



# INVOICE

## Westchester Science and Engineering Fair

**Location:** Sleepy Hollow High School

**Date:** Saturday, March 19, 2022

School Name: \_\_\_\_\_

Teacher Name(s): \_\_\_\_\_

Teacher email address(es): \_\_\_\_\_

**PLEASE NOTE:** You will receive access to a Google Sheet to record how each project will be paid for. One spreadsheet per school MUST be completed and payment postmarked by 12/15/21.

Regeneron-ISEF affiliated  
Westchester/Putnam  
Science and Engineering Fair

**WESEF EXECUTIVE BOARD:**

**Michael Blueglass**

WESEF President  
914-447-3568

**Angelo Piccirillo**

Vice President and  
SRC Chairperson  
Ossining HS

**Janet Longo-Abinanti**

Vice President

**Michele Sugantino**

Judge Chairperson  
Blind Brook HS

**Melissa Shandroff**

Special Awards  
Chairperson  
Hastings HS

**Valerie Holmes**

Webmaster  
Ossining HS

**Stephanie Peborde Burke**

Treasurer  
Blind Brook UFSD

**Steven Beltecas**

Secretary  
Pelham Memorial HS

**Diana Evangelista**

WESEF SRC  
Ardsley MS

**William Maelia**

Genius Olympiad  
Trip Coordinator  
Somers HS

**Michele Zielinski**

Host Committee  
Chairperson  
Sleepy Hollow HS

Enter your Registration Fees Here as Calculated in the Google Sheet			
Number of Students	_____	x \$60	= \$ _____
Number of Extended Deadline Projects	_____	x \$100	= \$ _____
			Grand Total Due = _____

- Regular deadline: \$60 per student
- Extended deadline: \$60 per student + \$100 late fee per project
- All forms of payment (checks/purchase orders) regardless if regular or extended deadline, must be **postmarked by December 15, 2021.**
- If you send a purchase order first, make sure the check for **final payment** is postmarked **NO LATER** than January 15, 2022.
- Please make checks/purchase orders payable to **"WESEF"**
- PRINT the **school name** and **student name** on personal checks (one lump sum check is preferred).
- DO NOT SEND CASH!**
- Bounced checks** will incur additional fees.
- Checks** must be collected by teachers and **mailed by the teacher.**
- Fees are NOT refundable** regardless if a student drops or is disqualified (due to student or teacher error).
- See the next page about registration fees and processes (from the handbook).
- Payment to be sent to:

Stephanie Peborde Burke  
WESEF Treasurer  
PO Box 1373  
Yorktown Heights, NY 10598

Sincerely,

Stephanie Peborde Burke  
WESEF Treasurer  
[treasurer@wesef.org](mailto:treasurer@wesef.org)

## Information from Page 4 of the [WESEF Handbook](#)

### WESEF Payment:

- It is essential that you register only students that you are very confident will be ready for WESEF.
- **Fees are non-refundable regardless if a student/team drops or is disqualified (because of student or teacher error).**
- Cost will be **\$60 per student** for the **regular deadline** submission of all materials.
- Any project that opts for the **extended paperwork deadline** must submit a total **payment of \$160** (\$60 for regular deadline + \$100 extended deadline fee) along with forms 1, 1a, 1b and research plan by the regular deadline and then will submit their paper and abstract by the January 15th deadline. **Paperwork will be uploaded to zFairs, while payment will be mailed.**
- The **extended deadline fee is a per-project fee**, meaning individuals and teams both would pay the \$100 if seeking the extended deadline. However, a team of two would only need to pay an additional \$100 (combined) if they opted for the extended deadline.
- Checks/POs/invoice and extended deadline checks MUST BE postmarked by **Dec 15, 2021**
  - **Make all checks/purchase orders payable to “WESEF”**
- Teachers/schools who have students who pay individually, should collect all the checks and mail them together in one envelope. No checks mailed independently by individual families, students, mentors will be accepted.
- Please PRINT the school name and student name on personal checks (however, **ONE LUMP SUM IS PREFERRED**). **DO NOT SEND CASH!**
- Please plan ahead if your school/district will pay with a purchase order. There is usually a major delay between a request for payment (PO) and when the check is written.
- **Final payment for purchase orders in the form of a school-issued check must be postmarked NO LATER than January 15, 2022.**
- **Bounced checks will incur an additional fee (according to bank prices TBD).**
- Include a completed copy of the invoice with payment.  
A copy of the WESEF W-9 form with our Tax ID and an invoice can be found on the website ([www.wesef.org](http://www.wesef.org)) under the “For Teachers” tab
- **Checks are to be made out to “WESEF” and mailed to:**  
**Stephanie Peborde Burke**  
**WESEF Treasurer**  
**PO Box 1373**  
**Yorktown Heights, NY 10598**

PLEASE NOTE: In the past, we have asked schools to send money with papers and forms to Angelo Piccirillo, and schools have entered his school address as the place where the checks are mailed. **You MUST inform your district of the change of address for the payment so that they update it in their system.**

A <b>regular deadline</b> individual student pays:	\$60
An <b>extended deadline</b> individual student pays:	\$160
A <b>regular deadline</b> team of 2 pays:	$\$60 \times 2 = \$120$ (each student pays \$60)
A <b>regular deadline</b> team of 3 pays:	$\$60 \times 3 = \$180$ (each student pays \$60)
An <b>extended deadline</b> team of 2 pays:	$\$60 \times 2 + \$100 = \$220$
An <b>extended deadline</b> team of 3 pays:	$\$60 \times 3 + \$100 = \$280$