

NATIONAL Administrator Checklist & Contact Info

YEAR: _____

<i>Due Date</i>	<i>To Do Item</i>	<i>Date Done</i>
	Appointed by NEF President Elect to serve during their year as President	
	Work with a licensed architect, engineer or other design professional to create the design problem statement.	
July 1	Make the design problem statement available <i>no later than July 1st</i> of each year.	
	NEF President Elect appoints (with the assistance of the NAWIC Regional Directors (Director-Elects) the Regional Design Drafting Administrators	
	Contact NAWIC Regional Directors (Director-Elects) and/or Regional Administrators regarding upcoming competition with the following information: <ul style="list-style-type: none"> - National Administrator Contact Info - Design Problem Statement - Due Dates (per recommended schedule in guidelines) 	
	Contact any Individual Regional Sponsors from database of competition participants (<i>future</i>)	
January 15	Participation report due from Regional NAWIC Administrators or Sponsors	
	Find judges (<i>minimum of 3 per guidelines</i>) & set judging date	
	Mid-Year Report due (<i>date specified by NEF President</i>)	
	Regional Winner announced (<i>no later than First Monday in April</i>)	
	National Winner announced (<i>no later than First Monday in May</i>)	
	Annual Report due (<i>date specified by NEF President</i>)	

National Administrator: _____

Contact Info: Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Prizes:	Division	First Place	Second Place
	High School	\$1500	\$1000
	College	\$1500	\$1000

(Add info to National website)