

Tips for Submitting a Water Resources Art and Poetry Contest Entry Form

Below you will find some helpful tips and reminders for filling out the 2017 Water Resources Art & Poetry Contest entry form. Be sure to review the [contest themes](#) and [guidelines](#) and information about all of DEP's education programs and resources at www.nyc.gov/dep. For additional guidance, download a [Sample Entry Form](#) (PDF).

What information is required on the entry form?

- Name of student
- Grade
- School name/Organization
 - Example - P.S. 001 Alfred E. Smith
- NYC Department of Education school code (for NYC public schools only)
 - Example – M001
- School address
- Borough name or East/West-of-Hudson Watershed
- Teacher name
- Teacher email address
- Teacher phone number or school phone number
- Principal name
- Principal email address
- Title of art or poetry entry
 - Example - *Water is Life*
- If you are submitting a group project created by more than one student, please be sure to include the names of all of the students in the final box. This will help us to track all of the students involved and enable us to acknowledge all of the participants.
NOTE: You will need to submit an entry form for each student who participated in this group project.
- The art or poetry entry should be saved in the appropriate file format (See [Guidelines](#)) and the file name should include the student's name.
- After you have entered the above information, you then **attach** the file.

Confirmation:

After you complete the entry form, you will click the Submit button. You will receive a confirmation email message thanking you for submitting your entry. You will also receive a copy of your entry form. Please review this form, and all forms you submitted, carefully to ensure that all of the student names are spelled correctly and no one is missing. Please keep track of all of your submitted forms and make sure that you receive a confirmation for each one.

If you **do not** receive a confirmation for an entry, please contact educationoffice@dep.nyc.gov. This step is very important as you may have entered your email address incorrectly. All of the information from the form is used for notifications and to acknowledge student and school participation.