

Team Rosters and Consent and Release Forms

Every student team member participating at an official *FIRST*® event is required to complete the current *FIRST* Consent and Release form. The Consent and Release form can be submitted electronically via our [Youth Team Member Registration System](#) or via hard copy available on the [FIRST Website](#).

Procedure:

The following documents **must** be collected from each team at registration:

1. Team Roster

The Team Roster records and summarizes each submitted Consent and Release form. A Lead Coach/ Mentor from each team must provide the Team Roster, printed from the *FIRST* Team Information Management System (TIMS), along with any hard copy Consent and Release forms and Youth Team Member Registration form for any student whose legal guardian/parent has not submitted the form electronically at the teams' first official event. See sample Team Roster below.

[A MyDBR Report is also available to all FLL Partners](#) indicating each team by number and the students listed on that team's Team Roster.

2. Consent and Release Form

A Consent and Release form must be completed by EVERY student and mentor. Please confirm EVERY student has provided an accepted form either **electronically or by hard copy to the Lead Coach/Mentor**.

- A. Review the Team Roster provided by the Lead Coach/Mentor each team. The Consent Form status column on the Team Roster will indicate that the Consent Form is either **Accepted** or **Incomplete** for student team members.
- B. The column marked **Accepted** indicates that the form is complete. This means that the parent of the student team member has signed the Consent and Release form electronically. If this is the case, there is no need to collect a hard copy from the team member.
- C. If the Consent and Release form status column contains **Incomplete**, please be sure to collect a completed hard copy from the student. Please be sure to do the following:
 - Collect the forms during check-in and ensure that they are complete.
 - They must include a signature from a parent or a legal guardian (if student is under 18) and a team number.
 - Staple the hard copy forms to the Team Roster.
- D. There is an area on the Team Roster called "Additional Student Team Members and Mentors Not Listed Above," in which hard copy submitters' information will be written by the Lead Coach/Mentor.

- E. Sort the Team Roster and any hard copy Consents and Release forms including the Youth Team Member Registration form by team number and return them to FIRST.

NOTE: Team Rosters and Consent and Release forms must be completed and handed in following the first official event that the team attends each season.

Team Information					
Season:	2014				
Program:	FLL				
Team Number:	6				
Team Name:	The Huckleberry Hounders				
Team Location:	Wheeling, WV 26003 USA				
Main & Alternate Team					
Role	Name	Phone	Email	Consent Form Status	Consent Form Date Complete
Main	Glenn Swinson	W: 603-666-3906 x424	gswinson@usfirst.org	Accepted	03/21/2014
Purchaser Alternate	Glenn Swinson	W: 603-666-3906 x424	swinson987@gmail.com	Accepted	03/24/2014
Mentors & Other Team Contacts					
Role	Name	Phone	Email	Consent Form Status	Consent Form Date Complete
Student Team Members					
Role	Team Member Name	Parent Name	Application Status	Consent Form Status	Consent Form Date Complete
Student	Kiddo McKiddtwo	Firstname Lastname	Accepted	X	
Student	ChildFirstName McLastname	Firstname Lastname	Accepted	Accepted	05/22/2014
Student	ChildFirstName McLastname	Firstname Lastname	Accepted	Accepted	05/23/2014
Student	Jennifer STIMS Student ACCOUNT	STIMS Parents	Accepted	Accepted	06/03/2014
Additional Student Team Members and Mentors Not Listed Above (write in)					
Role	Student Name		Parent Name		