University Transportation Center for Railway Safety
Deadlines and Tips
UTCRS Registration STEPS

1. Reserve your SPOTS!

2. Decide if your school will participate in the **STEM Teacher National Workshop** and/or **RET Program**.

3. Sign the **Interlocal Cooperation Contract (ICC)** with UTRGV.

4. Start the student hunt! - When doing this make sure you have parents sign ALL documents.
   - **Railway Safety Summer Camp Application/Google Form**
   - **UTRGV Summer Camp Mandatory Participant Forms Packet (English/Spanish)**

5. Have parents attend **one** of the Parent Meetings here at UTRGV (OPTIONAL ATTENDANCE).
   - **Friday May 10, 2019 (5:30 – 6:30 pm)**
   - **Friday May 17, 2019 (5:30 – 6:30 pm)**
   - **Friday May 24, 2019 (5:30 – 6:30 pm)**
2019 Railway Safety Summer Camp Weeks

Week 1: June 3 – 7, 2019
Week 2: June 10-14, 2019
Week 3: June 17-21, 2019
Week 4: June 24-28, 2019

Final Competition & Closing Ceremony: Monday July 1, 2019
STEM Teacher National Workshop

1. Decide how many teachers your district will pay for and let us know so that we can include this in the ICC.

2. Recruit your teachers and have them sign up for the workshop using the link below:

   https://goo.gl/forms/xclfFeVvAIfbyE2

3. Make sure that your teachers specify that the district will pay for them.

4. Last day to register: May 27, 2019

For more information visit our website:

DATE: June 1, 2019
Railway Safety Summer Camp Application/Google Form

How it works:

1. Collect information from parents.

2. Input information from the Railway Safety Summer Camp Applications filled by the parents into Google Forms using the LINK provided to your District.
   - Every District will have a unique Google Forms LINK.
   - We recommend that you not share the LINK with the parents & instead have a staff/faculty member input all information. This will cause less confusion.
   - We can provide you with a paper copy of the application upon request.

3. Once all student information is submitted, contact our office (956-665-8878) to obtain a list of student participants. You can make changes to this list (ADD/DELETE students) until April 30, 2019.

4. A FINAL Participant List will be due April 30, 2019.
You don’t have to wait till confirmation of participants to start passing out the UTRGV Summer Camp Mandatory Participant Forms Packet.

The UTRGV Summer Camp Mandatory Participant Forms Packet are available in Spanish and English.

Please make sure that parents sign and fill out these forms correctly. These are mandatory forms and UTRGV will not allow a student on campus if the forms are not filled out completely and turned in to us.

- DUE DATE: May 15, 2019
1. Review your Rosters and **CREATE NAME TAGS** for ALL Students.
   ✓ UTCRS will be sending a roster. Every Student will be given a group #. We try our best to keep students from the same district together but cannot guarantee it will happen.

2. **Make sure that ALL students are wearing a NAME TAG with their Full Name, District & GROUP # before arriving at UTRGV. (Lanyard is recommended but NOT Mandatory)**

3. Make sure to send enough **chaperones** to monitor the students.

4. Last minute replacements will be accepted, just make sure that those students are also wearing a name tag and that they are placed in the classroom/group of the student they are replacing. Replacements should be from the same grade level.

**EXAMPLE** – If Edwin Chapa from GROUP 1 will be replaced by Maria Garza. Then her name tag should read:

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Hello
my name is

MARIA GARZA
ISD NAME
GROUP 1
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