



Special Award Donor Information Sheet

Fair Day is Saturday, February 22, 2020 from 9 am to 1 pm

Centennial Hall, Fair Park in Dallas

Awards The number, name, and criteria of your 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.

Benefits 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 contact details of your award winners should you wish to follow up with them.

Judges As soon as they are known, send us the names/emails of your Special Award judges via the [registration link](#) on the judge page at www.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 Banquets at SMU. If you wish to make an award without the winner attending the awards banquet, please designate it as **Honorable Mention**. Unfortunately, we are at room capacity so do not have space to accommodate Special Award donors at the banquet.

All prizes, payments, and judge details are due by February 15, 2020.

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. **You may bring or mail all your prizes and money (payable to DRSEF on one check) to the address below.** All awards will be announced individually and presented at the Awards Banquets held at Southern Methodist University in March.

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