**Reporting Checklist**

Required for Competition

The following are the required SECME competition documents, reports, videos, and forms that the SECME Coordinator must electronically upload on or before **Monday, April 10, 2023.** Required competition reports not submitted will result in a zero score for that section. Except for videos, **ALL** work must be converted to a PDF document before submission.

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| **ELEMENTARY SCHOOL DIVISION** | | |
| **MTC** | **WBR** | **VEX IQ** |
| * Written report (includes MTC materials list and handwritten calculations) * Photos of car * Video of the car in motion * Consent Forms * Team Photo | * Written report (includes calculation exercises) * Patch * Photos of rocket * Video of the rocket in motion * Consent Forms * Team Photo | * Engineering Notebook * Photos of robot * Video of the robot in motion * Consent Forms * Team Photo |
| **MIDDLE/HIGH SCHOOL DIVISION** | | |
| **MTC** | **WBR** | **VEX IQ** |
| * Technical Report (include MTC materials list and handwritten calculations) * PowerPoint Presentation * Technical Drawing * Photos of car * Video of the car in motion * AOE video presentation * Consent Form   Team Photo | * Technical Report (include calculation exercises) * Patch * PowerPoint Presentation * Technical Drawing * Photos of rocket * Video of the rocket in motion * AOE video presentation * Consent Form * Team Photo | * Technical Report * PowerPoint Presentation * Technical Drawing * Photos of robot * Video of the robot in motion * AOE video presentation * Consent Form   Team Photo |
| **ESSAYS/VISION BOARD** | | |
| **Grades Pre-K-2** | **Grades 3-7** | **Grades 8-12** |
| * Vision Board * Video vision board explanation * Consent Form * Student Photo | * Essay * Vision Board * Vision Board Explanation (1-paragraph) * Video vision board explanation (optional) * Consent Form * Student Photo | * Essay * Vision Board * Vision Board Explanation (1-paragraph) * Video vision board explanation (optional) * Consent Form * Student Photo |
| **ADDITIONAL SUBMISSIONS DUE** | | |
| Student Surveys  All SECME students participating in your SECME program for the 2022-2023 school year, regardless of whether they competed in your local, district, state, or regional competition, are encouraged to complete the annual student survey.  **All competing SECME students** who placed first at your local, district, state, or regional SECME competition MUST complete the SECME student survey.  If the SECME student survey is NOT completed, the SECME student(s)/student team(s) is NOT eligible to place in SECME National Competition Finals | | |
| **EXPLANATIONS** | | |
| *Vision Board Video Explanations*  *Video explanations should be a maximum of four (4) minutes.*  *MTC and WBR*  *Technical and Written reports must have the materials list page included in the report. Reports should also include, where applicable, their handwritten calculations (MTC) and 1 set per team of the calculation exercises (WBR).*  *Photos of vehicle*  *MTC photos should be taken from 5 angles: top and bottom view; left, right, and back views.*  *WBR photos should be taken from 4 angles: top and bottom view; left and right-side views.*  *VEX photos should be from 4 angles: top and bottom view; left and right-side views.*  *Consent Forms*  *Consent forms are required for* ***each*** *student and* ***each*** *student on the team.*  *AOE Video Presentations should be five to seven minutes maximum.*  *A video demonstrating the movement and functionality of the SECME student team’s vehicle, and the demonstration video should not be longer than 2-minutes.* | | |