

## NEW Procedures for Box Labeling

In order to streamline the process of receiving and unpacking work, we have created a new system for labeling boxes of student work. Any boxes that arrive without the attached forms will not be judged. Teachers will be contacted to pick up or correct submissions.

- **BOX ID:** All boxes must be labeled with an 8.5 x 11" sheet of paper which contains the following information in bold print:  
SCHOOL NAME  
TEACHER NAME  
CONTACT INFORMATION  
LEVEL # (1 or 2)
- **BOX INVENTORY (see attached form):** A copy of the Box Inventory Form must be affixed to the OUTSIDE of each box along with the Box ID. All work in the box must be accounted for and forms should be sequentially labeled as Box 1 of 3, 2 of 3, etc.
- **MASTER INVENTORY (see attached form):** A Master Inventory containing a list of EVERY work submitted must be included in Box 1. Work should be identified by which box it was packed in, as well as Name, Title and Category. This form will be used to ensure that all works are accounted for prior to judging as well as to guarantee all work is returned properly.

Please pack all boxes neatly to avoid damage.