

1. **Contest Description:** The Catalyst Education Awards 2018 are sponsored by Southwest Michigan First, headquartered at 241 East Michigan Avenue, Kalamazoo, MI 49007. The Catalyst Education Awards' mission is to make the region of Southwest Michigan globally recognized for preparing people to thrive in education and employment. The Catalyst Education Awards will accept entries from 12:00:00 AM Eastern Standard Time (EST) on January 26, 2017, and will close for entries at 11:59:59 PM EST on July 31, 2017. No entries will be accepted outside of that time period. Contest is void where prohibited or restricted by law. By entering the Catalyst Education Awards, each Entrant accepts and agrees to be bound by these official rules.

2. **Eligibility:** To be eligible, a nominated Entrant must be currently employed at a K-12 educational institution in the counties of Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph or Van Buren counties and be at least eighteen (18) years old at time of entry. Contest entry is limited to one (1) submission per person. You may only enter the contest one time. Multiple entries from the same person will be disqualified. Entrant is permitted to enter themselves into the Contest. Entries from teams of people will only be considered for the School award. Sponsor reserves the right to disqualify ineligible entries; such entries will not be returned.
 - a. Teacher or Principal Entrant must be one of the following and hold proper credentials (teaching certification, school ID or employee ID) to verify being an active educator in one of the above mentioned counties at time of entry:
 - i. K-12 Classroom Educator (Public, Private, or Charter School)
 - ii. K-12 Principal
 - b. K-12 School Entrant must be physically located in one of the above mentioned counties.

3. **How to Enter:** During the entry period, visit www.catalystuniversity.me/recognition/education. Complete and submit the online registration form, including a valid United States address and email address. If you submit your online registration form with all supporting materials outlined by the Submission Guidelines (found below) by July 31, 2017, you will be considered for the selected award category. By submitting your entry, your entry must comply with the Submission Guidelines below and that the Sponsor, in its sole discretion, may disqualify you from consideration if it believes, in its sole discretion that your entry fails to conform to the Submission Guidelines.

Submission Guidelines:

- **Completed Online Submission Form.**
- **Biographical Information:** Information about your teaching career. Supported file formats include .pdf, .doc, and .docx (maximum one page, single-spaced, one-inch margins, 12 pt. font).
- **Submission Narrative:** Describe how your curriculum/module/teaching methodology is original and inspires creativity, innovation, critical thinking or problem solving. Supported file formats include .pdf, .doc, and .docx (maximum three pages, single-spaced, one-inch margins, 12 pt. font).
- **Results:** Describe the effect(s) that your curriculum/module/teaching methodology is making towards improving the performance of your student(s). Supported file formats include .pdf, .doc, and .docx (maximum one page, single-spaced, one-inch margins, 12 pt. font).
- **2 Letters of Support:** Justify your entry with two letters from a colleague, parent, or student.

Supported file formats include .pdf, .doc, and .docx (maximum one page, single-spaced, one-inch margins, 12 pt. font).

- **Up to two supporting materials:** Show us your curriculum/module/teaching methodology in action. Supported file formats include .pdf, .doc, .jpg, .docx, .ppt, .pptx, .mp4, .wav, .mov, .flv. Total file size for all assets should be no larger than 25MB.

Alternate Method of Entry: Submissions may also be physically mailed, along with the above Submission Guidelines to: Southwest Michigan First, c/o Catalyst Education Awards, 241 East Michigan, Kalamazoo, MI 49007.

4. **Winner Selection:** Winners will be selected by a panel of judges, selected by the Sponsor, on the following criteria: (a) original and creative approach to teaching; (b) innovative practices; (c) resourcefulness; (d) student learning goals and evidence of achieving those goals; (e) student engagement and relevancy; and (f) positive impact (i.e. on the community, students, other educators, administrators, schools, and/or region/districts).

Judges will be required to abstain from judging if a conflict of interest is or becomes present.

Up to four (4) teachers, two (2) principals and one (1) school in Southwest Michigan will be recognized with a Catalyst Education Award for excellence practices.

5. **Notification and Expectations of Winner(s):** Winners will be notified by September 30, 2017. Winners must respond via email and/or as otherwise instructed to do so in the notification, within five (5) days of the date of notification, in order to confirm their acceptance of the award.

Winners must be available during the month of October 2017 to tape a video for digital recognition and complete an interview to appear in print in the pages of 269 MAGAZINE™. In addition, winners must appear onstage to receive their corresponding monetary award at the official presentation on January 25, 2018 during Catalyst University at Wings Event Center, 3600 Vanrick Dr, Kalamazoo, MI 49001, at a time to be announced. If winners are not able to meet these expectations, they will be removed from the Contest process and will not receive their award.

6. **Prizes:**

- **Teacher of the Year Award**
Up to four (4) teachers may be recognized with this honor which includes a \$2,500 check awarded to the teacher and \$2,500 check to fund project of winning teacher's choice at the school, for a total of \$5,000 in monetary prizes.
- **Principal of the Year Award**
Up to two (2) principals may be recognized with this honor which includes a \$2,500 check award to the school for a project of the principal's choice, for a total of \$2,500 in monetary prizes.
- **School of the Year Award**
Up to one (1) school may be recognized with this honor which includes a \$ 5,000 check for a school project at the winning school, for a total of \$5,000 in monetary prizes.

Tax Consequences: Winners will be solely responsible for any and all local, state, and federal taxes incurred by their participation in the contest. Awards may not be exchanged for cash or any other consideration. Sponsor will report any individual winnings over \$600 (in cash or fair market value of goods or services) in a one (1) year period to the Internal Revenue Service. Winners will receive a Form 1099 from Sponsor if Sponsor reports any such winnings to the Internal Revenue Service.

7. Conditions and Limitations Apply:

- Sponsor reserves the right to edit Entry content, including, but not limited to, any photographic or video material comprising, in whole or in part, the Entry for video and print publicity for award winners.
- Sponsor is not responsible for lost, late, or misdirected entries, including those due to network failure.
- Sponsor reserves the right to use any information submitted by Entrants for any purpose whatsoever.
- All Winners agree to the use of their names and likenesses in publicity without notice or any additional compensation, except where prohibited by law. By entering the Catalyst Education Awards, the Winners acknowledge that Sponsor has the right to publicize and broadcast their name, voice, and likeness, the fact that they won, and all matters incidental thereto.
- By entering the Catalyst Education Awards, each Entrant forever discharges and releases Sponsor and its respective directors, officers, employees, agents, and subsidiaries (collectively, the "Released Parties") from any and all liability, claims, causes of action, suits, and demands of any kind (collectively, "claims") arising from or in connection with the Catalyst Education Awards.
- The Catalyst Education Awards and these Official Rules are subject to modification by Sponsor in its sole discretion.
- An Entrant is not a Winner unless and until Entrant's eligibility has been verified and Entrant has been notified that verification is complete. In the event that a Winner is determined to be ineligible, his or her prize will be forfeited and Sponsor reserves the right to select an alternate winner from among remaining eligible Entries.
- Sponsor reserves the right to limit the number of prizes.
- Sponsor reserves the right to add to Prize packages should additional prizes become available.
- Sponsors shall not be responsible for garbled, corrupted, or otherwise lost or deleted Entries, whether as a result of human, technical or other error.
- Entrants who do not win will not receive notification.
- Entries will not be returned. Upon submission, Entrants grant Sponsors a non-exclusive, irrevocable license to use and modify the Entry, in whole or in part, for commercial purposes, without any payment or other consideration, for use on any media now known or hereafter discovered, in perpetuity, to the extent legally permissible.

7. Additional Submission Rules: By participating in the Catalyst Education Awards and submitting materials (the "Materials"), you agree to and represent the following:

- You grant to the Catalyst Education Awards, its affiliates, subsidiaries, and licensees a royalty-free, irrevocable, perpetual, non-exclusive and fully sub-licensable license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute,

perform, and display the Materials in whole or in part, on a worldwide basis, to identify you in conjunction with such uses of the Materials, and to incorporate them in other works, in any form, in any and all media now known or ever devised, in any and all versions, worldwide in perpetuity for any purpose, including, but not limited to, broadcast, streaming, broadband, outreach, promotion, publicity, marketing, and advertisement of the Catalyst Education Awards any of its properties or programming services.

- You are authorized to submit the Materials, and you grant the rights in the Materials, as stated herein, whether or not the Catalyst Education Awards chooses to use the Materials for any particular purpose or at any particular time. You represent that you own all rights, title, and interest in the Materials or that you otherwise have authority to submit the Materials and to grant the license described herein. You represent that you have obtained all permissions, clearance, and releases from any third parties necessary to allow your submission and the Catalyst Education Awards' use of the Materials, as set forth herein.
- You represent that the Materials do not contain material that is (a) unlawful, obscene, offensive, defamatory, libelous, threatening, fraudulent, abusive, pornographic, harassing, or encourages conduct that would be considered a criminal offense, or does or could give rise to civil liability or violate any law, rule, or regulation, or is otherwise objectionable; (b) non-public information about any company that you are not authorized to disclose; and (c) an advertisement, solicitation, chain letter, pyramid scheme, investment opportunity, or other unsolicited commercial communication; (d) otherwise in poor taste or not appropriate for use in a classroom, at the sole discretion of Sponsors. Any Materials containing any of the above will be automatically disqualified at the sole discretion of Sponsors.
- You guarantee that any persons whose name, image, likeness, or personal information is used or depicted in the Materials have validly consented to such use or depiction. Valid consent shall mean the knowing, written acquiescence of such use or depiction as part of the Materials signed by the person whose name, image, likeness, or personal information is used or depicted. In addition to the foregoing, valid consent with respect to the use or depiction of any minor's name, image, likeness or other type of personal information shall also include the knowing, written acquiescence of such use or depiction as part of the Materials signed by the minor's parent or legal guardian. Such use or depiction must also be done according to the terms, if any, of the school, institution and/or School Board to which the student belonged at the time such image, likeness, or other information was obtained. Materials that are submitted in violation of any school, institution, or School Board's terms, will invalidate the Entry in connection with those Materials. At discretion of Sponsors, Entrant may be required to provide proof of compliance with all terms herein; failure to provide proof of valid consent or adherence to any applicable terms, as described above, to the satisfaction of Sponsors, will result in the invalidation of that particular Entry. In the event of Entry invalidation, Entrant will no longer be eligible to participate in the Contest and will have no recourse or other opportunity to submit an Entry.
- You agree not to make any claim against The Catalyst Education Awards, its affiliates, subsidiaries, licensees, and assigns as a result of your participation in this promotion, any use of or decision not to use the Materials or part of them, including, but not limited to, any claim that such use invades any right of privacy, publicity, or both.
- You understand that, other than the opportunity to enter this Contest, you will not be paid any money or receive any other consideration or form of compensation for giving the Catalyst Education Awards these rights. You further understand you will not be reimbursed

- for any costs you may have incurred in connection with submitting the Materials.
- You represent that you are at least 18 years old at the time you submit your Entry and otherwise satisfy the Entry and Eligibility Requirements described in these Official Rules.
- 8. Privacy:** Any information collected in connection with the Catalyst Education Awards is solely for the purpose of Contest administration and will be collected, used, and maintained according to the Sponsor's Confidentiality Policy.
- 9. Request for Winners List and Official Rules:** Winner list will be available online publicly after the January 25, 2018 presentation at www.catalystuniversity.me/recognition/education.
- 10. Disputes:** Except where prohibited, Entrant agrees that: (1) any and all disputes, claims, and causes of action arising out of or connected with this Contest or any prize awarded shall be resolved individually, without resort to any form of class action, and exclusively by the appropriate Michigan State Court; (2) any and all claims, judgments, and awards shall be limited to actual out-of-pocket costs incurred, including costs associated with entering this Contest, but in no event attorneys' fees; and (3) under no circumstances will Entrant be permitted to obtain awards for, and Entrant hereby waives all rights to claim, indirect, punitive, incidental and consequential damages, and any other damages, other than for actual out-of-pocket expenses, and any and all rights to have damages multiplied or otherwise increased. All issues and questions concerning the construction, validity, interpretation, and enforceability of these Official Rules, or the rights and obligations of the Entrant and Sponsor in connection with the Contest, shall be governed by, and construed in accordance with, the laws of the State of Michigan without giving effect to any choice of law or conflict of law rules (whether of the State of Michigan or any other jurisdiction), which would cause the application of the laws of any jurisdiction other than the State of Michigan.