



## GUIDELINES FOR SHIPPING STATE PORTFOLIOS

**IMPORTANT: Portfolios must arrive at the Center for Civic Education  
no later than Wednesday, July 18, 2018.**

### 1) Labeling portfolios

Each of the four panels of the portfolio as well as the documentation binder must be clearly labeled with all requested information shown.

- Center-provided labels must be affixed to the back of each panel and to the back cover of the documentation binder. Labels are found [here](#)

### 2) Shipping portfolios

The winning portfolio must be shipped directly to the Center for Civic Education and be received no later than Wednesday, July 18, 2018.

- Ship portfolios to the following address only:

**Center for Civic Education  
ATTN: Project Citizen National Showcase  
5115 Douglas Fir Road, Suite J  
Calabasas, CA 91302**

- Securely package the two components of the portfolio (panels and documentation binder) either in one carton or as two separate parcels.
- The documentation binder should be carefully bound and wrapped to avoid having pages fall out of the binder in shipment.
- 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 Center

Center 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.
- If the portfolio is incomplete, Center staff will contact the teacher so that replacement components may be shipped in time for the competition.

### 4) Return of portfolios

The Center will arrange to return portfolios to either the state coordinator or the teacher after the national showcase has been completed. **All shipping costs must be covered by the participating teacher or state coordinator.** State coordinators should provide return address information.