Team Name: _____

Team Number: _____

Chairman's Documentation Form

How to use this form

- In the chart, list all teams/events/items that you have documentation for. Please refer to the Official Chairman's Definitions for more information on the required/recommended documentation types.
- Label each piece of documentation with a "documentation ID". Attach the pieces of documentation to this form, in order of Documentation ID, and be sure to label each with its document id.

Team Number or Type of Activity & Location (i.e. *FIRST* Lego League Team 9999 or 2019 District Event - Salem, MA)	**Choose one of the following:** ***Started, Mentored, Resources Published, Ran, or Reached***	**Type of Documentation** (letter, screenshot, thank you card, etc)	**Documentation ID** (use numerical numbers i.e. ID-001)

* Teams can use as many sheets as they need but all should have team name & number.