

26-27 Team Coordinator Checklist

Use this checklist to track your progress as you prepare for your team's participation in the You Be The Solution Challenge. This is a brief overview—please refer to this year's [Team Coordinator Guide](#) for full details. All materials and information are available on the [Team Coordinator Page](#).

BEGINNING OF THE SCHOOL YEAR

RECRUITMENT: August – September

- ☐ Follow CEF on Social to get up to date information and tips
[f Facebook](#), [@ Instagram](#), [in LinkedIn](#)

Share information about the Challenge

- ☐ Send [Brochure](#)
- ☐ Post Recruitment [Poster](#)
- ☐ Present [Slide Deck](#)

REGISTRATION: October

- ☐ **Register for the Challenge** – October 1st
- Share information with students/guardians
- ☐ [Official Rules](#)
- ☐ [Video Rubric](#)
- ☐ [Video Storyboard](#)
- ☐ Premade [Timeline](#) or edit your own [Timeline](#)

Form Teams

- ☐ [Team Generator](#) can help form teams
- ☐ Get Signed [Participant Agreements](#)

Share Study Materials

- ☐ [Study Guide](#)
- ☐ [Interactive Modules](#) – password given after Registration
- ☐ [Additional Materials](#)

Training

- ☐ Attend available virtual trainings or watch recordings

REGIONAL CHALLENGE

PREPARATION: November – January

Team Submission – By January 20th

- ☐ Fill out Team [Composition Sheet](#)
- ☐ [Combine Agreements](#) into one PDF using
- ☐ School Teams need DEI information

Communication

- ☐ Confirm participation with [Challenge Organizer](#)
- ☐ Communicate Regional Challenge Details with students and guardians
- ☐ Coordinate transportation if needed

SPARK Kit – password given after Registration

- ☐ Administer the SPARK Quiz
 - As a practice Regional Challenge using the Slide deck
 - Administer the paper Quiz

DAY OF: January – March

In Person

- ☐ Arrive early and check in at Registration
- ☐ Communicate substitutions at Registration
- ☐ Ensure students know their Team ID

Students CANNOT have the following

- ☐ - Study Materials
- ☐ - Smart Devices (watch or cell phone)
- ☐ - Calculator
- ☐ - Assistance from anyone not on their team
- ☐ Cheer Students on from the Audience

Virtual

- ☐ Although you do not have to be with your students, ensure the know the following

Students CAN have:

- ☐ - Have stable internet
- ☐ - Device to answer questions
- ☐ - Link to Virtual Session
- ☐ - Team ID
- ☐ - [Competition Version of the Periodic Table](#)
- ☐ - Scratch Paper

Students CANNOT have:

- ☐ - Study Materials
- ☐ - Smart Devices (watch or cell phone)
- ☐ - Calculator
- ☐ - Assistance from anyone not on their team

VIDEO SUBMISSION

PREPARATION: *October - March*

Research

- ☐ Use the banks in the [Storyboard](#) to help students select a problem, industry, and careers
- ☐ Make sure students are citing their sources
 - [Science Buddies](#)
 - [Grammarly APA Citation Generator](#)
 - [Google Doc Bibliography Directions](#)
 - [Microsoft Word Bibliography Directions](#)

Video Creation

- ☐ Remind students to draft video in Storyboard
- ☐ Share Video Editing Options
 - [CapCut](#)
 - [WeVideo](#)
 - [Canva](#)
 - [iMovie](#)

SUBMISSION: *March 20th*

Requirements

- ☐ Video in MP4 format
- ☐ No larger than 1GB
- ☐ Save [Storyboard](#) as a PDF
- ☐ Have Team ID
- ☐ Correct spelling of all team member names

Submit

- ☐ Submit the video OR Share [link to submit](#) with teams to submit their video and ask them to forward the confirmation of submission email to you

END OF CHALLENGE

May

- ☐ Celebrate!
- ☐ Share feedback from CEF with students

Summer

- ☐ Reflect and Improve
- ☐ Students who will still be in grades 5-8 should continue studying for next Challenge cycle