



Teachers' To-Do-List

Teacher's To-Do List

We recommend you follow this guide of activities that need to be completed before attending Texas BEST.

1. **Complete the Team Information Form** found in the left column on the www.eng.unt.edu/texasbest/ web site immediately after your local competition and fax it to the number on the form. The contact person will be emailed their **Team ID** and **Access Code** to enable them to select their team's Presentation, Picture, Display Judging, etc. by using the "Schedule and Registration" left navigation highlight on the Texas BEST web site.
2. **Mail your Project Notebook and T- Shirt** to the address on the Team Information Form.
3. **Make your hotel and travel arrangements** using the Hotel Information on the www.eng.unt.edu/texasbest/ web site. If you're booking a bus, to check with the company about how long the driver can be on duty without having to take a break. Many states have laws regarding driving-time limitations for bus drivers.
4. College of Engineering and campus tours. Information and sign up will be available on the www.eng.unt.edu/texasbest/ web site.
5. **Notebook** – download and read the **Championship Notebook** carefully and even make copies for other key people, particularly noting the information found in Pit Protocol and Information and the General Information and Important Notes sections.
6. **Determine one adult who will be responsible** for receiving any emergency phone calls that may occur from home while your team is at Texas BEST. Provide that person's cell number to parents, other school officials, and others. Texas BEST and the University of North Texas cannot be responsible for such calls. In addition, a medical release form signed by parent or guardian, in your possession, in case emergency medical treatment is necessary.
7. **Every Texas BEST Participant** must provide a signed 2009 Texas BEST Championships Release Form at Registration. The form is found in the Championship Notebook.
8. **Friday Night boxed meal/mixer/Keynote Speaker** – each team must submit the final number of students, teachers, and mentors attending for planning purposes. Please email this information to Miguel.Garcia-Rubio@unt.edu no later than 3:00 p.m. Friday, November 13, 2009. This event will be held in the UNT Coliseum. The evening event will end at 9:00 p.m.
9. **Texas BEST Conclusion** –We have many teams coming from far away that need to get on-the-road as soon as possible after Texas BEST. We assure you we are conscious of this in putting together the schedule and will do everything possible to stick to it. However, "stuff happens" and the schedule doesn't always work. Be aware that the number of competition rounds for the robots may need to be reduced in order to complete Texas BEST on time.