

Wilsonville Robotics FIRST[®] Team 1425 Handbook

Revision 6.1 – September 19, 2014

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I. FIRST® Mission Statement

FIRST's (For the Inspiration and Recognition of Science and Technology) mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

II. Team 1425 Mission Statement

Building Robots, Building People

III. Team 1425 Vision Statement

Team 1425's Mission is to inspire high school students to pursue and succeed in careers in science or engineering as a result of the skills learned through their experiences in FIRST®, including practical engineering, interpersonal relationship, communication and leadership skills.

IV. Scope of This Document

- A. This handbook is meant to provide general guidelines on how Team 1425 operates. In order to maintain flexibility, not every circumstance is documented in this Handbook.
- B. It is a goal of the team to ensure all eligible students are welcome and can participate on the team. With consensus of other stakeholders, exceptions may be made to these guidelines in order to accomplish this. Every effort will be made to be fair and respectful of all members of the team if this is done.
- C. Updates to this document will periodically be made to adapt to the changing needs of the team. All updates will be distributed to the team for comment prior to formally revising this document. Open and respectful discussion on any items included in this document is encouraged.
- D. The Revision History is documented in Appendix A.

V. Overview

A. The FIRST® Robotics Competition (FRC) stages short games played by robots. The robots are designed and built in six weeks by a team of high-school aged students and a group of mentors. A common set of parts is provided to each team. The students program and remotely control the robots in competition rounds at District Competitions held throughout the Region. A final competition will be held at the Regional level and a limited number of teams will be invited to World Championships based upon their ranking and within the number allocated to that region by FIRST® (scheduled to be held in St. Louis in April for the 2013-2014 season).

- B. Teams register with FIRST® in the fall to participate in the various District or Regional Competitions. Teams are encouraged to participate in their regional districts (currently Oregon/Washington). Each year's challenge is revealed during the FIRST® Kick-off meeting held the first or second Saturday of January. This is the start of the six week build season. The District competitions are held in March and April. District competitions involve up to 40 teams cheered on by thousands of fans over two days. Referees oversee the competition and judges evaluate teams and present awards for design, technology, sportsmanship and commitment to FIRST®. The Chairman's Award is FIRST's highest honor and recognizes a team that exemplifies the values of FIRST®.
- C. To prepare for the build and competition seasons, training sessions are held throughout the summer and fall. Students are encouraged to attend training sessions from one or more of the sub teams so that they can actively participate in a productive manner during the build season.
- D. The team also participates in outreach activities to promote FIRST® and to help the community. In the past Team 1425 has participated in the Wilsonville Parade, Fun in the Park, Wilsonville WERK Day and Aviation Challenge.
- E. Team 1425 also participates in various scrimmages and activities during the 'off-season', such as Girl's Challenge, BunnyBots, Roboshock, and Da Vinci Days.
- F. Throughout the year the team organizes social events including an End of Year Party. In the past bowling, movie nights and ice skating activities have been held.

VI. Guiding Principles

A. Gracious Professionalism

Gracious Professionalism is at the very core of FIRST®. It encourages high quality work, emphasizes the values of others and respects individuals. Teams (including students, mentors, parents and other spectators) are encouraged to compete to win but not at the cost of another's dignity. Teams freely share their plans and designs and never pass up the opportunity to help another team. The true spirit of Gracious Professionalism ensures that no one is ever treated as a loser.

B. Coopertition ©

Teams are expected to display unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and philosophy that teams can and should help and cooperate with each other even as they compete.

C. Student Led Team

Team 1425 is striving to be a Student Led Team. Students are given training and guidance so that they can determine the direction of the team. Students are involved in the planning and execution of all the team's activities.

D. Team 1425 is an Inclusive Organization

All qualified students are welcome on the team. They are encouraged to fully participate on the team and every effort is made to make it a positive worthwhile experience for everyone.

VII. Team 1425 Structure

A. The team is made of up 4 main stakeholders:

1. Students
2. Mentors
3. Parents
4. Sponsors

B. The team is separated into sub-teams:

1. Mechanical/Design: Designs, fabricates, and assembles the mechanical subsystems of the robot.
2. Electrical: Designs, fabricates and assembles the electrical subsystem of the robot and operator interface (OI).
3. Software: Designs and codes all robot control systems and interfaces.
4. Strategy: Leads the discussion and decision making on how the game will be played in order to maximize scoring, develops Drive Team skills, heads up scouting activities at the district or regional competitions, and markets our team at competitions, to other teams for consideration in alliance selection.
5. Marketing: raises awareness of Team 1425's mission, values, and activities in the local community and schools and at regional competitions.
6. Animation: Prepares animation submissions for the safety video and special topic video awards.
7. Website: Designs, builds and maintains the team website

C. Students usually belong to at least one sub-team; membership in multiple sub-teams is allowed. However, in order to provide a richer experience, students are encouraged to select a primary sub-team during the build season. Once the build season begins, students need to inform the technical mentors and sub-team leads of intent to transfer to another sub-team.

D. Each sub-team has a lead mentor and one or more student leads

E. The student team is co-lead by an Administrative Lead and a Technical Lead. Together, they are responsible for the coordination and facilitation of all team activities; working with mentors and sub-team leads to ensure good communication and cooperation.

F. A leadership team coordinates and facilitates the activities of the whole team and ensures all the stakeholders are represented in decisions that affect the whole team. Generally the leadership team consists of a representative from the following groups:

1. Wilsonville High School – the faculty advisor
2. Mentors
3. Parents

VIII. Membership Eligibility

A. Students –

1. All area students (either enrolled in high school or home schooled) are eligible to become members of the team as long as they are high school age (14-18 years).
2. It is not expected that exceptions to this requirement will be made.
3. They must be in compliance with the expectations listed in section IIIIX below.

B. Mentors –

1. Any adult over 18 years of age is eligible to be a mentor.
2. Parents are strongly encouraged to consider taking on the additional responsibility of a mentor.

IX. Student Expectations

A. All students must comply with the following:

1. Display gracious professionalism at all times
2. Maintain passing grades as stated in Appendix B
3. Fill out and hand in the following forms
 - a) Student Responsibilities Form - refer to Appendix B
 - b) Xerox /3D Systems Confidential Disclosure Form
 - c) Register in STIMS (FIRST's on-line registration)
 - d) Emergency Contact Form - refer to Appendix C
 - e) Shop Safety Rules- refer to Appendix D
4. Maintain a safe and tidy work environment. Team tools may be used as needed but must be put away in their correct storage area at the end of each work session.
5. Students must attend training sessions and pass a written test in order to work in Xerox's machine shop. Training sessions are generally offered in November.
6. Follow all safety rules when working with any tools either at school or Xerox (Refer to Appendix D and E)
7. Attend 100 participation/work hours during the year with a maximum of 20 participation/work hours of off-season time counting towards the total. Attend a minimum of one work session per week during the build/competition season. Participate in at least two district competitions. It is the student's responsibility to check in using whatever attendance system is currently in place.
8. Volunteer at least 10 additional hours in one year (September - August) for robotics-related fundraising and outreach activities such as: district events, Wilsonville WERK day, Wilsonville Library Robotics day, Fun in the Park, etc. (refer to section XX.C.2).
9. Show up on time and follow up with all commitments.
10. Check email daily during the build and competition season to ensure you are aware of any schedule changes or other important information.
11. Actively and productively participate at team meetings and build sessions. Refrain from playing computer or other games, surfing the web, or other non-FIRST® related activities during team meetings or build sessions. Attending to schoolwork is admissible.

- B. The following will result if behavior does not conform to the expectations above:
1. A mentor will discuss the situation with the student and get assurance from the student that the behavior will not repeat.
 2. If the student continues the unacceptable behavior, they will be asked to leave and their parent or guardian will be notified. The student will not be allowed to return until they have provided written commitment that the behavior will not continue. They must be able to demonstrate an understanding of safe practices. Restrictions may be placed on the student's participation as a condition of allowing them to participate in the team's activities. The Leadership Team will be notified via email of the situation.
 3. If a student continues to exhibit the unacceptable behavior, the Leadership Team will be asked to evaluate the situation and determine the course of action which can include exclusion from the team. Restrictions may be placed on the student's participation as a condition of allowing them to continue to participate in the team's activities.
 4. A mentor has the sole discretion to bypass the above if the behavior is deemed serious enough especially when safety or property damage is involved.
 5. In the event the team qualifies for the World Championships, lodging and transportation expenses may be partially reimbursed by the team. The amount of the reimbursement depends on the amount of money allocated by the Wilsonville Robotics Stewardship Group and the level of participation by the student as per items IX.A.7-8 above.
 6. Parents are encouraged to contact a mentor directly if they feel their child is being treated unfairly. The goal of the team is to reach out to all students , therefore, every effort will be made to resolve any issues that arise in such a way that the student can still participate on the team.

X. Lead Student Roles

Note – It is expected that the lead student will delegate many of these tasks to other students on their sub team. It is the sub team lead's responsibility to ensure that progress is being made on any tasks that they delegate.

- A. Roles that apply to all sub-team leads:
1. Participate with the Lead Mentor to develop training plans and schedules; and build season schedules.
 2. Participate in the definition of the requirements for the robot including input from your sub team members
 3. Participate in the design decisions to meet the requirements including input from your Sub-team members
 4. Plan the day to day activities during the build season and ensure people are assigned to all tasks
 5. Provide input to the yearly budget
 6. Solicit input from your sub team members on issues concerning the design of your sub-system
 7. Communicate issues from students on your sub team to the appropriate mentor
 8. Participate in periodic design reviews.
 9. Report on the progress of your sub team through the newsletter and in oral reports at

team meetings.

10. Be part of the decision making process on cross functional issues
11. Provide input on presentation materials for the judges and award submissions
12. Document attendance of sub team members at training and build sessions
13. Maintain a Bill of Material for your sub system
14. Provide input to Design Binders
15. Provide one-on- one guidance to other sub team members
16. Plan and execute recruiting activities
17. Oversee award submissions
18. Ensure there is communication between the sub teams
19. Gather input from the sub teams for the budget
20. Help with conflict resolution
21. Organize team socials
22. Oversee the creation of a Business Plan
23. Ensure the leadership team is aware of all planned activities
24. Organize students in fundraising activities
25. A Sub-Team lead may be replaced by Team Leadership as follows:
 - a. scholastic standards are not maintained
 - b. excessive absences as determined by the Leadership
 - c. does not practice responsibilities as outlined in this handbook
 - d. request to no longer occupy the position of leader submitted in writing to the Leadership

B. Team Leads (Administrative and Technical)

1. Communicate with faculty advisor regarding facility needs
2. Plan and execute recruiting activities
3. Oversee award submissions
4. Ensure there is communication between the sub teams
5. Conduct a coordination meeting with all sub team leads on the first work day of each week to review plans, status and schedule.
6. Gather input from the sub teams for the budget
7. Help with conflict resolution
8. Organize team socials
9. Oversee the creation of a Business Plan
10. Ensure the Leadership Team is aware of all planned activities
11. Organize students in fundraising activities
12. The Team Leads may be replaced by the Leadership as follows:
 - a) scholastic standards are not maintained
 - b) excessive absences as determined by the Leadership Team
 - c) does not practice responsibilities and performance as outlined in this handbook
 - d) request to no longer occupy the position of Team Lead submitted in writing to the Leadership Team

C. Mechanical/Design Lead(s)

1. Coordinate the design of the robot's mechanical sub systems including, but not limited to: drive base, manipulator, and mini-bot (if necessary).
2. Develop and maintain schedule and status of parts acquisition, design progress, fabrication progress, assembly progress. Coordinate with other sub teams.
3. Prepare presentation of status to team on Saturdays during build season.
4. Ensure CAD drawings are made
5. Define material/part requirements
6. Maintain configuration control
7. Participate in make/buy decisions
8. Order parts/raw material
9. Ensure parts are fabricated
10. Help coordinate shop and safety training
11. Ensure fabricated parts are inspected
12. Track and inventory parts
13. Ensure prints are reviewed for manufacturability
14. Maintain Design binders

D. Electrical Lead

1. Maintain an organized and sufficient inventory of supplies to support the fabrication of the electrical sub systems.
2. Develop and maintain schedule and status of parts acquisition, design progress, fabrication progress, assembly progress. Coordinate with other sub teams.
3. Prepare presentation of status to team on Saturdays during build season.
4. Maintain documentation including robot interface information, product information, schematics, etc.
5. Build the robot's electrical system.
 - a) Design a layout for the necessary parts in the space given on the robot by the mechanical team - both schematic and spatial.
 - b) Secure the electronics to the electronics panel(s).
 - c) Assemble the electrical components to the operator interface (OI).
 - d) Efficiently wire the electronics and pneumatic lines, with regard to space to ensure easy access for repair and modification.
 - e) Design and acquire custom circuit boards when needed to perform complex tasks.

E. Software Lead

1. Develop a SW functional specification and communicate it to sub-team members and other sub team leads.
2. Develop and maintain schedule and status of design progress, software. Coordinate with other sub teams.
3. Prepare presentation of status to team on Saturdays during build season.
4. Develop, prioritize and maintain a list of functional requirements
5. Maintain the Software Library including software supplied by FIRST®.
6. Keep software, requirements and design documents under source/version control, and provide backups of source code.

7. Understand status of all SW development

F. Marketing Lead

1. Produce the team newsletter
2. Ensure team events are documented (photos, videos, etc.)
3. Publicize team outreach activities and fundraisers to the community
4. Publicize team activities at the high school
5. Lead Spirit aspects at competitions
6. Coordinate and define team outerwear
7. Coordinate building team image and awareness
8. Coordinate team building activities
9. Coordinate non-technical award submissions
10. Be responsible for team collaterals such as
 - a) Brochures
 - b) Buttons
 - c) Chocolate bars
 - d) Bracelets
 - e) Business cards
11. Pit Design

G. Animation Lead

1. Maintain a list of priorities
2. Learn Autodesk software
3. Create story boards
4. Review previous animation submissions
5. Coordinate design process for award submissions

H. Strategy Lead

1. Understand all rules and applicable procedures laid out in the First Manuals and check for weekly updates to the manuals during build/competition season; disseminate changes to the team.
2. Lead discussions and decide game strategy in order to maximize scoring for the season's challenge.
3. Facilitate the robot design process with the strategy goals in mind.
4. Update game strategy as new information becomes available via the internet or competition experience and work with sub-teams to maximize the robot's scoring potential.
5. Ensure I/O requirements are defined.
6. Develop a plan to train drivers and gunners for the drive team including: a schedule of practice sessions, a record of student performance during practice sessions, and provide input for drive team selection based on objective data obtained from the practice sessions.
7. Design/implement a scouting plan; gathering and effectively analyzing pertinent information
8. Provide input to the drive team concerning opponents and alliances
9. Provide input to alliance picks
10. Market team to others at competitions

I. Website Lead

1. Gather input from the team on what is to be included on the website
2. Research websites to determine characteristics of award winning sites
3. Design and maintain website
4. Ensure all data is accurate and up to date on the website
5. Coordinate submission for the website award

XI. Mentor Roles

A. All mentors

1. Provide guidance and instruction to all students
2. Ensure all students are acting in a safe manner
3. Enable the students to design and build their robot
4. Turn conflicts and dissensions into opportunities for learning and growth
5. Ensure all students are given tasks that are suited to their abilities
6. Help in conflict resolution
7. Ensure all tools and facilities are properly used and maintained by the students
8. Be a role model
9. Comply with FIRST's background checks as required.

B. Lead Mentors

1. With the help of the lead student create and document a curriculum for training new students in the use of tools, technologies, principles and components for their area
2. Ensure safety training is an integral and early part of the curriculum
3. Help recruit other mentors with skills that are required by the team and actively include these mentors that best utilize these skills
4. Divide work tasks into manageable sub-components and identify mentors for each of these tasks
5. Communicate closely with other sub team lead mentors and Leadership Team to keep all sub team activities coordinated.

XII. Leadership Team Roles

- A. Select a Leader(s) to coordinate and maintain a master schedule during season and post season activities.
- B. Participate in sub team lead coordination meetings at weekly meetings.
- C. Coordinate mentor activities and promote communication.
- D. Help facilitate all activities for the team
- E. Build consensus on all decisions that affect the overall team
- F. Ensure communications are maintained within the team
- G. Ensure all team outreach, fundraising, scrimmages, and social activities are coordinated
- H. Be a clearing house for ideas and concerns from all stake holders
- I. Support the mentors
- J. Ensure a framework is in place for the team that will result in a smooth functioning, sustainable team
- K. Review budgets from the sub teams and add other team expenditures. Request additional information/justification if necessary. Forward combined budget to Wilsonville Stewardship Group for approval.

- L. Review and submit non budgeted expenditures to the Wilsonville Stewardship Group for approval.
- M. Coordinate parent volunteers
- N. Register the team for regional competitions
- O. Plan all hands meetings
- P. Ensure the team roster is kept up to date, including parent information
- Q. Participate in conflict resolution as necessary
- R. Interface with Xerox and Wilsonville High School
- S. Ensure team procedures are documented

XIII. Drive Team Selection

- A. All students are eligible for consideration for the drive team.
- B. The Strategy team will compile a list of interested students. The Strategy team is responsible for collecting data on candidates which might include (but is not limited to) questionnaires, setting up practice courses, monitoring attendance at build sessions, availability for the competitions and devising other objective performance criteria. The Strategy Team will clearly communicate all criteria to all students.
- C. The Strategy Team will make recommendations to the Leadership Team on who should fulfill the various roles of the drive team. It is expected that several candidates for each position will be recommended.
- D. As much as possible, the recommendations from the strategy team will be made on objective data.
- E. The mentors will review the recommendations and make a final decision on a drive team.
- F. The recommendations and objective data collected by the Strategy Team will be considered, but the decision will also take into consideration how well each of the students might act under pressure, how well they will interact with other students on the drive team, academic standing and other subjective attributes.
- G. During competitions, the drive team represents the efforts of the entire team. The drive team will be selected based on how well they will compete. Even though our team strives to develop each individual by giving them opportunities to expand their skills, the goals of the team will take precedence over the needs of individual students in this instance.
- H. The drive team selection is not a popularity contest. Selections will be made on each student's merits.
- I. No student should feel they are entitled to be on the drive team merely due to their grade level, years on the team or other contributions.
- J. If the son or daughter of a mentor is being considered for a drive team position, that mentor may be asked to excuse themselves from some part of the discussion so that the other mentors can freely express their opinions.
- K. Alternates will be picked for each of the positions in case a drive team member is not able to fulfill their role. The decision to use an alternate will be made by the mentors.

- L. Changes to the drive team may be made if the original selections are not able to work together to graciously yet vigorously compete. The decision to make changes will be made by the mentors. Input from as many mentors as practical will be solicited. No single mentor can unilaterally make a decision.
- M. Anyone who has concerns about the drive team should discuss them with the Leadership team who in turn will communicate them to the rest of the mentors for their input.

XIV. Parent/Guardian Administrative Team and Volunteer Opportunities

A. Administrative Team Coordinator(s)

The Team Coordinator(s) should assist the Leadership Team with all administrative functions through the oversight and facilitation of the Parent Administrative Team by:

1. Ensuring the fulfillment of all Administrative/Volunteer responsibilities by working with the Parent Administrative Coordinators, Team Leads, and Technical Mentors. These responsibilities include:
 - a. Maintaining a Team Roster
 - b. Ensuring completion of all administrative forms, fees, and processes
 - c. Coordination of all parent volunteer activities
 - d. Ensuring that all dated events are executed
 - e. Dissemination of information to all relevant members
2. Communicate with the Leadership Team, Team Leads, and Administrative Coordinators to identify any administrative needs for the team and ensure they get seen to completion.
3. Draw up an agenda and facilitate monthly administrative meetings to ensure that all responsibilities have been communicated and assigned to the appropriate Coordinators/Leads and a completion deadline has been assigned.
4. Follow up with Coordinators and Leads to ensure that all responsibilities are being handled in a timely matter and assist with any issues that arise.
5. Facilitate open and timely communication among student team members, mentors, and parents.
6. Coordinate and assist as necessary with Marketing Team, Event Coordinators, Communications Coordinator, and others as appropriate to make sure that important information is disseminated in as timely and complete a manner as possible.

Time Commitment: Ongoing, requires more time during the build season. 3-8 hours/week

B. Communication Coordinator:

1. The primary role of this position is to provide timely and accurate communication of all team needs and activities to the parent/guardians of team members. This includes the dissemination of newsletters, event notices, and meeting notices; and should contain all relevant information pertaining to the above.
2. The Communication Coordinator will work with the Leadership Team (mentors and student leads) to ensure that the Team Calendar is kept up-to-date.
3. Coordinate with the Contact List Coordinator to ensure that all members are receiving relevant information.

4. The coordinator will be using email, texting, and the current team calendar and management software as the primary sources of communication regarding meetings and other events.
5. Team news will be communicated through the following media sources: email, newsletters, Facebook, and the team website.
6. Coordinate and assist when necessary with website manager and marketing team to ensure that timely, complete, and up-to-date information/materials are posted to the website or sent out in communications.

C. Membership Chair:

1. The primary role of the Membership Chair is to facilitate and oversee the duties of the Membership Coordinator, the Form Coordinator, and the Volunteer Coordinator. These duties include:
 - a. the maintenance of an up-to-date contact list for all members of the team: students, parents, and mentors
 - b. ensure that all members have completed and returned all applicable forms, paid fees, and complied with all FIRST on-line registrations and administrative processes needed to participate on a FIRST robotics team.
 - c. coordinate the completion of parent administrative responsibilities through the facilitation of communication between administrative coordinators and parent volunteers.

D. Membership Coordinator:

The Membership Coordinator is responsible for working with the Leadership Team to maintain up-to-date contact information for all members of the team including, students, parents, and mentors. This information is to be kept in a master spread sheet and on the Team's current team management application and is to include:

1. Student Members:
 - a. Name and contact information including:
 - 1) personal phone number
 - 2) email address
 - 3) physical address
 - b. the name and contact information for at least one responsible parent/guardian
 - c. assigned sub-team and leadership role on the team (if any)
2. Adult Mentors/Parents/Guardians:
 - a. Name and contact information including:
 - 1) personal phone number
 - 2) email address
 - 3) physical address
 - b. Role and relationship to any current members on the team

E. Form Coordinator:

The primary responsibilities of this role are to ensure that all members have completed and returned all applicable forms, paid fees, and complied with all FIRST on-line registrations needed to participate on a FIRST robotics team. This will be accomplished by:

1. Coordinating with the Membership Chair and Leadership Team to ensure that all forms and on-line membership applications are available, accurate, and in compliance with FIRST standards and regulations.
2. Assist in the dissemination, completion, and submission of all aforementioned items during the Team Orientation Meeting.
3. Coordinate with the Membership Coordinator to compile a spreadsheet containing all current members; tracking their completion/submission of the aforementioned items.
4. Work with Team Leads to follow up with any members delinquent in their form, fee, or on-line application submissions and provide support when necessary.
5. Inform the Leadership Team of any issues preventing an individual from complying with the necessary administrative processes.

F. Volunteer Coordinator:

The Volunteer Coordinator should facilitate the completion of administrative responsibilities and fulfillment of team needs by tracking volunteer support and providing a line of communication through which the Leadership Team and volunteers can coordinate. This would include:

1. Working with the Membership Coordinator to maintaining an accurate list of all volunteers, their contact information, which areas/tasks they wish to participate in, and their availability.
2. Provide a point of contact for the Administrative and Leadership Team when seeking volunteers to fulfill a need; and for parents/guardians seeking information about volunteer opportunities.
3. Facilitate timely and accurate communication between coordinators and volunteers, helping to ensure that all parties have accurate information.
4. Solicit volunteer support to fulfill a vacant role or when a team need arises and work with the Administrative and Leadership Team to increase awareness of the unsupported need.
5. Provide build season support by ensuring there are sufficient adult chaperones at each work session.
 - a) Coordinate with the Team Leads and Technical Mentors pre-season to find out what the team's needs are for parent/guardian chaperones.
 - b) Set up and maintain a sign-up for parent/guardian chaperones throughout the build season.
 - c) Send out weekly reminders to volunteers of their upcoming assigned chaperone times.

- d) Contact volunteers to fulfill empty time slots if necessary and inform the Leadership Team of any deficiencies.

Time Commitment: Throughout build and competition season: 1-2 hours per week; and intermittently throughout the off season.

G Hotel/Travel Coordinator:

1. Coordinate with the Leadership Team to determine the number of rooms needed for competition/events (accommodation information available on the FIRST® website – or can use other resources).
2. Research and procure blocks of rooms at discounted rate for team to stay at during competitions and negotiate deadlines for reservations at negotiated discounted rate.
3. Disseminate hotel information to team members and their parents, including reservation deadlines to obtain negotiated discounted rate.
4. Assign students to chaperones for all out of town events.

The team has a guide available of how this has been handled from year to year and suggestions from prior years' coordinators of what worked well and what areas might need to be improved depending on the event.

Time Commitment: Generally one or two events per year for one regional/district event and the World Championships. 4-6 hours per week for three weeks.

H. *Administrative Minute Taker*

1. Attend all Parent Administrative Meetings and take notes on each point of the meeting and everything that is covered.
2. The Minute Taker would be responsible for listening to the meeting discussion carefully, documenting all that is discussed, organizing the meeting minutes, and forwarding them to the Administrative Team Coordinator(s).
3. Organization of meeting minutes would include: date, attendees, agenda items and decisions (attribution of decision maker), and any action items (include tasks to be completed, who is responsible, and due dates).

Time Commitment: 2-3 hours per month- attend all administrative meetings

I. *Historian*

4. Assist students in keeping the History file/binder up to date with relevant information regarding team structure, members, events attended and awards received.
5. Try to make sure copies of all articles are placed in Team History binder.

Time Commitment: Ongoing

J. *Travel Chaperone*

1. Provide adult presence at event
2. Ensure students assigned to you are accounted for at designated check in times
3. Keep a list of the student cell phone numbers assigned to you.
4. Be responsible for students assigned to you in arriving and departing event at planned
5. times.
6. Be prepared to provide assistance to students and/or mentors when necessary.

Note: Although other parent Mentors and team member parents may be at the event, we still need a designated chaperone that is ultimately responsible for the kids assigned to them.

Time Commitment: Throughout school year, whenever there is an event the team will be attending. Outside of build season, events are 2-6 hours. District events are three day events.

K. *Build Season Support (Parent Chaperones)*

1. Provide adult supervision during build season at weekly work meetings – this is in addition to adult mentors. Your role is to assist Mentors if needed, and provide guidance and/or redirection if necessary to keep students focused and productive.
2. If sufficient parents are in attendance for the number of students that show up to any one meeting, the lead Mentor will let you know that you may leave earlier than your designated time, if you so choose.

Note: Feel free to ask the mentors if there is anything you can do to help; or you may simply ask the team members what they are or should be working on.

Time Commitment: Whenever you sign up to be a Parent Chaperone - build sessions are scheduled to last 2-3 hours on scheduled evenings and we split the Saturday schedule to 3 hour shifts.

L. *Food Coordinator*

1. At least 2 people are needed to coordinate other parent volunteers to provide food for the team during build and competition season. This includes:
 - a) Brunch during the Kick-off meeting
 - b) Lunches on Saturdays during the build season
 - c) Lunches/snacks at the Regional and World Championship events.
 - d) Special requests as the need arises (ex. team building events, work parties, etc.)
 - e) All parents will be asked to donate food and beverages for at least one of these occasions. It is the Food Coordinators role to ensure that parents have signed up to bring food to the various events. Since we are a big team, generally 2-3 parents are asked to bring food for any particular event. It is up to the parents to coordinate amongst themselves and decide what to bring. Food can either be purchased or home-made.
 - f) Send out timely reminders to parents who have volunteered to bring food. Once a parent signs up for an event, it is up to them to notify the Food Coordinators and find a replacement if they cannot fulfill their commitment.

- g) Ensure that there is an adequate supply of paper products (plates, napkins, cups, forks, spoons, etc.) available for the team meals – a supply of these items is in the team room at the high school.

Time Commitment- Work with the Volunteer Coordinator to solicit volunteers before the build season and send out reminders throughout the build and competition season and may need to coordinate special requests during the off season. There is heavy up-front organizational commitment, then just reminder emails.

M. End of Year Party

Coordinate the Year End Party that takes place after the competitions are complete and before the end of the school year. The End of the Year Party is usually a potluck with the team providing hamburgers/hot dogs (or Polish dogs) and buns. Activities that need to be done:

1. Once a date has been decided, reserve a picnic shelter in early April
2. Send out emails advertising the event and get a count of those who will attend
3. Send out emails to divvy up the food (salads, desserts, drinks/chips) amongst the team members
4. Work with Food Coordinators to arrange for meat/buns to be purchased (the team will reimburse this expense)
5. Arrange for grills
6. Ensure plates, cups, napkins, etc. are available (there is usually a supply of these items in the team room)
7. Work with Volunteer Coordinator to find volunteers for set-up and clean-up

Time Commitment: At the end of the competition season before the end of the school year. Likely 3-4 hours total excluding the event itself.

N. Senior Recognition

With the help of underclassman, come up with a memento for the graduating seniors who are leaving the team. These are presented to the seniors at the End of Year Party. Funds are available from the team for supplies in making a gift or for purchasing a nominally priced gift. The gift should have the team name/logo on it. An email should be sent to key underclassman soliciting their help. A list of graduating seniors will be provided by the Leadership Team.

Time Commitment: At the end of the competition season in time for the End of Year Party

O. Mentor Recognition

With the help of the students, some form of recognition should be arranged for the mentors. This can be as simple as a signed team photo or a more involved specially prepared dinner. The overall team lead should be involved to help in soliciting ideas from the other students and coordinating student volunteers as necessary.

Time Commitment: At the end of the competition season in time for the End of Year Party

P. *Photo/Video Coordinator*

1. Coordinate the taking of photos and videos at the various team events
2. Work with Marketing to archive photos and videos for use in award submissions and other team collaterals.
3. Work with Marketing to edit videos for award submissions and other presentations.

Note - The coordinator does not have to be present at all events to take the photos/videos, but they need to ensure that someone is present to do this.

Time Commitment: Throughout the year- less than 1 hour a week for coordinating this activity. This could become a heavy time commitment if you choose to help the students with editing and photo organization.

Q. *T Shirt Coordinator*

1. Obtain artwork, if team chooses to re-design. This needs to occur in the summer of each year, with team vote at first all team meeting in Sept. Marketing Team would lead this, and get design to you for shirt printing.
2. Obtain need for quantities. This could be from students, their family members, and mentors. (Previously, we gave each team member a shirt as part of their team membership fee.) Mentors generally purchased their own shirt(s).
3. Get quote for quantity and printing costs. Obtain approval by of quoted amount from the Leadership Team.
4. Arrange for printing, purchasing, and pick-up. May need to use your own payment source and get reimbursed by the team.
5. Make shirts available for distribution to team, mentors, and others by Dec. of each year.
6. As new members arrive, make t-shirts available to them.

Time Commitment- Between August and End of December, perhaps a few elements to end of season

R. *Team Fund Raising Coordinator*

1. Coordinate all fundraising activities for the team. Note that the coordinator does not have to personally do all the fundraising, but rather coordinate the efforts of students and other parents and mentors. Examples of past activities:
 - a) Light bulb sales
 - b) Business Card poster
 - c) Making calls/writing letters to potential Sponsors
 - d) Presentations/demonstrations to potential Sponsors
 - e) Does not include coordinating the Energy Savings Fair, other major events (if the team decides to do one), or writing grants.
2. Work with students (along with the Marketing Mentor) to put together presentations and other marketing materials to send out to potential sponsors.
3. Coordinate with the Wilsonville Robotics Stewardship Group Fundraising Coordinator to ensure sponsors are not being approached more than once. The WRSG Fundraising Coordinator typically submits our grant proposals.
4. Coordinate presentations/demonstrations to potential sponsors.

5. Keep track of money raised by each student.
6. Keep track of sponsors solicited and amount donated. Communicate progress to the mentors.
7. With input from students, come up with a proposal on sponsor benefits and pass it along to the Leadership Team for approval.
8. Ensure benefits promised to our sponsors are fulfilled (ex. logo on t-shirts, robot, posters, thank you plaques, etc.).

Time Commitment- Throughout the year an average of 2 hours a week, but if the team attends World Championships, there is an intensive time three weeks before and after the event.

S. Team Sewing Volunteer Mentor

1. Coordinate and supervise sewing needed by team for such things as bumper covers, outerwear, i.e. flaming pants, capes.
2. Assist students in the making of banners and other marketing items for regional and national competitions.
3. Assist students in creating awards for mentors, senior students or competition “awards”, as requested.

Note - Most of the work would be conducted at the high school. Some students may take this on, with assistance of fabric purchase, and project management only. The number of hours would entirely depend on the need identified by students and can be limited by volunteer’s availability. Most intense time would be during the build season , January through March.

Time Commitment - January to end of May

T. Team Woodworking Mentor

1. Coordinate and supervise students and other volunteers in the building of “field elements”, identified by team after “kick-off” each January.
2. Assist students in the building of prototypes in wood or cardboard.
3. Assist students in creating awards for mentors, senior students or competition “awards”, as requested.

Note - Most of the work would be conducted at the high school. The number of hours would entirely depend on the need for field elements and/or prototypes. Most intense time would be during the “build season”, January through March.

Time Commitment - January to end of May

XV. Team Funding

- A. Funding is provided to the team by the Wilsonville Robotics Stewardship Group. This is a non-profit 501C3 organization that provides funding for all FIRST® robotic activities in Wilsonville and the surrounding area.

- B. Each sub-team must submit a budget proposal to the Leadership Team by October 15th. The budget is an estimate of the money that is needed to build their portion of the robot. It should include items that are used directly on the robot plus any other items that are needed to support their sub-team (such as tools, computers and software).
- C. The Leadership Team and Student Lead reviews the proposals and may request back up and justification for expenditures.
- D. The Leadership Team includes budget items that are required for the overall team (such as competition entrance fees, team building activities, food and travel expenses, etc.)
- E. The proposed budget will be submitted to the Wilsonville Robotics Stewardship Group no later than November 1st of each year. Any questions concerning the budget from the Wilsonville Robotics Stewardship Group will be directed to the Leadership Team for clarification or revision. The Leadership Team will work with sub-teams to resolve any questions.
- F. Once the budget has been approved by the Wilsonville Robotics Stewardship Group, items can be purchased in support of the team as outlined in the budget. It is each sub-team's responsibility to stay within their budget. Reimbursement requests for items purchased for the team should be submitted to the treasurer of the Wilsonville Robotics Stewardship Group using the form in Appendix F. Allow 2-3 weeks for reimbursements to be made. If it is anticipated that expenditures need to be made that have not been included in the budget or if it is expected that a sub-team will go over budget, a request should be made to the Leadership Team for additional funds. This includes over expenditures for items needed to build the robot, training items, team building or social activities, etc. Each request should consist of a breakdown of each item requested plus a justification as to why funds should be appropriated. Input from other mentors will be solicited if necessary. If the request for additional funds is judged to be in the best interest of the team, the Leadership Team will submit a request to the Wilsonville Robotics Stewardship Group. Once the request has been made to the Wilsonville Robotics Stewardship Group, it is expected that approval/rejection of the request will be made within 2 weeks.

XVI. Financial Commitment

- A. A goal of the team is to include any and all students who want to participate on the team. Therefore, financial assistance will be available to any students who need it. Requests for financial assistance should be made to the faculty advisor. All requests will be held in confidence by the Leadership Team.
- B. The following are typical expenses:
 1. An annual activity fee of **\$200** is required; additional donations appreciated – checks should be made out to Wilsonville Robotics and handed in to the Wilsonville High School Bookkeeper or to one of the Team Mentor Leads.
 2. It has become tradition that a meal is provided to the students on Saturdays during the build season. Each family is expected to provide a lunch on Saturday during the build season or at the Regional competitions. *The team will reimburse you for the cost of the lunch (see Food Coordinator for budget) upon submission of receipts and a completed Reimbursement form (which can be found in the Appendix of this Handbook).* Due to the size of our team, usually 3 families are asked to coordinate their efforts to

provide these meals. The food can either be store bought or home made. Drinks should be included. Paper ware is provided by the team.

3. A t-shirt will be provided to each student; however, students may wish to purchase an extra shirt (which is often convenient since competitions are held on 3 consecutive days) or other team outerwear.
4. Transportation and lodging for out of town competitions.
5. Breakfast and dinner at any out of town competitions (lunches are provided on Friday and Saturday for the local Regional Competition).

XVII. Team Communication

- A. The main mode of communication is through emails and the team calendar. All students must provide an email address along with one for their parent or guardian.
- B. Students should frequently check their email and team calendar to be kept up to date on team activities and changes to schedules. This is especially important during the build and competition season.
- C. Students and parents who provide their cell phone number and carrier will be added to our text messaging communication service. This will be used to announce any meeting changes, reminders of upcoming events, and emergency information or requests as determined by the Leadership team and Communication Coordinator.
- D. Important team documents (rosters and calendars) are on the team management application (such as Team Snap). Each person listed on the roster will be invited to have access to the tool and all relevant documents.
- E. A Facebook account is used mainly by the students as a forum to discuss ideas and plans. However, any information that needs to be distributed to the whole team will be sent out via email.
- F. A newsletter will be sent out monthly during the 'off season' and weekly during the build and competition season.

XVIII. Selecting Team Leadership

- A. Student Leads
 1. In May the Leadership Team will send out an email to the students asking them to volunteer or nominate another student to fill one of the student lead roles. Input from the current student leads will be solicited.
 2. The list of volunteers/nominations will be reviewed and discussed by the mentors
 3. To allow for an open discussion, any parents or guardians of students on the list who are also mentors may be asked to excuse themselves from the discussion.
 4. Depending on the number of candidates for a position, students may be asked to provide more information on their qualifications or be invited to an interview.
 5. If the mentors believe that a student may be better suited for a position that they have not volunteered for, the student will be contacted to determine if they are interested in the position.
 6. Once agreement on the lead students has been made, those students will be offered the

- position and if the student accepts, the entire team will be notified by an e-mail.
7. Every effort will be made to find a leadership position for any student who has expressed an interest.
 8. It is our goal to have the lead students identified by the end of June.

B. Lead Mentors/Leadership Team

1. In May the Leadership Team will send out an email to the mentors asking them to volunteer or nominate another mentor for each of the lead mentor and Leadership Team positions.
2. It is desirable not to have a person lead more than one sub team. However, this may not be possible if no one has stepped up to fill a position.
3. Once a list of volunteers/nominations has been identified, an email will be sent out to all mentors requesting a vote to approve or reject the slate of candidates.
4. It is our goal to have the lead mentors and Leadership Team identified by the end of June.

XIX. Participation at District Competitions and World Championships

- A. District Competitions are held over a two day period – Friday thru Saturday. Students will miss classes on Friday if they attend.

Regional Competitions and World Championships are held over a three day period – Thursday thru Saturday. Students will miss classes on Thursday and Friday if they attend a Regional and Wednesday through Friday if they attend Worlds.

- B. If the District, Regional or World Competitions require the students to miss classes, they must get a signed consent form from all their teachers.
- C. Parents/guardians are responsible for getting their student to and from District and Regional events. (Refer to the Travel section below for information on transportation to and from out of town competitions). Parents/guardians are encouraged to car pool with other students.
- D. Parents/guardians other family members and friends are encouraged to attend any and all District, Regional and World Championship events in which the Team participates.
- E. At District or Regional events, students should check in with their assigned chaperone when they arrive at the event venue and check out with them when they leave.
- F. The competitions run from Friday through Saturday (Districts) and Thursday through Saturday (Regionals). A small group of students and mentors will be identified to load in our robot and other equipment on Thursday (Districts) or Wednesday (Regionals) evenings. Practice rounds and inspections are done on Friday (Districts) Thursdays (Regionals). Seeding rounds are held all day on Friday and Saturday morning. Championship rounds are held on Saturday afternoon.
- G. Safety:
1. EVERYONE MUST WEAR SAFETY GLASSES IN THE PIT. Safety glasses will be provided for

the students, however, family and friends must bring your own safety glasses if you want to visit the PITs (or make arrangements to borrow someone else's from the team).

2. Closed toed shoes must be worn in the pit.
 3. All children under 12 years old must be accompanied by an adult at all times
 4. Students should not wonder around by themselves – if you are leaving our pit area or the stands, go with a buddy (yes, this includes going to the restroom).
 5. Students are not allowed to leave the event venue without permission and adult supervision.
- H. Wear your team t-shirt
- I. At the Portland Regional, lunches will be provided for the team on Friday and Saturday. Unless informed otherwise, you are on your own for all other lunches so either bring money to buy food or bring your lunch. Depending on the event venue, outside food or drink may not be allowed. This information will be communicated to the team prior to each competition.
- J. There is only a limited amount of space in our pit and we do have a large team, so please do not congregate in the pit. Generally we need to do a lot of work to get ready for our matches and this ability to prepare will be hindered if too many people are milling around the pit area. Unless you are needed in the Pit to help out, please stay in the stands and scout or cheer on the other teams. If you are needed, you will be contacted.
- K. **IMPORTANT** -On Friday and Saturday, unless you are needed in the pit first thing in the morning, please go directly to the stands to 'stake out our territory'. We are not allowed to save blocks of seats, so we need enough people to be present in the stands so it looks like we are occupying a block of seats. If we don't do this, then we won't be able to sit together as a team. You will be notified if you are needed in the pit area first thing in the morning. Parents, please wait until after the opening ceremonies to visit the pits.
- L. If you are not needed in the pit to help get the robot ready, students are encouraged to scout out the other teams in the pit.
- M. Please practice gracious professionalism at all times. Remember we are being judged on how helpful and courteous we are to everyone present. Since you can be easily identified by your team shirt, everything that you do reflects on the whole team – whether it is good or bad.
- N. Even though it would be nice to win, we are there to have fun. It is important to maintain a good, positive attitude even if things aren't going our way.

XX. Travel

- A. A Student Expectation Form will need to be signed by all students and their parent or guardian. A typical example of this form is included in Appendix G
- B. Out of Town Regional Competitions
1. Parents/guardians are strongly encouraged to accompany their child to any out of town competitions. In the event that this is not possible, an adult (usually another parent or mentor) must be identified who will be responsible for your child.
 2. Parents/guardians are responsible for providing lodging and transportation to and from

- all out of town regional competitions.
3. Students must inform their assigned chaperone of their whereabouts at all times.
 4. A block of hotel rooms is typically reserved for the team. If you or your student would like to stay in a team room you should notify the Hotel Coordinator. Parents/Guardians will be responsible for paying for the room and may be required to remit a deposit to secure the room. Typically parents/Guardians will be required to provide a credit card at check-in to pay for the room.
 - a. For students traveling without a parent/Guardian: the total cost of the room will be divided equally between the students staying in that particular room. Arrangements will need to be made for each student to pay their portion. The hotel may require one parent/Guardian to pay for the room with one credit card which may necessitate that parent/Guardian to complete a form in advance authorizing the hotel to charge the cost of the room to the credit card provided. The Hotel Coordinator will inform parents/ Guardians of students traveling with them if this is necessary.
 - b. Students/parent/Guardian are responsible for the cost of the room if they cancel after the cancellation date established by the hotel/group bookings company. If another student can fill their vacancy, a refund will be made. The amount of the refund will be determined by the number of students who back out after the cancellation date and the number of students who were found to fill these vacancies (ex. if 2 students cancel and only one student was found to fill one of the vacancies, each of the students who cancelled will be refunded $\frac{1}{2}$ the cost of their room).
 5. The Hotel Coordinator will assign hotel rooms for students if they are not staying with their parent.
 6. If a student will be staying with family or friends, the Hotel Coordinator should be notified, including where student will be staying.
 7. Lunches may be provided to the team on Friday and Saturday and breakfast is sometimes included in the price of the hotel. Students will be responsible for any other meals. Groups of students will be accompanied by mentors or chaperones at meal times.

C. World Championships

In the event the team qualifies for the World Championships:

1. Lodging and transportation expenses may be partially reimbursed by the team. The amount of the reimbursement depends on the amount of money allocated by the Wilsonville Robotics Stewardship Group and the level of participation by the student.
2. Students must demonstrate an appropriate level of participation in all student aspects of the team including team meetings, fundraising, and volunteer/outreach opportunities as determined by the Leadership Team.
 - a) While not the minimum requirements, students must be an active participant in two of the regional/district events, one fundraising activity, and one outreach opportunity.
 - b) The decision to provide travel reimbursement to individual students may be based on the money they raised during fundraising activities. The Leadership team will determine and clearly communicate any individual fundraising goals at the beginning of the season.

3. If a student does not participate at the above level, a portion of the reimbursement will be offered in proportion to their involvement. The Leadership Team may make exceptions in instances where a student joined the team late – this will be made at the sole discretion of the Leadership Team with input from other mentors as needed.
4. Financial aid above and beyond that being offered is available if needed. Contact the Faculty Advisor for an application. All requests will be kept in confidence by the Leadership Team.
5. Once it is decided that the team will be participating at the World Championships, parents/guardians are responsible for making airline reservations. Do NOT make reservations until word has been sent out that our team will be participating. If a parent or guardian is not accompanying their child on the trip, it is strongly suggested that they coordinate their child's travel arrangements so that another parent or mentor will be on their flight.
 - a. A block of hotel rooms will be reserved for the students and mentors. Any leftover rooms will be offered to parents/guardians and other family members on a first come basis. The team will be reimbursed for these rooms by the parents/guardians. Students traveling without a parent/Guardian - In the event the team is not be able to pay for all or part of the cost of the student rooms: the total cost of the room will be divided equally between the students staying in that particular room. Arrangements will need to be made for each student to pay their portion. The hotel may require one parent/Guardian to pay for the room with one credit card which may necessitate that parent/Guardian to complete a form in advance authorizing the hotel to charge the cost of the room to the credit card provided. The Hotel Coordinator will inform parents/Guardians of students traveling with them if this is necessary.
6. Students/parent/Guardian are responsible for the cost of the room if they cancel after the cancellation date established by the hotel/group bookings company. If another student can fill their vacancy, a refund will be made. The amount of the refund will be determined by the number of students who back out after the cancelation date and the number of students who were found to fill these vacancies (ex. if 2 students cancel and only one student was found to fill one of the vacancies, each of the students who cancelled will be refunded $\frac{1}{2}$ the cost of their room).
7. Parents/guardians are responsible for getting their student to and from the Portland Airport. A parent or mentor will be at the airport of the city in which the Championship event is being held to ensure your child is accompanied to the hotel.
8. Transportation to and from the hotel and event venue will be coordinated by the team; however the cost of transportation will be the responsibility of each student. Students may be required to purchase bus or subway tickets (generally less than \$10 per day).
9. Students must inform their assigned chaperone of their whereabouts at all times.
10. Some meals may be provided by the team and breakfast is may be included in the price of the hotel. Students will be responsible for meals not provided by the team. Groups of students will be accompanied by mentors or chaperones at meal times.

XXI. Appendix A – Revision History

| <u>Revision</u> | <u>Comments</u> | <u>Date</u> |
|-----------------|--|------------------------|
| 1.0 | Original | 9/23/11 |
| 2.0 | Updates to XIV Parent/Guardian Volunteer Opportunities – Sections A and M Addition of Section XIII Drive Team Selection Updates to Section XIX Participation at Regionals and World Championships – Section H Updates to Section XX Travel – Sections B.4, 6, 7; C1, 6, 7, 8, 9, 10 | 7/9/12 |
| 3.0 | Reformat document Update Section XVI Financial Commitment Update Forms Appendix A-G | 9/10/2012 9/10/2012 |
| 4.0 | Update logo, forms | 6/18/2013 |
| 5.0 | Update Section V Overview Update section IX Student Expectations Update Section X Lead Student Roles Update Section XII Leadership Team Roles Update Section XIII Drive Team Selection Update Section XIV Parent/Guardian Volunteer Opportunities including time commitment estimates Update Section XVII Team Communication Update Section C World Championships Update Form Student Responsibilities | 9/23/2013 |
| 6.0 | Updated Sections: VII. Team 1425 Structure IX. Student Expectations X. Lead Student Roles XIV. Parent/Guardian Administrative Team and Volunteer Opportunities XVII. Team Communications XXII. Appendix B- Student Responsibilities Form XXIII. Appendix C- Emergency Contact Form XXV. Appendix E- Wilsonville Robotics Room Safety Rules | 9/08/2014 |
| 6.1 | XXIV. Appendix D – 3D Systems Shop Safety Rules | |

XXII. Appendix B– Student Responsibilities

STUDENT RESPONSIBILITIES
FIRST® Team 1425 - Wilsonville Robotics 2014-2015
ERROR CODE XERO

- A. Maintain passing grades in all classes as well as have passed 5 out of 6 classes during the previous semester. Bring homework to work sessions when appropriate. Team members will be asked to verify passing grades during the year.

- B. Maintain an attitude of Gracious Professionalism® in all meetings, practices, and competitions.

- C. Communicate with team, sub-teams, mentors and parents. Respond within 24 hours to all e-mails or other messages, and be sure to check the calendar for dates related to team meetings and activities. Ask questions of mentors or advisors when in doubt.

- D. Do your best at all times to help our team. Join in with our team's activities. Learn as much as you can about the game, the robot and systems, and then lead others in similar pursuits.

- E. Attend 100 participation/work hours during the year with a maximum of 20 participation/work hours of off-season time counting towards the total. Attend a minimum of one work session per week during the build/competition season. Participate in at least two district competitions.

- F. Volunteer at least 10 additional hours in one year (September - August) for robotics-related community events (Wilsonville WERK day, Wilsonville Library Robotics day, Fun in the Park, etc.).

- G. In the event the team qualifies for the World Championships, lodging and transportation expenses may be partially reimbursed by the team. The amount of the reimbursement depends on the amount of money allocated by the Wilsonville Robotics Stewardship Group and the level of participation by the student as per items E and F above.

I have read and agree to abide by the rules and guidelines outlined on this form. I understand I can be removed or suspended from the team if I violate the terms of this agreement.

Print Name: _____

Student Signature

Date

Parents must sign as an acknowledgement that they have read and agree to this agreement with their student.

Parent Signature

Date

XXIII. Appendix C – Emergency Contact Form

**Contact and Medical Information:
FIRST® Team 1425 - Wilsonville Robotics 2014-2015**

| | | | | |
|---|---|----------------------|------------|---|
| Student's Name | Date of Birth | Grade Level | M | F |
| | Gender | | | |
| Student Mobile Phone | Home Phone | | | |
| Parent's/Guardian's Name | Parent's/Guardian's Name | | | |
| () | () | () | | |
| Mobile Phone | Work Phone | Mobile Phone | Work Phone | |
| Address | Address | | | |
| City, ST ZIP Code | City, ST ZIP Code | | | |
| School: Wilsonville High <input type="checkbox"/> | West Linn High <input type="checkbox"/> | Other (please list): | | |

Emergency Contact(s) - Include name, relationship and phone numbers for an emergency if parents/guardians are unreachable.

T- Shirt Size Circle One: Adult- S M L XL XXL

Health History- Please check all conditions that apply and explain below

Seizure Disorder
 Heart Disease
 Diabetes
 Asthma
 Life Threatening Allergy
 Other Health Concerns
 Chronic Conditions

If checked, please explain: _____

Yes _____ No _____ We give our consent for mentors and teachers to use their own judgment in securing medical aid in case the parents can't be reached.

| | |
|-------------------------------|---------------|
| Parent's/Guardian's Signature | Date |
| Hospital/Clinic Preference | |
| Physician's Name | Phone Number |
| Insurance Company | Policy Number |

Sub Teams: Please check all that apply (your form will be duplicated and passed on to mentors of each team you check)

- Electrical
 Mechanical
 Software
 Marketing
 Website
 Strategy
 First Year
 Other: _____

XXIV. Appendix D – 3D Systems Shop Safety Rules

- Students must listen to the direction of the mentors at all times.
- No horse-play or goofing off.
- Safety glasses must be worn at all times when you are in the machine shop.
- Closed-toe shoes must be worn in the machine shop. Do not wear high heels.
- In the event of an emergency while you are in the machine shop, dial 2-911 from any phone to initiate emergency response. Also inform Xerox Security of the emergency by dialing 2-503-685-3333 so they can coordinate with the emergency response team.
- You must sign in and out every time you work in the shop.
- Each person who spends time within the Xerox/3D Systems facilities must wear an identification badge provided by Xerox Security.
- Do not wander around the Xerox facility without being accompanied by a 3D Systems mentor. You are allowed in the machine shop, snack area, cafeteria and common hallways leading between these areas.
- Do not take any photos while in the shop.
- Firearms are not allowed at Xerox/3D Systems.
- Unapproved chemicals are not allowed in the machine shop, i.e., gasoline, cleansers.
- Clean up after yourself when finished with a project or when you need to leave the machine shop.
- Only use equipment as directed by a mentor.
- Equipment in the shop must not be used for personal projects.
- Ask questions if you're unsure about something.
- Tell a mentor if you are not comfortable performing a machining operation.
- Think about and know where your fingers, arms, legs, and feet are at all times.
- Keep sleeves, jewelry, hair, etc. away from turning machines and out of the way of your work. Do not wear gloves when doing a turning operation.
- Never work alone in the machine shop.
- Cell phones should be muted (no ring or vibrate) while using equipment.
- Do not work in the machine shop if taking medication that induces drowsiness or impairs your senses or judgment.
- When using the machine shop, return tools or other parts to the toolbox or their rightful places after using.
- If you damage a tool or other item, tell lead mechanical mentor and then put it in the broken tool bin on the workbench.
- If these rules or any other directions given by a mentor are not followed you will be asked to leave the facility and you may not be allowed to return.

I understand and agree with the rules outlined above.

Student Name (print) _____

Student Signature _____ Date ___/___/___

Parent Name (print) _____

Parent Signature _____ Date ___/___/___

XXV. Appendix E – Wilsonville High School Robotics Room Safety Rules

- Safety glasses are to be worn when working around tools, operating robots and machinery
- Do not run in the building
- No food or beverage is to be consumed in the room
- Clean up your work area and all tools that you've gotten out
- Do not use any tools you have not been signed off to use
- Cut wood outside of building
- Do not damage the school tables in any way
- No open toe shoes or sandals are allowed

FIRST® Robotics Team 1425

Reimbursement Form

Your name _____ Date _____

Contact e-mail or telephone _____

Address to which reimbursement check should be sent:

| Item purchased | Use or Sub-team | Amount |
|----------------|-----------------|-----------|
| | | |
| | | |
| | | |
| | | |
| Total | | \$ |

Attach a receipt or a copy of the receipt(s), sign and return form to: email erikh@pacifictechgroup.com ; or mail to;
Erik Halverson, C/O Pacific Technology Group, Inc.
8215 SW Tualatin Sherwood Rd.
Suite 200
Tualatin OR, 97062

Signature

CHECK REQUEST / PAYMENT AUTHORIZATION
Wilsonville High School
Associated Student Body

Check # _____

Date: _____

Amount: _____

ASB Account: _____

To: _____

For: _____

Student Body (Club) Meeting Minutes/Notes:

Account Representative Name (Staff): _____
(Print Name)

Account Representative Signature: _____

Student Body Representative (Student): _____
(Print Name)

Student Body Representative Signature: _____

Please attach itemized invoice or receipt – no statements. Include signed packing slips.

Give check back to advisor

Mail check

Address: _____

XXVII. Appendix G – Travel Expectations

(Example – subject to change)

1. You will be assigned to a chaperone. Your chaperone must know where you are at all times.
2. Use the buddy system at all times.
3. You will comply with any reasonable directions/requests given by a chaperone or mentor.
4. Curfew is at 11:00pm – you should be in your room and remain in your room at that time.
5. Lights out is 12:00am – no gaming, TV, computers, etc. after this time.
6. You will be ready to leave the hotel to go to the event venue at the appointed time.
7. You will remain at the event venue until the team leaves as a group.
8. No using the swimming pool without a chaperone present.
9. You will not damage or remove any furniture from the hotel room.
10. You will display gracious professionalism at all times – remember you are representing your team, school and city at this event.
11. No Drugs or Alcohol
12. Any violations of the above will result in you being flown home on the next available flight at your own expense.

Students:

I understand and agree with the expectations above.

Name (Print)

Signature

Date

Parent/Guardian:

I understand and agree with the expectations above. I give permission for my child to travel with the team to St. Louis to participate in the FIRST® World Championships.

Name (Print)

Signature

Date