



*Policy Handbook of the
Colorado State Science Fair, Inc.*

This Policy Handbook will be reviewed annually and may be updated as individual policies are revised or created by a vote of the CSSF, Inc. Board of Directors and recorded in meeting minutes.

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Archival Policy

1. The financial records and the minutes of the Board of Director's meetings for the current fiscal year will be backed up first. The previous years' records will be archived as resources allow.
2. The current year's electronic records should be e-mailed to identified individuals (a minimum of two or three) to serve as an ex-officio distributed back-up. As appropriate, CSSF, Inc. documents should also be listed and accessed as pdf files via the CSEF web site.
3. All previous year's documents, data and information should be archived electronically on CD-ROM as resources allow.
4. Where electronic files exist, pdf files will be created and stored on CD-ROM. Where such files do not exist, the information will be scanned and stored in an analog format (jpg, gif, etc) on CD-ROM.
5. Yearly, CD-ROMs should be produced containing all of the CSSF, Inc. records with an index and distributed to the CSSF, Inc. Executive Committee at the end of each fiscal year. The master copy should be stored in a facility which is secure and environmentally controlled. This facility should maintain the complete electronic version of the master set of data.

Audit Committee Policy

The Audit Committee consists of two board members appointed by the President of the board of directors at the September meeting. Although not mandatory, at least one committee member should have Quicken software to assist in the evaluation of financial records. Otherwise, the Executive Director shall provide printouts from Quicken in the year-end books. A report is due by the November meeting. As most committee members are not located geographically close together, each member has a different role in the audit procedure.

Committee Member 1:

- Review the Quicken files for accuracy. Make sure all receipts and income checks are recorded properly. Reconcile the debts and deposits in account ledgers with the bank statements, looking for any unaccounted for expenses. Spot check all records and ledgers for consistency.

Committee Member 2:

- Spot check the debits and deposits with the bank statements, looking for any large, unusual or inappropriate expenses. Check the expenditure and deposit receipts with bank statements and account ledgers. Compare large expenses (\$100) to the budget and to similar expenses in previous years if necessary.

Optional:

- Have an accountant review the financial records after the audit committee to get a professional opinion that concurs with the committee's findings.

Category Change Policy

The purpose of this policy is to facilitate the proper categorization of projects entered in the Colorado Science and Engineering Fair (CSEF) and to allow for a process to move projects between categories for best fit.

1. The CSEF Director will review the ISEF descriptions annually when the new *International Rules for Pre-college Science Research: Guidelines for Science and Engineering Fairs* are available to assure that descriptions used by CSEF are appropriate. The Category/Division Policy will be updated as necessary to incorporate any changes made by the Society for Science & the Public to their categories.
2. The CSEF Director will communicate to regional fair directors any changes to the CSEF categories. This information will also be communicated to the judging captains via the Grand Awards Judging Coordinator.
3. The Scientific Review Committee (SRC), as part of the normal project review process, will examine all projects for proper categorization. Projects that are not properly categorized will be recommended for re-categorization. The CSEF Director will communicate the proposed change in category to the appropriate regional fair director, the adult sponsor of the project, the student researcher and the Grand Awards Judging Coordinator for approval
4. Once all project abstracts are available in the online database, the judging captain and/or assistant captain of each category and division will review the abstracts entered into their categories and make recommended changes to the new category judging captain and the Grand Awards Judging Coordinator.
5. Once a new category has been decided, the CSEF Director will contact the appropriate regional fair director, adult sponsor of the project and the student researcher for approval.
6. All category change recommendations must be approved by the student researcher and he/she has the right to decline the recommended move. In these cases, the project will stay in the original category.
7. Category placement will be considered final on April 1st.

Category/Division Policy

The Colorado Science and Engineering Fair offers students in grades 6 – 12 the opportunity to compete in one of the following categories in either the Junior (6th – 8th grades) or Senior (9th – 12th grades) Division. Team projects are studies conducted by two or three students in any discipline where all students on a team are in grades that fall within the same division.

Animal Sciences:

- Studies related to all aspects of non-human animals (including insects), animal life, animal life-cycles, animal health and medicine, animal behavior, and animal interactions with one another or their environment.

For Example: structure, physiology, development & classification of animals; animal ecology; animal husbandry; nutrition & growth; genetics; systematics & evolution; entomology; ichthyology; ornithology; herpetology; cytology; histology; cellular physiology; etc.

Behavioral & Social Sciences:

- Studies related to the thought processes and behavior of humans in their interactions with the environment as studied through observational and experimental methods.

For Example: clinical & developmental psychology; cognitive psychology; physiological psychology; sociology; social psychology; etc.

Chemistry & Biochemistry:

- Studies related to the chemical basis of processes occurring in living organisms, including the processes by which these substances enter into, or are formed in the organisms and react with each other and the environment.

For Example: analytical biochemistry; general biochemistry; medicinal biochemistry; structural biochemistry; etc.

- Studies related to the composition, structure, properties and reactions of matter.

For Example: analytical chemistry, computational chemistry; environmental chemistry; inorganic chemistry; materials chemistry; organic chemistry; physical chemistry; etc.

Earth & Space Sciences:

- Studies related to Earth systems and their evolution.

For Example: atmospheric science; climate science; geosciences; petrology; mineralogy; paleontology

- Studies related to anything in the universe beyond the Earth.

For Example: astronomy & cosmology; theoretical & computational astrophysics; etc.

Energy:

- Studies related to biological and chemical processes of renewable energy sources, clean transport, and alternative fuels.

For Example: alternative fuels; computational energy science; fossil fuel energy; fuel cells & battery development; microbial fuels cells; solar materials; etc.

- Studies related to renewable energy structures and processes including energy production and efficiency.

For Example: hydro power; nuclear power; solar; sustainable design; thermal power; wind; etc.

Engineering:

- Studies related to electrical systems in which information is conveyed via signals and wave forms for purposes of enhancing communications, control and/or sensing.

For Example: circuits; internet of things; microcontrollers; networking & data communication; optics; sensors; signal processing; etc.

- Studies related to science and engineering that involves movement or structure. The movement can be by the apparatus or the movement can affect the apparatus.

For Example: aerospace & aeronautical engineering; civil engineering; computational mechanics; control theory; ground vehicle systems; industrial engineering processing; mechanical engineering; naval systems; etc.

- Studies related to the characteristics and uses of various materials with improvements to their design which may add to their advanced engineering performance.

For Example: biomaterials; ceramic & glass; composite materials; computation & theory; electronic, optical & magnetic materials; nano materials; polymers; etc.

- Studies related to the use of machine intelligence to reduce the reliance on human intervention.

For Example: biomechanics; cognitive systems; robot kinematics; etc.

- Studies related to the application of engineering principles and design concepts to medicine and biology for healthcare purposes including diagnosis, monitoring and therapy.

For Example: biomaterials & regenerative medicine; biomechanics; biomedical devices; biomedical imaging; synthetic biology; etc.

Environmental Sciences:

- Studies related to the environment and its effect on organisms/systems, including investigations of biological processes such as growth and life span.

For Example: bioremediation; land reclamation; pollution control; recycling & waste management; water resources management; etc.

- Studies related to the engineering or development of processes and infrastructure to solve environmental problems in the supply of water, the disposal of waste or the control of pollution.

For Example: environmental effects on ecosystems; water science; ecology; air pollution & quality; soil contamination & quality; bioremediation; land reclamation; pollution control; recycling & waste management; water resources management; etc.

Mathematics & Computer Sciences:

- Studies related to the measurement, properties, and relationships of quantities and sets, using numbers and symbols.

For Example: algebra; analysis; combinatorics, graph theory & game theory; geometry & topology; number theory; probability & statistics; etc.

- Studies related to the discipline and techniques of computer science and mathematics as they relate to biological systems.

For Example: computational biomodeling; computational evolutionary biology; computational neuroscience; computational pharmacology; etc.

- Studies related to the development of software, information processes or methodologies to demonstrate, analyze, or control a process/solution.

For Example: algorithms; cybersecurity; databases; programming languages; operating systems; control theory; machine learning; etc.

Medicine & Health:

- Studies related to the issues of human health and disease.

For Example: dentistry, disease diagnosis; disease treatment; drug development & testing; epidemiology; nutrition; physiology & pathology; genomics; etc.

- Studies related to the improvement of human health and longevity by translating novel discoveries in the biomedical sciences into effective activities and tools for clinical and public health use.

For Example: disease detection & diagnosis; disease prevention; disease treatment & therapies; drug identification & testing; pre-clinical studies; etc.

Microbiology & Molecular Biology:

- Studies related to micro-organisms.

For Example: antimicrobials & antibiotics; applied microbiology; bacteriology; environmental microbiology; microbial genetics; virology; etc.

- Studies related to the structure, function, intracellular pathways, and formation of cells. Studies involve understanding life and cellular processes at the molecular level.

For Example: cell physiology; genetics; immunology; molecular biology; neurobiology etc.

Physics:

- Studies related to the science of matter and energy and of the interactions between the two.

For Example: atomic, molecular & optical physics; biological physics; computational physics; condensed matter & materials; instrumentation; magnetics, electromagnetics & plasmas; mechanics; nuclear & particle physics; optics, lasers & masers; quantum computation; theoretical; physics; etc.

Plant Science:

- Studies related to plants and how they live, including structure, physiology, development and classification.

For Example - agronomy; growth & development; ecology; genetics/breeding; pathology; physiology; systematics & evolution; etc.

Grand Awards Policy

Individual and team projects will compete against each other in one of the 12 categories for the following awards. Cash awards are given per project (team winners will split the award) and all non-cash awards are given per student (each team member will receive a medal, certificate, plaque or ribbon). A category judging team may decide not to award all 4 places or any honorable mentions in a category, but they may not skip over any award places (i.e.: if they want to give a 2nd place award, they must also award a 1st place; if they want to award any honorable mentions, they must award a 4th place, etc.)

- First place junior and senior division Category Award winners will receive \$200, a blue ribbon medal, certificate, and be eligible for the Best CSEF Project Award.
- Second place junior and senior division Category Award winners will receive \$100, a red ribbon medal, and certificate.
- Third place junior and senior division Category Award winners will receive \$50, a white ribbon medal, and certificate.
- Fourth place junior and senior division Category Award winners will receive \$25 and certificate.
- Honorable Mention Awards may be awarded to 20% of the number of entrants (individual and team projects) in each category. The number of honorable mention awards is left to the discretion of the grand awards judging teams. Honorable Mention Award winners will receive an Honorable Mention ribbon and certificate.
- First place junior division Best CSEF Project Award is \$200 and a plaque.
- Second place junior division Best CSEF Project Award is \$100 and a plaque.
- Third place junior division Best CSEF Project Award is \$50 and a plaque.
- First place senior division Best CSEF Project Award is an expense paid trip to compete at the Intel International Science and Engineering Fair and a plaque. (Expenses covered are: airfare, hotel, ground transportation as needed, meal costs of \$150, registration, and trading pins)
- Second place senior division Best CSEF Project Award is an expense paid trip to compete at the Intel International Science and Engineering Fair and a plaque. (Expenses covered are: airfare, hotel, ground transportation as needed, meal costs of \$150, registration, and trading pins)
- Third place senior division Best CSEF Project Award is an expense paid trip to compete at the Intel International Science and Engineering Fair and a plaque. (Expenses covered are: airfare, hotel, ground transportation as needed, meal costs of \$150, registration, and trading pins)

Intel ISEF Participant Policy

There are 10 Regional Science Fairs that directly affiliate with Society for Science & the Public to send students to the Intel ISEF:

Arkansas Valley
Boulder Valley
Denver Metro
Longs Peak
Morgan/Washington Bi-County
Northeast Colorado
Pikes Peak
San Juan Basin
San Luis Valley
Western Colorado

In the event that a student from one of these regions is selected by their region to compete at the ISEF, attends CSEF and is then also selected by CSEF to compete at the Intel ISEF, CSEF's selection will supersede the Regional Science Fair selection and the following policies will apply:

- Any expenses incurred thus far by the regional science fair (airfare, registration, lodging, etc.) for that student will be reimbursed to the regional science fair upon return from the Intel ISEF.
- The primary Adult-in-Charge for all students attending the Intel ISEF for the CSEF will be the CSEF Director, but the students may choose to travel with their regional science fair delegation.
- The Regional Science Fair whose student is also chosen by CSEF to compete at the Intel ISEF will be given the option of sending an alternate in his/her place.
- If no alternate has been identified by that region, students from another affiliated Regional Science Fair will NOT be allowed to attend due to the affiliation contract with Society for Science & the Public.
- Any adults or teachers that the Regional Science Fair has identified to accompany the student(s) to the Intel ISEF will remain the financial responsibility of the Regional Science Fair. The CSEF does not cover any expenses of parents or teachers attending the Intel ISEF.
- Adults and non-competing students wishing to attend the Intel ISEF will be accommodated where ever possible. Adults and non-competing students from one region can use Accompanying Adult or Student Observer slots from another region.

Participation Policy

One of the primary goals of the Colorado Science and Engineering Fair (CSEF) is the promotion of science, engineering and technology for all Colorado sixth through twelfth grade students in public, private, parochial, home and on-line schools. This policy outlines the requirements to qualify for participation in CSEF.

A student who wishes to participate in the CSEF must:

- Be a Colorado resident 6th – 12th grade student in a public, private, parochial, home or on-line school and participate in one of Colorado's 13 Regional Science Fairs;
- Be chosen by their designated Regional Science Fair to represent that region at CSEF; and
- Agree to abide by all International Science and Engineering Fair, CSEF and Regional Science Fair rules, regulations and policies that may currently exist regarding pre-college science research.

Policies regarding participation at the Colorado Regional Science Fairs are governed by the respective Regional Science Fairs and not by CSEF. All Colorado Regional Science Fairs are urged to develop participation policies to allow all age-appropriate students to compete in their designated regional fair after qualifying in a local fair affiliated with the regional fair.

Records Retention Policy

The CSSF, Inc. will follow these guidelines when purging old records.

Types of Documents that apply to CSSF, Inc.:

Type of Document	Retention Time & Purging Guidelines
Annual Reports	Permanently – archive
Articles of Incorporation, Charter, By-Laws, Minutes and Other Incorporation Records	Permanently - archive
Audit Reports, Financial Statements (general/private ledgers, trial balance, journals)	Permanently - archive
Bank Reconciliation	3 years – shred
Bank Statements, Deposit Records, Electronic Fund Transfer Documents & Cancelled Checks	3 years – shred
Chart of Accounts	Permanently
Contracts (expired)	7 years - shred
Contracts (still in effect)	Permanently
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
CSEF Programs	Permanently – archive
Finalist Handbooks	Permanently – archive
Finalist Paperwork	2 years
Grants (funded)	7 years after closure
Grants (un-funded)	1 year
Insurance Policies (expired)	3 years
Insurance Records, Current Accident Reports, Claims, Policies, etc.	Permanently
Internal Audit Reports	3 years - shred
Invoices/Receipts (to customers/from Vendors)	7 years – shred
Pledge Forms	7 years – shred
Tax Returns and Worksheets	Permanently
Treasurer's Reports	7 years – shred

Records Retention Policy continued

Federal requirements for organizations with government contracts or subcontracts:

Type of Document	Retention Time & Purging Guidelines
Affirmative Action Plan (ED 11246 Vietnam Era Veterans Readjustment Act and the Rehabilitation Act of 1973)	Updated annually then 1 year after expiration of plan
Employee Applications (Civil Rights Act of 1964, Title VII, ADA, ADEA)	3 years from making the record or taking the personnel action
Employee Demographic Information & Compensation Records (Davis-Bacon Act, Service Contract Act & Walsh-Healy Public Contracts Act)	3 years
I-9's	3 years after date of hire or 1 year after termination
OSHA Logs (records related to medical exams – 30 years after termination)	5 years - shred
Payroll Records & Summaries (including records related to employee's leave) (Equal Pay Act, FSLA)	7 years – shred
Polygraph Test Results and Records (Employee Polygraph Protection Act)	3 years – shred
Retirement and Pension Records (including Summary Plan Descriptions) (ERISA)	Permanently
Withholding Tax Statements (FICA, FUTA, Federal Income)	7 years

1. An inventory of records will be done annually.
2. A review of the types and value of the current records will be made.
 - Administrative Value – use in day-to-day operations
 - Legal Value – records that must be maintained to comply with or show compliance with laws and regulations
 - Historical Value – records that show the history of the nonprofit
3. A review of the applicable federal and state laws and regulations for each type of record will be made.
4. Records scheduled to be disposed of will be shredded, recycled or deposited in the archives at CSU annually.

Regional Science Fair Project Allocation Policy

All regional science fairs affiliating with CSEF will receive the base number of 15 projects. Additional projects are assigned based on 9% of the average number of projects that participated in the regional science fair for the previous 3 years. Regional Science Fairs must have had a minimum of 50 projects in grades 6-12 to receive the additional 10% project allocation in any given year.***

Regional Fair*	Base Projects	Extra Projects**	Total Projects
Arkansas Valley	15	5	20
Boulder Valley	15	20	35
Denver Metro	15	38	53
East Central	15	0	15
Longs Peak	15	21	36
Morgan/Washington	15	9	24
Northeastern	15	0	15
Pikes Peak	15	25	40
San Juan Basin	15	20	35
San Luis Valley	15	9	24
Southeast	15	10	25
Southern Colorado	15	8	23
Western	15	5	20
TOTAL	195	170	365

*If any regional fair does not use its entire allocation, those slots will become available to other regional fairs wishing to send additional projects on a first-come, first-served basis. Extra allocation requests must be made to the CSEF Director by the registration deadline.

**Extra Project Numbers are based on 2014 Regional Science Fair participation and will be adjusted every 3 years based on an average number of projects for that time period.

***If a Regional Science Fair has an unexpected growth in projects in any given year, they may appeal to temporarily increase their extra project allocations for that year only. Appeals must be submitted at least 2 weeks prior to the Regional Fair date.

Regional Science Fair Communication Policy

The promotion of science, engineering, and technology for all Colorado sixth to twelfth grade students is one of the primary goals of the Colorado Science and Engineering Fair (CSEF). This is primarily accomplished by a) facilitating a network of sustainable Colorado Regional Science Fairs (RSF) and b) honoring winners from the RSF. The RSF are important partners in this process by virtue of the fact that all qualifying CSEF finalists must compete at the regional level.

The purpose of the policy outlined below is to provide guidelines to facilitate and improve communications between the RSF and the CSEF.

- 1) The CSEF Advisory Council is comprised of the Colorado State Science Fair, Inc. Board of Directors, the CSEF Director, and the RSF Directors. Dedicated participation in these meetings is a first step in an effective communication process.
- 2) During the months of June – August, the CSEF Director should initiate dialog with each RSF Director regarding their RSF and participation in the next CSEF.
- 3) By September 30th, the CSEF Director should secure a Participation Agreement between the CSEF and the RSF. This Agreement should be signed by the CSEF (Director and President of the Board of Directors) and the RSF Director and the sponsoring institutional representative or President of the Board of Directors as appropriate).
- 4) The CSEF Director should communicate with the RSF Directors on a monthly basis via e-mail or some other appropriate means. This may be a brief newsletter including various items.
- 5) The RSF Directors have a primary responsibility to communicate any potential problems associated with conducting a RSF and potential non-participation in the CSEF by September 30th to the CSEF Director. The CSEF Director should immediately contact the CSEF Board of Directors and adjacent RSF should dissolution of a RSF become necessary.

Registration Policy

- The fee for an individual project to compete in the Colorado Science and Engineering Fair is \$40.
- The fee for a team project with two participating students is \$80.
- The fee for a team project with three participating students is \$120.
- The fee for each registering adult-in-charge is \$40 unless they volunteer for at least 3 hours during the CSEF.
- All registrants will receive a registration packet that includes:
 - Nametag
 - CSEF Program
 - CSEF T-shirt
 - CSEF pen
 - CSEF pin
 - Project Set-Up Information
 - CSEF Surveys
 - Photo Order Form

Remote Participation in CSSF Board Meetings Policy

Remote participation includes both physical meetings and meetings conducted by conference call, email or other virtual means. Remote participation in Colorado State Science Fair Board of Directors (Board) meetings may be permitted subject to the following requirements and restrictions. However, the Board strongly encourages members to physically attend meetings whenever possible. By following this procedure, the Board hopes to promote greater participation. Members of the Board have a responsibility to ensure transparency and that remote participation in meetings is not used in an inappropriate way.

Remote participation is not permitted unless:

The Board President, or if the Board President is not available, the Board Vice President, along with the Colorado Science and Engineering Fair (CSEF) Director authorize remote participation for each meeting where remote participation is to be used. Authorization is allowed only after all members of the Board have received email notification at least 72 hours in advance regarding the meeting, its schedule and how the remote participation will be implemented. Currently, acceptable forms of remote participation include conference call, email and video conferencing. If video conferencing is used, one of the other forms (conference call or email) must also be available. There is no minimum number of remote participants required but the quorum rule for all Board meetings applies.

Requirements for Remote Participation:

- a) In order to ensure the integrity of the meeting, an access code will be required for remote participants such as a PIN number for a conference call or code for access to the video conferencing meeting. Care should be used in the distribution of the code and the code should be changed periodically.
- b) Remote participation is to be considered attendance at the meeting. Voting by remote participants on CSEF issues during meetings is allowed but the remote participant(s) must identify himself or herself each and every time they vote. Each vote needs to be acknowledged by the meeting note-taker before continuing.
- c) Any cost incurred by the remote participant including equipment use and minutes will be the responsibility of the remote participant and not CSEF.
- d) Any member of the public who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the Board President, Board Vice President or CSEF Director, of his or her desire to do so. Following notification, the requester will then be informed of the form of remote participation.
- e) At the start of the meeting, the meeting chair, usually the Board President or Vice President, shall discover and announce the name(s) of any Board Member and member(s) of the public who will be participating remotely. This information shall also be recorded in the meeting minutes.
- f) All votes taken during any meeting in which a member participates remotely shall be by roll call vote of those not physically present.

Remote Participation in CSSF Board Meetings Policy continued

- g) When feasible, the CSEF Director shall distribute by email to all participants including remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes.
- h) Remote participation must be audible and clear to all participants or the claim of remote participation as meeting attendance is revoked for all remote participants and no remote voting will be allowed.
- i) The Board President, or if the Board President is not available, the Vice President, of the Board along with the CSEF Director may revoke remote participation for all participants if they feel it is inappropriate.
- j) Executive sessions may require that there is no remote participation. The decision will be made by the President, Vice President, or whomever is conducting the meeting.

Scholarship and Internship Policy

The Colorado Science and Engineering Fair (CSEF) is a premiere event designed to promote and highlight science, engineering, and technology research of students in grades 6 through 12. This event brings together over 300 of Colorado's top young scientists from around the state who have previously competed at one of thirteen regional science fairs.

The awarding of scholarships and internships at CSEF is an opportunity for scientific and engineering societies; agencies of the federal government; colleges and universities; and businesses to highlight and promote their organization. All sponsoring organizations and their awards must adhere to the principles and philosophy of the Colorado State Science Fair, Inc. (CSSF) as expressed in its mission statement:

The Colorado State Science Fair, Inc. honors excellence in science, engineering and technology; providing opportunities for students from all regions of the state to create and present their research in environments that nurture interests in science and technology; promoting professional skills, high ethical standards, diversity, and continuing intellectual development.

CSEF would like to encourage sponsors of scholarships and internships to consider quality, not quantity, when establishing these awards. These awards may include full or partial tuition scholarships, summer internships, travel to research facilities, book or equipment grants, and guaranteed admission. The equivalent cash value of these awards is unlimited.

Organizations desiring to establish scholarships or internships should contact the Chair of the Scholarship/Internship Committee. All organizations desiring to award scholarships/internships at the CSEF must develop a written proposal that will be presented to the CSEF Board of Directors for review and action. Bullet points to guide proposal preparation are found below.

Sponsors of these awards are strongly encouraged to provide their own judges and arrange for a representative to be present at the Awards Ceremony to present their awards. If the actual award cannot be presented to the awardee(s) at the Awards Ceremony, they should present a letter with pertinent information on the organization's letterhead at the ceremony.

Scholarship and Internship Policy continued

The following items should be considered when developing the proposal.

General Considerations:

- target audience [grade level(s), type(s) of project(s), etc.]
- special restrictions - citizenship, grade level, plans to attend an institution of higher education, student availability and interest, etc.
- number of scholarships/internships
- funding level/items covered (tuition, room and board, number of years, transportation, etc.)
- selection criteria (from place award winners or open to all student participants, sponsor specific criteria)- consider scientific merit, sponsor criteria, etc.
- who selects winners (CSEF or sponsor)
- award presenter (CSEF or sponsor)
- plaque/certificate to acknowledge presentation of the award
- disbursement of the award

Scholarship Specific Considerations:

- renewability (criteria - GPA, hour requirements, etc.) establishment term of award

Internship Specific Considerations:

- creation of a job description/statement of work - include information on work site location, background information of the project, responsibilities, and time period of the internship
- supervision
- compensation/reimbursement/pay
- safety and liability
- housing and transportation
- student reporting at end of the internship (seminar, written report, presentation at a professional meeting, etc.)

Scientific Review Committee Membership and Operations Policy

The Colorado Science and Engineering Fair Scientific Review Committee is responsible for the evaluation of student research, certifications, research plans and exhibits for compliance with the Intel International Science and Engineering Fair rules and pertinent laws and regulations. In accordance with CSEF's affiliation with Society for Science and the Public, the SRC will review all projects that are forwarded from the 13 Regional Science Fairs at least two weeks prior to the Colorado Science and Engineering Fair and provide feedback to the Regional Fair Directors on those projects that must be addressed before being allowed to compete in the CSEF. The SRC must consist of a minimum of three individuals and include:

- a. a biomedical scientist (Ph.D., M.D., D.V.M., D.D.S., D.M.D., or D.O.),
- b. an educator, and
- c. one other member

To be considered for membership on the Scientific Review Committee, a nominee must complete a SRC Membership Form and it must be accompanied by a written recommendation from a voting member of the CSEF Board of Directors and from the CSEF Director. This information is submitted to the CSEF Director who will forward the nomination and supporting materials to the Colorado State Science Fair, Inc. Board of Directors for consideration.

The SRC Chairperson will be chosen from among the approved members and will be an Associate Member of the Board of Directors and will report to the Board of Directors on SRC matters at each of the scheduled BOD meetings.

The process for SRC review will include the following steps:

1. Each region will be assigned two SRC members to review paperwork.
2. Each Regional Science Fair will be required to send 3 copies of the Finalist's paperwork to the CSEF for distribution to the SRC members
3. The CSEF Director will review the Finalist's paperwork for completeness and minor inconsistencies and this information will be sent to the Regional Fair Director and the SRC members reviewing that region.
4. The CSEF Director will send the Finalist's paperwork to the assigned SRC members for review.
5. The SRC members will review the Finalist's paperwork for compliance with the rules and safety guidelines.
6. The SRC members will note whether the paperwork is Complete and ready for competition; Minor Corrections Needed that can be sent to the CSEF Director for completion; Major Corrections Needed that will need to be re-reviewed prior to completion; Answers Needed that will need to be re-reviewed prior to completion or Interview Needed where a student, his/her adult sponsor and/or teacher will need to speak to the SRC at CSEF prior to completion.
7. When paperwork is not complete, the SRC will also make notes as to what information is still needed to complete the registration.
8. This information will be sent to the Regional Fair Director and the Adult Sponsor for action. Deadline for corrections will be the Saturday prior to the CSEF.
9. The SRC members will meet in person two weeks prior to the CSEF to confer on particularly complicated projects and for final review of corrections.
10. A second review of corrections sent in response to the SRC meeting will be done on the Saturday prior to the CSEF.
11. A third review of correction sent will be done on the Wednesday prior to the CSEF.
12. Any Finalist not responding to a request from the SRC prior to the CSEF will need to visit the SRC prior to setting up his/her project on Thursday morning of the CSEF.
13. Finalists requiring an Interview with the SRC will be notified after the SRC meeting and prior to the CSEF. Interviews will be held from 8:30 – 11:00 AM on the Thursday of the CSEF.
14. Projects with a Fail to Qualify status will be notified immediately following the SRC meeting in late March by the CSEF Director via a registered letter outlining the reasons for the Fail to Qualify status. Finalists will be given the opportunity to appeal the decision by contacting the CSEF Director and the SRC Chairperson. The CSSF, Inc. Board of Directors Executive Committee will also be notified about projects with a Fail to Qualify status and any appeals regarding this status.
15. An appeal to the Fail to Qualify status of a project must be in writing and received by the CSEF Director, no later than four days after receipt of the registered letter.

Special Awards Program Policy

Participation in the awards program of the Colorado Science and Engineering Fair (CSEF) offers a unique opportunity for organizations, colleges and universities, and businesses to support and encourage the achievement of young people in science and engineering.

Special awards sponsorship is open to scientific and engineering societies; agencies of the federal government; colleges and universities; individuals and businesses. All sponsoring organizations and their awards must adhere to the principles and philosophy of the Colorado State Science Fair, Inc. (CSSF) as expressed in its mission statement:

The Colorado State Science Fair, Inc. honors excellence in science, engineering and technology; providing opportunities for students from all regions of the state to create and present their research in environments that nurture interests in science and technology; promoting professional skills, high ethical standards, diversity, and continuing intellectual development.

Selection of award winners must be based on the scientific merit of the project, the sponsor's criteria, and must meet accepted scientific norms. Diversity is a goal of the Special Awards program and the precepts of the CSSF mission statement will be used as a guide when determining Special Awards criteria.

Special Awards Program

Special Awards given at the state level may include cash awards, scholarships, paid summer internships, scientific meeting invitations, equipment, summer courses, books, equipment, certificates, bonds, etc. of at least \$50 in value. The maximum equivalent cash value of these awards is unlimited.

For further information, please contact:

Sam Bartlett, Special Awards Coordinator

P.O. Box 812

Castle Rock, CO. 80104

phone: 303-988-2426

email: samuelbartlett@aol.com

Scholarship Program

Scholarships given at the state level may include full or partial tuition scholarships, summer internships, travel to research facilities, book or equipment grants, and guaranteed admission. The equivalent cash value of these awards is unlimited.

For further information, please contact:

David Holm, Scholarship Coordinator

619 Third Avenue

Monte Vista, CO. 81144

phone: 719-754-3494 x14

email: spudmkr@lamar.colostate.edu

Special Awards Program Policy continued

Special Award/Scholarship Organization Responsibilities

Special Awards/Scholarship sponsoring organizations must agree to support and abide by the rules and policies of the CSSF. Award criteria may be based on the sponsoring organization's goals and priorities, but need to meet accepted scientific norms. Selection of award winners must be based on the scientific merit of the project(s) along with the criteria designated by the sponsor. Diversity is a goal of the Special Awards/Scholarship programs and the precepts of the CSSF mission statement will be used as a guide when determining Special Awards criteria.

- The sponsoring organization must complete the online registration form prior to March 1 each year on awards to be given at the upcoming CSEF. The online form asks for the following information: Coordinator's name and address, judge's names and addresses and the award presenter's name and address. After the initial data input, any changes in awards need to be updated in the CSEF database.
- Sponsoring organizations must assemble their own panel of judges who will be present on the day of judging to select winners. Special Awards judges should be actively engaged or highly experienced in the field of the Special Award being judged and should be interested in career opportunities and educational developments for students. Judges may be recruited from any part of the state. Any travel expenses incurred, including salaries, mileage, accommodations and meals are the responsibility of the sponsoring organization.
- In order to meet CSEF schedules, judges must submit awardee(s) names no later than 5:30 p.m. on the day of the judging. Any results submitted after this time will not be included in the Awards Ceremony program or press releases.
- The sponsoring organization should arrange for a representative to be present at the Special Awards Ceremony to present their awards. The Awards Ceremony is a very important part of the CSEF; it recognizes the sponsor's commitment to the program; it is good publicity; and allows for personal recognition of outstanding students.
- If the actual award will not be available to give to the awardee(s) at the Awards Ceremony, then the sponsoring organization shall, at a minimum, present a letter with pertinent information on the organization's letterhead at the Awards Ceremony. When an awardee's social security number is required to process an award, the sponsoring organization must provide, in a letter to the awardee, a request for the required information, where to send this information, and a date when the awardee can expect their award.

CSEF Special Awards Committee Responsibilities

The Special Awards Committee and the CSSF Board of Directors reserve the right to refuse any Special Award deemed scientifically unacceptable, does not adhere to scientific principles, does not fit the current categories established for grand awards judging, or does not meet the principles outlined in the CSSF mission statement.

- The CSEF Special Awards Committee will coordinate all Special Awards activities at the state level to maintain proper balance, recognition and relationships within the overall CSEF program.
- The CSEF Special Awards Committee will publicize the participation and awards of the sponsoring organization to regional fairs, the press, other sponsors and fair officials. This will include a digital and/or printed version of the Official Photo (taken at the Awards Ceremony) being sent to the sponsoring organization's coordinator.
- Judging guides, presenter instructions and program information will be sent to the designated Special Awards coordinator entered into the online registration database prior to the March 1 deadline. Proffering of this information and materials will constitute provisional acceptance of the Special Award and the sponsoring organization. Questionable submittals will be reviewed by the Committee Chair, the CSEF Director and the CSSF President. The sponsoring organization will be notified in writing of denied submittals.
- The Chair of the Special Awards Committee will submit new sponsoring organizations and their awards to the CSSF Board of Directors for final approval. If the CSSF Board of Directors deems an organization's award(s) or criteria to be unacceptable, ruling notices will be forwarded to the sponsoring organization in writing.

Special Awards Program Policy continued

- The CSEF Special Awards Committee will arrange facilities for a judges' briefing, judges' discussion areas, refreshments and access into the project judging areas.
- The CSEF Special Awards Committee will arrange an Awards Ceremony to be held on Friday of the CSEF, and plan a program for the presentation of all Special Awards and scholarships.
- The CSEF Special Awards Committee will assist the Regional Science Fair Directors in promoting their Special Awards programs.

Colorado State Science Fair, Inc. Board of Directors Special Awards

The Board of Directors of the Colorado State Science Fair present the following special awards on an annual basis:

- Ralph Desch Memorial Technical Writing Award – This is a technical writing award named in memory of Ralph Desch, a former board member, one of the driving forces behind the Colorado Science and Engineering Fair, a technical writer, and an employee of the National Bureau of Standards. To be considered for this award, students must be a senior division participant and prepare a technical report as if they were planning to be published in a scientific journal. Judges for this award assess the technical quality of the report – the organization and quality, including correct grammar, spelling, mechanics, format, layout, etc. Students wishing to be considered for this award must indicate that on their registration form and submit an electronic copy of the report via email to the CSEF Director by April 1. The winner receives a \$100 cash award.
- Student Choice Awards – The CSEF provides awards for Finalists to choose their favorite Junior Division and Senior Division projects. Ballots are provided in their registration packet and must be turned in by 2 p.m. the Friday of the CSEF. Winners in each division receive a \$100 cash award and a trophy.
- Pioneers of Science Awards – The Board of Directors of the CSEF understands the hard work and dedication that goes into completing a research project of the caliber it takes to become a CSEF Finalist. Board members elect to sponsor an award in any one of the 12 categories in the Junior Division and choose the student(s) to recognize based on their enthusiasm and demonstrated research potential. These awards are named after great pioneers of science, mathematics and engineering. The winners in each category receive a \$50 cash award.
- Poster Art Contest – The CSEF provides an award to encourage the students of Colorado to create the artwork to be used in the following year's CSEF publicity (poster, programs, web site, awards, etc.). Submissions must be received by the Thursday of the CSEF and follow these guidelines:
 - Poster designs must represent some aspect of science, engineering and/or mathematics.
 - Black and white illustrations only (ink is preferred); no color entries.
 - Design area is limited to 8" wide by 10.5" tall.
 - Student collaborations (up to two students) on poster designs is permitted.
 - Name and school must be printed on the back of the entry in pencil.
 - Entries must include the following information about the fair prominently displayed somewhere in the design (preferably in an area where we can digitally enhance this information):
 - Colorado Science and Engineering Fair
 - For Colorado Students in Grades 6 to 12
 - Hosted by the College of Natural Sciences Education & Outreach Center
 - At Colorado State University
 - Fort Collins, CO
 - Dates of the Next CSEF

Winners will be chosen by the CSEF Finalists and will receive a \$100 cash award.

Sponsorship/Contribution Policy

Sponsors are those individuals, organizations, and companies who give at least \$500 each year to the general operation of the Colorado Science and Engineering Fair. Sponsors are allowed two voting seats on the Board of Directors if they so choose to specify individuals. Sponsorships must be paid or pledged by March 1st to be included in that year's CSEF printed promotional materials. Annual sponsorship levels and benefits are as follows:

Diamond Sponsors provide \geq \$10,000 in support and receive the following additional benefits:

- Company/organization logo (172 pixel width) will be placed on the Home page of the CSEF website;
- Company/organization name and logo (max width – 482 pixels; max height – 200 pixels) will be placed on the Sponsor page of the CSEF website;
- The CSEF website will provide a link to the company/organization website;
- Company/organization logo (max height – 1”), along with a short description will be printed in the CSEF Award Ceremony Program;
- Company/organization name will be listed in the CSEF Program and CSEF Annual Report;
- The company/organization may host a table outside of the student exhibit hall during the CSEF;
- The company/organization will be given social media exposure at the board's discretion;
- The company/organization logo will be printed (at top and alphabetically) on the back of the Finalist's t-shirts; and
- * The company/organization may provide a banner to hang in the student exhibit hall during the CSEF.

Platinum Sponsors provide \$5,000 - \$9,999 in support and receive the following additional benefits:

- Company/organization name and logo (max width – 482 pixels; max height – 175 pixels) will be placed on the Sponsor page of the CSEF website;
- The CSEF website will provide a link to the company/organization website;
- Company/organization logo (max height – 0.75”), along with a short description will be printed in the CSEF Award Ceremony Program;
- Company/organization name will be listed in the CSEF Program and CSEF Annual Report;
- The company/organization may host a table outside of the student exhibit hall during the CSEF;
- The company/organization will be given social media exposure at the board's discretion;
- Company/organization logo will be printed (under the Diamond Sponsor logos and in alphabetical order) on the back of the Finalist's t-shirts; and
- * The company/organization may provide a banner to hang in the student exhibit hall during the CSEF.

Sponsorship/Contribution Policy continued

Gold Sponsors provide \$2,500 - \$4,999 in support and receive the following additional benefits:

- Company/organization name and logo (max width – 482 pixels; max height – 150 pixels) will be placed on the Sponsor page of the CSEF website;
- The CSEF website will provide a link to the company/organization website;
- Company/organization logo, along with a short description will be printed in the CSEF Award Ceremony Program;
- Company/organization name will be listed in the CSEF Program and CSEF Annual Report;
- *The company/organization may provide a banner to hang in the student exhibit hall during the CSEF;
- The Company/organization will be given social media exposure at the board's discretion;
- ** The company/organization may host a table outside of the student exhibit hall during the CSEF for an additional fee of \$15; and
- Company/organization name will be printed (in large font, under the Platinum Sponsors and in alphabetical order) on the back of the Finalist's t-shirts.

Silver Sponsors provide \$1,000 - \$2,499 in support and receive the following additional benefits:

- Company/organization name and logo (max width – 482 pixels; max height – 125 pixels) will be placed on the Sponsor page of the CSEF website;
- The CSEF website will provide a link to the company/organization website;
- Company/organization name, along with a short description will be printed in the CSEF Award Ceremony Program;
- Company/organization name will be listed in the CSEF Program and CSEF Annual Report;
- The Company/organization will be given social media exposure at the board's discretion;
- ** The company/organization may host a table outside of the student exhibit hall during the CSEF for an additional fee of \$30; and
- Company/organization name will be printed (in medium font, under the Gold Sponsors and in alphabetical order) on the back of the Finalist's t-shirts.

Bronze Sponsors provide \$750 - \$999 in support and receive the following additional benefits:

- Company/organization name and logo (max width – 482 pixels; max height – 100 pixels) will be placed on the Sponsor page of the CSEF website;
- The CSEF website will provide a link to the company/organization website;
- Company/organization name, along with a short description will be printed in the CSEF Award Ceremony Program;
- Company/organization name will be listed in the CSEF Program and CSEF Annual Report;
- The Company/organization will be given social media exposure at the board's discretion; and
- ** The company/organization may host a table outside of the student exhibit hall during the CSEF for an additional fee of \$45.

Sponsorship/Contribution Policy continued

Copper Sponsors provide \$500 - \$749 in support and receive the following additional benefits:

- Company/organization name and logo (max width – 482 pixels; max height – 75 pixels) will be placed on the Sponsor page of the CSEF website;
- The CSEF website will provide a link to the company/organization website;
- Company/organization name will be printed in the CSEF Award Ceremony Program;
- The Company/organization will be given social media exposure at the board's discretion;
- Company/organization name will be listed in the CSEF Program and CSEF Annual Report; and
- ** The company/organization may host a table outside of the student exhibit hall during the CSEF for an additional fee of \$60.

Contributors are individuals and those organizations and companies that give less than \$500 each year to the general operation of the Colorado Science and Engineering Fair. Contributors will be listed by name only in the CSEF Program, the CSEF Award Ceremony Program, the CSEF Annual Report and on the Sponsor page of the CSEF website. There will also be a link to the company/organization website from the CSEF Sponsor page of the CSEF website. The company/organization may host a table outside of the student exhibit hall during the CSEF for an additional fee of \$75.** Contributions must be paid or pledged by March 1st to be included in that year's CSEF printed promotional materials.

Grants received for special purposes shall be separate from the normal operating budget and shall be reported as restricted funds and be afforded the same benefits as sponsors for that monetary category.

Sponsors and contributors providing in-kind goods or services must submit an In-Kind Sponsorship Form by March 1st to CSEF to be recognized in the CSEF Program. An Actual In-Kind Report is required by August 31st to complete the budget and financial reports.

Organizations providing Special Awards to students may elect to send the funds to CSEF for distribution to the students provided funds are received by April 1st.

*Banners can be no larger than 4' wide x 3' high and must be provided by the sponsor. Those organizations/companies that have been supporting CSEF at the Copper level and above for at least 5 years prior to 2015, will also be allowed to provide a banner to hang at the CSEF.

**Additional charges for table space to sponsorship levels below Platinum may be adjusted according to Lory Student Center policy and costs.

Sponsorship Level:	Diamond ≥\$10,000	Platinum \$5,000 - \$9,999	Gold \$2,500 - \$4,499	Silver \$1,000 - \$2,499	Bronze \$750 - \$999	Copper \$500 - \$749	Contributors <\$500
Provide 2 Board of Directors Members	X	X	X	X	X	X	-
Place logo on CSEF home page of website	X	-	-	-	-	-	-
Place logo on CSEF sponsor page of website	X	X	X	X	X	X	-
List name on CSEF Sponsor page of website	X	X	X	X	X	X	X
Link to company from CSEF sponsor page of website	X	X	X	X	X	X	X
Print logo in CSEF Award Ceremony program	X	X	X	-	-	-	-
List name in CSEF Award Ceremony program	N/A (logo)	N/A (logo)	N/A (logo)	X	X	X	X
Print description of company in CSEF Award Ceremony program	X	X	X	X	X	-	-
List name in CSEF Annual Report	X	X	X	X	X	X	X
List name in CSEF Program	X	X	X	X	X	X	X
Host a table outside the student exhibit hall**	X(free)	X(free)	X(\$15)	X(\$30)	X(\$45)	X(\$60)	X(\$75)
Print logo on back of Finalist's t-shirts	X	X	-	-	-	-	-
Print name on back of Finalist's t-shirts	N/A (logo)	N/A (logo)	X(large)	X(medium)	-	-	-
Hang a banner in the student exhibit hall*	X	X	X	-	-	-	-
Social media exposure via CSEF Facebook page	X	X	X	X	X	X	-
Name listed on press releases to media	X	X	X	-	-	-	-

*Banners can be no larger than 4'w x 3' h and must be provided by the sponsor. Those organizations/companies that have been supporting CSEF (Copper level and above) for at least 5 years prior to 2015, will also be allowed to hang a banner at the CSEF.

**Additional charges for table space to sponsorship levels below Platinum may be adjusted according to Lory Student Center policy and costs.

Adopted: November 2006
Last updated: July 2014

T-shirt Design & Procurement Procedure

- The T-shirt design contest will be announced in August of each year on the CSEF web site and via an e-mail to interested parties.
- Submitted designs must include the CSEF logo, the year, and be limited to two print colors and two shirt (background) colors (one for students and one for adults).
- Preliminary designs will be due in electronic form to the CSEF Director by November 1st.
- Submitted designs will be presented at the November CSEF Advisory Council meeting for selection and suggested improvements.
- Suggestions for improvements to the design will be given to the designer chosen immediately following the November meeting with a final version being due by January 1st.
- A request for bids to print the T-shirts will be announced in January on the CSEF web site and via an email to interested parties.
- Bids must include the cost per shirt (including any differences in sizes S – XXXL); the cost for any print set-ups; estimated shipping costs; and the expected turn-around time (shirts must be delivered to the CSEF Director by April 1st).
- Bids will be due to the CSEF Director by February 15th.
- The CSEF Fair Director will select the winning bid provided that the amount does not exceed the allotted budget amount. If the cost exceeds the budgeted amount, the action will be forwarded to the Board of Directors for approval by March 1st.

Tour/Presentation Policy

- Tours and presentations are open to all Finalists, their parents, teachers and family members.
- All tours and presentations will be filled on a first-come, first-served bases. Tickets may be pre-ordered (up to 3 tickets per tour per finalist) by submitting the online tour registration form.
- Pre-registration of tour tickets will begin the Sunday after all regional science fair registrations have been entered and continue until April 1st. After that deadline, tickets will be sold in the Tour/Presentation sales room on Thursday of the CSEF.
- A minimum of 10 registrations is required for a tour/presentation to operate.
- Payment is expected at the time of pick-up of the tour/presentation tickets. All tours and presentations have a fee of \$1. This fee is meant to be a deterrent for “no-shows” and not prohibitive.
- Pre-ordered tickets not picked up by 11 a.m. on Thursday of CSEF will be opened for re-sale at the CSEF Headquarters from noon to 2 p.m.
- Stand-by tickets will not be provided for any tour or presentation.
- No refunds will be made for tour/presentation tickets unless it is canceled. Tickets may be resold to a third party if they cannot be used.

Travel Policy

Board of Directors members, Advisory Council members, Regional Fair Directors and CSEF volunteers will not be reimbursed for travel costs associated with meetings and events held for CSSF, Inc. or CSEF, with the following exceptions:

1. The Scientific Review Committee is a specialized group that requires additional time and travel commitments for its members. SRC members may request reimbursement for travel using the standard rates listed below by submitting a CSEF Reimbursement Form and attaching related receipts. Members may choose to donate this cost to CSEF and be recognized in the program as a contributor by filing an In-Kind Report.
2. Outreach to regional fairs and schools that is above and beyond the normal operation of CSSF, Inc. Board members, the CSEF Director, and Regional Fair Directors traveling beyond the normal range of their region may be reimbursed for travel using the standard rates below by submitting a CSEF Reimbursement Form and attaching related receipts. A written report about the outreach performed must also be submitted.

Standard Rates:

- mileage will be paid at the current IRS rate
- \$100 maximum per night hotel lodging
- actual cost of meals up to \$25 per day

CSEF Director Job Description

The duties and responsibilities of the Colorado Science and Engineering Fair Director shall include, but are not limited to the following:

- Submit for review, a long-term vision for the CSEF at the annual Board of Director's Meeting on the 2nd Saturday of September.
- Develop plans towards improving the CSEF and ISEF experience for the students involved.
- Promote the CSEF to public and private institutions personally and through the resources of the Colorado State Science Fair, Inc. Board of Directors.
- Assist in creating a yearly budget and make timely and as appropriate management, operations and budget decisions as needed to produce the CSEF
- Represent the CSSF, Inc. Board of Directors to parents, teachers, students, the public, and the media before, during and after the CSEF.
- Act as the chair of the Advisory Council to CSEF.
- Set up Working Committees and assign tasks relevant to those committees.
- Aid in creating new fund-raising opportunities for CSSF, Inc.
- Over see the design and content of the CSEF web site.
- Aid Regional Fair Directors as requested and feasible.
- Direct the organization and implementation of the CSEF, including:
 - Booking and assigning rooms necessary for exhibiting projects, holding meetings, coordinating judging, producing awards ceremony, and other student/teacher activities.
 - Creating CSEF publications – rulebook, finalist handbook, and program.
 - Ordering/procuring supplies/materials needed to run the CSEF.
 - Solicit volunteers for needed jobs before, during and after CSEF.
 - Set up Scientific Review Committee and make sure CSEF is run according to ISEF affiliation rules.
 - Create and update the CSEF database program as needed.
 - Handle all ISEF arrangements for CSEF winners and adult-in-charge.
 - Act as master of ceremonies at the CSEF Awards Ceremony on Friday evening.
 - Create post CSEF reports for the Board of Directors, Advisory Council and Regional Fair Directors.
 - Update all CSEF materials as needed to keep current and understandable in the event that someone else needs to take over mid-year.
 - Follow the CSEF Director Timeline for specifics to organizing the CSEF.