March 24 Check in Procedures

Team #: _______
Teacher: ____________________
Team Name: ____________________

INSTRUCTIONS:
Arrive between 7:00 – 8:00 am
Go to registration in the CREOL Lobby
Have this document available.
Attach it to the following documents:

DO YOU HAVE THE FOLLOWING?
PLEASE ATTACH THEM IN THIS ORDER:

_____ THIS DOCUMENT WITH YOUR TEAM NUMBER AND COACH’S NAME.
_____ FINAL REGISTRATION FORM, SIGNED BY THE COACH AND THE PRINCIPAL.
_____ CODE OF CONDUCT SIGNED BY STUDENTS AND COACH.
_____ WEB PAGE/PRESS RELEASE FORMS: ONE FOR EACH PERSON
_____ EMERGENCY CONTACT SHEET
_____ ENSURE FORMS ARE NOT STAPLED – we scan in your documents.

You will receive an envelope with:

_____ 15 WRISTBANDS WITH TEAM NUMBERS
_____ 16 SCHEDULES
_____ 16 MAPS

When you arrive at UCF, CREOL (BUILDING 53) we will:
• STAPLE ALL OF THESE FORMS TOGETHER WITH THIS SHEET ON TOP.
• GIVE YOU A REGISTRATION PACKET.
• MAKE SURE EACH STUDENT HAS A WRISTBAND WITH YOUR TEAM # PRINTED ON IT. You will sign a form to verify.
• REMIND TEAMS OF THE COACH’S MEETING AT 7:40 AM IN CREOL LOBBY.
• IMPOUND LASTS UNTIL 9:50AM
• CHOOSE A SITE FOR CAMP OUTSIDE AROUND CAMPUS. TEAMS SHOULD CHOOSE SPACE TO MEET/LEAVE BELONGINGS. DO NOT SET UP CAMPS IMMEDIATELY IN FRONT OF THE HEC ENTRANCE (on grassy area).

REMEMBER:
• Please bring along supplies to clean up your camp site (garbage bags)
• Bring along supplies to make any last minute repairs to your devices.
• Remind parents that they can observe but allow the students to compete without interference.
• Only students can arbitrate an event supervisor ruling.