



## Teacher's To-Do List

We recommend you follow this guide of tasks that need to be completed before and at War Eagle BEST. Note that all times listed in this handbook are in the **Central Time Zone**. In addition, War Eagle BEST staff will send out regular updates to the e-mail address provided on the team information form. These updates will contain critical information including scheduling changes and other event logistics. The team is responsible for maintaining a record of these updates and adhering to any changes that occur.

### ✓ **STEP #1 – Kick-Off Event**

Kick-off is an important day for all teams. The game field will be revealed, teams will have the opportunity to ask questions, consumables and returnables kits will be distributed, and we will review any changes in the Awards and Judging Guidelines. For this event you will need to bring the following: as many of your participating students as possible, vehicle large enough to bring back consumables kits, and your **Returnables Kit Agreement\***.

\*Note that the Returnables Kit Agreement Form must be signed by the principal of your school!

### **STEP #2 – Project Engineering Notebook & Minors on Campus Parental Waiver Submission**

All teams **must** submit a **Project Engineering Notebook** in order to compete at War Eagle BEST. Along with the notebook, teams must submit an **Auburn University Minors on Campus Consent Form\*** for **every** student planning to attend War Eagle BEST.

Teams should mail or hand-deliver notebooks and consent forms by **Tuesday, October 4, 5:00 CDT**. If mailing materials in, do so early enough **to ensure that they are received by the required submission deadline**. Note that those sending their notebooks via the U.S. Postal Service should add an additional day to that given by the post office to allow for time to go through AU Campus Mail Services. Notebooks received after the due date and time will not be judged.

COSAM Outreach  
War Eagle BEST Notebooks  
131 Sciences Center Classrooms Building  
315 Roosevelt Concourse  
Auburn University, AL 36849

\* The *Auburn University Minors on Campus Consent Form* is required for participation in War Eagle BEST. This is a form that resulted from changes to Auburn University's Minors on Campus policy in 2013. For questions regarding this form and/or the AU policy, please contact Kristen Bond at 334-844-5769.

### **STEP #3 – Pre-order T-shirts**

Collect t-shirt pre-orders from your students. Complete the War Eagle BEST T-Shirt Pre-Order form found in this handbook and submit the form and payment by **Friday, September 16<sup>th</sup>** using payment information provided on the form.

### **STEP #4 – Marketing Presentation Time Selection (BEST Award Teams Only)**

Marketing Presentations will be held on Thursday, October 6 (1:00 – 5:00pm) at the AU Student Center. Kristen Bond will e-mail all BEST Award Teams in September to schedule their marketing presentations. You will need to respond to the e-mail and submit your top two time slot choices to her by **Friday, September 16<sup>th</sup>**. The final marketing presentation schedule will be e-mailed to all BEST Award teams early the following week.

### **STEP #5 – Mall Day Practice Time Request**

Mall Day will be hosted at Village Mall in Auburn, AL from 1:00 – 5:00pm on Sunday, September 25<sup>th</sup>. Kristen Bond will e-mail all teams in September to schedule their Mall Day practice time slot. You will need to respond to the e-mail and submit your top two time slot choices to her by **Friday, September 16<sup>th</sup>**. The final Mall Day practice schedule will be e-mailed to all teams early the following week.

### **STEP #6 – Web Page Design Submission**

To compete in the Web Page Design competition (optional), submit the URL via e-mail to Kristen Bond at [kristen.bond@auburn.edu](mailto:kristen.bond@auburn.edu) by **Thursday, September 29<sup>th</sup>**. Judging of the websites will begin on Friday, September 30 at 8:00am.

### **STEP #7 – Information for Adults**

Make copies of key sections of this handbook for other adults in the group. Pay particular attention to the information in the following documents:

- Event Schedule (parents, mentors)
- General Information (parents, mentors)
- Parking Maps (parents, mentors)
- Compliance Check-in (mentors)

### **STEP #8 – Check-In**

**The primary/lead teacher must check in before participating in any scheduled events on Game Day.** Check-in will occur in the Front Desk of the AU Student Activities Center from 7:30 – 9:30am on Saturday, October 8<sup>th</sup>. Be prepared to submit a team t-shirt (with attached description) and CAD Design notebooks for judging upon check-in if your teams are competing in the Best T-Shirt Award or CAD Design competitions (both are optional).