September 21, 2015

Dear Colleague:

The Department of Mathematics is sponsoring the 37th Fort Hays State Math Relays on Thursday, November 12, 2015. We invite your students’ participation in this event. The event is open to students enrolled in a state accredited high school and classified as 9th through 12th graders. Registration will be from 8:00 a.m. to 9:00 a.m. in the FHSU Memorial Union Sunset Lounge. Faculty sponsors only are to pick up registration packets at the table in the Sunset Lounge and distribute material to your students. The first event will begin at 9:30 a.m. The problems used in each event are intended to require both speed and depth of knowledge, and your students may participate either as individuals or as members of teams.

Rules governing participation and awards are enclosed. Entry forms are included on our website. Please type (or print legibly) students’ names on the entry forms and keep a copy of your completed entry forms for your records. Please send in the original entry forms. A business reply envelope is included for this purpose. Please be sure to include your e-mail on the form. Team participation is modeled along the lines of track relays with a team consisting of three students, and school awards will be given on a basis comparable to the track and field system.

Please pay close attention to Rules #2 and #12. Please make note as well of Rules #16 and #17 pertaining to students’ attire and NO FOOD allowed to be brought into the Union. We ask your help in enforcing these rules. Please inform your students not to hang out in the halls or on the stairs between events. While waiting for their next event, please have them go to the PIONEER or TRAILS Rooms on the second floor of the Union. These are designated student areas provided. You and your students are also welcome to meet in the SUNSET LOUNGE or UNION STATION on the main floor. Results will be posted throughout the day in one or two of the designated areas and the Hospitality Room.

Tests will be computer scored. Participants will indicate their answers on an answer card. Please explain the use of the answer card to your students so that there will be no confusion during Math Relays. (E.g., Dark marks should fill appropriate spaces, errors must be erased completely, only one answer may be given per question, etc.) Because of the tight time scheduling, cards that are incorrectly marked will be disqualified. Also, to discourage guessing, a correction-for-guessing computation will be made on each score. This is explained in the rules.

All rules of the contest are final. There will be NO EXCEPTIONS made.
There is a $5.00 entry fee for each student registered for the Relays. Checks should be made payable to FHSU Math Relays and sent with the returned registration forms. Since the registration fee is used to cover the cost of printing well in advance, fees will not be returned for cancellations. Schools will be expected to make their own lunch arrangements. Please note that food from an off-campus establishment is not allowed to be brought in the Memorial Union. The last relay event ends at 12:20 p.m. As scores will be posted throughout the day’s competition, there will be no awards ceremony. Awards should be ready for pickup in the Sunset Lounge (same area as Registration) by 1:30 p.m. We respectfully request schools to please return to the FHSU campus to pick up any medals/plaques before leaving Hays.

Please note that the **deadline** for entering the Math Relays is **Tuesday, October 20, 2015**. With participation limited to 800 participants, **NO LATE ENTRIES WILL BE ACCEPTED**. Checks are also due on this date. Registrations will not be accepted if the checks are not received in the Mathematics Office by October 20. A self-addressed, postage-paid envelope is enclosed for your convenience in returning the registration form and check.

On-campus parking is always a problem. **Busses MUST park in the Gross Memorial Coliseum parking lot.** School vehicles and busses should approach the Memorial Union from the south on College Drive. Student drop off is on the EAST side of College Drive so southbound traffic on College Drive is not interrupted. After letting off students, busses and school vehicles should continue back to Gross Memorial parking lot via 8th street (U.S. Hwy 40) to park. Please inform your school driver, busses must park in Gross Memorial Parking Lot. Due to parking congestion, we request school vehicles also park in Gross Memorial parking lot. Please inform your driver. Campus Security will be directing traffic and will answer parking questions.

Please let sponsors and bus drivers know, Fort Hays State University prohibits the use of tobacco products within all University buildings, facilities as well as other exterior spaces not designated as a smoking area. Persons in violation of this policy are ticketed. Designated smoking areas are Parking Lot A1 and A2 (to the west across from the Memorial Union) and the Gross Memorial Parking Lot.

If you have questions, please contact the Fort Hays State University Mathematics Department. We look forward to seeing you and your students on **Thursday, November 12**.

Cordially,

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