

Chip Challenge Coordinator's Checklist

√ **Mailing dates** - Contact your Chip Pal to set the dates for your package exchange. You should plan to mail the packages the same day or during the same week.

√ **Version A or B? Mail service?** - You and your Chip Pal will need to use the same version of the rules and the same mail service if you want to compare final results! For Version A, you will mail each package individually. For Version B, you will pack the packages into a large box or more if needed.

√ **Materials** - Buy a few cans of Pringles! Each team will need three or four chips to use for practice as well as one chip to load into the container. You will also need to buy some mailing paper (Version A only) and tape! You can also use brown or white paper bags.

√ **Forms** - Print copies of the Chip Challenge Entry Form. You will need one form for each team. You will also want to provide copies of the rules and/or set aside time to review them with the students.

√ **Teams** - Pick the teams or have a sign-up sheet if you are allowing the students to pick their own teams. I limit my teams to a total of 3 people, but you can determine your group limit based on the total number of students you have participating!

√ **Volunteers** - Round up a few volunteers (parents or teachers) to help supervise the students and assist with wrapping the packages for mailing.

√ **Chip Challenge Time** - Students will need at least one class period to practice and finish the packages. You will also need to allow time for the students to prepare their packages for mailing (wrapping in paper and/or seal with tape) and measure the mass/volume to complete the entry form.

√ **Mailing** - Make a copy of all the entry forms for your records. Seal the originals in an envelope and mail with your packages.

- If you are using Version A, make sure each package is wrapped in mailing paper and sealed with tape. Each package also needs the (1) group's number, (2) To/From addresses written clearly on each package as well as (3) the words "Chip Challenge." You may want to print mailing labels for the students to stick or tape onto each package.

- If you are using version B, make sure each package is sealed with tape. You do not have to wrap each one in mailing paper as required for Version A. Each package needs to have the group's number written clearly on the package. Make sure the To/From address is written clearly on the mailing box (or boxes) as well as the words "Chip Challenge."

√ **Opening Packages** - After you have received all the packages and entry forms, you may open the packages or supervise your students while they open them. Review the unpacking directions on each entry form BEFORE opening the packages. Students need to record the condition of the chip on the score sheet and calculate the final score. You may also want to note the condition of the package and other comments on the back of the score sheet. Return the completed entry forms to your Chip Pal or send an e-mail with the final results and comments.