

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 Site Design Team State Contestants
FROM: Maurice S. Henderson, State Director
DATE: January 15, 2008
SUBJECT: Web Site Design Team Materials

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

Technical judging of the Web site will be conducted before the State Leadership Conference. The materials identified here must be submitted in one 10" x 13" or larger envelope. Each team must submit four (4) copies of the Web Site Design Team Documentation Form found in the *Guidelines 2008* by the deadline indicated below. In addition, please provide four (4) copies of any required release forms and documentation of permission to use registered logos. If a backup Web site address is available, please indicate that address on the Documentation Form. If your Web site has a password, include the username(s) and password(s) on the Documentation Form. **DO NOT** attach any additional information other than what is requested in this memo. Additional sheets of paper with supplemental instructions are not guaranteed to be reviewed. **Handwritten documentation forms will result in disqualification.**

During the interview at the State Leadership Conference, please be prepared to provide another copy of the Web Site Documentation Form as well as all release forms, and documentation of permission to use registered logos, trademarks, and copyrighted materials.

The Web Site Design Team Documentation Form and Web Site Release Form found in 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.**

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

Attn: Web Site Design 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.