

NAWIC Chapter Sponsor Checklist & Contact Info

YEAR: _____

Due Date	To Do Item	Date Done
	Get problem from NEF Website. Using Quick Reference Guide & Time Line set deadlines and prizes	
	Send Intro Letter to area high schools & colleges, letters to potential sponsors and Press Releases to local media	
	Send Reminder to schools/contestants about Application due date	
	Application due date	
	Code <i>(as specified on Page DD2-6 of DD Guidelines)</i> & Send Acknowledgement letters to instructors/contestants	
January 10	Chapter participation report due to Regional Administrator	
	Find judges <i>(minimum of 3 per guidelines)</i> & set judging date	
	Date to Receive submissions <i>(No later than February 15)</i>	
	Judging Date	
	Local Winner due to Regional Administrator <i>(11:00 PM ET – Third Monday in March)</i>	
	Notify division winners and send participant acknowledgements to contestants	
	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 Chapter Administrator: _____

Chapter Name & No: _____

Contact Info: Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Prizes:	Division	First Place	Second Place
	High School	_____	_____
	College	_____	_____

(Add info to Chapter website with link to National & Regional websites)