robert Preston* | *Example:  XYZ Company* | *Example:  prestonr@XYZ.com* | *Example:  222-354-7878* |
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[Please identify all of the judges you expect. This should include any Sponsor representatives who will be with the judges on the display floor, even if they do not participate in the actual award selection. Email addresses and cell phone numbers are very important because we may need to contact your judges before the Fair in case any last-minute changes affect them, and during the Fair in case we have any questions about their submitted results. This information is also used for nametags on the day of the Fair, as well as for identifying your judges in photographs taken during the judging.]

[You can later add judges to this list, or remove them, by emailing us with these changes at [CSSFExtAwards@gmail.com](mailto:CSSFExtAwards@gmail.com). You don’t need to resubmit this entire Declaration Form simply to change your judges.]

Additional Judge Information:

[Provide any additional information that you wish us to know about the judges. You might include any comments that would be of interest to the general media receiving our post-Fair press releases, or in photo captions of the award presentation. One example would be the identification of your judges for a professional society award in terms of their role in that society. This is the place such identification should be made for all presenters of Recognition Awards.]

Judging Process:

[Briefly describe the process that your Sponsor-provided judges intend to use for selecting awards, based on the award citation and criteria provided earlier in the Form. For example, you only consider projects within certain categories, or your judges prescreen projects using Project Summaries on the CSSF web site and then interview only the finalists, or the judges walk in and decide only then which projects to see.]

# **Section 4. Special Awards Presenters**

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

Payment of Special Award Presentation Fee:

[Payment of the $250 Presentation Fee must be received by the California Science Center no later than Friday, April 29, 2016. Please make your payment payable to the “California Science Center Foundation” and send it to Esteban E. Martorell, California Science Center Foundation, California Science Center, 700 Exposition Park Drive, Los Angeles, CA 90037, TEL: (213) 744-2001, FAX: (213) 744-2240, emartorell@cscmail.org]

Will a representative of your organization present your award at the Fair Awards Ceremony?:

[Enter “Yes” or “No”. “Yes” means that you, as Sponsor, will have an official representative present your Special Award(s) on stage at the Fair Awards Ceremony which is held the afternoon of Fair day. “No” means that you want a Fair official to present your Special Award(s) on your behalf. All Special Awards will be presented within the first 20 minutes of the Ceremonies. Your presenter will have a reserved seat at the front of the audience (so he or she can conveniently reach the stage). A Fair official will introduce your presenter and explain the award. Your presenter will present the award(s) to the award winner(s), but will not address the audience. Short comments you wish made on your organization’s behalf during the Awards Ceremony should be included on this form below.]

Presenter Information:

[Provide title, first name, and last name of your Sponsor-provided presenter (or lead presenter if you plan to have more than one presenter), plus position within your sponsoring organization. This information will be read during the Awards Ceremony and included in the caption to any photographs posted to our web site and included in press releases. A photograph of your presenter and the awardee(s) will be taken off-stage for posting to the Fair website and will be sent to the organization contact.]

Number of Additional Presenters:

[If you will have no additional presenters, in addition to your lead presenter above, enter zero. If you plan to have additional presenters, in addition to your lead presenter, enter the number of additional presenters, e.g., 1, 2, …]

Sponsor Organization’s Role in Award:

[Provide a brief description (20 words or less) of your organization and its role in the award. Our Master of Ceremonies will read a description after the announcement of the name of your award’s recipient, while the award is being presented.]

# **Section 5. Additional Information**

Other Relevant Information:

[Please describe anything you would like the Fair to know about your award that was not yet provided on this Declaration Form.]

# **Section 6. Signature**

[Please sign the form by pasting in your signature, or by printing and signing this signature page and signing it.]

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*Signature of Sponsor Lead Contact or Authorized Individual Date*

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*Printed of Typed Name*

**Please complete this form electronically, providing all requested information (final judge information in Section 3 can be updated later). Please email the entire completed electronic form to Bob Anderson, CSSF Director of External Awards at** [**CSSFExtAwards@gmail.com**](mailto:CSSFExtAwards@gmail.com) **no later than Friday, April 29, 2016 (sooner is better). If you can paste an electronic signature image on the completed form in Section 6, that is sufficient. If you cannot, please print and sign the last page (Section 6). You can either scan and email this signed last page to Bob Anderson, or fax the signed last page to Bob Anderson at 818-907-0498.**

**If you have any questions about the Declaration Form or the Fair, please contact Bob Anderson by email or by telephone at 213-364-7470 (cell).**

**Thank you!**