



GUIDELINES FOR SHIPPING PORTFOLIOS

IMPORTANT: Portfolios must arrive at the Freedoms Foundation for the Pennsylvania Project Citizen Competition no later than Wednesday, May 2, 2007.

1) **Labeling portfolios**

Portfolios must be clearly labeled to identify the teacher, school, and other contact information.

- Each of the four panels and the documentation binder must be clearly marked. Labels should be affixed to the back of each panel and to the back cover of the documentation binder.

2) **Shipping portfolios**

The portfolios must be shipped directly to the Center and be received no later than May 2, 2007.

- Ship portfolios to the following address only:

Freedoms Foundation
ATTN: Project Citizen Pennsylvania Showcase
Beth Specker and Betty Ward
P.O. Box 706
1601 Valley Forge
Valley Forge, PA
19482-0706

- Securely package the two components of the portfolio (panels and documentation binder) either in one carton or as two separate parcels.
- Use a shipper (USPS, UPS, FedEx) that provides parcel tracking so that shipments may be monitored to help prevent loss.
- Be sure to send packages with enough lead-time to arrive at the Center by the deadline, e.g., UPS may take as long as 14 days to deliver.

3) **Receipt of portfolios at the Foundation**

Foundation staff will exercise every precaution to provide timely notification of receipt of the portfolios.

- When a portfolio is received, staff will examine it to make sure that all parts have been received, and log its arrival.
- Foundation staff will verify the receipt of the portfolio by email or telephone with the teacher and state coordinator.
- If the portfolio is incomplete, Foundation staff will contact the teacher so that replacement components may be shipped in time for the competition.

4) **Return of portfolios**

The Foundation will arrange to return portfolios to either the district coordinator or the teacher after the Pennsylvania showcase has been completed, except for the state winner, which will be returned after the national showcase competition. Reimbursement of costs for the mailing of portfolios will be limited to the extent noted in number five below.

- The Foundation will hold several of the portfolios for promotional purposes if teachers agree; these portfolios will be not be returned.



- District coordinators should provide their return address information, as well as the teacher's information, for the portfolios sent in by coordinators.

5) **Reimbursement for Mailing of Portfolios**

The Foundation will arrange to reimburse district coordinators who send in single portfolios that they have had judged to be the top portfolio in their district. Teachers and district coordinators may submit additional portfolios for the state competition, but the mailing costs for those portfolios will not be reimbursed. The Foundation will only pay the costs to return those portfolios judged to be district champions. All others who submit portfolios, except the state champion winner, will be required to arrange the return of their portfolio at their cost.