

# 2017 TENNESSEE SCIENCE BOWL

## FRIDAY AND SATURDAY, FEBRUARY 17-18

### TEAM REGISTRATION CHECKLIST

All students and coaches who will participate in the 2017 Tennessee Science Bowl (TSB) at Pellissippi State Community College, Blount County Campus, as Team 1 or Team 2, must be officially registered online by December 9, 2016. Deadlines will be strictly enforced!

Teams 1 and Teams 2 should provide all information requested below, complete, sign, and return the required forms no later than 4:00 p.m., EST, December 16. Incomplete or unsigned forms may prevent your team from participating in the 2017 TSB. Announcement of teams selected to compete will take place January 4, 2017.

**IMPORTANT:** *If space allows for second teams to participate, those with completed paperwork will be selected on a first-come, first-served basis according to the date and time the second teams are registered online (no later than December 9). Selected second teams will be announced no later than January 9, 2017.*

Team 1 and Team 2 Important Dates and Deadlines	
Dec. 9, 2016	Deadline for online registration submission
Dec. 16, 2016 4:00 p.m., EST	Deadline for forms to be received by ORAU
Jan. 4, 2017	Announcement of Teams selected to compete
Jan. 18, 2017	Last day to make coach or team member changes
February 3, 2017	Deadline for requesting approval to rent a van. <u>Original receipts</u> must be submitted for reimbursement.

**1. Registering Your Team(s)**

- a. Go to <http://www.orau.gov/sciencebowl/teams/index.html> and click on 'Team Registration' to begin the registration process. The link will take you to the Department of Energy (DOE) National Science Bowl® online registration site. All teams that plan to participate in the TSB must register at this site.
  - i. Coaches who competed last year should use their old username and password to register a team this year.
  - ii. New coaches can create a username and password for this site.
  - iii. Coaches registering two teams may use the same username and password for each team.

If you do not have all of the required information the first time you access the online form, you may 'save' the form either to complete it or make changes at a later time; however, once you 'submit' the form, it cannot be changed. You must contact Barbara Dunkin to make changes after a form is submitted.

- b. *Changes to coaches or team members must be finalized by **January 18, 2017**. Hotel and dinner arrangements must be confirmed and final lists for certificates, name tags, programs, and other items must be finalized. Please remember that each*

coach and team member must be 'officially' registered at the NSB site in order to participate in the TSB. If a substitution for a registered team member or coach must be made after the January 18 deadline (due to illness, accident, or other unforeseen circumstance) please give Barbara Dunkin a courtesy call immediately to discuss your situation. All changes must be approved by the TSB Coordinator.

**Note: The Student and Adult Participation Forms for the TSB are found on the TSB website, not the NSB website.**

- 2. Regional Science Bowl Code of Conduct:** A completed and signed form for each student must be returned.
- 3. Student Participation Forms:** Complete and return to Barbara Dunkin as quickly as possible to ensure a space for your team.
- 4. Adult Participation Forms:** Complete and return to Barbara Dunkin as quickly as possible to ensure a space for your team.
- 5. Assistant Coach/Chaperone Registration Form:** All assistant coaches and school-required chaperones must request and return this form only.
- 6. Mileage Reimbursement Form (for one personal vehicle):** Complete the form found at <http://www.orau.gov/sciencebowl/teams/forms.html> and fax or mail to Barbara Dunkin, or turn it in at registration.
- 7. Hotel Parking Pass:** Personal vehicles must display a 'parking pass' when parked in the hotel's parking lot overnight. If you will need a parking pass for a personal vehicle, please notify Barbara Dunkin. Large vans or buses may park in the hotel parking lot without a parking pass. The parking passes will be provided during registration at the Hilton Knoxville Airport on Friday, February 17.

Completed and signed *Student Participation Forms, Code of Conduct Forms, Adult Participation Form(s), Assistant Coach/Chaperone Form(s),* and the *Mileage Reimbursement Form* may be mailed or faxed. **PLEASE SEND FORMS WITHIN 2 WEEKS OF COMPLETING YOUR ONLINE REGISTRATION.**

Fax to: Barbara Dunkin at 865-576-0734. Please include "To Be Seen by Addressee Only" on the fax cover page to help us protect Personally Identifiable Information.

Mail to: Barbara Dunkin  
To Be Opened by Addressee Only  
Tennessee Science Bowl  
ORAU  
P.O. Box 117, MS 36  
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#### **ORAU Contacts**

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