



*Exploring the World of Science*

New York State Science Olympiad, Inc.  
984 Leeds Drive  
North Bellmore, New York 11710-1027  
[www.newyorkscioly.org](http://www.newyorkscioly.org)

**Invitational Site Coordinator Intake Form:**

Prospective Invitational Site Coordinator Contact Information:

Name(s): 1) \_\_\_\_\_

2) \_\_\_\_\_

E-mail Address(es): 1) \_\_\_\_\_

2) \_\_\_\_\_

Phone Number(s): 1) \_\_\_\_\_

2) \_\_\_\_\_

***For all Invitational Tournaments sponsored, hosted, and/or conducted by Colleges and Universities, New York State Science Olympiad requires that either the Club's Faculty Moderator or the Administration's Site Liaison be listed above as a prospective co-Invitational Site Coordinator.***

Prospective Invitational Tournament Site Information:

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Liaison: \_\_\_\_\_

Site Phone Number: \_\_\_\_\_

Tournament Name: \_\_\_\_\_

Tournament Date: \_\_\_\_\_

Tournament Snow Date: \_\_\_\_\_

Tournament Registration Cost: \_\_\_\_\_

Divisions Hosted: \_\_\_\_\_

**IMPORTANT INFORMATION:**

- New York State Science Olympiad, Inc. reserves the right to withhold its recognition from Invitational Tournaments that fail to meet the required Code of Conduct and mandatory safety standards established by Science Olympiad, Inc.
- All prospective Invitational Site Coordinators are to contact New York State Science Olympiad's Invitational Tournament Director, John Beauregard ([jbeauregard@newyorkscioly.org](mailto:jbeauregard@newyorkscioly.org)) as soon as possible.
- All prospective Invitational Site Coordinators should familiarize themselves with Science Olympiad, Inc.'s and New York State Science Olympiad's Policies & Operating Procedures.
- All College and/or University Alumni Chapters intending to host an Invitational Tournament must submit a completed Science Olympiad Alumni Chapter Agreement to New York State Science Olympiad's Invitational Tournament Director.
- All approved Invitational Tournaments are to submit this Invitational Site Coordinator Intake Form along with an Invitational Tournament Processing Fee Check to:

**New York State Science Olympiad, Inc.  
1111 Elton Avenue  
Schenectady, New York 12309-3607**

- All New York State Science Olympiad approved Invitational Site Coordinators are to forward a complete roster of all Teams competing at their Invitational Tournament to the Invitational Tournament Director no later than two weeks prior to the intended Invitational Tournament Date. ***This list must include all School Names, Divisions, and the home states of the participating Teams.***

Invitational Site Coordinator Name: \_\_\_\_\_

Invitational Site Coordinator Signature: \_\_\_\_\_

\_\_\_\_\_ Date