



# LISEF

## 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](http://www.lisef.org)

October 1, 2020

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  
MaryLou O'Donnell, Trustee  
Starlyn O'Shea, Trustee  
Dr. David Ralston, Trustee

Dear Administrator and LISEF Liaison,

Should any of your students wish to enter a project in the upcoming LISEF 2021 Virtual Fair competition, this letter is to make you aware of our new commitment agreement policy and pertinent process deadlines and rules. Like last year, we are not asking principals and school liaisons to sign a commitment agreement indicating a specific number of projects that they commit to. However, by signing the Commitment Agreement your school agrees to pay for the number of project registrations your liaison certifies during the certification window, including any lottery slots awarded, at \$75.00 per student registered, including any of your students that are registered as part of a team with students from other schools.

Due to the limited pool of judges that participate in the Long Island Science and Engineering Fair each year and the current pandemic, we must further limit the number of projects entering the competition. To compensate for this additional stressor, we have reduced school allotments for **this year**.

Please Note Change in Policy:

*School Commitment Process for LISEF 2021 Virtual fair:*

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 have included at the end of this letter a Commitment Agreement Form that must be signed and returned to us. The IPA's can be found on the LISEF website [www.lisef.org](http://www.lisef.org)*
2. *The deadline for student project registration is January 12, 2021. The deadline for liaisons to certify projects is January 14, 2021. When project certification occurs, your liaison can indicate up to three additional projects that they would like considered in our potential lottery.*
3. *The Commitment Agreement Form states that your district is responsible for payment for the number of project registrations your liaison CERTIFIES by January 14, 2021, including any lottery slots awarded, at \$75.00 per student registered*
4. *The Commitment Agreement Form MUST be emailed by Tuesday, November 17, 2020 to [Treasurer@LISEF.org](mailto:Treasurer@LISEF.org). Please name the document "Commitment Agreement (School Name)".*
5. *The number of projects you certify can be less than your school's IPA; you will not be penalized.*
6. *Once all districts have certified their selected projects, if the minimum number of projects we hope to receive this year has not been met, and if there are additional requests made by schools during certification (up to three per school), a lottery for allocation of those spots will take place. Each school with additional requests will have one entry into the first drawing. Upon the event that our 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 our minimum project goal is reached. The final project allocation numbers, including the lottery awards, will be posted on our website, [www.lisef.org](http://www.lisef.org) by January 18, 2021.*

7. *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.*

Please fill out the enclosed *Commitment Agreement* and email a scanned copy of it by the Tuesday, November 17, 2020 deadline (keep your signed original on file at your school). **Schools that do not submit a Commitment Agreement email will not be allowed to participate in LISEF 2021 Virtual Fair.** Invoices will be sent to each school liaison after certification of ALL the participating schools' registrations are complete. **Payment must be received no later than Friday, February 26, 2021.**

By signing the following Commitment Agreement Form, your district is agreeing to pay for each student participating in the projects certified by the school liaison, plus any additional lottery allotments, at \$75.00 per student registered, including students enrolled in your school that are members of a team project registered through another school. Note that projects may include a maximum of three students, and payment for this project would equal \$225.00, as the fee is \$75.00/student. 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.

Since ISEF 2021 will be a virtual fair, you are NOT being asked this year to sign a commitment that you will send a district employee chaperone to ISEF should one of your students become a finalist.

### Additional Information

The IPA formula for LISEF 2021 Virtual Fair is based on the schools' previous year IPA. School IPAs were reduced by 50 percent. If the number resulted in a decimal value, the IPA was rounded up to the nearest whole number and the minimum number was two slots. Schools can request fewer slots than their IPA for this school year, without having their IPA reduced next year.

- A new school district (not listed on the LISEF 2021 IPA page) is allowed 2 IPA's.
- 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.

Sincerely,  
The LISEF Board of Trustees