

## **CHECKLIST FOR POETRY SUBMITTALS**

- Release Form is securely attached to each entry.
  
- Release Form is completed and signed by both the student and parent/guardian.
  
- Contest Coordinator Form is included with your submittals. (It is essential that we have someone at your school to contact if there is a question or problem.)
  
- The student's name appears on the **back** of the entry only.
  
- Entries must be postmarked by Monday, May 18, 2009. (The judging committee will meet immediately following this date, so late entries cannot be accepted.)
  
- Please submit a maximum of **three (3)** entries per eligible grade level (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>) from your school.
  
- Please call the Contest Coordinator, Vicki Kerekes, at 609-984-3438 if you have any questions.
  
- Send entries to: Vicki Kerekes, Contest Coordinator  
NJ Dept. of Environmental Protection  
Bureau of Recycling and Planning  
PO Box 414  
Trenton, NJ 08625