

If you have students in multiple events that require materials to be mailed in, all items can be sent to the State Office in one package.

TO: Web Application Team State Contestants
FROM: Maurice S. Henderson, State Director
DATE: January 16, 2008
SUBJECT: Web Application Team Materials & Requirements

All Web Application Teams are required to submit their Web site to the State Office. Although this request was printed in earlier communication, I am sending this letter so that everyone understands the process.

Your Web site must be a live site accessible via the Internet. Technical judging of the Web site will be conducted before the State Leadership Conference.

At the state conference, you will be required to bring a functioning copy of your Web site on a server. You must bring computer equipment as indicated in the *Guidelines 2008*. You must also bring a printer to print reports for the judges. Make sure you have extension cords and power strips.

The materials identified here must be submitted in one 10" x 13" or larger envelope. Each team must submit the following items: four (4) copies of the Web Application Team Documentation Form found in the *Guidelines 2008*; four (4) copies of all release forms by the deadline indicated below; and four (4) CDs that include all of the source code for your complete site (excluding external links) **and** your database. **Handwritten documentation forms will result in disqualification.**

If a backup Web site address is available, please indicate that address on the Web Application Team Documentation Form. **In addition, please indicate the USER ID and PASSWORD on the Web Application Team Documentation Form so the judges can access your site. Please use paper CD sleeves instead of plastic cases. Plastic cases break in shipping and may damage the CD.**

During the interview at the State Leadership Conference, please be prepared to provide another copy of the Web Application Team Documentation Form and one (1) copy of all release forms and documentation of permission to use registered logos, trademarks, and copyrighted materials.

The items indicated above and the Web Application Documentation Form of the *Guidelines 2008* must be sent to our office via certified mail postmarked on or before February 1, 2008. Any materials postmarked after February 1, 2008, will be disqualified. 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.

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Please mail all materials in a 10" x 13" or larger envelope to:

Attn: Web Application Team
Business Professionals of America
Eastern Michigan University
Ypsilanti, MI 48197

Web sites cannot be changed after 5:00 p.m. on February 1, 2008. All Web sites will be reviewed for date verifications. Any Web sites modified after this time will be deducted 250 points.

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