



Submissions Guidelines

Overview

You've finished your project and now you're ready to submit it to the Cal Water H2O Challenge! Congratulations!

Follow our guide below to find out what your submission must entail, how to package your files, and how to submit your project to the competition. You will also find our contact information, in case you have any trouble with the submission process. All documents referenced can be found at: <https://challenge.calwater.com/resources.htm>

Remember that final submissions must be submitted or postmarked by 11:59 PM PST, February 28, 2017.

We hope that you have fun creating your portfolio, and we look forward to reading your classroom's submission.

Step-by-Step

- 1. Review the Checklist:** Before getting started, please review the Cal Water H2O Challenge Portfolio Checklist. This PDF explains the basic subject matter covered by a portfolio and its specifications.
- 2. Review the Rubric:** This document provides detailed information on how your Cal Water H2O Challenge portfolio will be evaluated.
- 3. Create Your Portfolio:** Students should create the classroom portfolio to the specifications found in the Portfolio Checklist. For an example of how you might format your portfolio, please see the Portfolio Sample.
- 4. Save Your Portfolio:** If you created your portfolio digitally in PowerPoint, Keynote, Presenter, or Prezi, you need to save it as the proper file type. We accept native files for the programs listed below. If you have an older version of the software, please save the file as a PDF or contact us at CalWaterChallenge@gmail.com if you are having trouble saving as an accepted format.
 - a. Microsoft PowerPoint: Version 12+
 - b. Keynote: Version 5+
 - c. Adobe Presenter: Version 8+
 - d. Prezi: Export as PDF.
- 5. Save / Submit Your Supplementary Materials:** With your portfolio submission you must include:
 - a. [Coversheet \(pages 1 & 2\)](#)
 - b. [Teacher reflection](#)
 - c. [5-10 student reflections](#)

If working digitally, these files may be saved within your portfolio or as separate PDF files. If submitting a hard copy, these documents should be attached to your portfolio, and will not count against your page count.

6. Submit Your Files: Final submissions must be submitted or postmarked by 11:59 PM PST, February 28, 2017.

Digital Submission

- a. Either attach all files to an email or a fileshare program of your choice (such as DropBox). They should include:
 - i. Portfolio file or PDF (if this includes your supplementary materials, it will be the only file)
 - ii. Cover Sheet PDF (pages 1 & 2)
 - iii. Teacher Reflection PDF
 - iv. 5-10 Student Reflections PDFs

Note: No additional files may be included in your submission package -- all supporting media (photos, videos, articles, etc.) must be included within the portfolio itself or the one allowed, class-created website. The link to any supporting website must also be contained within the portfolio.

- b. Email Cal Water the files and/or a link to the fileshare where we can download the files. Send all emails to CalWaterChallenge@gmail.com
- c. If you have trouble uploading your files, email us CalWaterChallenge@gmail.com and we will help you with your submission.

Hard Copy Submission

- a. Check that all required documents are included.
 - i. Portfolio
 - ii. Cover Sheet (pages 1 & 2)
 - iii. Teacher Reflection
 - iv. 5-10 Student Reflections Note: No additional files may be included in your submission package -- all supporting media (photos, videos, articles, etc.) must be included within the portfolio itself or the one allowed, class-created website. The link to any supporting website must also be contained within the portfolio.
- b. Mail the documents to the following address with a postmark no later than February 26, 2016.
Cal Water H2O Challenge
ATTN: Conservation Department
2632 West 237th Street
Torrance, CA 90505

7. Follow-Up: We will contact you after we receive your submission. If you do not hear from us within two business days please contact us at CalWaterChallenge@gmail.com.

8. Having Trouble: If you are having trouble with any portion of this submission process, please reach out using the contact information above. We are happy to help.