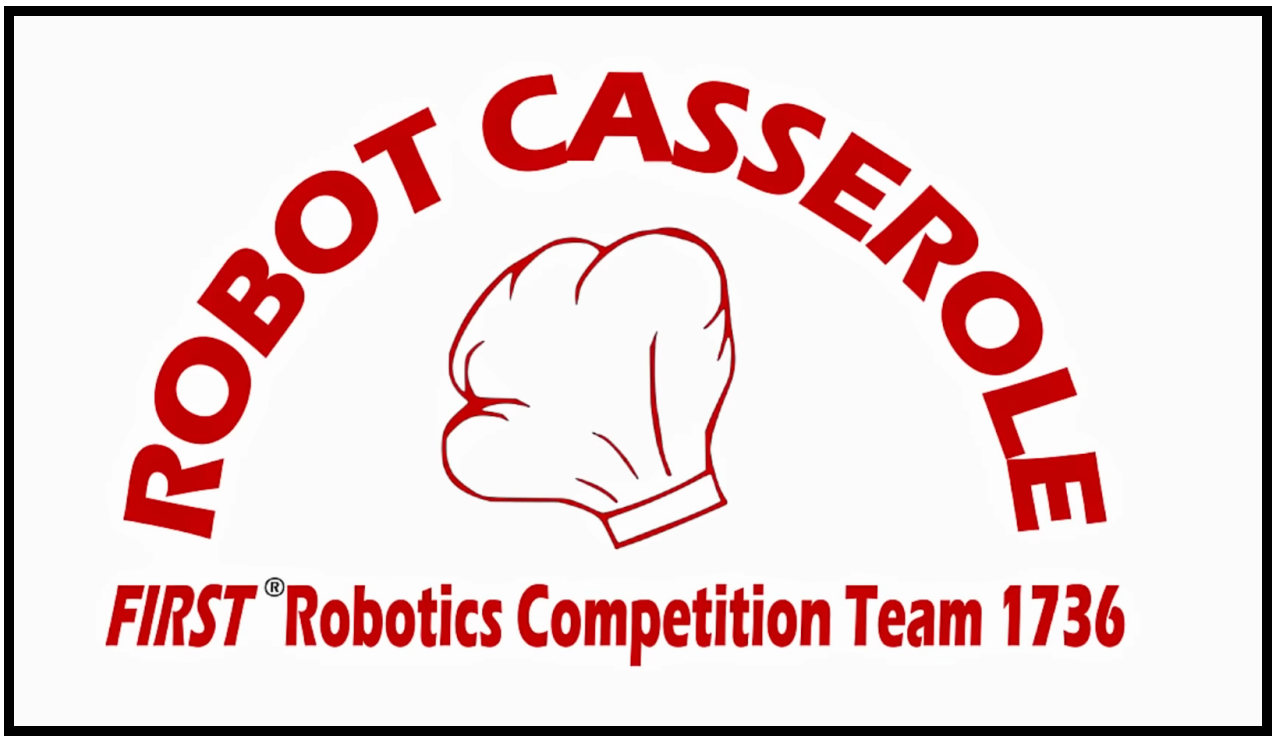
2020 - 2021 Team Handbook



www.robotcasserole.org

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HOW TO USE THIS HANDBOOK

This handbook is roughly divided in two parts:

- General background on Robot Casserole as a team, and the FIRST Robotics Competition it participates in.
- Concrete requirements for students to abide by while on the team.

It is recommended for both students and parents to review this handbook in its entirety before joining the team, to ensure they both understand what will be asked of them.

In all cases, the Mentor team wants to ensure that students have a positive experience, and walk away having learned invaluable life skills to benefit them wherever life takes them. We provide this handbook as a way to ensure all team members can start on the same “page”, with a unified mindset oriented toward personal growth.

If you have any questions or concerns, please don’t hesitate to reach out to us! Our email is frc1736@gmail.com .

Thank you again for considering Robot Casserole!

ROBOT CASSEROLE SPONSORSHIP

Robot Casserole is a Caterpillar Inc. *FIRST* Robotics team open to all greater Peoria area high school students.

Mentors and students of the 2020 Robot Casserole Robotics Team 1736 include:

- Caterpillar employees
- Amren employees
- City of Peoria
- ICC Students
- Richwoods High School Students
- Illinois Valley Central High School Students
- Peoria Area Home Schools Students

Caterpillar Inc. Provides:

- Work space for the team to conduct *FIRST* related activities
- Engineer/Professional mentoring
- Program Leadership
- Materials and supplies
- Financial support

This sponsorship is provided for a purpose: Robot Casserole is a key component in Caterpillar Inc.'s STEM Pipeline. We help fulfill the company's goals of teaching STEM concepts to the greater Peoria community, in the hopes of creating a more verdant society. We also hope that students will consider Caterpillar Inc when searching for future employment opportunities.

ROBOT CASSEROLE'S MISSION

As FIRST Team 1736 Robot Casserole, our mission is to inspire and foster students' natural curiosities and ingenuity on a technical challenge within real-life constraints that promotes the development of leadership, teamwork, problem-solving, technical, creative, software, and communication skills. We wish to be a prominent and visible force within our community that encourages Gracious Professionalism, cooperation, volunteerism, and hands-on STEM-based learning.

ROBOT CASSEROLE'S TEAM GOALS

- Inspire students to explore, experience, and appreciate technology, math, science, and engineering through hands-on participation in team activities
- Prepare students for leadership roles through shared decision making on the team
- Promote the ideals of FIRST in all that we do
- Increase community awareness of engineering education opportunities
- Promote teamwork skills
- Promote cooperation and volunteering
- Introduce students to positive role models
- Compete annually for the Chairman's Award (the highest award within FIRST)

FIRST OVERVIEW

WHAT IS FIRST?: FIRST (For Inspiration and Recognition of Science and Technology) is a non- profit organization that was founded to inspire and excite young people about science and technology by bringing together professional mentors with high school students from around the U.S. and several foreign countries.

THE ORGANIZATION: FIRST was founded in 1989 by inventor and visionary Dean Kamen. In the first year 28 teams participated in the competition which was held in a high school gymnasium in New Hampshire. In 2018, there were 3,650 teams from 48 states and 26 countries (with over 3,000+ corporate and institutional sponsors) which competed in 56 regional events and the Championship events in Houston & Detroit. FIRST also sponsors Junior FIRST LEGO League, FIRST LEGO League and FIRST Tech Challenge competitions along with a series of education- related projects and programs. FIRST is a 501 (c) (3) organization headquartered in Manchester, New Hampshire.

THE VISION: Dean Kamen, founder of FIRST, imagines a day when the act of invention – that is, the work of scientists, engineers and technologists – is as revered in the popular culture as music, athletics and entertainment are today. The FIRST vision is to inspire in young people, their schools and communities, an appreciation of science and technology and an understanding that mastering these can enrich the lives of all.

HOW IT WORKS: Through a large, successful and growing community of educators, parents, community leaders, engineers, volunteers, and sponsors, FIRST builds alliances to support its vision. A part of that vision is to inspire and prepare the future talent pool, workforce, and leaders to become capable, technically-literate citizens of tomorrow. FIRST designs accessible, innovative programs that build self-confidence, knowledge and life skills while motivating young people to pursue opportunities in science, technology and engineering.

FIRST CORE VALUES:

- **Discovery:** We explore new skills and ideas.
- **Innovation:** We use creativity and persistence to solve problems.
- **Impact:** We apply what we learn to improve our world.
- **Inclusion:** We respect each other and embrace our differences.
- **Teamwork:** We are stronger when we work together.
- **Fun:** We enjoy and celebrate what we do!

FIRST ROBOTICS COMPETITION

THE GOAL: The FIRST Robotics Competition challenges teams of students and their mentors to design and build a robot in a six-week timeframe, using a standard “kit of parts”. The team has to analyze the game and strategize what type of robot would perform well. Typical teams meet months in advance of the building period to learn basic skills and be better prepared. The goal isn’t simply to build a robot; the robot is a vehicle for learning much more. The real goal is building a collaborative team, a supportive community and a solid strategy for problem solving during the competition.

TEAMS: The average team competing consists of about 25 students and 6-12 adult mentors; however, entire schools, school districts and communities are involved with **FIRST.** Typically a corporate sponsor assists in funding the team. In the case of Robot Casserole, that corporate sponsor is Caterpillar Inc. Product Development & Global Technology Division.

WINNING: FIRST redefines winning. Winning comes through excellence in design, demonstrated team spirit, gracious professionalism, and the ability/maturity to overcome obstacles. Winning comes through the building of partnerships with other students and professionals, and between schools, businesses, and communities.

FIRST IN 2020: The 2020 FIRST Robotics Competition season begins with the release of the kits and game rules on Saturday, January 4th 2020, and will involve over 6500+ teams from every state across the U.S., as well as 30+ other countries. The teams and competition bring together students of different levels of achievement, different racial and social backgrounds, boys and girls, from inner cities across America as well as from rural communities. Joining the high schools and colleges/universities participating on teams will be over 3,000 sponsors representing some of the most well-known and highly regarded companies in the world.

THE EVENTS: Historically, there have been over 65 regional and district competitions scheduled to take place in February through March, across the U.S., Canada, and Israel. In addition, two Championship Event have been held in Detroit, MI and Houston, TX. The Championship event draws participants from across the country and around the world and includes the competition itself, a FIRST Hall of Fame that spotlights model teams, and a conference that provides educational seminars for both students and mentors. Teams, fans and spectators will number well over 30,000 for these 3-day events.

FIRST: POSITIVE IMPACT AND MEASURABLE DIFFERENCE

FEEDBACK: Studies undertaken by several universities as well as thousands of stories support the positive impact of *FIRST*. The results of hard work and serious play include lives changed forever and minds opened to new knowledge and opportunities through participation in *FIRST* programs. The evaluation work is producing important data about the impact of the *FIRST* program on high school students, including:

- ***ATTITUDE***: Improvement in student attitudes about science, math, teamwork and the working world.
- ***SELF-IMAGE***: Improvement in students' self-image, particularly among underrepresented groups.
- ***TEAMWORK***: Highly positive attitudes about teamwork, including increased respect and support students accord one another.
- ***SELF-CONFIDENCE***: Student self-confidence improves after their *FIRST* experience.
- ***CAREER PLANNING***: Student attitudes about the working world are significantly more positive.
- ***PROFESSIONAL*** Two-thirds of student participants indicate interest in working
- ***RELATIONSHIPS***: for one of their team sponsors and one fifth actually had plans to work for one of their team sponsors in a summer internship or a part-time job.

HIGHER EDUCATION: In 2019, over $80 million in college scholarships were available to students participating in FIRST. In many cases, whether or not scholarship is the key, FIRST provides students with the inspiration and confidence they need to consider college and to pursue educational and professional opportunity. Several of our graduated students have taken advantage of the FIRST scholarships and are currently enrolled in engineering/science/technology curriculums in college.

ROBOT CASSEROLE TEAM HISTORY

History of Team Awards:

2006 – Chicago Regional: Xerox Creativity Award

2007 – Wisconsin Regional: GM Industrial Design Award, Semi-Finalist

2008 – Wisconsin Regional: Judges Award

2009 – Wisconsin Regional: Chrysler Team Spirit Award

2010 – Wisconsin Regional: Chrysler Team Spirit Award

2011 – Wisconsin Regional: Chrysler Team Spirit Award

2012 – Wisconsin Regional: Imagery Award

2013 – Boilermaker Regional: Chrysler Team Spirit Award & Industrial Safety Award

2014 – Central Illinois Regional: Chrysler Team Spirit Award

Wisconsin Regional: Chrysler Team Spirit Award

2015 – Midwest Regional: Chrysler Team Spirit Award

2016 – Central Illinois Regional: Finalist & Imagery Award

Midwest Regional: Winner

World Championship: Imagery Award (Hopper Division)

2017 – Midwest Regional: Imagery Award

2018 – Central Illinois Regional: Imagery Award

Seven Rivers Regional: Winner & Imagery Award

Detroit World Championship: Quarterfinalists (Carson Division)

2019 - Midwest Regional: Imagery Award & Woodie Flowers Finalist Award

Central Illinois Regional: Spirit Award

2020 - Miami Valley Regional: Innovation in Controls Award

Central Illinois Regional: Woodie Flowers Finalist Award

SUBTEAMS & COMMITTEES

Sub-Teams

- **SOFTWARE, CONTROLS:** Develop software for robot automated & tele-operated control and human interface. Assist in troubleshooting of robot operation and controls
- **ELECTRICAL:** Develop electrical system for robot and controllers. Design and develop pneumatic systems for robot.
- **MECHANICAL:** Design, develop & test solutions based on game strategy.
- **CAD:** Convert sketches to solid models to assembly models to working drawings Fabricate parts Assist in the assembly and troubleshooting of robot Create parts list and pricing
- **MEDIA/BUSINESS:** Document the team through video and photos. Create and distribute robot release videos**.** Create and distribute team music video. Assist imagery and awards with various media.

Committees

- **SAFETY**
  Safety in all we do, first priority Train team about safety during the season and at the events Assist with hands-on training for tools & power tool operation Establish procedures for reporting an accident or safety violation
- **ADMINISTRATION**
  Develop a team business plan and budget. Develop PR materials. Design and create team promotional items, banners & signs. Coordinate event logistics including transportation and lodging. Create and update team web site & social media. Assist with the student scholarship applications.
- **OUTREACH**
  Coordinate community relations events and document team outreach through photos and videos. Recruit new students through demos and interactive presentations.
- **SPONSORSHIP**
  Maintain relationships with existing sponsors through telling the story of how their investment benefits both their company and the greater Peoria area. Recruit new sponsors to help expand Casserole's mission.
- **COMPETITION AWARDS**
  Assist with team identity and imagery. Design and develop peer awards. Design, develop and organize the competition pit.
- **ESSAY AWARDS**
  Create Chairman's, Woody Flowers and Dean's List award submission.
- **SCOUTING**

Track team performance with scouting app. Analyze data to determine who our best alliance would be. Speak with teams during competitions to learn about other team strategies. Create a winning game plan and strategy.

PARENT INVOLVEMENT & MENTORING

Parents are expected to help out in any way they can. This is a very important time in your child's life as they start searching for a future college major/career. You can be a big part of that decision by participating or mentoring on the team!

Parent Helpers: Participation during regional events will be greatly appreciated. Helping with meals and snacks or assisting with travel to and from outreach events are easy ways you can contribute to the success of the team. For Saturday work days, we will be serving lunch at the warehouse. If you can help with service or provide a portion of the meals, contact the team at frc1736@gmail.com . We are actively looking for a volunteer to coordinate the meals and parent helper volunteers. Reach out if you are able to help! It is also strongly encouraged and appreciated to volunteer with the regionals we are attending. We will send out links to volunteer at these events prior to traveling to the regional.

Mentors: Casserole has a long history of having many parent mentors! Even if you can only join in for a year, or part of a year, your help would be greatly appreciated! It's a great way to spend time with your children and their friends. The efforts of these mentors must be student-focused and within the spirit of *FIRST*. There are many opportunities to mentor our team's students:

Mechanical Machine Design - Electrical Design & Wiring - Software Development & Programming - CAD – Design, Drafting, Animation - Metalworking & Part Fabrication - Carpentry & Construction - Project Coordination - Communication & Public Relations - Video & Graphic Publications - Event Planning - Machine Shop Management - Strategy Development & Coaching - Travel Coordination - Scholarship coaching and submission

COMMUNITY OUTREACH

Robot Casserole keeps active in the local community, as they host and participate in events, make demonstrations and support other math and science-related programs for the area's students. Examples of these events and activities include:

Introduce a Girl to STEM Day (Oct-Nov)

Career Spark (Oct)

FIRST LEGO League Mentoring (Sep - Dec)

FIRST LEGO League Regional Tournament (Dec)

Engineering Week @ Peoria Riverfront Museum (Feb)

Peoria School District Summer Lego Robotics Camp (Jun)

Robo Rumble @ Peoria Riverfront Museum (Jun)

GoBabyGo (Fall/Spring)

For more information about Robot Casserole and demonstrations, please contact us at frc1736@gmail.com .

FALL 2020 ACTIVITIES

THE FOLLOWING SCHEDULE IS TENTATIVE AND IS SUBJECT TO CHANGE

As COVID19 continues to evolve, we are hoping a remote-only strategy will allow us to continue to plan, meet, and make progress. However, as the situation evolves, we may need to modify plans. We do not intend to change the time commitments laid out below. Use them as reference when planning your school, sports, club, and family events.

Preseason: 10/5/20 thru 12/18/20

- Meeting Remote Only
- Tuesday
    - 6 to 7 PM - prepared material for whole-team training
    - 7 to 8 PM - open discussion & Q/A
- Thursday
    - 6 to 7 PM - prepared material subteam-specific training
    - 7 to 8 PM - open discussion & Q/A
- NO meeting on Thanksgiving or Halloween
- Possible additional days and times as needed - However, the Tuesday+Thursday 6-8pm are the meeting times used for attendance tracking.

Practical Skills Development

During preseason we will focus on training and learning skills through interactive activities so you are prepared for the competition season. Following are some of the areas of focus:

- Safety
- Mechanical engineering & fabrication
- Computer Aided 3D Design/Modeling
- Programming
- Pneumatic & electric wiring/circuits design
- Media, photography, and video
- Web design
- Team building & leadership
- Preparing presentations and building a team image

We will also engage in some community outreach events and robot demonstrations to spread the word of *FIRST*. Most years, students will be required to participate in these events. For 2020, we do not yet have a formal requirement at this time. We will inform students and parents in writing if such a requirement comes into effect.

WINTER/SPRING 2021 SCHEDULE

THE FOLLOWING SCHEDULE IS TENTATIVE AND IS SUBJECT TO CHANGE

In the rapidly-evolving COVID19 situation, we do not yet have direction from FIRST HQ or local event planning committees on the nature of the 2021 season. We are projecting a few guidelines for families looking for information on what to expect in 2021. However, note these are *only our best guess* at what the 2021 season will be like. As dates approach, we will do our best to keep families up to date. Keep an eye on your emails to ensure you have the latest information.

During the build season: 1/2/21 thru 2/20/21
Kick off (1/2/21) – Caterpillar Warehouse 8:30 AM to 3:30 PM, Watch the worldwide game reveal broadcast & review the manual and break down the game strategy.

Build weeks 1 – 6:
• Meeting at the warehouse Monday thru Thursday 6-9pm, Saturdays 8am -4pm.
• Additional 8am-4pm days include MLK Jr. Day and Presidents Day.
• Full Team meetings will not take place in the case of inclement weather. Keep an eye on email and Discord for notifications about inclement weather closings

- Build Week 1: Game strategy, robot design concept & prototyping
- Build Week 2: Concept selection and detail design creation
- Build Week 3: Fabrication of components & subsystems, programming
- Build Week 4: Robot assembly and sub-system integration
- Build Week 5: Robot testing and validation
- Build Week 6->beyond: Driver training and robot fine-tuning.
- NO Official Stop Build 2021

Post-Build Season: 2/22/21-4/24/21
Meeting at the warehouse Tuesdays & Thursdays 6-9pm, Saturdays 8am-12pm. Design modifications, gathering and building spare parts, preparing the pit structure, travel and competition planning, driver and pit crew training.

Central Illinois Regional: EARLY MARCH: Tentative Guess: 3/18/21-3-20/21
Competition will likely take place at Bradley University, Renaissance Coliseum.
https://www.bradley.edu/academic/continue/youth/robotics/
Students will be responsible for travel arrangements to and from the venue. Detailed time schedule will be provided at a later date. Parents, siblings and friends are welcome. Admission is free. We will be asking for Parent volunteers to assist the team during meals and for transportation of equipment and snacks/water.

Second Regional: NO TRAVEL REGIONAL PLANNED THIS YEAR

Championships: UNKNOWN

Competition has historically taken place in Detroit, MI. Participation is dependent on success at on of our regional competitions. Details about departure, arrival, and other travel details will be decided after we are invited to the competition.

TEAM REQUIREMENTS & OPPORTUNITIES

OPPORTUNITIES

There are many rewards for being a committed Robot Casserole team member. Robot Casserole students have many ways to be involved with the team. They are encouraged to participate in community events, and during the fall they participate in the team events, training, and meetings.

1. Travel Opportunities
   - Historically, the team travels to one “away” regional. The location is usually somewhere in the Midwest - Chicago, Wisconsin, and Ohio have all been visited recently. **Travel plans are still in flux for the 20201 season.**
   - Potentially the team will travel to Detroit, MI for the championships

2. Scholarships
   - There are MANY scholarships available for *FIRST* team members. Check out http://www.firstinspires.org/scholarships for details.
   - In 2020, there was $80 million in scholarships available to *FIRST* students.

3. Internships
   - The experience students are exposed to opens doors for internships within Caterpillar and other high-tech companies. See your guidance counselor and www.caterpillar.com and select the “Careers” tab. Additionally, work with the mentor team in the **December** timeframe to understand what opportunities exist and get recommendation letters

4. Experience
   - Many corporations across the nation are participating in *FIRST* and want to hire *FIRST* students. Being on a *FIRST* team will expose students to these corporations, provide them with opportunities to meet some of the mentors who work for these corporations, and help teach the students skills that these companies desire.
   - Additionally, some colleges (Purdue, University of Illinois, etc.) offer college credit to engineering students who help mentor *FIRST* teams.

STUDENT SCHOOL-RELATED REQUIREMENTS

Robotics Absences due to School

Students must meet & maintain their school and parental academic expectations. Generally, we would consider this to be a C average or above. However, not being associated with a school, the team does not have the ability to check grades without permission. We are very open to working with parents, teachers, and students to help ensure academic goals are met.

The expectation is that students are students first. Academics and family both rank above robotics. We would much rather students take the night off to study for an exam or finish a project well, rather than rush things and get a poor grade due to robotics.

In all cases, be sure to communicate your needs with the mentors as early as possible, and make an effort to make-up missed work at robotics. Such absences are definitely excusable. See more details later about excused vs. unexcused absences.

Mentors have been known to help with homework in the past. In general, bringing occasional, specific questions about homework is allowed. However, please do not simply bring your homework to the warehouse and spend the whole time working on it, detracting from the time we have together as a team.

School Absences while Traveling

Students will be required to have a signed excused absence eligibility form from their school counselor to travel with the team.

ATTENDANCE REQUIREMENTS

Attendance
Student attendance will be tracked to ensure students are accountable for their commitment to the team. Students must also sign in to the meeting while at the warehouse. The attendance system for remote meetings has not yet been determined, but will be communicated when it is.

Please notify a team lead or your sub-team mentor if you know you will not attend a meeting, as soon as possible. Notification in email is strongly preferred.

Maintaining a consistent attendance schedule and notifying of absences is critical for the team's operation. In general, all students will have work assigned to them. It is expected that they will be making progress. If a student does not show up to a meeting, the deadline for that work does not necessarily move. The work will likely get re-assigned to a new student. This reduces the absent student's ability to contribute to the team, and drives chaos into planning.

Committing to a schedule and sticking to it is a key element of any professional career, and a requirement we instill into participants early on.

If an absence was communicated and approved by team leadership, it will in almost all cases be considered **excused**. An absence that was not communicated will be considered **unexcused**. The number of excused and unexcused absences is used as part of the basis to determine student travel eligibility.

Active Participation
The primary factor determining a student's success on the team is ACTIVE PARTICIPATION. Just physically being at the meetings is not enough, students must contribute their ideas and energy to the team.

An Actively-Participating student will:

1. Enthusiastically take on a task when assigned to one, and complete it to the best of their abilities.
2. Voice issues and bring observed problems to light.
3. Promptly engage another student or mentor when they encounter a problem, to move past the roadblock.
4. Provide opinions in discussions, or at least articulate that they do not currently have an opinion.
5. Open communication with the leadership team if the work assigned is too little or too much, too tough or too easy.
6. Avoid non-productive distractions, especially those related to extraneous websites or cell phone usage.

This applies to outreach events as well: actively participating in the outreach event is part of meeting the travel requirement for outreach events.

Though we can't always guarantee that every student will be working on exactly what they want to, as a leadership team, we do promise to make a good-faith effort, and engage in consensus-driven decision making with the student and their parents if desired.

Active participation is hard to quantify, and as such, the mentor team desires to be fairly lenient, and give students the benefit of the doubt whenever possible.

As always, communication is the key to success. Except in cases of gross misconduct, we promise to engage actively with students who we believe are not actively participating, explicitly mentioning the policy in the student handbook. This will happen in advance of removing travel privileges. If you have any concerns about your status on the team, please reach out to the leadership team to open a discussion.

Students who consistently exhibit a lack of active participation will be removed from the team.

STUDENT CLASSIFICATION & TRAVEL REQUIREMENTS

We understand that students have many obligations outside of Robot Casserole - this is good and the way it should be! As such, we strive to achieve a reasonable level of flexibility to students with complex schedules. We emphasize two principles:

1. The more you put into your work on the team, the more you get out of it
2. Communication is the key to preventing misunderstandings.

Starting in the 2020/2021 season, we will divide our student population into two pools:

Full-Time Students
A full time student has 80% attendance or more at regular team meetings, with no more than 2 unexcused absences per calendar month. Additionally, a full time student meets the outreach event requirements for the year.

By default, Full-time students will travel with the team to the away regional.

Part-Time Students
All students which do not meet the Full-time requirements are Part-time students.

By default, Part-time students will not travel with the team to the away regional.

Note that travel privileges are not guaranteed.Team leadership will have the final say as to who is eligible to travel. Active Participation, respect for leadership, and safe behavior are key additional factors in determining travel eligibility.

As always, Communication is key to preventing misunderstandings. If you have doubts about your travel eligibility, please open a discussion with the mentor team so we can advise your particular situation.

TECHNOLOGY POLICY

Cell Phone Usage: Cell phones may be brought to the meetings, but in general should remain in the students pocket, backpack or purse unless an emergency call is required.

With rare exceptions, students should not text, call, take pictures, share videos or music during team activities. See Active Participation for more info.

Breaks will be scheduled during the meetings. Students may use their phones during this time. When breaks are over, phones go back in the packs, purses, pockets.

We have had issues in the past with students taking images and making social media posts, some of which had offensive and abusive content. This is strictly prohibited and grossly inappropriate. Doing so will incur immediate removal from the team.

If there is *any* question in your mind about whether something is appropriate: choose the conservative answer. Do not share it.

Taking Photos: In general, students should only be taking photos on their personal devices for quick documentation when the business team is not available. Business team is still responsible for all main team documentation activities. This is largely for student safety (keep eyes off of phone screens), as well as to prevent issues with our main sponsor, Caterpillar. In general, Caterpillar Inc. does not allow photographs of facilities on personal devices. Though we do not make a general policy to prohibit student-taken photos, we would prefer for Business team or a mentor to take the photo and share it via the Google Drive.

Team Computers: The team has a supply of laptops which students use for various pieces of work. We expect you to treat these as your own. Keep them charged, do not drop or otherwise physically abuse them. Do not install software unrelated to robotics work, and get the OK from a mentor if you are unsure. Do not use them for non-robotics related work. Be sure to log out of your personal email & social media accounts.

Internet: The team provides a 200Mbit/sec internet connection for student and mentor usage. Members are allowed to connect their personal devices to this connection.

Caterpillar Inc. monitors web traffic to and from our team area. We also use various tracking technologies internal to the team to keep metrics on network usage and websites visited. We can be audited on our internet usage.

Keep all your internet browsing limited to robotics-related websites. If you accidentally access a

less-than-savory website, please let someone on the mentor team know. We need to ensure we can handle it before an audit catches it at a later date. No punishment will be brought against anyone who brings a concern or mistake forward in good faith.

FACILITY: Students are required to stay within the allocated area while at our facility. They are not allowed to explore, go into other areas, or touch any equipment not owned by the team.

Social Media: Only approved members of the media team are allowed to capture or distribute any images or descriptions of team activities per the data privacy policy. Full policy located later in this document.

TEAM REGISTRATION REQUIREMENTS AND COST

REQUIRED TEAM REGISTRATION & FORMS:
The following registration forms (paper and electronic) are required for all students. Exact due dates are still TBD and will be communicated.

- Early October:
  - Robot Casserole Application Form
  - Caterpillar Release, Waiver of Liability, and Indemnity Agreement
  - FIRST registration https://my.firstinspires.org/AccountManager/Account/Register
  - Student Travel Rules & Expectations
- Tentative - Mid January:
  - School excused absences forms for competitions and events during school days

COST:
The vast majority of the team costs are covered by our sponsors, principally Caterpillar Inc. Each year, they invest around $900 per student to cover event registration, robot components, tools, build space, food, and apparel. These are costs we do not ask any team member to cover.

Travel Fee:
To help offset some travel costs, we ask for a nominal fee for students intending to travel to away events with the team.
2nd Regional event: $50 due by January 31st made out to Illinois FIRST with FRC1736 in the memo.
Championship event: IF needed, to be decided after we are invited to the championship competition.
Note: If you or your family is unable to meet any of these requirements, or pay the travel fee, please speak with one of our team board co-chairs Nick Dunne or Chris Gerth.

Team Apparel: The team will provide each student three team t-shirts and a chef hat upon joining the team. Additional t-shirts or a replacement chef hat can be purchased. Team spirit wear and gear will also be available for purchase.

DISCIPLINE PROCEDURES

Robot Casserole FIRST Robotics Team

The Robot Casserole Robotics Team Handbook identifies and explains a wide variety of activities and events that the team engages in. It also lays the foundation for the level of commitment and conduct that is expected of a member of the Team. It is up to the student to read this handbook and understand their privileges, responsibilities, choices, and consequences.

Participation in the Robot Casserole Robotics Team is a **privilege**, not a right. As such, there are certain responsibilities that fall on the shoulders of the student. This is an opportunity for students to demonstrate a desire for learning, leadership, cooperation, peer mentorship, and teamwork. It is also a time when students need to be responsible for their actions on both an academic level and an interpersonal level.

Students who choose to abide by the guidelines established in this handbook will experience the pride and camaraderie of being involved in a FRC team. Those who choose to ignore their responsibilities as a member of this team will be advised according to the steps that follow.

- **Step 1:** The student will be advised by a pair of mentors as to the unacceptable actions and asked to make appropriate changes to remedy the situation.
- **Step 2:** The student's parent(s) will be contacted and a meeting will be scheduled with the parent(s), student, and appropriate mentors to discuss the situation. The student may not return to the team or participate in team activities until the meeting has taken place.
- **Step 3:** The student will be suspended from the team for the next 2 team functions/events or a period of 2 weeks, whichever is longer. During this time they may not participate in any team activities.
- **Step 4:** The student will be removed from the team.

HOWEVER: If offenses are egregious enough in nature, some steps may be skipped to the point of immediate expulsion from the team.

ROBOT CASSEROLE TEAM CONTACTS AND INFORMATION

- Robot Casserole Co-chairs frc1736@gmail.com

- Robot Casserole Website: http://www.robotcasserole.org/
- YouTube https://www.youtube.com/user/FRC1736
- Facebook https://www.facebook.com/FRCteam1736
- Twitter https://twitter.com/FRC1736
- Pinterest https://www.pinterest.com/frc1736business/
- Instagram https://www.instagram.com/frc1736/

- *FIRST* Website: http://www.firstinspires.org
- Phone #: 800-871-8326 or 603-666-3906
- Regional Director Susan Lawrence sklsumgrad@comcast.net

- ILLINOIS *FIRST* Website: https://www.firstillinoisrobotics.org

- Caterpillar Coord. **Tim Koch:** Caterpillar_STEM@cat.com

SOCIAL MEDIA POLICY

STUDENT ACCOUNTS & INTERACTION

We are creating a professional workplace environment for students and mentors. To that end, we provide the following guidelines for posting *about* the team using *your own* social media accounts:

- Posting about Robot Casserole
  - Don't hate
  - Proper grammar and spelling
  - Make us look good
  - Use hashtags
  - Tag our accounts
  - Use high quality photos
- Posting while at robotics
  - **Don't**. We are trying to create a professional environment/work space
  - Saturday meetings during build season during lunch are the exceptions
- Posting at Competition
  - Highlight the competition, the place, environment, other teams, the stands, etc.
  - Our robot is cool, but the experience of the competition is even cooler!

We are doing this to make a place where we can work together. We appreciate your cooperation!

TEAM ACCOUNT USAGE

We are providing information on how the team uses Social Media to spread its image for the following reason: *We do want students participating in content creation!*

To maintain a positive image, we have to have some guidelines and policies. However, we want to encourage folks to get involved early, familiarize themselves with best practices, and contribute to our content!

When posting on the team's behalf:

Stay aware of your own personal bias. Keep in mind that while posting we are presenting to other teams, sponsors, families, and future casserole members.

1. Please refrain from using
    a. Profane content
    b. Explicit content
    c. Politically charged content
    d. Personal content
    e. Threatening content
    f. Demeaning content
2. Content should be entertaining, informing, or intriguing to our audience. These may include:
    a. Humorous imagery
    b. Match statistics
    c. Event statistics
    d. Events we participate at
    e. Sponsors
    f. Team history
    g. Our mentors
    h. ET Cetera, etc.
3. Do not like or share posts on Robot Casserole accounts that don't…
    a. Follow these guidelines
    b. Follow our general model
    c. Pertain to the specific social media model

Do's

1. Relate to FIRST, robotics, our team, or any event for which our team is involved
2. Create and maintain a positive and excited tone
3. Present FIRST, us, and all individuals related in a good light
4. Respect individuals, groups, organizations, ideas, and all others
5. Use clear and precise language
6. Interact and engage our audience and community
7. Grant clarifying information upon request
8. Be secure at all times
9. Be intentional with your posts

Don'ts

1. Infringe on the rights of individuals, groups, organizations, etc.
2. Discriminate against individuals, groups, organizations, etc.
3. Use profane or absurd language, emojis, or emoji combinations
4. Be profane, absurd, vulgar, or offensive
5. Reference personal or political affairs
6. Tag individuals, groups, organizations who has explicitly stated that wish *not* to be
7. Use an aggressive or apologetic tones when posting

The team has usage guidelines - Work with Business Team if you would like to participate in content creation.

STUDENT/PARENT ACKNOWLEDGEMENT FORM

Robot Casserole FIRST Robotics Team

By signing this sheet, I agree to the following:

I have read through the handbook and understand the privileges and responsibilities that being a member of this team involves.

I understand that participation on the Robot Casserole Robotics team is a privilege. I will treat it as such.

I understand that I am required to **actively participate** and the consequences of my actions can ultimately lead to my removal from the team.

I understand that being part of *FIRST* Robotics team can provide me with knowledge and skills that will benefit me for a lifetime. I will treat this opportunity accordingly.

I understand that I have a wide variety of opportunities available to me while on this team and I am welcome to take advantage of them.

I agree that my image, in photo and video, may be captured at team-related events and used for team promotion.

I understand that, as a member of the Robot Casserole, my actions reflect on not only myself and my family, but also my School, Caterpillar, and other sponsors and supporters of our team. I will act accordingly.

I agree to act with Gracious Professionalism in all that I do while a member of Robot Casserole, Team 1736 and be respectful of mentors and other team members.

_____ _____ _____

Student's Signature Parent's Signature Date