## **Who Needs to Submit This Roster?**

Only *FIRST* Tech Challenge (FTC) and *FIRST* Robotics Competition (FRC) teams who receive a Texas Workforce Commission Grant through *FIRST* in Texas are required to submit this Roster.

## **Why is This Roster Required?**

The Roster verifies that a Team meets the eligibility requirements for a Texas Workforce Commission Grant. Teams will not receive their funding unless this roster has been completed and submitted.

## **Instructions**

* Complete the TWC Roster form on page 2 of this document.
* If using Microsoft Word, open this file, then click in the text boxes to enter information.
* Fields marked with **\*** are REQUIRED. If you can’t provide Student IDs, give a reason in the “Notes” field.
* **PRINT the Roster on your School’s Letterhead.** You may also apply the letterhead digitally. As an alternative, a school administrator can sign the top of the roster (must provide their name and title).
* Scan the Roster, now on your School’s letterhead, and save it as a **PDF**.
* Log in to Submittable and upload the PDF file where requested.

## Teams with Members from Multiple Schools in the SAME School District

* You can include all members on the same TWC Roster form and use the *District’s* letterhead.
* Enter the names of ALL the schools your members attend in the “School Name” field.
* Enter the *District’s* Address and the *District’s* Main Office Phone Number.

## Teams with Members from Multiple Schools in DIFFERENT School Districts

* You will need a copy of the TWC Roster form completed for EACH school your team members attend, with EACH copy printed on the school’s letterhead.
* Scan all copies of the Roster and COMBINE them into a single PDF, then upload.

## Teams with Members who are Home-Schooled

* For each home-schooled student, you will need to obtain either:
  1. a copy of the withdrawal letter from their high school, OR
  2. a letter signed by the parent/guardian stating the child is home-schooled and their grade level
* Scan these items, then COMBINE them with any copies of the TWC Roster (for team members who are enrolled in school) into a single PDF, then upload.

## **BEFORE YOU UPLOAD**

Are all required fields complete?

Is the TWC Roster form on your school’s letterhead?

Is your file saved as a PDF?

Does your file contain any additional copies of the TWC Roster form or letters from parents, if required?

***THIS PAGE DOES NOT NEED TO BE PRINTED OR RETURNED TO FIRST IN TEXAS***

**Texas Workforce Commission Team Roster**

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| --- | --- | --- | --- |
| **Team Information** | | | |
| **Team Name\*** | Click here to enter text. | **Main Contact Name\*** | Click here to enter text. |
| **Team Number\*** | Click here to enter text. | **Main Contact Email\*** | Click here to enter text. |
| **Team Type\*** | Choose an item. | **Main Contact Phone\*** | Click here to enter text. |
| **Team Mailing Address\*** | Click here to enter text. | | |

|  |  |
| --- | --- |
| **School Information** | |
| **School Name\*** | **Independent School District\*** |
| Click here to enter text. | Click here to enter text. Enter N/A if not associated with ISD. |
| **School Address\*** | **School Office Phone Number\*** |
| Click here to enter text. | Click here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| **Student Information** | | | | | |
| **Student Name\*** | **Grade\*** | **Student ID #** | **Student Name\*** | **Grade\*** | **Student ID #** |
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Notes: If unable to provide Student IDs, please select a reason.

**PRINT THIS COMPLETED PAGE ON SCHOOL LETTERHEAD AND SUBMIT THROUGH YOUR TEAM’S ONLINE APPLICATION.**