

## NAWIC Regional Administrator Checklist & Contact Info

**YEAR:** \_\_\_\_\_

<b>Due Date</b>	<b>To Do Item</b>	<b>Date Done</b>
	Get problem from NEF Website. Using Quick Reference Guide & Time Line set deadlines and prizes	
	Send notification to Chapters in Region	
<b>January 10</b>	Chapter participation report due to Regional Administrator	
<b>January 15</b>	Chapter participation report due to National Administrator	
	Find judges ( <i>minimum of 3 per guidelines</i> ) & set judging date	
	Date to Receive submissions ( <b>No later than February 15</b> )	
	Judging Date	
	Local Winner of each division due to Regional Administrator <i>(11:00 PM ET – Third Monday in March)</i>	
	Regional Winner of each division due to National Administrator <i>(11:00 PM ET – First Monday in April)</i>	
	Notify division winners	
	Return remaining projects back to instructors/contestants with judging forms	
	Regional Winner announced ( <i>no later than First Monday in April</i> )	
	National Winner announced ( <i>no later than First Monday in May</i> )	

NAWIC Regional Administrator: \_\_\_\_\_

Contact Info: Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Prizes:</b>	<b>Division</b>	<b>First Place</b>	<b>Second Place</b>
	High School	_____	_____
	College	_____	_____

*(Add info to Regional Website with links to participating Chapters)*