

# BE ON THE LOOKOUT FOR YOUR AWARDS PACKAGE

*Please be sure to read this letter from our Executive Director before March 31 so that you could fully understand when and how your Awards Packages will be mailed out to you...*

## FAQ: AWARDS PACKAGES

**Q1. Do I have to request my awards package for my team(s)?**

**A1.** *No, the only thing you have to do is to be sure to record all of the scores for all of your students for all of the contests no later than March 31, 2017.*

**Q2. When can I expect to receive my awards package?**

**A2.** *Our office sends out the packages based on the general closing dates of schools in your state, and we do one state at a time, before we move on to the next state in the list (the list of proposed dates is attached).*

**Q3. Is there anything that could be done if I need my awards earlier than the posted date?**

**A3.** *If your school closes earlier than the date we have listed, or if you have an awards assembly planned that requires that you get your awards sooner than the date listed, send us an email at [office@moems.org](mailto:office@moems.org) and tell us by what date you need the awards to be at your building. Please place **“Early Awards Request”** in the subject line, so that it doesn’t get lost in the everyday e-mail. We will do our best to accommodate these requests.*

**Q4. At the end of the five contests, I had two or more students that tied for first place. Will I receive two first place trophies?**

**A4.** *Unfortunately, the answer to this question is “no.” The enrollment fee covers only one first place trophy. The easiest solution is to purchase additional first place trophies or honorable mention trophies from our MOEMS® Store ([store.moems.org](http://store.moems.org)). Another alternative is for you to hold a playoff contest (you would have to create that) and award the trophy to the winner of that playoff competition. Personally, I believe if two or more kids worked diligently throughout the year to be high scorers, they each deserve a trophy; but sometimes money does become an issue!*

**Q5. How many Certificates of Participation are included in the Awards Package? Are they filled out for me?**

**A5.** *Regardless of how many students are on your team, each PICO will receive 36 Certificates of Participation. For most teams, that should be more than enough; however, if mistakes are made or you need additional certificates, simply send us an email at [office@moems.org](mailto:office@moems.org) and tell us how many additional certificates you require. Please place **“Additional Certificates Request”** in the subject line, so that it doesn’t get lost in the everyday e-mail. They are already filled in except for the students’ names, but a template will be provided on our website at [www.moems.org](http://www.moems.org) so that you could print them out with matching fonts.*

**Q6. How will awards packages be sent out this year (Changed from last year)?**

**A6.** *On or about April 1, 2017 a simple press of a computer button will reveal all the teams’ results up until that dates. Those teams whose results are complete will receive a “Complete Awards Package” according to the schedule attached.*

*Before March 31, you should check to be sure that your results are complete. To do this, sign into your team account; click on “My Results” tab; navigate to “Olympiad 5.” Click on the “Reports” icon (on the left of the page); and then click on “Overall Results Summary” icon (on the lower right corner). If any of those columns numbered “1” through “5” is empty, the computer program will read your team as having incomplete results. If you feel this is an error, you will have to go back and put in whatever scores were dropped out or those you might have forgotten to submit earlier in the year.*

**Q7. What happens if I can't get all my results in by March 31, 2017?**

A7. *If your results are not completed by March 31, you will receive a "Preliminary Awards Package" based on the results submitted by that deadline date. It will include all your Participation Certificates (36), a High-Scorer Trophy and whatever patches and pins your students earned up until that point. A "Final Awards Package" will be sent to you only after all other Awards Packages have been sent out to PICO's in all States and territories. **It will be your responsibility to be sure to hold onto the contents of the Preliminary Package until such time that you receive your Supplemental Awards.***

**Q8. I just realized that I have corrections that need to be made. How will that affect the receipt of my Awards Package?**

A8. *The answer to this question is different depending upon when those changes are made...*

- *If made before March 31, 2017, you will receive your Awards Package according to the schedule in the attached chart.*
- *If made after March 31 and before your state's Awards Packages have been mailed out, we will make every attempt to update that list while we are sending out our first round of awards.*
- *If made after March 31 and after your state's Awards Packages have been sent out, you will receive any supplementary awards caused by those corrections after the first round of all 50 states and 31 countries have been sent out. It is our plan to have all Awards Packages out on or before May 31.*

**Q9. How are corrections made if the site has been closed down for score submission?**

A9. *As of April 1, the MOEMS site will be closed down for any score submission or correction. To make any corrections, print out your "Overall Results Summary" (see the highlighted section of "A6" in this document). Make the corrections by hand on that sheet; noting that at this point we only need the total score for the missing grades (and not which answers were correct). Either FAX that sheet to our office at 516-785-6640 or email it as an attachment to [office@moems.org](mailto:office@moems.org), with "Score Corrections" in the subject line.*

*Thank you for taking the time to read this letter. It is our hope that understanding how our awards system works will help you to plan for the end-of-the year activities you might have planned for your mathletes.*

**When Can You Expect Your Awards Package?**

STATE/REGION	EST. ARRIVAL DATE	STATE/REGION	EST. ARRIVAL DATE	STATE/REGION	EST. ARRIVAL DATE
Alabama	Monday, May 01	Iowa	Thursday, May 04	North Carolina	Friday, May 12
Alaska	Thursday, April 20	Kansas	Thursday, April 13	North Dakota	Wednesday, May 03
Arizona	Monday, May 01	Kentucky	Wednesday, April 12	Ohio	Friday, May 05
Arkansas	Friday, April 14	Louisiana	Thursday, April 13	Oklahoma	Wednesday, May 03
California	Friday, April 28	Maine	Wednesday, May 03	Oregon	Tuesday, May 16
Colorado	Tuesday, May 02	Maryland	Thursday, May 18	Pennsylvania	Monday, May 08
Connecticut	Monday, May 15	Massachusetts	Wednesday, May 10	Rhode Island	Tuesday, May 16
Delaware	Tuesday, May 09	Michigan	Wednesday, May 17	South Carolina	Monday, May 08
District of Columbia	Tuesday, May 09	Minnesota	Thursday, May 11	South Dakota	Tuesday, May 09
DODDS	Tuesday, April 18	Mississippi	Thursday, April 13	Tennessee	Friday, April 14
Florida	Monday, May 15	Missouri	Tuesday, May 09	Texas	Wednesday, May 03
FOREIGN	Tuesday, April 18	Montana	Tuesday, May 16	Utah	Thursday, May 04
Georgia	Tuesday, May 02	Nebraska	Thursday, April 13	Vermont	Tuesday, May 16
Guam/MI	Tuesday, April 18	Nevada	Thursday, May 04	Virginia	Friday, May 19
Hawaii	Tuesday, April 18	New Hampshire	Tuesday, May 16	Washington	Wednesday, May 17
Idaho	Friday, May 05	New Jersey	Tuesday, May 23	West Virginia	Tuesday, May 02
Illinois	Monday, May 22	New Mexico	Friday, April 14	Wisconsin	Tuesday, May 16
Indiana	Thursday, May 11	New York	Friday, May 26	Wyoming	Tuesday, May 02