



View from the Organ Mountains toward the Dona Ana Mountains, Las Cruces, NM.

## WERC ENVIRONMENTAL DESIGN CONTEST 2024 FACULTY ADVISOR MANUAL

### Your source for:

- Faculty-specific WERC policies. Manual best suited for first-time faculty advisors.
- The roles and expectations of faculty advisors at the contest. This manual avoids duplication of most information provided in the Team Manual. For contest guidelines, regulations, and hints to help your team be competitive at the contest, please refer to the Team Manual.

### New this year at the contest:

- All team members must attend the on-demand short course, “Preparing the Experimental Safety Plan.”
- New poster size limit and mounting methods.
- New shipping address for sending packages to the contest.
- Two sets of rubrics: one for Tasks 1, 3, 4, 5, 6 and another for Task 2.

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# 2024 WERC Environmental Design Contest Faculty Advisor Manual

## Contact Information

- [werc@nmsu.edu](mailto:werc@nmsu.edu) or [gscarbro@nmsu.edu](mailto:gscarbro@nmsu.edu): Our email addresses. Please contact us if you have questions.
- 575.646.8171 (office): Program Manager (Ginger Scarbrough).
- 575.312.7623 (cell): Program Manager (Ginger Scarbrough). Call any time if needed after hours.
- <https://werc.nmsu.edu>: Our website. Find FAQs, published tasks, and general information.
- <https://wercteams.nmsu.edu>: The WERC team site. It is your connection to the contest for:
  - Registration and payment
  - Report submissions (Preliminary Report, ESP, Written Report)
  - Scores and judges' comments. View team scoring results after the contest.

## Contest Regulations and Guidelines

- For contest guidelines, regulations, and hints to help your team be competitive at the contest, please refer to the Team Manual on our website [Guidelines](#) page.
- Ensure that each team reads the entire manual aloud as a team.
- Note that our [Guidelines](#) page includes sample award-winning papers from previous years at the Design Contest.

## Contest Structure and Philosophy

**Contest entries go beyond a simple science-fair-type display.** Teams demonstrate their working bench-scale process and plan for full-scale implementation that considers cost, waste, schedule, feasibility, safety and regulations, public acceptance, etc. WERC analytically tests the teams' processes/designs in our own independent labs.

Scoring for the main contest is in four stages:

1. Technical report
2. Oral presentation
3. Bench-scale-process demonstration
4. Poster session

The Flash Talks are scored independently.

### **WERC Contest events are modeled after an engineering Request for Proposals.**

The WERC Environmental Design Contest simulates the problem-solving process an engineer might encounter on the job. It follows the Request for Proposal (RFP), a format that companies often use to solicit new engineering designs. When answering the contest (or any) RFP, teams should consider opportunities to add value to the client.

RFPs vary from company to company. We have selected elements of RFPs that provide effective ways for students to learn about the engineering design process. At the contest, teams select from among the RFPs, submit a technical report, give an oral presentation, attend a poster session, and build a bench-scale system to demonstrate the feasibility and efficacy of their design. Winning a cash prize at the contest is analogous to winning an engineering contract. See the Team Manual for more details about how each event in the design contest is modeled after the engineering RFP

## Contest Overview

1. **One-hour Video Conference recording** helps first-time teams understand what judges are looking for: <https://www.youtube.com/watch?v= llnYq9oBH4>
2. **Specified Task vs the Open Task.** The five specified tasks are designed by engineering professionals to meet an immediate environmental need. The Open Task allows teams to choose their own topic; teams are responsible for setting all parameters for designing and testing their solution for the Open Task.  

We recommend that you send us your idea for an Open Task early to get feedback from the judges and to ensure that the task is set up to be competitive. Most teams do not fully the rigor expected at the contest and have a tendency to propose overly simplified Open Task problems.
3. **The projects are student-run**—entirely organized, designed, and built by students, with faculty serving as mentors for the teams. Faculty advisors are expected to take a “hands-off” approach, serving only as advisors, and not taking over the design and implementation. It is very important for advisors to note that the contest should take very little time from your schedule. The burden is on the Team Leader and the team.
4. **Questions about the contest or about a specific task.** The student Team Leader should contact us directly at the email addresses listed above. Check our FAQs weekly. We have two FAQ locations:
  - o [General FAQs.](#)
  - o [Task-specific FAQs](#)
5. **Project Start Dates.** Some teams start their research in the fall semester and build their bench-scale models in early Spring, but many teams wait until Spring to begin the project. Both models have been equally successful. The true key to success is the organization and dedication of the team members.
6. **Pre-contest requirements and submissions.**
  - **Short courses.** Watch WERC’s [website](#) for dates. Team Leader: email us to request a link to the courses.
    - o [Developing an Experimental Safety Plan.](#) Mandatory on-demand course required of all team members. Course opens in December. Deadline for attending: February 20, 2024.
    - o [WERC Safety and Environmental Topics.](#) Optional synchronous course in January. Attendance will give teams a competitive edge in the EH&S portion of their reports. Attendees earn a digital badge upon completion.
  - **Team Photos:** Submit at least one photo immediately after registering. We request that you submit both a “traditional” and a “fun” photo, but a team may opt to submit only one photo of their choice.
  - **Experimental Safety Plan:** Due late February. Required of ALL teams to operate your bench-scale apparatus at the contest. Prior to attending the contest, follow your institution’s safety protocols for laboratory work.
  - **30% Project Review:** Due early March. Not scored. Technical experts (contest judges) will review the report and suggest changes, if needed. Submitting earlier will be advantageous because the reviewer may suggest important course corrections. See the Task Problem Statement for 30% Project Review requirements.
  - **Check computer connections** 3 weeks prior to contest, order connectors if needed.
  - **Audits:** 3 weeks before paper is due, teams send their draft report to 3 separate auditors (economics, legal, and health & safety). After receiving audits, the team corrects their report, as needed.
  - **Equipment Transportation:** Submit the Equipment Transportation Form to WERC 10 working days before contest, if shipping equipment to Las Cruces. Ship equipment in plenty of time to arrive here.
  - **Technical Report.** Requirements are outlined in the task problem statement
  - **Flash Talk slides.** Requirements are outlined in the Team Manual.

## Timeline Overview

**a. Before the April 7 contest start date, teams prepare:**

- 1) a written report to be submitted online approximately 1 week prior to the April contest.
- 2) an oral presentation, a conference-style poster, and a fully functioning bench-scale apparatus. All three of these are presented at the onsite contest.

**b. At the contest, teams will present to the judges:**

- 1) Flash Talks (Sunday Evening)
- 2) Oral presentation (Monday morning) (15-minute presentation + 10-minute Q/A)
- 3) Poster Session (2-hour session—Monday afternoon)
- 4) Bench-scale apparatus demonstration (Tuesday morning) (Judges visit booths in 30-minute shifts)

## Pre-Contest Dates & Deadlines

Reports may be submitted early. All submissions are through the [Team Site \(wercteams.nmsu.edu\)](http://wercteams.nmsu.edu).

- **Upon Registration:** Submit Team Photos (traditional and fun) on the [Team Site](#).
- **December 15 – February 20:** Mandatory On-demand Short Course: Developing an Experimental Safety Plan (ESP). The course is mandatory for all students. If your team is registered for the contest, each member of the team will be emailed a link to the course. If not yet registered, the Team Leader should email us to request this link.
- **January:** Optional synchronous short course: WERC Safety and Environmental Topics. Watch website for dates and details. If your team is registered for the contest, each member of the team will be emailed a link to the course. If not yet registered, the Team Leader should email us to request this link.
- **February 15 - 23:** Experimental Safety Plan due. Attend ESP Short Course for instructions.
- **March 1:** 30% Project Review due on the [Team Site](#).
- **March 11:** Submit Technical Report to Auditors
- **March 18:** Check your team's computer connection needs at the contest & order needed items.
- **March 25:** Equipment Transportation Form due, if needed
- **April 1, 11:59 PM** (Your time zone): Technical Report due. Team Leaders should upload the report to the [Team Site](#). Advisors will serve as the emergency backup to submit the report in the event of an emergency that prevents the Team Leader from submitting the report.  
*This date overrides the date published in the problem statements.*
- **April 4, 11:59 PM** (Your time zone): Flash Talk slides due. Upload to the [Team Site](#).  
*This date overrides the date published in the problem statements.*

## The Role of Advisors

This section addresses as “advisor” any faculty member who interacts with the team as they prepare for the April contest.

Faculty advisors should take a “hands-off” approach when advising their students, only serving as coaches for their teams. Please allow your students to design their own solutions and make all final decisions about their designs. Give them the opportunity to make mistakes along the way, but feel free to advise them to make course corrections if needed. Advisors may wish to review the team’s technical report before it is submitted and critique their oral and poster presentations, their bench-scale demonstration, and their Flash Talk.

*Faculty advisors will be responsible for:*

1. Registering and paying for their teams prior to the contest.
2. Appointing a Team Leader—a student on the team who will be responsible and assume most organizational duties at the contest.
3. Advising their teams, as needed, as they prepare to attend the contest.
4. Ensuring safety for all: guiding their teams’ experimental safety protocols in the home lab and supporting WERC’s ESP protocols at the contest.
5. Teaching their teams to be autonomous and ensuring that the Team Leader is an effective leader.
6. Bringing their teams to the contest.

*Most faculty advisors choose to take on these additional responsibilities, but they can be put on the teams:*

1. Making arrangements for shipping equipment to the contest, if needed. (See Team Manual)
2. Helping teams find auditors for their technical report. (See Team Manual)
3. Arranging fun outings for the teams during breaks (Tuesday evening and Wednesday morning). One university makes WERC a particularly fun adventure to see the western US by taking their teams on a trip to the Grand Canyon following the contest.

*Faculty advisors should not:*

1. Dominate their team’s projects.
2. Spend too much time organizing the team: give the team responsibility for organizing themselves.
3. Hover over their teams at the April contest. Let them be independent. Some judges advise that the advisor go play golf while their teams are competing, though most advisors find this very difficult to do.

## Registration: Selecting Advisors vs. Co-Advisors

At your home institution, we encourage you to set up any advisor/team organization that works for you. You may have chosen to assign only one advisor to each team, or you may have multiple advisors per team. We support any arrangement you make at your home institution.

However, when registering for the contest, faculty can be assigned either the role of Advisor or Co-Advisor. The distinction between the two roles is purely administrative. It helps WERC identify your institution's primary faculty point of contact and helps your institution avoid duplicate registrations and payments.

Both roles are assumed to be faculty at your institution, but any responsible party selected by your institution can register as an Advisor or Co-Advisor.

### The Advisor

The Advisor role is required because the Advisor is the only person who can register and pay for teams. If the institution is registering multiple teams, there is a discount for second, third (etc.) teams registered under the same Advisor. Therefore, to qualify for the discount, most schools have the same Advisor register all of the teams.

#### *Advisor Duties:*

- Usually advises the teams in technical matters.
- Initiates team registration for all teams from an institution
- Pays for registration
- Has access to upload submissions to the WERC Team Site (as emergency back-up for the Team Leader)
- Accompanies the teams to the contest
- Has access to final scores after the contest.

### Co-Advisors

Co-Advisors are additional faculty/staff from your institution who officially register for the contest because of one or more reasons:

- they plan to attend the contest
- they would like access to the team's online submissions and final scores
- they would like to receive contest SWAG (t-shirt, advisor jacket, etc.).

An institution may register as many Co-Advisors as they wish. Note that a registered Co-Advisor will be included in the team count when computing registration fees because we are assuming they will be attending the contest, dining with us, receiving SWAG, etc.

Teams are not required to register Co-Advisors. Your school may have multiple advisors who are not officially registered with WERC as Co-Advisors. If in doubt about assigning Co-Advisors, please contact us and we can discuss your needs. As a rule of thumb, unless they will be directly involved in the Las Cruces contest, a faculty advisor need not register on the WERC Team site.

#### *Co-Advisor Duties may include one or more:*

- Usually advises the teams in technical matters.
- Accompanies the teams to the contest.
- Has access to upload submissions to the WERC Team Site for all teams registered under the Advisor.
- Has access to final scores on the WERC Team Site after the contest for all teams registered under the Advisor.

## Registration Fees and Policies.

Teams can be of any size. Fees are based on the date of registration, number of teams registered under the same advisor, and the number of people per team (Advisors + Co-Advisors + Team Leaders + Students).

- Refer to the table below for team fees, discounts for early registration, discounts for additional teams that are registered under the same advisor, and fees for additional members per team.
- Payment. The Advisor will pay by credit card through the WERC Team Site. Contact us to make other payment arrangements (werc@nmsu.edu)
- Registration fees will not be refunded, except for unavoidable circumstances. In that case, the team will be reimbursed fees paid minus the team’s portion of expenses incurred at the point they exit the contest, including cost of materials ordered for your team and cost to ship items to your team, if applicable.

Registration Date	First Team Fee (base fee for up to 6 people on the team)	Additional teams under same Advisor (base fee for up to 5 people per team)	Fee per additional person on the team (above the base number)
Oct. 15 – Dec. 31, 2023	\$880	\$780	\$170
Jan. 1 – Feb. 5, 2024	\$980	\$880	\$170
Feb. 6 – Mar. 8, 2024	\$1180	\$1080	\$170

- Profiles. During team registration, each person creates a profile. The team cannot be fully registered and paid for until every profile is complete. If your payment is being held up, this is the likely culprit and you will need to remind team members to complete their profiles. The profile includes such items as the faculty member’s bio and photo, clothing sizes, demographics, meal preferences, emergency contact information, long-term email address, and for students includes a pre-contest survey.
- Profile: Meals
  - WERC provides to all teams, advisors, and judges a Welcome Dinner on Sunday evening, lunch on Monday and Tuesday, a Taco Bar on Tuesday evening, and an Awards Banquet on Wednesday.
  - In your profile, please help us plan and reduce food waste by indicating which meals you plan to attend.
  - Dietary preferences: When completing your profile, you and your students will indicate dietary preferences. Note that we serve chicken, beef, and cheese dishes at the contest. We never serve pork.
    - ✦ If we are able to accommodate your needs, we will email you with instructions for working with our caterers during the contest. If your students have requested accommodations, they will be emailed individually.
    - ✦ If restrictions cannot be accommodated, we will email the person making the request informing them that they need to arrange their own meals while in Las Cruces. Your safety and your standards are of highest priority to us, and we have learned over the years that some restrictions (such as Halal and Kosher and severe allergies, including black pepper) cannot be safely accommodated, due to our caterer’s limitations. We apologize for any inconvenience.
    - ✦ If restrictions cannot be accommodated, the person with restrictions will need to arrange their own meals while in Las Cruces. We will email those who need to make their own accommodations. We apologize for any inconvenience, but your safety and your standards are of highest priority to us, and we have learned over the years that some restrictions (such as Halal and Kosher and severe allergies, including black pepper) cannot be safely accommodated, due to our caterer’s limitations.
- Emergency contact information: Make sure this is up to date when you arrive at the contest.

## Registration Process

1. The Advisor is the only person who can create teams and accounts for the Design Contest and should be the person bringing teams to the contest. The Advisor:
  - a. Creates teams
  - b. Creates Student and Co-Advisor accounts
  - c. Pays for registration
2. The team must be paid in full before certain submissions can be uploaded to the Team Site (See #9. e., below).
3. The Advisor signs up for an account ([wercteams.nmsu.edu](http://wercteams.nmsu.edu)), completes a profile, then begins creating teams.
  - a. Profiles:
    - i. The Advisor cannot begin creating teams until the Advisor profile is complete.
    - ii. As part of the profile, Advisors and Co-Advisors are asked to submit a portrait and bio. These will be printed in the contest event guide.
    - iii. Every profile must be complete before the Advisor can pay for the team. Once paid, a team is considered fully registered.
4. To create a team, the Advisor will select the chosen task from a dropdown menu then add members to that team. Adding team members will also create the accounts for Students and Co-Advisors. These people are not able to sign up for the contest on their own.
5. For each person to be registered on a team (including Co-Advisors), the Advisor will enter:
  - a. first and last name
  - b. email address
6. For each person, the Advisor has the opportunity to check a box indicating the person's role (Team Leader or Co-Advisor). If neither are checked, the person will be considered a student on the team.
7. Once Students, Team Leaders, and/or Co-Advisors are added to a team, they will receive an email link from WERC with their username (email address) and password (generated by WERC). They can later change their password in the Team Site.
8. The Advisor can continue to create teams until all teams are set up.
9. Payment guidelines.
  - a. The fee structure/discounts are based on the date of payment, not the date that the account was first set up.
  - b. When all team members have completed their profile, the Advisor can initiate payment by credit card on the Team Site.
  - c. We advise that you set up your teams as early as possible, even if you are not yet ready to pay. This will put your team on our emailing list, in case we need to contact your team about their task, the contest, send samples, etc.
  - d. Payment must be received before the following submissions can be uploaded onto the Team Site: 30% Project Review, Equipment Transport Form, Technical Report, Flash Talk Slides, Terry McManus Nomination.
10. The team photos can be uploaded prior to payment—this helps us get to know your team early!
11. Team members can be added at any time, even after payment. If team members are added such that the registration fee increases, there will be a balance on your account that must be paid before remaining reports can be submitted.
12. Registration considerations for Co-Advisors
  - a. Each Co-Advisor should be added to only one team, but each Co-Advisor will have access to all team files, scores, etc., that are registered under the same Faculty Advisor.
  - b. Registration strategy: We recommend that you add Co-Advisor(s) to the smallest teams if it makes a difference in your registration fees. Keep in mind the base team size (5 people + Advisor for the first team and 5 people for subsequent teams under the same advisor). Team members above the base size will incur an additional fee.



## On-site Contest Schedule of Events – April 7-10, 2024

*Mandatory events for Faculty are in bold.*

### Sunday, April 7:

- **1:00 – 4:00 PM: Check in;** bench-scale setup; reserve a time to rehearse your Oral presentation
- 4:00 – 4:15 PM: Welcome and Opening Remarks
- 4:15 – 5:45 PM: Flash Talks, Round I
- 5:45 – 6:45 PM: Dinner and Keynote Speaker
- 6:45 – 7:00 PM: Flash Talks, Final Round
- **7:10 – 7:30 PM: Mandatory Safety Meeting for all faculty and teams**
- 7:30 – 9:00 PM: Bench-scale setup and commissioning
- 9:00 PM: Bench-scale area closes

### Monday, April 8:

- 8:00 AM – 8:00 PM: Bench-scale area open for equipment setup and operation  
(*Laboratory attire required all day in bench-scale area: goggles, long pants, close-toed shoes*)
- 8:00 AM – 12:00 PM: Final commissioning; synthetic solutions distributed
- 8:30 AM – 1:00 PM: Oral Presentations (*business attire*)
- 1:00 – 1:45 PM: Lunch Served
- 2:00 – 4:00 PM: Poster Session (*business attire*)
- 8:00 PM: Bench-scale area closes

### Tuesday, April 9:

- 8:00 AM: Teams may begin submitting Bench-scale sample results
- 8:30 AM – 12:00 PM: Bench-scale Demonstrations: judges visit booths (*Laboratory attire*)
- 12:00 – 12:45 PM: Peer Judging Session
- **12:45 – 1:30 PM: Faculty Advisors Lunch Meeting**
- 2:00 PM: All bench-scale sample results due.
- 1:30 – 2:30 PM: Bench-scale Demonstrations, continued if needed
- **2:00 – 3:00 PM: Bench-scale area decommissioning and waste disposal;  
Advisors must be present for their team's decommissioning**
- 4:00 – 5:30 PM: Reception: Music and games in the courtyard. Taco bar. (*Casual dress*)

### Wednesday, April 10:

- Morning and afternoon: Teams have free time while judges deliberate
- 5:30 – 8:00 PM: Awards Banquet and Ceremony. Dinner served.

*(Schedule subject to change)*

## Day-by-day Advisor/Co-Advisor Guide to the Onsite Contest in Las Cruces

### *Sunday:*

1. Sign in your teams at the Registration booth.
2. Help the teams set up their equipment in the bench-scale area.
3. Be available to run to the store for missing components.
4. Be aware that teams can sign up for a brief practice session in their assigned Oral Presentation room
5. Attend your teams' Flash Talk(s)
6. Attend the Welcome banquet with the team
7. Attend the mandatory safety meeting and ensure that all students adhere to WERC's safety protocols.
8. Accompany the team (if desired) back to the bench-scale area after dinner for any setup needs

### *Monday:*

1. Oral Presentations:
  - a. Should you attend? Maybe. There are differing opinions on this. Some experienced judges think that a faculty advisor's presence at the Oral Presentation results in a poorer performance for the team because they feel less confident in the presence of their advisor. However, some advisors want to attend. We leave the decision up to you.
  - b. Scheduling. We schedule the Orals to allow you to attend all of your teams' presentations, should you wish. If you choose to attend your team's Oral Presentation, sit in a location where you will not distract your team from their interaction with the judges. Try to look relaxed and smile confidently at your team, no matter what they say or do.
  - c. Advisors may help students with technical difficulties during the presentation, but should let the students take the lead in solving problems, if possible.
  - d. Advisors should not, under any circumstances, answer judges' questions about the project or try to clarify any issues brought up by the team. There is a heavy point deduction for a faculty advisor becoming involved in discussions about the team's design.
  - e. After the team and advisor leaves the Oral Presentation room, advisors are allowed to give coaching instructions to their team. It is likely that judges asked questions that the team could not answer. This is a good time to remind the team to look up the answers in preparation for the bench-scale demonstration
2. Poster Session:
  - a. Should you attend? Probably not. Space is limited in the banquet hall; it is best for you to wait outside and query the students about their experience after the session is over.
  - b. If you wish to be in the same room as your team, please station yourself at a table in the center of the banquet hall, leaving room near the posters for the team and the judges. Posters will be displayed around the perimeter of the banquet hall.
3. Bench-scale Demonstration area on Monday:
  - a. There is no judging on Monday in the bench-scale area, but teams will be running their equipment when they are not involved in their oral or poster sessions.
  - b. The minimum PPE required in the bench-scale area is: long pants, long sleeves, close-toed shoes, and safety glasses, and more if required by your team's ESP.
  - c. Teams may need a change of clothing as they move from the presentations to the bench-scale demonstration area.
  - d. Feel free to leave your team alone to run their devices, or chat with them, or go visit other booths to learn something new!

## Day-by-day Advisor/Co-Advisor Guide to the Contest in Las Cruces (continued)

### Tuesday:

1. Bench-scale Demonstrations:
  - a. Should you attend? No. Do not be anywhere within earshot while the judges are visiting with your students. You can wait in the Break Area at the far side of the room until your students have finished speaking with a set of judges.
  - b. Three sets of judges will visit each of your teams' booths. Judges' visits are scheduled in ½ hour increments, but they sometimes get off schedule. If you are talking to your team when a set of judges approaches, quickly excuse yourself and wait in the Break Area or go visit a team that is not currently speaking with a judge.
  - c. After judges leave, you may approach your students to learn what was asked/answered and give your students tips, if desired. Be sure to walk away if another set of judges approaches your team.
2. Game Night:
  - a. Should you attend? Yes! We hope so. It is a great way to build camaraderie among your teams and with other teams.
  - b. Game night is a chance for teams to relax and have some fun. We will have:
    - i. an assortment of giant games (tumble tower, ladder ball, 4-in-a-Row, corn cob toss, etc.).
    - ii. Karaoke
    - iii. Taco Bar
  - c. The event is 4:00 – 5:30 PM. Some teams choose to eat lightly because they want to go out afterwards to enjoy some local cuisine.

### Wednesday:

1. Morning: Free time for teams while the judges deliberate. Teams use this time to explore local sites. White Sands National Monument is a favorite spot. Some go to Truth or Consequences for the Hot Springs. Others go hiking or exploring the many wonders of the Las Cruces and the Mesilla Valley. (See website: [Explore Las Cruces](#)).
3. Evening: Awards Banquet
  - a. 5:30 – 8:00 PM
  - b. Should you attend? Absolutely! If your team wins a prize, they will need your support and WERC will need you to sign a Payment Request Form. If your team does not win a prize, they will need your support.

## Award Logistics

**Cash Awards.** A team has the potential to win over \$4500 in cash if they place First in all possible categories (Task Award (\$2500), Bench-scale Competition (\$1000), Flash Talks (\$1000), Peer Award (\$250).

**Award Checks.** WERC will issue a single check to each institution for the school's total amount of winnings for all teams. It is the institution's responsibility to determine how the winnings will be used and distributed. If money is to be distributed among the team members, it is the institution's responsibility to do this. Many schools choose to start a WERC Environmental Design Contest fund and use the prize money to fund future contest participation.

The Terry McManus prize is awarded to individual students; therefore, a check will be sent directly to each winner.

**Trophies.** At the Awards Ceremony, WERC awards trophies in addition to cash prizes. The trophies are fragile. They are boxed with padding, and care should be made to pack them safely for the trip home.

**Forms.** The NMSU Business office requires that you complete two forms before we can send a check to you.

1. *W-9:* Prior to the contest, WERC will request that you send us your school's W-9 form. This is a document used by all non-profit colleges and universities to affirm that your institution should not be taxed for the cash awards. The W-9 should be obtainable through your business office.
2. *Payment Request Form:* After the Awards Ceremony, the Advisor will be asked to sign an NMSU Payment Request Form (PRF). On this form will be the total of all award winnings for your school. Important points before signing the form:
  - a. Ensure that the address on the form is the one to which you want the check sent. When we pre-fill the form, we use the address that the Advisor lists in their profile during registration.
  - b. During the ceremony, write down all awards and amounts as they are announced; confirm the winnings we enter on the PRF with your understanding of your team's awards.