

2010 FUTURE CITY NATIONAL FINALS

SUMMARY OF KEY DEADLINES AND ACTIONS:

- Airline reservations for all regional winners traveling to Washington, DC for the national finals must be made through Travel Partners, LLC immediately following your regional competition according to the instructions and schedule beginning on page 5 of this memo. **NO EXCEPTIONS WILL BE MADE**
- Hotel reservations will be made by Future City National Headquarters for the three winning team members, their teacher and engineer mentor at the Hyatt Regency Washington on Capitol Hill for **arrival on Saturday, February 13 and departure on Wednesday, February 17, 2010.**
- The Regional Winner's SimCity 4 Deluxe Computer Design CD-ROM, essay and city narrative CD-ROM, model expense form, information form, and media waiver release form hard copies **must be received at Future City National Headquarters no later than January 28, 2010.**
- Models must be shipped directly to the Hyatt Regency Washington on Capitol Hill **via Federal Express on February 8 or 9, 2010** according to the shipping information and FEDEX air bill provided by the Regional Coordinator.
- No changes to the computer design, model, essay and presentation are permitted after the conclusion of the regional competition. If the model is damaged during shipping, repairs are permitted – but changes may not be made.
- **NEW THIS YEAR:** In the event of a medical/ family emergency an alternate, designated at the time the official roster of names is reported to FC National Headquarters following the Regional Final, will be allowed to substitute one (1) student team member at the National Finals in Washington, DC. Documentation must be provided substantiating the emergency to both the Regional Coordinator and to the FC National Program Director, Bill Knight. Upon approval, expenses for the alternate's trip to Washington, DC will be paid by FC National. Deadline for submittal of request to substitute the alternate to serve as part of the "official" three student team is 2/10/2010.

DATE: January 4, 2010
TO: First Place Regional Winners
2010 National Engineers Week Future City® Competition

FROM: Bill Knight, MTA, CSEP
National Program Manager
National Engineers Week Future City® Competition
1420 King Street
Alexandria, VA 22314-2794
703-684-2889

RE: 2010 FUTURE CITY NATIONAL FINALS
FEBRUARY 13 – 17, 2010
HYATT REGENCY WASHINGTON ON CAPITOL HILL
WASHINGTON, DC

Congratulations on winning your Future City Regional Competition!

The Future City National Finals Competition will be held from Saturday, February 13, to Wednesday, February 17, 2010 at the Hyatt Regency Washington on Capitol Hill. The Future City National Headquarters Staff is available to work with you and your team members to help make your trip to the National Finals enjoyable.

What follows is important information regarding your trip to Washington, DC and the National Finals Competition that we urge you to read immediately following your Regional Competition.

If you have any questions, during normal business hours please contact:

**Bill Knight, National Program Manager, at 703-684-2889
(bknight@futurecity.org)**

OR

**Alex Underwood, Program Assistant, at 703-684-2865
(alexunderwood@futurecity.org)**

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15.	FC 2010 Regional Winners Forms..... <i>Page 12 - 17</i> <ul style="list-style-type: none"> • <i>Regional Winners Information Form</i> • <i>National Finals Medical Release Form</i> • <i>National Finals Media Waiver Release Form</i> • <i>Essay Form (attached to your essay)</i> • <i>City Narrative Form (attached to your city narrative)</i>

1. CHECKLIST OF DEADLINES WITH REQUIRED ACTIONS

Deadline Date	Required Action
January 28, 2010 (receipt date)	<p><u>Must be received at FC National Headquarters by January 28, 2010:</u></p> <ol style="list-style-type: none"> 1. SimCity 4 Deluxe Design (1 copy on CD-ROM). --Label SimCity design CD-ROM with your school and Future City Name 2. Essay and City Narrative (1 copy on CD-ROM). Include hard copy of Essay Form --Label Essay/City Narrative CD-ROM with your school and Future City Name 3. Computer Score Sheet 4. Model Expense Form (attached to this memo) 5. Regional Winners Information Form (attached to this memo) 6. Medical Release Form (attached to this memo) 7. Media Waiver Form (attached to this memo) <ul style="list-style-type: none"> • Send information to: Alex Underwood National Engineers Week Future City® Competition 1420 King Street Alexandria, VA 22314-2794 703-684-2865
January 29, 2010	<p>Airline Reservations for all regional winners traveling to Washington, DC Contact Travel Partners, LLC at:</p> <ul style="list-style-type: none"> • <i>Preferred method</i> at: office@travelpartnersllc.com • 800-884-0070 <p><u>NOTE: EARLIER AIRLINE RESERVATION DEADLINES FOR THOSE REGIONAL COMPETITIONS HELD PRIOR TO 1/23/2010</u></p>
February 2, 2010	<p>Hotel Reservations for Family and Friends at Hyatt Regency Washington on Capitol Hill</p> <ul style="list-style-type: none"> • <i>Preferred method</i> -- via the web at: http://www.futurecity.org/finals • Ph: 202-737-1234 -when calling in for reservations mention our group code "NEW2" to obtain the group rate of \$184 per night + tax. • <u>Rooms for the Regional Winners are already reserved.</u>
February 8 & 9, 2010	<p>Model Shipping (to be coordinated with your Regional Coordinator) Model is to be sent directly to Hyatt Regency on Capitol Hill, Washington, DC</p>

2. TRAVEL ARRANGEMENTS

All airline travel arrangements for the winning team must be made through Travel Partners, LLC at 1-800-884-0070 or by email (*the preferred method*) at **office@travelpartnersllc.com**. You must mention “Future City Competition” when making your reservation.

- In order to participate in all scheduled activities and functions, teams should arrive at the Hyatt Regency Washington on Saturday, February 13 by 6:00 p.m. (EST) and depart Wednesday, February 17, 2010.
- Teams will be flown to the National Finals the most economical way. Some teams will fly into Ronald Reagan Washington National Airport (DCA) or Washington Dulles (IAD) and some teams will fly into Baltimore Washington International Airport (BWI) depending on lowest airfare cost.
- A master account has been set up by Future City National Headquarters with Travel Partners, LLC to pay the cost of the airfare for the five authorized winning team members (three students, one teacher and one engineer mentor).
- Contact Travel Partners directly in order to finalize your travel arrangements and to obtain your airline tickets. Please designate one member of your team (teacher or engineer mentor) to make the travel arrangements for the entire team. Failure to make your reservations by the following deadlines may result in the forfeiture of your free trip to the National Finals.
- If your regional competition is held on or before January 9, 2010, your airline reservations must be made no later than January 15, 2010. NO EXCEPTIONS
- If your regional competition is held between January 10 and before January 16, 2010, your airline reservations must be made no later than January 22, 2010. NO EXCEPTIONS
- If your regional competition is held between January 17 and January 23, 2010, your airline reservations must be made no later than January 29, 2010. NO EXCEPTIONS
- Once team reservations are completed, Travel Partners will email a copy of the travel itinerary. You must respond to Travel Partners by 5:00 pm the same day you receive your travel itinerary to approve the travel itinerary and tickets.
- When the team’s airline reservations have been made and the travel itinerary has been approved, family members and others may contact Travel Partners directly to make their own travel arrangements.

NOTE: Future City will pay for a luggage fee assessed by the airline, up to \$25 each way. This is valid for one (1) piece of luggage per team member.

GROUND TRANSPORTATION Ronald Reagan National Airport

Teams will be responsible for the cost of the ground transportation to and from Ronald Reagan Washington National Airport and the Hyatt Regency Washington on Capitol Hill. The Hyatt Regency Washington does not operate its own shuttle service to and from Ronald Reagan Washington National Airport.

- The Washington DC Metro subway system is available between the airport and the hotel. For additional information on the subway system go to: www.wmata.com
- For information on the Washington area Super Shuttle, you may call 1-800-258-3826 or go to their web page at www.supershuttle.com
- Taxicabs are available to and from the airport and the hotel.
- Additional information may be obtained through www.washington.org (the official tourism site for Washington, DC) and from www.metwashairports.com (the official site for the Metropolitan Washington Airports Authority).

GROUND TRANSPORTATION (Future City will cover the cost of the Blue Van) Baltimore-Washington International Airport (BWI) Washington Dulles International (IAD)

- **BWI Instructions** Ground transportation from airport to Hyatt Regency Hotel can be arranged through Super Shuttle at: www.supershuttle.com or 1-800-258-3826. Reservations are not required. After you claim your luggage, proceed to one of the two ticket counters – both located on the lower level baggage claim area. One is near baggage claim #1 (Southwest Airlines Terminal – Concourse A) and the other is near baggage claim #10 (Concourse C). They are open between the hours of 6:00 AM and 2:00 AM. For shared ride service (up to 10 passengers in party), the cost is \$37 for first person, and \$12 for each additional person. Reservations are not required.
- **IAD Instructions:** Ground transportation from airport to Hyatt Regency Hotel can be arranged through Super Shuttle at: www.supershuttle.com or 1-800-258-3826. Super Shuttle's door-to-door shared ride van service is available to and from Washington Dulles International Airport. The Super Shuttle ticket counters are located on the far ends of the Ground Transportation Level of the Main Terminal. Shuttles operate on an on-demand basis. No reservations are needed for outbound service from the Airport.
- BLUE-VAN shuttle is the only transportation method from BWI and IAD to the Hyatt Regency Washington on Capitol Hill, Washington, DC that will be paid by the Future City Competition for the authorized team members.

3. HOTEL ACCOMODATIONS

Arrangements will be made by Future City National Headquarters for all team members for room accommodations at the Hyatt Regency Washington on Capitol Hill for arrival on Saturday, February 13 and departure Wednesday, February 17, 2010.

All team members must stay at the Hyatt Regency Washington, a full service hotel. The hotel is located at 400 New Jersey Avenue, NW, Washington, DC 20001. The phone number for the hotel is 202-737-1234.

- **DO NOT** call the Hyatt Regency to make room reservations. Reservations for team members will be made by Future City National Headquarters.
- Students will be placed in rooms with two double beds. Students will be assigned rooms based on gender with teammates' preference first.
- The teacher and engineer mentor will each receive one room with two double beds, a queen-sized bed, or a king-sized bed, depending upon availability. **No special room type requests can be honored.**
- Upon arrival at the hotel, either the teacher or the engineer mentor is to check-in the entire team at the Front Desk.

If family members and others are accompanying the team, they must make their own hotel reservations.

- Family members and others accompanying the team are welcome to stay at the Hyatt Regency Washington on Capitol Hill and to take advantage of the Future City group rate of \$184 per night plus tax.
- Family members and other attendees are encouraged to make their hotel reservations for the Hyatt Regency Washington on line at www.futurecity.org/finals or by calling the hotel directly at 202-737-1234.
- In order for family members to receive the Future City group rate when calling the hotel directly to make room reservations please provide the reservation code "NEW2".
- In order to receive the Future City Group rate, reservations for family members and others must be made by February 1, 2010

4. MODEL SHIPPING via FedEx

All teams (except the Washington, DC team) must ship their models by Federal Express to the Hyatt Regency Washington on Capitol Hill on either **February 8 or February 9, 2010**. Write the hotel's address on the shipping container in several places to ensure accurate delivery.

Each regional coordinator has additional shipping information and a specifically prepared FEDEX air bill that **must** be used when shipping your model to the Hyatt Regency Washington. Contact your regional coordinator immediately following your regional competition to obtain this information and the air bill.

- It is imperative to conform to all FEDEX shipping requirements and dimensions.
- The maximum combined allowable weight limit for the model and shipping container is **75 pounds**. If the combined weight of your model and shipping container exceeds 75 pounds you must obtain approval for the additional weight from FC Consultant Alex Underwood prior to shipment to the Hyatt Regency Washington. If your team fails to get approval for the additional weight, your team will be assessed the additional shipping charges and your team will lose points.
- Shipping containers cannot be larger than 30" wide x 54" long x 24" high.
- Wooden shipping containers may not be used.
- It is important to include lightweight packing material inside the shipping container to minimize damage to your model during shipment. **NO PACKING PEANUTS ALLOWED.** If the model incurs damage during shipment repairs can be made. It is each team's responsibility for supplies necessary for repairs.
- All items on the models must be securely attached to prevent damage when the model is moved during the Finals Competition. Teams are responsible for all other items not securely attached to the model.
- The Regional Coordinator is available to assist in shipping the model to Washington, DC. If the school does not comply with the regional coordinator's shipping instructions and does not use the prepared FEDEX air bill provided by the regional coordinator, the school will be responsible for all shipping arrangements and charges.

5. ESSAY AND COMPUTER DISK SUBMITTAL

The SimCity 4 Deluxe Computer Design CD-ROM, essay and city narrative CD-ROM, must be received at Future City National Headquarters no later than January 28, 2010.

- The information must be sent to the attention of Alex Underwood in accordance with the attached forms included in this memo.
- The information must be sent to Future City National Headquarters separately from the shipment of the model.
- No changes to the computer design, essay and presentation are permitted after the conclusion of the regional competition.

6. NATIONAL FINAL FORMS SUBMITTAL

The Regional Winners Information Form, Model Expense Form, Medical Release form, and Media Waiver Release Form must be received at Future City National Headquarters no later than January 28, 2010.

- The information must be sent to the attention of Alex Underwood in accordance with the attached forms included in this memo.
- The information must be sent to Future City National Headquarters separately from the shipment of the model.

7. DRESS CODE AND MEALS

- The dress code for teams during the National Finals activities is casual. Future City lapel pins, name tags and T-shirts will be provided to team members upon arrival at the Hyatt Regency Washington.
- **Student team members are required to wear their Future City lapel pin and name tag (but not their T-shirt) during all National Finals activities.**
- Comfortable shoes are suggested for Special Award Judging as that the students will be standing for several hours.

All team members are responsible for the cost of their meals except as specified below:

- Future City National Headquarters will provide a welcome breakfast for all authorized team members on Sunday, February 14, 2010.
- Future City National Headquarters will provide all authorized team members (1) meal voucher that can be redeemed for either lunch or dinner on any day at the Union Station Food Court.
- The Future City Competition recognizes and applauds “alternate team members” for their efforts. However, they are not considered “authorized team members” and are not included in “authorized team member” activities and benefits.

8. FCC GENERAL STORE

- Future City Competition promotional items will be available for purchase during other activities throughout the competition. The times and locations will be available on the on-site schedule.

9. OPTIONAL PIN EXCHANGE

Teams may bring lapel pins to the 2010 National Finals to swap with other teams.

- This activity is entirely optional. Teams that wish to participate must do so at their own expense.

- The pin exchange will take place during the Welcome Party event on Saturday, February 13, 2010. The Welcome Party event is open to all who wish to attend.

10. WELCOME PARTY

- A welcome party for team members, family and friends will be held on Saturday, February 13 from 7:00 pm – 9 pm at the Hyatt Regency Washington. Refreshments will be served.

11. PARENT ORIENTATION

- An orientation and question-and-answer session for the parents of team members will be held on Sunday, February 14 from 10:30 am – 11:15 am at the Hyatt Regency Washington. Coffee and Tea will be served.

12. FAMILY & FRIENDS ONLINE REGISTRATION

- Family and Friends attending the 2010 FC National Final will be required to register for and to wear a name badge at FC events.
- It is highly recommended that family and friends register online prior to coming to Washington DC. To register, go to: www.futurecity.org/finals and click on “**Family & Friends Registration**”. From the drop down menu, select the Region (state and, if applicable, the city or area) that your team is representing at the National Finals (e.g. FC Alabama, FC Pennsylvania (Philadelphia), or FC Texas (Central) and complete the registration form.
- Name badges for those who have preregistered via the Future City web site will be available for pick-up at the Family & Friends Registration & Activity Desk on Saturday, 2/13, Sunday, 2/14 and Monday, 2/15.
- Deadline to register online is February 3, 2010
- On-site registration will be available for those who do not register prior to deadline.

13. Checklist of Information Needed by 1/28/10 (receipt date)

1.	(1) Copies of your CD-ROM containing your SimCity 4 Deluxe Design
2.	(1) Copy of your essay and city narrative on CD-ROM
3.	(1) Copy of your essay form
4.	(1) Copy of your Computer Score Sheet
5.	(1) Copy of your "Model Expense" form
6.	(1) Copy of your "Regional Winners' Information" Form
7.	(1) Copy of your "Medical Release" Form
8.	(1) Copy of your "Media Waiver Release" Form
9.	<p>Mail items (1-8) as listed above to:</p> <p>Alex Underwood Program Coordinator National Engineers Week Future City® Competition 1420 King Street Alexandria, VA 22314-2794 703-654-2865</p> <p>NOTE: Please send these materials via FEDEX or mail that includes tracking of your package. It is your responsibility to make sure these materials are received by the deadline of January 28, 2010.</p>

14. ITINERARY OF ACTIVITIES (2/13 - 2/17/2010)

(Subject to Change)

Date	Time	Activity	Meeting Room
2/13 Saturday	3:00 pm--8:00 pm	Team Registration <i>Team Members pick up Welcome Packet</i>	Congressional C/D
	3:00 pm--8:00 pm	Family & Friends Registration & Activity Desk	Congressional Foyer
	7:00 pm--9:00 pm	Welcome Party <i>Team Members, Teachers, Mentors, Family & Friends</i>	Congressional A/B
2/14 Sunday	8:30 am--9:30 am	Mandatory Welcome Breakfast – Team Members Only	Columbia A/B
	9:30 am--1:30 pm	Model Unpacking & Set Up – Team Members Only	Columbia A/B/C Columbia Foyer Regency Foyer
	10:30 am--4:00 pm	Family & Friend Registration & Activity Desk	Regency Foyer Wall
	10:30 am--11:15 am	Parent Orientation	TBA
	1:30 pm – 2:00 pm	Special Awards Judges Briefing	TBA
	2:00 pm – 5:00 pm	Special Award Judging <i>Team Members Only</i>	Columbia A/B/C Regency Foyer Columbia Foyer
	5:00 pm--10:00 pm	The Zone <i>Team Members, Family & Friends</i>	Yellowstone/Everglades
	6:00 pm--8:00 pm	Public Viewing of Models	Columbia A/B/C Columbia Foyer Regency Foyer
	6:30 pm--8:30 pm	Teachers/Engineers Meeting	Capitol A
7:00 pm--9:00 pm	Regional Coordinators Dinner <i>Regional Coordinators Only</i>	Off-site	
2/15 Monday	7:45am – 8:15 am	Preliminary Judges Briefing	Lexington/ Bunker Hill
	8:30 am – 2:30 pm	Preliminary Judging <i>Team Members, Family & Friends</i>	Columbia A/B/C Columbia Foyer Regency Foyer
	8:30 am--4:00 pm	Family & Friend Registration & Activity Desk	Regency Foyer Wall
	9:15 am – 2:45 pm	Team Photos <i>Team Members Only</i>	Valley Forge
	3:30 pm – 5:00 pm	Regional Coordinators Meeting <i>Future City Regional Coordinators Only</i>	Lexington/Bunker Hill
	7:00 pm--10:00 pm	The Zone <i>Team Members, Family and Friends</i>	Yellowstone/Everglades
2/16 Tuesday	7:00 am – 3:30 pm	Press Registration	Regency Foyer Wall
	7:30 am--8:15 am	National Final Judges Briefing	Regency Foyer
	8:15 am--12:30 pm	National Finals <i>Team Members, Family and Friends</i>	Regency Ballroom
	11:30 am--1:00 pm	Corporate Displays and Evaluations <i>Team Members, Family and Friends</i>	Regency Ballroom
	2:00 pm--3:30 pm	Special Awards Ceremony <i>Team Members, Family and Friends</i>	Regency Ballroom
	3:45 pm--5:00 pm	Model Packing	Regency Ballroom
	7:00 pm--9:30 pm	Celebration Party <i>Team Members, Family and Friends</i>	Columbia A/B/C
2/17 Wednesday	All Day	Teams Depart for Home	

15. REGIONAL WINNERS FORMS – Pages 13 - 17

2010 National Engineers Week Future City® Competition Regional Winners' Information Form

Student's Name	Home Mailing Address (with zip code)	Email address (if available)	Future Career Plans
Alternate Name			

Engineer's Name	Employer and work address	Email address	Type of engineer

Teacher's Name	School Name and Mailing Address	Email address	Subjects taught

Send this form along with the package of information by January 28, 2010 (receipt date).

- *Model needs to be shipped separately*

This memo is also available at www.futurecity.org/finals

Alex Underwood
National Engineers Week Future City® Competition
1420 King Street
Alexandria, VA 22314-2794
703-684-2865

2010 National Engineers Week Future City® Competition National Finals Medical Release Form

Student's Name _____ DOB _____ 19 _____

Street Address _____ City _____ State _____ ZIP _____

EMERGENCY CONTACT INFORMATION

Father's Name _____ Home Ph (____) _____ Bus Ph (____) _____

Mother's Name _____ Home Ph (____) _____ Bus Ph (____) _____

In an emergency when parent/guardian cannot be reached, please contact the following:

Name _____ Home Ph (____) _____ Bus Ph (____) _____

Name _____ Home Ph (____) _____ Bus Ph (____) _____

MEDICAL HISTORY

Allergies _____ Other Medical Conditions _____

Physician _____ Ph (____) _____

Medical/Hospital Insurance Company _____ Ph (____) _____

Policy Holder's Name _____ Policy Number _____

THIS AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT MUST BE COMPLETED BEFORE STUDENT CAN PARTICIPATE. TREATMENT FOR INJURY WILL BE BASED ON INFORMATION PROVIDED HEREIN.

I the undersigned parent/guardian of the above listed minor participant acknowledge and fully understand that each participant will be engaging in activities that could involve risk of injury, which might result not only from their own actions, inactions, or negligence, but the action, inaction, or negligence of others, there may be other unknown risks not reasonably foreseeable at this time assume all the risk and accept personal responsibility for the damages following such injury, hereby release, discharge, covenants to indemnify and not to sue The National Engineers Week Future City® Competition, its affiliated organization, sponsors, employees, associated personnel, officers, directors, all of which are herein after referred to as "releasees" from any and all liability to each of the undersigned, his/her heirs or next of kin for any and all against any claim by or on behalf of the applicant as a result of the applicant's participation in the Program and/or being transported to or from the same, which participation, after careful consideration I hereby authorize, and which transportation I hereby authorize. I hereby give my consent to have a doctor of medicine or dentistry or associated personnel to provide the applicant/participant with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I, also agree to save and hold harmless and indemnify each and all parties herein referred to above as releasee from all liability, loss, cost, claim or damages whatsoever which may be imposed upon said releasee because of any defect in or lack of such capacity to so act or caused or alleged to be caused in whole or in part by the negligence of the releasee. I have read the above waiver/release and sign below voluntarily.

Parent/Guardian Signature _____ Date _____

**NOTE: ATTACH COPY OF YOUR INSURANCE CARD, FRONT AND BACK,
TO EXPEDITE MEDICAL TREATMENT.**

2010 National Engineers Week Future City® Competition National Finals Media Waiver Form

By signing below, we give our consent to National Engineers Week to use the student's name, photograph and likeness in order to promote the National Engineers Week Future City® Competition. We understand that the student may be called upon by journalists to answer questions about his/her involvement in the National Engineers Week Future City® Competition, and we will also allow the student to speak to any media via phone or television.

Date	FC Regional Site:	
Student Team Member Name		
Parent Name (one only)		
City	State	Zip
Parent's Signature		

Date	FC Regional Site:	
Student Team Member Name		
Parent Name (one only)		
City	State	Zip
Parent's Signature		

Date	FC Regional Site:	
Student Team Member Name		
Parent Name (one only)		
City	State	Zip
Parent's Signature		

Send this form along with the package of information by **January 28, 2009 (receipt date)**.

- *Model needs to be shipped separately*

Alex Underwood National Engineers Week Future City™ Competition 1420 King Street Alexandria, VA 22314-2794 703-684-6585

--OK TO DUPLICATE THIS FORM--

2009-2010 National Engineers Week Future City® Competition Essay Form

This form must be attached to your Research Essay. If your Regional Coordinator requires more than one copy of your Research Essay, this form must be attached to each copy.

Future City Name:

Teacher Name:

School Name:

School Address:

School Phone Number/Fax Number:

Teacher E-mail Address:

Student Name:

Grade Level:

Student Name:

Grade Level:

Student Name:

Grade Level:

Check the boxes below to verify that the attached was written by the students.

- Essay – be sure to place the word count at the end. (Length should be between 700 – 1000 words)
- List of References

Verified for Accuracy:

(Signed by teacher or engineer-mentor)

Date

2009-2010 National Engineers Week Future City® Competition City Narrative Form

This form must be attached to your Future City Design City Narrative. If your Regional Coordinator requires more than one copy of your City Narrative, this form must be attached to each copy.

Future City Name:

Teacher Name:

School Name:

School Address:

School Phone Number/Fax Number:

Teacher E-mail Address:

Student Name:

Grade Level:

Student Name:

Grade Level:

Student Name:

Grade Level:

Check the box below to verify that the attached was written by the students.

- City Narrative – be sure to place the word count at the end. (Length should be between 300 and 500 words.)

Verified for Accuracy:

(Signed by teacher or engineer-mentor)

Date