All students and coaches who will participate in the 2019 Tennessee Science Bowl (TSB) at Pellissippi State Community College, Blount County Campus, as Team 1 or Team 2, must be officially registered online by November 30, 2018. Deadlines will be strictly enforced!

Teams should provide all information requested below, complete, sign, and return the required forms no later than 4:00 p.m., EST, December 14. Incomplete or unsigned forms may prevent your team from participating in the 2019 TSB. Announcement of teams selected to compete will take place no later than January 7, 2019.

**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 November 30). Selected second teams will be announced no later than January 7, 2019.

<table>
<thead>
<tr>
<th>Important Dates and Deadlines</th>
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<tbody>
<tr>
<td>Nov. 30, 2018</td>
<td>Deadline for online registration submission</td>
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<td>Dec. 14, 2018 4:00 p.m., EST</td>
<td>Deadline for forms to be received by ORAU</td>
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<tr>
<td>Jan. 7, 2019</td>
<td>Announcement of Teams selected to compete</td>
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<tr>
<td>Jan. 22, 2019</td>
<td>Last day to make coach or team member changes</td>
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<tr>
<td>February 8, 2019</td>
<td>Deadline for requesting approval to rent a van. Original receipts must be submitted for reimbursement.</td>
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1. **Registering Your Team(s)**
   a. Go to [http://www.orau.gov/sciencebowl/teams/index.html](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. **Reminder:** The NSB site doesn’t work well with the Safari browser. Please plan to use Chrome or Firefox!

   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. You may make changes online until November 30. After that, you must contact Karen Brummett to make changes.
b. Changes to coaches or team members must be finalized by **January 22, 2019**. 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 22 deadline (due to illness, accident, or other unforeseen circumstance) please give Karen Brummett 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 a form for each student to Karen Brummett as quickly as possible to ensure a space for your team.
- **4. Coach Participation Form:** Complete and return a form for the team’s coach to Karen Brummett 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](http://www.orau.gov/sciencebowl/teams/forms.html) and return to Karen Brummett, or turn it in at registration.

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 submitted through our online survey, mailed, or faxed. PLEASE SEND FORMS WITHIN 2 WEEKS OF COMPLETING YOUR ONLINE REGISTRATION.

**Fax to:** Karen Brummett 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:**

**USPS Address:**
ORAU Attn: Karen Brummett
To Be Opened by Addressee Only
P.O. Box 117, MS-36
1299 Bethel Valley Rd.
Building SC-200, MS-36
Oak Ridge, TN 37831

**Shipping/Overnight Address:**
ORAU Attn: Karen Brummett
To Be Opened by Addressee Only
1299 Bethel Valley Road, MS-36
Building SC-200
Oak Ridge, Tennessee 37830

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**ORAU Contacts**

Jennifer Tyrell, Coordinator
E-mail: Jennifer.Tyrell@orau.org
Phone: (865) 576-3409
Fax: (865) 576-0734

Karen Brummett, Co-Coordinator
E-mail: Karen.Brummett@orau.org
Phone: (865) 574-6440
Fax: (865) 576-0734