LI Science & Engineering Fair, Inc.
Promoting Excellence in Scientific Inquiry and Discovery in LI Schools

998 Old Country RD STE C PMB 164
Plainview, New York 11803
www.lisef.org

Angela Lukaszewski, President
Veronica Ade, Vice President
Heather Hall, Secretary
Chris Pollatos, Treasurer
Dr. Mary Hendrickson, Trustee
Dr. Joyce Hilgeman, Trustee
Christopher Hoppner, Trustee
Dr. Michael Lake, Trustee
Starlyn O'Shea, Trustee
Dr. David Ralston, Trustee

September 1, 2018

Dear Administrator and LISEF Liaison,

Should any of your students wish to enter a project in the upcoming LISEF competition, this letter is to make you aware of pertinent process deadlines and rules. Deadlines and rules for the JV and Middle School fairs are NOT covered in this letter. Due to the limited pool of judges that participate in the Long Island Science and Engineering Fair, we have to limit the number of projects entering the competition. On the other hand, if we do not have at least 430 projects, the number of entrants we can send to ISEF could be affected. To address this conflict, and allow a maximum number of entrants, we follow the process and schedule below.

School Commitment Process for LISEF 2019:

1. *This Commitment Letter informs the district administrator and liaison that they have been given an **Initial Project Allocation (IPA)** for each individual high school in their district, and we include a Commitment Form to be returned. The IPA's can be found on the LISEF website www.lisef.org*
2. *District personnel then determine the initial number of projects they wish to register for LISEF. This number can be equal to or fewer than the IPA.*
3. *The School District Liaison informs LISEF of the initial number of projects it intends to register by returning the Commitment Form to LISEF postmarked no later than Friday, October 12, 2018.*
4. *Also, schools may request more spots, via a potential lottery. The additional number requested is entered on the Commitment Agreement Form, postmarked by October 12, 2018.*
5. *Once all initial requests are granted, if the minimum number of 430 projects has not been met, and if there are additional requests made by schools, a lottery for allocation of those spots will take place, at the open LISEF meeting, October 18, 2018. Each school with additional requests will have one entry into the first drawing. Upon the event that our 430 project minimum is still not met once the first drawing is complete, an additional lottery will be conducted and each school with remaining requests will have only one entry per round until 430 projects is reached. The final project allocation numbers, including the lottery awards, will be posted on our website, www.lisef.org by October 19, 2018.*
6. ***Once the final allocation is posted, this is considered your school's commitment, and your district is responsible for payment of your commitment to these projects whether projects are registered or not.***

Please fill out and return the included commitment agreement form, postmarked no later than Friday, October 12, 2018. **Schools that do not submit a Commitment Agreement Form postmarked by October 12th will not be allowed to participate in LISEF 2019**. It is recommended that you send LISEF a Purchase Order or a BOCES Cross Contract covering the anticipated cost for registration. However, invoices will be sent to each school liaison after certification of ALL schools' registrations are complete. **Payment must be received no later than Friday, January 18, 2019.**

By signing the attached commitment agreement, your district is agreeing to pay for the final number of projects allocated to your school. This payment is $200 per student, including students enrolled in your school that are members of a team project registered through another school. Note that projects are allowed

to register with up to a maximum of three students, and payment for this project would equal $600, as the fee is $200/student. In addition, you agree to pay $200 for each project that you fail to register as per your commitment, including any lottery awards. If a school does not meet their financial commitment, the school's allotment will be reduced by 50% for the following year and only increased by one slot each subsequent year until the original IPA is reached. **While this commitment agreement only applies to the LISEF (not the JV or Middle School fairs) competition, schools are subject to penalties on their registration numbers if the district fails to pay for every student registered in any of the LISEF fairs; penalties apply to the school and Fairs in which payment falls short of the invoice amount.**

In addition, you are being asked to sign a commitment that you will send a district employee chaperone to ISEF should one of your students become a finalist. *We recommend that the chaperone be a person with STEM or research teacher experience.* This chaperone **must travel with the LISEF Group** and attend **all** ISEF and LISEF sponsored events unless the LISEF Board has granted an exemption prior to the Finalists' meeting on Tuesday, March 19, 2019 (in the event an exemption is granted, the district employee chaperone must still travel with their student(s)). Finalists and chaperones are required to attend the mandatory meetings. Based on previous years' expenses, the expected cost for a chaperone is anticipated to be $2,600 - $3,600.

Additional Information

The IPA for each school may vary from year to year for a variety of reasons. The IPA formula for LISEF 2019 is based upon three factors: the schools' previous year's IPA, the schools' previous year's Final Project Allocation and the final number of projects that were both registered and certified:

- Schools may request fewer slots than their IPA for this school year, without having their IPA reduced next year.
- For a school whose IPA was 8 projects or more for LISEF 2018, this year's IPA remains the same.
- For a school whose IPA was 7 projects or less for LISEF 2018 and committed to and used their entire IPA, plus all awarded lottery slots; the LISEF 2019 IPA will be increased by 1.
- A school that did not use their entire IPA of 7 projects or less for LISEF 2018 will have the same IPA for LISEF 2019. No increase in their IPA will take place.
- A new school district (not listed on the LISEF 2019 IPA page) is allowed 2 IPA's.
- The IPA cap remains at 11 projects.
- NEW THIS YEAR:
  If your school **certifies** (the final project registration step) fewer projects than you committed to (based upon your Final Project Allocation as posted October 19, 2018) there will be a penalty the following year**. Case 1**: If the number of projects certified was less than your school's IPA posted September 1, 2018, your school's LISEF 2020 IPA will equal the number of projects your school registered and certified for the 2019 LISEF. **Case 2**: If the number of projects certified was more than your school's IPA but still less than your final project allocation, your school's LISEF 2020 IPA will equal one less than your school's September 1, 2018 IPA. In both instances, your school's IPA in the succeeding year (LISEF 2021) will be based on your school's LISEF 2020 IPA.

Sincerely,
The LISEF Board of Trustees