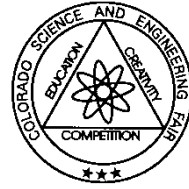


# Colorado Science and Engineering Fair



P.O. Box 812  
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March 1, 2019

Dear Special Awards Presenter:

The Colorado State Science Fair, Inc. Board of Directors appreciates your organization's involvement in this year's Colorado Science & Engineering Fair. As a presenter at the 64<sup>th</sup> Annual CSEF, you have the pleasant task of recognizing the excellence of student participant chosen by your organization's judges.

This year, the projects will be displayed and judged at the Lory Student Center on the Colorado State University – Fort Collins campus. **The Awards Ceremony for the 2019 CSEF will be at the Timberline Church, 2908 South Timberline Road, Fort Collins. The Awards Ceremony will take place Friday evening, April 12<sup>th</sup> and will begin at 6:00 p.m.** A map to the Timberline Church is attached. When you enter the auditorium, please sit in the designated Presenters area, which will help speed up the ceremony. The designated Presenters area is in front to the right of the stage for easy access to the stage.

At the Awards Ceremony, it is important that you have something tangible to present to the student(s). If you are giving items such as bonds, money, books, certificates or implements, this is no problem. However, if you are presenting magazine subscriptions, trips, checks to come in the mail or other intangibles, you must present the recipient with a letter from your organization explaining the award and giving the name, address, email and phone number of a contact person.

If you will be presenting a certificate, we can letter it for you, but only if we receive the certificate(s) by Thursday, April 11<sup>th</sup> at 5:30 p.m. Please ask your judges to bring such items with them on Thursday.

If for any reason, you are unable to present your organization's award, it can be presented by the representative of the Colorado State Science Fair Board of Directors. In such cases, we must receive the tangible award or letter by Thursday, April 11<sup>th</sup> at 5:30 p.m. If someone else from your organization will be presenting in your stead, please notify us by Thursday afternoon or early Friday morning so that we can update the Awards Ceremony script.

Feel free to contact me if you should have any questions.

Sincerely,

Samuel R. Bartlett  
Special Awards Coordinator