CHECKLIST AND GUIDELINES FOR A SUCCESSFUL MATH CHALLENGE TOURNAMENT

JAN 13 – MAR 10 – SHARE TOURNAMENT INFORMATION	
☑ Share Tournament Information	Ways to inform students and parents: • ***Posters/flyers*** – Place posters/flyers around schools, community centers and local businesses (ex. coffee shops, toy stores, frozen yogurt, pizza place, etc.). • ***The school's newsletter*** – Have a brief write-up about the tournament starting one week before registration opens to the public. Request the editor run the announcement for a few weeks. • ***Email to teachers*** – Encourage teachers to share tournament information with their students. • ***Email to parents*** – inform parents about the tournament and invite them to register online. If you do not have access to parents' emails, you may ask teachers to forward information to parents.
Students/parents register directly online. Regular registration is $26 per student and closes on March 10, 2027, or when the location is full. Late registration period: March 11 – 17, 2027. The late registration fee is $40 per student.	
☐ Monitor Registration	• You will receive a weekly update with the number of students registered at your school/center. • Make sure you have at least 10 students registered by February 15, 2027. • Remind parents about the **deadline for registering** through emails, newsletters, and announcements. • You may also share tournament information through flyers or newsletters at neighboring schools

MAR 18 – FINAL PARTICIPANT/VOLUNTEER LIST	
☐ Receive the Final Participant List	You will receive the **final count** and **a list of all students participating in your school/center,** as well as **a list of volunteers (from registrations data).**
☐ Reconfirm your tournament details	• Double-check the tournament date, start time, check-in time, and location. • Double-check the testing space and check-in area for the tournament.
☐ Inform parents about the tournament details	Send parents an email with the tournament schedule, expectations, and ***MCT Guidelines for Participants***. You may use ***MCT email to Parents of Participants*** template; please adjust it according to your specific event. Here is a **sample schedule** for tournament scheduled at 6:30 p.m. for 80 students: 6:00 – 6:30 p.m. CHECK-IN & SEATING 6:30 – 6:40 p.m. WELCOME AND RULES 6:40 – 7:00 p.m. MENTAL MATH ROUND 7:05 – 7:45 p.m. PROBLEM SOLVING ROUND 7:45 – 8:00 p.m. GROUP PHOTOS, STUDENTS ARE RELEASED AT 8:00 PM
☐ Recruit proctors and check-in staff for your event	Recruit parent volunteers and high school students who may be interested in earning community service hours. • **Proctor** recommendation ratio: 1 for every 12-16 students. • **Check-in staff** recommendation ratio: 2 for every 30-40 students. • Other volunteer roles: **Greeters:** Welcome families, direct them to check-in, and help them find the testing room. **Photographer:** Take event and group photos.

☐ Designate a Lead Proctor	The Lead Proctor should • Read the tournament instructions • Keep time and give time warnings • Announce the start and end of each test and oversee the collection of test materials.
☐ Assign Roles	• Confirm your volunteers and their assigned roles (check-in, proctors, greeter(s), handling late arrivals or issues, photographer, counting/securing tests and answer sheets).
3–5 DAYS BEFORE YOUR TOURNAMENT	
☐ Receive and check tournament packet	• You will receive the complete tournament packet 3–5 days before your tournament date. • Confirm that you have the right number of tests, students answer sheets, ribbons and keepsakes. • Print the participant list for check-in and for emergency contact information.
☐ Send volunteer instructions	See ***MCT Volunteer Roles & Procedures***. Please adjust information according to your specifics.
☐ Send parent reminder	A few days before the tournament day, send a short reminder to parents. Include the date, time (and check-in time), and place/location based on your specific tournament schedule.
TOURNAMENT DAY (30 – 90 minutes before start)	
☐ Preparations and Set-Up	• Set up the testing space and check-in area. • Place signs/directions for arriving participants. • Set up check-in tables according to the number of participants. • Print the final participant list for check-in and ensure that parent/guardian contact information is available in case of an emergency. See ***Volunteer Roles & Procedures*** for check-in setup and procedures.
TOURNAMENT DAY (30 – 60 minutes before start)	
☐ Conduct a Proctor Briefing	Make sure all proctors have read ***Volunteer Roles & Procedures*** and understand their responsibilities.
THE TOURNAMENT	
☐ Welcome and Rules	• Once check-in is complete and students are seated, the Lead Proctor welcomes participants and introduces the tournament. • Briefly explain how the tournament will proceed and congratulate students for taking on the challenge. • Before reading the rules, remind students to use the bathroom. Students should remain in the testing room once the tournament starts, except in an emergency.
☐ Conduct the Tournament	• Follow the ***Lead Proctor Script*** for tournament rules and test instructions. • Collect Mental Math booklets. • Collect Problem Solving booklets and students answer sheets.
*See **Volunteer Roles & Procedures** for procedures involving student behavior or other unexpected situations.*	
☐ Verify and secure answer sheets and test booklets	• **Sort answer sheets by grade level and count them carefully** • Confirm that all test booklets and answer sheets have been collected. • **Do not release, share, photograph, or post any test booklets or answer sheets before April 12, 2027**

☐ Distribute ribbons and keepsakes	• Once all tests have been collected, you may distribute ribbons and keepsakes (if not already distributed).
☐ Take group photos	• Gather students for group photos before dismissal. Congratulate students on their participation, then release them to their parents or guardians.

AFTER THE TOURNAMENT

☐ Prepare materials for scanning	• Sort answer sheets by grade. • Reconcile the answer sheets against the final participant list, accounting for both present and absent students.
☐ Record any changes	• Note any name or division changes made during check-in.
☐ **Scan** and **submit** answer sheets	• Scan all answer sheets, **including blank answer sheets** for absent students. • Scan and save the answer sheets as **four PDF files**: Grade 2, Grade 3, Grade 4, and Grade 5. • Email the PDFs **within 48 hours** of the tournament to **mathchallenge@mathinaction.org**. • **Include notes** on any change that was made during check-in.
☐ Send a Wrap-Up email	• Send parents a wrap-up email congratulating students, explaining what to expect next (results and awards), and thanking volunteers.

RESULTS AND AWARDS

- **Results will be available by April 23, 2027.**
  - Students in the top 10% nationally of each grade level and division will receive medals.
  - The highest-scoring student in each grade level and division will receive a special prize.
- Medal recipients will be posted on the website.
- Individual results (score and percentile) will be emailed to parents.
- Organizers will be informed if students from their school/center receive awards.
- **All awards will be shipped or delivered to schools/centers by May 5, 2027.**