



## Program Policies

### School Registration Requirements:

- Each school must submit a registration form providing contact information for teachers interested in participating.
- Enrollment is **free** and on-going throughout the school year.

### Challenge Entries and Deadlines:

- Each registered school must submit one completed Challenge Entry Form for each challenge they compete in, not for each individual student entry.
- Each challenge entry must be clearly marked with the school's and students' names.
- Entries must follow the guidelines or they will be penalized or disqualified.
- Entries should be mailed to Phipps Conservatory\* or dropped off at our new offices (in the Center for Sustainable Landscapes (CSL) directly behind Phipps Conservatory) on or prior to the entry deadline. If you are planning to drop entries off at the CSL, it must be during the business hours of 8:30 a.m. – 5:00 p.m. unless other arrangements have been made.

\* Mailed entries should be addressed to:

Phipps Conservatory and Botanical Gardens  
c/o Sahar Arbab, Fairchild Challenge  
One Schenley Park  
Pittsburgh PA, 15213

- Entries sent by **e-mail or fax** will **not** be accepted.
- Schools should encourage as many students as possible to attempt each challenge.
- Phipps suggests that each school form a screening committee including students to select their best entries to be submitted to the Fairchild Challenge competition.

**Student Work:**

- All work submitted must be completed by students only.
- Participants are expected to follow a strict honor code: All work must be original or quoted from a referenced source.
- Plagiarism will result in disqualification of all work submitted by the students involved.
- Teachers and parents are encouraged to support student participation, but all entries must be entirely student work.

**Earning Points:**

- Each challenge has a maximum number for student entries that may be submitted and a preset number of maximum points for the challenge (see Challenges at a Glance.)
- Schools are encouraged to send the maximum number of entries to receive the most points.
- Schools may choose to send fewer than the maximum number of entries, understanding that there will be fewer total points awarded to the school.

**Entry Judging and Scoring:**

- The panel of judges is selected by Phipps Conservatory. Judges will be selected from the community, Phipps Conservatory volunteers and staff, and other professionals in the Pittsburgh area.
- Panelists judge student entries based on the criteria set for each challenge and by using the evaluation rubrics that are provided with each challenge.
- All results are final and score sheets **will not** be shared.
- Phipps Conservatory will credit each school for the total points awarded and report to the school only their own total score. Final ranking of schools will not be released until the awards ceremony at the end of the school year.

**Awards:**

- All schools that participate in the Fairchild Challenge will receive recognition.
- Middle Schools that earn 750 points or more and High Schools that earn 900 points or more will receive the Fairchild Challenge Award.
- The top schools will receive monetary awards to support their environmental science education programs or green initiatives.
- For each challenge, the top placing schools and students will be recognized (there is a 1st, 2nd and 3rd place for every challenge).

**Consent:**

- Phipps Conservatory and Botanical Gardens is not responsible for any materials that are lost, stolen, or damaged.
- Students' entries can be picked up immediately following the awards ceremony, unless the piece has been specifically requested by Phipps for its gallery space. If requested, the entries may be picked up when the gallery closes.
- Phipps Conservatory will not return unclaimed entries; these entries become property of Phipps and maybe used for samples of student work, fundraising or door prizes, or discarded.
- Photos may be taken at a Fairchild Challenge event or school visit. If a participating student wishes for his or her photo not to be used by Phipps Conservatory, a written request must be sent.
- Phipps Conservatory and Botanical Gardens reserves the right to use any submitted materials for its own promotional purpose. If you wish to exclude your entries from these conditions, you must submit a written request with your entry forms.