



GUIDELINES FOR SHIPPING STATE PORTFOLIOS

**IMPORTANT: Portfolios must arrive at the Center for Civic Education
no later than Friday, July 14, 2017.**

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.

2) Shipping portfolios

The winning portfolio must be shipped directly to the Center for Civic Education and be received no later than Friday, July 14, 2017.

- 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. For example, 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.