



## Letter Of Intent 2016/17 Science Fair Program

(School) (Address) (Mail Run No.)

(School's Phone No.) (Fax No.) (Network) (6 digit School ID#)

(Principal's Name) (Principal's email address)

(School Science Fair Coordinator) (CPS Employee ID#)

(Teacher's Coordinator's Work Phone) (Alternate Phone #) (CPS Email) (Alternate Email)

Chicago Public Schools believes that principals and teachers' engagement and investment in the program are critical to the success of Science Fair. As such, the Chicago Public Schools asks for principals and teachers to commit to being active participants in all aspects of Science Fair. Participation in and funding for Science Fair is contingent on the agreement to the following items:

1. Schools must complete all school science fairs prior to Winter Break; and must abide by all rules set forth for the CPS Regional and City Science Fairs which are indicated in the 2017 Science Fair Handbook. Regional Fairs will be held in January/February 2017
2. All Science Fair Coordinators are to attend the Regional Science Fair Orientation Meeting. If they are not able to attend, we encourage that a school representative attends.
3. Schools must provide a school science fair teacher to coordinate school fairs, and must be present to assist at the Regional Fair that will take place in January/February 2017 and assist at the City Science Fair.
4. Teachers and students must submit all paperwork by the deadlines in order to be included in science fair programs.
5. School must provide at a minimum of 3 judges to judge at the Regional Science Fair.
6. Transportation to the Regional and City Science Fair is the responsibility of the school/parent.
7. Due to budget constraints, substitute coverage will not be provided for teachers or coordinators attending Regional Fairs. Substitute coverage information will be forwarded closer to the date, for teachers assisting at the City Fair, State Fair and International Fair. Substitute coverage will be based upon funding availability.
8. We request that teachers who volunteer on committees for the City Science Fair (March 13-20, 2017), State Science Fair (TBA) and/or International Science Fair (May 14-19, 2017) be released to assist at the fairs.

Please submit by **October 3, 2016**. By signing and submitting this Letter of Intent, I agree to the terms above:

(Principal's Signature) (Print Name) (Date)

(Science Fair Coordinator's Signature) (Print Name) (Date)

**Send to: Sylvia Nelson Jordan,**  
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