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# INVOICE

## Westchester Science and Engineering Fair Science Competition Saturday, March 16, 2019

School Name: \_\_\_\_\_

Teacher Name(s): \_\_\_\_\_

Teacher e-mail address(es): \_\_\_\_\_

**Registration fee:**

Regular deadline: \$50 per student

Extended deadline: \$150 per student (\$100 late fee and \$50 registration fee)

See the next 3 pages (taken from the WESEF Handbook) about registration fees and processes. **(Fees are NOT refundable)**

# of students: ____ X \$50 + # of students: ____ X \$150 = _____ <b>Total due</b>
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- Please make checks/purchase orders payable to **“WESEF”** and include with all other WESEF paperwork.
- Please PRINT the school name and student name on personal checks (one lump sum check is appreciated). **DO NOT SEND CASH!**
- Check/purchase order and school registration materials must be postmarked by December 20, 2018.
- If you send a purchase order first, please make sure the check for **final payment** is postmarked NO LATER than January 18, 2019.
- Include a completed copy of this invoice and list of students with payment.
- Payment and registration materials are to be sent to:

Angelo Piccirillo  
WESEF SRC Chair  
Ossining High School  
29 South Highland Ave.  
Ossining, NY 10562

## List of students registering for WESEF:

<b>Student Name</b> Log each student individually, but list teammate(s) in parentheses	<b>Regular Deadline (\$50)</b> Place a check mark in the box below	<b>Extended Deadline                      (\$100 + \$50 = \$150)</b> Place a check mark in the box below
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>
13.	<input type="checkbox"/>	<input type="checkbox"/>
14.	<input type="checkbox"/>	<input type="checkbox"/>
15.	<input type="checkbox"/>	<input type="checkbox"/>
16.	<input type="checkbox"/>	<input type="checkbox"/>
17.	<input type="checkbox"/>	<input type="checkbox"/>
18.	<input type="checkbox"/>	<input type="checkbox"/>
19.	<input type="checkbox"/>	<input type="checkbox"/>
20.	<input type="checkbox"/>	<input type="checkbox"/>

Add additional pages as necessary

Total number of students doing Regular Deadline: \_\_\_\_\_

Total number of students doing Extended Deadline: \_\_\_\_\_

# Registration Checklist for WESEF

## November 30th 2018

- Teachers must register student projects online
- Students may not register electronically without the supervision of the teacher. We realize it is time consuming but it avoids several mistakes down the road including incorrect category placement and even possible disqualification.  
Link for school registration: [www.wesefreg.org](http://www.wesefreg.org)
- It is important that the teacher double checks each question for each student has been answered. Failure to do so may make the student ineligible for certain awards.
- Once the registration deadline has passed, NO ADDITIONAL students will be allowed to register. Therefore, teachers - please double check your WESEF registration list against your class roster.
- Print two copies of the completed registration form. Keep one copy to cross reference the students with their categories when sending in the official WESEF abstract form.
- Include a printed version of the registration form when the research papers, forms, abstracts and payment are submitted on Dec. 20th.

## December 20th 2018

Postmark date for submission of participant's research paper, abstract, all forms (see below for more info.) and entry fees (\$50 per student -not project). It is essential that you register only students that you are very confident will be ready for WESEF. **Fee is non-refundable.**

- Research plan must be in **Future Tense**
- Research plan should distinguish between role of mentor and role of student
- Teacher is the "Adult Sponsor"; Mentor is the "Supervising Scientist"
- Dates on ALL forms must be BEFORE the "Actual Start Date" on form 1A (**except 1C & 5B**)
- ONLY use the Official WESEF Abstract Form found at [www.wesef.org](http://www.wesef.org) NOT the INTEL ISEF abstract
- Be SURE that the category chosen on the official WESEF abstract form **matches** the category that the student was registered for.

**\*\*Any student that has chosen the optional, extended deadline (Jan. 18) MUST still submit forms 1, 1A, 1B and the research plan. In addition the fee for the optional, extended deadline (combined \$50 normal fee + \$100 late fee) must also be submitted at this time.**

**January 18th 2019 --- Optional Extended Deadline only for projects that registered in November and submitted the \$150 by the December 20, 2018 (combined \$50 normal fee + \$100 late fee)**

- Late postmark date for: participant's research paper, abstract, entry fees, and all forms
- Any missing paperwork at this time with result in a disqualification

**\*\*Any student that has chosen the optional, extended deadline (Jan. 18) MUST still submit forms 1, 1A, 1B and the research plan. In addition the fee for the optional, extended deadline (\$150) must also be submitted by Dec. 20th!!**

## Organizing Student Paperwork for Mailing:

Teachers, please use a new Manila folder for each project. Include Last Name, First Name and Category neatly written on the folder tab in permanent marker. Each folder must contain the following:

1. Rules Wizard print out with student name written on top **\*\*New requirement this year\*\***
2. Forms typed out (not handwritten). Submit all applicable forms in this order; 1, 1A, 1B, 1C, 2, 3, 4, 5A, 5B, 6A, 6B, 7. Handwritten mentor forms will be accepted, but are strongly discouraged.
3. Official WESEF Abstract Form
4. Research Paper

Please organize the folders by Last Name.

Place a printed copy of the WESEF registration for your school on top of the stack of folders.

## Mailing Forms:

- Postmarked by **Dec 20, 2018**

- Only materials mailed by the teacher will be accepted. Students and mentors CANNOT mail forms.
- **Entry Fees:**
  - \$50 per student (not project)- it is essential that you register only students that you are very confident will be ready for WESEF. **Fee is non-refundable.**
  - Any project that opts for the extended paperwork deadline must submit total payment of \$150. **Fee is non-refundable.**
  - Please plan ahead if your school/district will pay with a purchase order. There is usually a major delay between request for payment (PO) and when the check is written.  
**Final payment must be postmarked NO LATER than December 20th, 2018.**
- Make all checks/purchase orders payable to “WESEF”
- Please PRINT the school name and student name on personal checks (one lump sum check is appreciated).  
**DO NOT SEND CASH!**
- Include a completed copy of the invoice with payment.  
A copy of the WESEF W-9 form with our Tax ID and an invoice can be found on the website ([www.wesef.org](http://www.wesef.org)) under the “For Teachers” tab