**Section 260.415 Vocational Agriculture Report of Premium Awards**

a) Within 30 days after the close of the fair, section fair managers designated by the Illinois Association of Vocational Agriculture Teachers (IAVAT) shall certify to the Department, under oath, on forms furnished by the Bureau, a detailed report of premium awards showing all premiums awarded to agricultural education students at each fair. In addition, amendments to the detailed report of premium awards shall be made by the section fair manager. If the detailed report of premium awards is not submitted within 30 days after the close of the fair, a 5% penalty fee of the fair's total premiums awarded will be assessed each day the report is late, then subtracted from the total claim. Records verifying award recipients must be available and maintained for five years for official review.

b) The report shall include the following information:

1) The section number of the fair;

2) The dates the fair was held;

3) The location of the fair;

4) The total awards that were distributed;

5) The name and address of the school;

6) The agricultural education teacher's name, title, and address should be listed under the name of the school; and

7) Student's name (listed only once) with a listing of winnings for that student and a total of all amounts won. All the students who have won premiums from that school should be listed under the name of their agricultural education teacher.

c) As vouchers are prepared directly from this report of premium awards, a blank space should be left between each student's total winnings in order to set them apart.

d) The report of premium awards shall be signed by the vocational agricultural section fair manager and notarized by a notary public.

(Source: Amended at 28 Ill. Reg. 11091, effective July 23, 2004)