



ASSOCIATED SCHOOLS OF CONSTRUCTION

ROCKY MOUNTAIN REGION
REGION 6
AK, AZ, CO, ID, MT, NV, NM, UT, WY

FAR WEST REGION
REGION 7
CA, HI, OR, WA

ASC67.ORG

Associated Schools of Construction Regions 6 & 7

38th Annual Student Competition and Construction Management Conference

Nugget Casino Resort ♦ Sparks, NV

February 5-8, 2025

Executed Team MOU Submittal Instructions

Deadline: Monday, February 3, 2025, at 5:00 PM PT

Important: If the signed Team MOU is not submitted by the deadline, your team will be disqualified.

Check your Team MOU Status: [MOUS Status Checklist](#)

Instructions for Submitting the Executed Team MOU

Before You Begin:

Please read the following carefully to ensure your submission is accurate and complete.

Step 1: Download Your Pre-Prepared Team MOU

- Use the link provided on the asc67.org website at - <https://asc67.org/teams.html>

Step 2: Complete the Signature Page

- **Print or type the names** of all team members and alternate team members on the signature page.
 - Ensure the following:
 - **Names match exactly** as posted on the [Team Roster Website](#).
 - **Names match exactly** the rooming list provided to the Nugget Hotel.
 - Any discrepancies will result in your team not being registered and may risk disqualification.
 - For name changes or substitutions, follow the instructions in the competition rules.
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Step 3: Submission Requirements

1. Prepare the File:

- Submit the executed Team MOU signature page as a **PDF file**.
- **Do not combine multiple Team MOUs into one file**—each team must be submitted separately.
- **Do not include the first page of the MOU agreement.** Keep it for your records and reference.

2. File Naming Format:

- Use the following format for the file name:
[University Name as Provided in Original File] – [Team Name] Executed.pdf
 - Example: *Arizona State University – Concrete Solutions Team Executed.pdf*

3. Send Your Submission:

- Email the executed MOU signature page to: **labrown2@csuchico.edu**.

Critical Notes:

- Submissions that do not comply with these instructions will be rejected.
- Failure to submit a properly executed MOU by the deadline could result in team disqualification.

Thank you for your attention to these details. If you have any questions, please reach out prior to the deadline.

Sincerely,

Lori A. Brown

ASC Regions 6 & 7 Competition Manager

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