



Chicago History Fair | Chicago History Museum
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April 3, 2019

To: All History Fair Coordinating Teachers

Congratulations! We are pleased that students from your school advanced to the **Illinois History Day on Thursday, May 2, 2019**, hosted by our partners, the Abraham Lincoln Presidential Library and Museum. Please give ALL families the Schedule for May 2, regardless of transportation choice.

*Note, too, that you or your students may **nominate projects for a State Award**. The nomination form, posted on our Educator webpage is due April 5 to the state coordinator.*

Documentary Upload Instructions

Illinois History Day now requires documentaries to be UPLOADED too. It is a different upload address because they aren't allowed to use wetransfer. Remember to save as a mp3 or mp4 file. **You/your students will need to UPLOAD documentaries by April 24, 10pm to the IHD upload site:**

1. Go to Filet.illinois.gov
2. Send email to Abigail.cline@illinois.gov
3. Label your file: Full Name-School-Project Title
4. In the email subject line, use the same format as the file name.

The Bus Option to Springfield

CMHF has made arrangements for coach buses for students who are attending the state contest. The cost for round-trip transportation and boxed meal is \$55 per person.

CMHF is chartering **Windy City Limo** bus company, a CPS-approved vendor (#63245).

1. **Make copies and distribute to your advancing students:**
 - The letter for the students and parents about the bus option.
 - The permission/information sheet for the parents to complete and return to you along with the fee if they decide to take the bus. **YOU decide the date** you want the parents to submit the information to you so that we receive on the due dates.
 - The FAQ & Schedule of the Day.
2. Complete the **BUS Reservation form** for your school's students/chaperones and payment information and submit to CMHF **by Tuesday, April 24**. *It can be scanned & emailed or faxed. See above*
3. Drop off permission slips and fees to History Fair by **5:30pm on Thursday, April 25**. (Drop-offs after 4:30pm will need to use the staff/security-only door on the north side of building)

Bus Reservations and other Springfield FAQs

- *Do I need to book the bus reservations or can families do it individually?*

Teachers need to submit one group reservation form for all who are traveling on the group buses. If no one is taking the bus, please send us email so that we know.

- *Can I have reserve space for more than one chaperone?*

A school must have at least 1 chaperone per 6 students or school policy. Student and official chaperone transportation is our first priority.

- *My students want to ride down on the bus, but ride back with their parents.* Is that allowed?

Unfortunately, but emphatically, no. If a student takes the bus, they must travel on the bus on both legs of the trip. We don't want to leave anyone in Springfield or cause delayed travel.

- *What are our payment options?*

Individual checks, cash—paper clip name of traveler/s, or school check/purchase order.

- *Are refunds available?*

Any cancellation received after April 29th is non-refundable.

- *Do students who are NOT traveling on the group bus need to submit a Student Information Form and Bus Permission Slip?*

Only students who are traveling on the group bus.

- *What about my Website and Paper Students?*

Students who received superior scores will be announced at the morning ceremony in a roll call to and may pick up a ribbon. Thus, it is individual discretion.

RIBBONS & EVALUATIONS: At the conclusion of the day, the ALPLM staff usually will have school packets. The packet will be given to the teacher only or will be given to CMHF staff and we will mail to the schools.

- Completed bus reservation form for the school
- Permission slips for all students who are riding the bus
- \$55 per person

Bus Reservation Form to CMHF by _____ Tuesday, April 23

Permission forms and Payment _____ Thursday, April 25, 5:30pm

Last day to cancel for a refund _____ Monday, April 29

WHAT TO BRING: Snacks and water bottles (please avoid peanuts), lunch or \$ for lunch.

- All Doc/Perf/Exhibit Students **MUST** bring three sets of the Summary Statement and Annotated Bibliography stapled. There is no need to switch to a State Summary Statement.

IN ADDITION, NOTE:

- Documentary Students **MUST** upload by April 24, 10pm. See instructions, above.
- Performance Students should bring their props.
- Exhibit Students should bring their exhibit boards.
- Paper and website students: There are no presentations or interviews.