

# March 24 Check in Procedures

Team #: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
School: \_\_\_\_\_

INSTRUCTIONS:  
Arrive between 7:00 – 8:00 am  
Go to registration in the HEC 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

## You will receive and envelope with:

- \_\_\_\_\_ 15 WRISTBANDS WITH TEAM NUMBERS
- \_\_\_\_\_ SCHEDULES
- \_\_\_\_\_ MAPS

When you arrive at UCF, HEC (Harris Engineering Center) 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 COACHES' S MEETING AT 8:10 IN HEC 101.
- IMPOUND LASTS UNTIL 9:50AM
- CHOOSE A SITE FOR CAMP OUTSIDE AROUND CAMPUS. TEAMS SHOULD CHOOSE SPACE TO MEET/LEAVE BELONGINGS.

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.