

Teacher's To Do List

We recommend you follow this guide of tasks that need to be completed before and at Frontier Trails BEST.

1. Complete the *Team Information Form* on the <http://cast.uafs.edu/frontier-trails-best> 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, and Robot Check-In times by using the "Schedule and Registration" left navigation highlight on the FTBEST web site.
2. Mail your Project Notebook to the address on the *Team Information Form*.
3. Make your hotel and travel arrangements using the *Hotel Information* on the <http://cast.uafs.edu/frontier-trails-best> website. If you are booking a bus, be sure 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. *Lion Treks Sign-up* (Optional campus tours if available) – Information and sign up will be available at the Registration desk.
5. In planning ahead for Frontier Trails BEST consider these issues:
 - A. *Notebook* – Read this 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.
 - B. Determine one adult who will be responsible for receiving any emergency phone calls that may occur from home while your team is at Frontier Trails BEST. Provide that person's cell number to parents, other school officials, and others. There is no University of Arkansas Fort Smith official at the Fort Smith Convention Center who can take such calls. **In addition, a medical release form signed by parent or guardian, in your possession, in case emergency medical treatment is necessary.**
 - C. **Display Tear Down/Clean Up** – Each team will need to tear down their Display and clean up their area between 3:00-5:00 p.m. on Friday afternoon.
 - D. **Mixer** – Each team must submit the number of students, teachers, mentors, and family members attending for planning purposes. Please email this information to rebecca.cheek@uafs.edu no later than 3:00 pm Monday, November 28, 2016. The Friday night mixer will be held at the Convention Center at 6:00 pm. The evening event will end at 9:00 pm.

E. Pit Meeting – Friday afternoon at 5:00 pm there will be a mandatory meeting in the seating area near the Pit Area of the Convention Center for everyone who plans to be in the Pit on Saturday so that we can go over Pit protocol and information. This meeting is intended to cut down on any confusion in the Pit given that there could be up to 40 teams. Be sure to pass this along to EVERYONE (students, teachers, and mentors) who should be there.

F. Best T-Shirt Design Award – Judged prior to Lunch Break by having a selected team member come on the Game Field Stage to display their team t-shirt.

G. Frontier Trails BEST Conclusion – We are mindful that we have many teams from far away that need to get on the road as soon as possible afterwards. 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 that doesn’t always work.