

TO: Software Engineering Team State Contestants

FROM: Maurice S. Henderson, State Director

DATE: January 16, 2008

SUBJECT: Software Engineering Team Materials

In order to make this contest run smoothly during the State Leadership Conference, we are requiring that all Software Engineering Team contestants mail their contestant materials to us before the State Leadership Conference. Although this information was printed in earlier communication, I am sending this letter so that everyone understands the process.

Each contestant must submit two (2) copies of the Software Engineering Team Documentation Form found in the *Guidelines 2008* by the deadline indicated below. **Handwritten documentation forms will result in disqualification.** In addition, two (2) copies of the source code, and two (2) copies of an executable file for your system/program and any applicable data must be submitted on CD-ROM. Provide passwords for any components of the software which may be protected. Provide the passwords in a README.txt file on the CD-ROM. **Please use paper CD sleeves instead of plastic cases. Plastic cases break in shipping and may damage the CD.** These materials must be individually packaged in one 10" x 13" or larger envelope.

Mail the entire packet to the following address:

Attn: Software Engineering Team
Business Professionals of America
Eastern Michigan University
Ypsilanti, MI 48197

The materials must be sent via certified mail postmarked on or before February 1, 2008. No points will be awarded for the cover letter and résumé for any packets postmarked after February 1, 2008. **This includes entries mailed to an incorrect address by mistake. Do not use FedEx, UPS, or any other mail courier other than the United States Postal Service.**

If you have any questions, please contact me via e-mail at maurice.henderson@emich.edu or at 734.487.1700.