

# Take Our Daughters and Sons to Work Day (TODSTWD)

## Registration Form

Thursday, April 28, 2011

6:30 a.m. – 5:00 p.m.

Students Grades 5-12

### Instructions

1. Read and comply with the security and safety requirements provided on the [TODSTWD website](#).
2. Print in ink or type all of the information requested below.
3. Some areas/buildings may have restricted access. Check with your manager to ensure that your area will be open to your visitor(s) on TODSTWD.
4. Obtain approval from your Sandia Manager **PRIOR TO THE EVENT**.
5. **Bring two copies of the completed registration form with you** to Building 825 (Steve Schiff Auditorium/TTC) or Building 10600 (International Programs Building, Research Park) on April 28th, between the hours of 6:30 a.m. and 9:30 a.m., to register for TODSTWD. After 9:30 a.m., registration will take place at the Badge Office located in the IPOC Building. This form will be reviewed and one copy will be given back to you to retain for the duration of the visit. (The form may be disposed of at the conclusion of TODSTWD.)
6. It is the host's responsibility to verify the citizenship of their visitor. All US citizen visitors and FN visitors age 17 and under will be given a TODSTWD name tag which he/she will be required to wear while at SNL. Together, the name tag and registration form will serve as these visitors' badge.
7. FN visitors who are age 18 or older must have an approved Foreign National Request (FNR) Security Plan in place prior to TODSTWD. After registration, they must take their original lawful status documentation (e.g., passport, visa, I-94) to the badge office to be issued a red DOE-approved badge specifically designated for FNs. FN age 18 or older may only access TODSTWD locations approved on their authorized FNR Security Plan and must be escorted by the approved host, co-host or escort listed on that SP. FN visitors 17 and under do not require an FNR SP and will be authorized to access their hosts' work areas and other locations stipulated on the "Activities" list for TODSTWD. Contact the Foreign Interactions Office Helpline at 844-8263 for assistance.
8. It is the responsibility of Foreign Nationals (FNs) hosting participants in TODSTWD to contact the Foreign Interactions Office (FIO) at 844-8263 to ensure event locations in Property Protection areas are listed on your FNR Security Plan. FN Hosts may not escort or accompany TODSTWD participants into any limited area and should have a U.S. citizen as an alternate host.
9. If you enter through a gate that is controlled by an SNL Security Police Officer, you will be required to produce the completed registration form. Otherwise, enter through gates, turnstiles, or doors to which you already have access.
10. Requirements for escorting are the same as those specified in [ISS100.5.3](#). A summary of those requirements is included on the registration form for quick reference on the day of the event.
11. Review the list of prohibited and controlled articles included on the registration form.
12. Visitors are not permitted to drive any government-owned vehicles (including carts), but are permitted to ride in government-owned vehicles. Close attention must be paid to vehicle safety (i.e., seat belts, speed limits, and other traffic laws). Avoid off-road locations). Under no circumstances are TODSTWD visitors allowed to ride in any Protective Force vehicle.

### Contacts

- General questions regarding TODSTWD – Pam Catanach, 284-5211
  - Security badging questions – Lisa Kaneshiro, 844-3495
  - Foreign National access and badging questions – Chris Garcia, 284-6998
  - General security questions – Gary Moses, 844-0015
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