

2022-2023 Mentor Handbook



Robot Casserole
FIRST Robotics Competition Team 1736

www.robotcasserole.org

Sponsored by:

CATERPILLAR

HOW TO USE THIS DOCUMENT

ROBOT CASSEROLE'S MISSION

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HOW TO USE THIS DOCUMENT

This handbook communicates the role of a Mentor on the team, as well as some critical, mentor-specific information about how the team runs. It supplements the student handbook and team description documents.

It is generally for mentors-only, and should not be shared in whole with students.

Thank you again for donating your time and talents to the team!

THE ROLE OF A MENTOR

Mentorship In FIRST

A FIRST Mentor's job is to lead students to be better versions of themselves. We hope they walk away understanding a bit more about the world than they came in with.

We do not guarantee any specific, technical learning outcome. That is the job of their teachers.

We do not guarantee any specific behavioral changes, attitude adjustments, or social growth. That is the job of their parents and peers.

We do guarantee that they will be exposed to a welcoming, inclusive, and happy team of professionals and enthusiasts alike, who volunteer their knowledge and time freely, and have some fun along the way. Though we cannot guarantee it, we hope that this mentor interaction facilitates broader technical and behavioral growth.

Why STEM?

We believe that no matter what jobs, industries, or hobbies a student partakes in later in life, the STEM fields provide a valuable model for how to think about problems and solve them.

Our primary goal is to teach this model of problem solving, in the context of a team.

Technical and interpersonal skills are hopefully developed as well, but only as a side effect of this primary goal.

Mentorship at Casserole

Casserole's mentor team has historically been fluid. As such, the exact definition of a mentor's role is also fluid.

There are a few things we always ask of each mentor:

- Be an excellent role model for students
- Share your knowledge and ideas freely
- Demonstrate curiosity, enthusiasm, and good communication skills
- Be open to student ideas. Be patient, separate good ones from bad ones, and provide clear explanation of your reasons whenever asked.

Casserole does not solidly fit into either traditional definition of "Student Led" or "Mentor Led".

Technical and design discussions should involve both mentors and students. A capable student or mentor should lead the discussion. This leadership involves clearly articulating the goals, gathering various opinions, amplifying voices as needed, and building consensus.

Mentors are free to step in and tackle large technical challenges, especially if no student is available to solve the problem. However, if a student expresses interest in solving the problem, the mentor should take on a teacher role, rather than a "doer" role.

The team should not limit itself to "only what students currently know how to do". Instead, mentors should augment student abilities to ensure students can see another level to aspire to. This is to achieve the "Inspiration" goal that is at the core of FIRST's vision.

Mentors are the backstop of the team. We want students to be able to do as much work as possible, so that they may grow and expand their abilities. Simultaneously, we must ensure that the mistakes of one student do not wreck the competition season of the whole team.

From this perspective: Students own the successes. Mentors own the failures.

Of course, certain critical team functions are reserved to mentors only. These include making travel arrangements, managing team finances and physical facilities, etc. While Mentors should absolutely discuss decisions which impact students with those students, mentors must fully own the decisions.

MENTOR WIKI

An additional resource of a "wiki"-style page is present on our team's Github - <https://github.com/RobotCasserole1736/MentorWiki/wiki>. It is a private repository, so you will need a github account added to our organization to view it. Work with the Controls team or Admin team to gain access.

NEW MENTOR ONBOARDING

List of things to do if a new mentor joins the team:

- Add to top level of Google Drive
- Add into FIRST system as a mentor
- Create Discord account and invite to server
- Fill out all required forms
- Add email to 1736Mentors google group
- Create github account, add access to the wiki, and a copy of this document
- Tour warehouse, subsystem areas
- Provide background documentation
 - Safety
 - Team History
 - Meeting and basic season schedule

TEAM LEADERSHIP STRUCTURE

Administration Leads

Lead Mentor #1 Lead Mentor #2 Team Admin

- Budget management
- Event selection & registration
- Overall season schedule
- Regularly schedule mentor meetings
- Establish yearly schedule
- Student discipline

Treasurer

- Approve/execute financial transactions & reimbursements for the team
- Works under the direction of the admin leads, but is an independent check and balance
- Does all the stuff Larry currently does, using his documented processes.

The Administration Team

- Core mission/vision: Clear roadblocks for all other members of the team, so they may perform their jobs as efficiently as possible.
- Lead Mentor #1, Lead Mentor #2, and Team Admin Form the "Administration Team"
 - Team shall work together to achieve consensus on as many decisions as possible
 - Weekly contact/meeting is expected at a minimum
 - If disagreement arises, a simple-majority vote will decide
- Other mentors expected to provide input and ideas

- Administration Team expected to gather and document input and ideas, decide either a path forward or a delegation strategy
 - Full-team consensus neither required nor assumed
 - Other mentors do not have veto authority during the season
- Other mentors are primarily responsible for execution

Yearly Succession Planning

- After each build season, a process shall be executed to allow the Administration Team to be changed
 - First, all current Administration Team members should decide whether they commit to another year working with the team or not.
 - Second, a survey should be sent out.
 - Recipients should be:
 1. All Mentors
 2. All Full-Time Students with 2+ years on the team
 3. Representative from major sponsors (10k+? Caterpillar at least)
 - Survey shall ask the following questions:
 1. Do you wish to see any changes to the Administration Team for (next season)
 2. If so, who are the individuals who you would be ok with occupying each position a) Lead Mentor #1 - submit up to 5 names a) Lead Mentor #2 - submit up to 5 names a) Team Admin - submit up to 5 names
 - A vote is triggered if:
 - One or more survey responses indicate "change desired" with a valid new candidate
 - A major (10k+) sponsor requests change
 - One or more Administration Team members step down
 - Next-year Administration Team members shall be chosen by Rank-Choice voting from provided candidates

CORE TEAM MEETING TYPES

- General Team Meetings
 - Offseason - 2x/week, 2 hours each
 - Build Season - 5x/week - mon-thurs + sat
- Mentor Meetings
 - Offseason - 1x/month - Monday evenings, or cancel Tuesday meetings?
 - Build Season - 1x/week - Monday prior to team meeting? Cancel 1 hour of monday meetings?

- At least 1/4 of meeting time should be "no agenda" - bring up any topics that come to mind.
- Student Lead Meetings
 - Offseason - 2x/month - every other thursday at meeting start, half hour
 - Build Season - 1x/week - Wednesdays halfway through meeting, half hour
 - At least 1/2 of meeting time should be no-agenda, bring up any topic that comes to mind

COMMUNICATION STRATEGY

At Robot Casserole, we have a multitude of avenues over which to gather and disperse information. The diversity of form is designed to serve the diverse needs of students, parents, mentors, and the general public.

In the age of social media, communication strategies evolve quickly over time. This document should be considered current only at time of writing, and is definitely subject to change as methodologies evolve.

Communication Audiences

With the Public

Communication between the team and the general public is primarily motivated by advertisement and community engagement. We desire to ensure we maintain a positive and active public-facing presence. This allows anyone who desires general information about the team to get up-to-date, pertinent data, in an asynchronous and on-demand manner.

Public-facing communication is the primary way we secure concrete interest by new students, mentors, and sponsors.

Though there are more specific forms of communication for actual team students, parents, and mentors, these groups may also reference public-facing communications. Appropriate interaction on social media is encouraged to "amplify" the message.

With Students

Students should expect a fast-update and slow-update form of communication. Fast updates will come from the non-mentor Discord channels, while slow-updates will come from a dedicated email dispersion list.

With Parents

In an effort to keep the parental workload as simple as possible, parents should expect a single mandatory form of communication. Emails should be the one-safe-source of all communication, though duplicate notifications may appear on the website and other forms of social media.

Parent communication should be done anticipating a minimum one-week turnaround in response.

With Mentors

Mentors should expect both a slow-update form of communication, and a rapid-update form. This will be in a dedicated email list, as well as dedicated Discord channels.

Communication Pathways

Website

The website is the first "front page" for what our team does, and what it is about. It is designed to be the first point of contact for a person with no other knowledge of the team.

It should contain relatively static information, or information which needs to be "pinned" or otherwise persist for a long duration.

Parents and new students should be able to access all required forms and documentation via obvious, direct links from the website. The website should also provide easy links to other forms of communication

It should introduce the public to the need for sponsorship, and draw potential donors in with concrete evidence of success and growth plans.

It should be the one-safe-source for additional info on how to contact the team.

Email

Email is still the preferred strategy for slow-update, mandatory-read communications. It is expected that all team members are checking their email daily for updates. Any required forms or documentation will minimally be sent through email.

An email is like a one-on-one conversation in the warehouse. If you are there and being spoken to as an individual, it is expected you will listen and respond appropriately.

Emails are the default way to ensure something is put down "in writing" - this is because email inboxes usually persist data for at least a year, and are searchable. The only acceptable alternative is actually writing it down on paper and handing it off to the lead mentor, who in turn should digitize and broadcast the information to the mentor team.

frc1736@gmail.com

The team email address is the primary method for formal communications to come to "the team". Parents and Students may use to contact the mentors as a group. Sponsors should use it for communication that is relevant to the whole team. Mentors may use to it sign up for general team accounts.

The full team email address may be monitored by any mentor, but at a minimum should be checked by the Lead Mentor at least every 5 days (more during build season).

Communications may come from individual mentor emails, or from this general email address. Students and parents should expect either.

Email Lists

Three email lists should be maintained and updated every season:

Students

Parents

Mentors

Lists should be set up such that members of the list have the permission to email members on the other lists. All mentors should be on all lists (mentors receive all emails). Google Groups is the current tool used to organize these lists.

Discord

Discord is the primary tool used for rapid-update communication. It functions largely as an organized group instant message system, with channels dedicated to different topics. Each subteam and committee should have their own dedicated channel. Additional channels may be created and destroyed as needed.

Permissions and roles should be assigned to each user to ensure mentor and student channel separation.

Even though Discord messages are generally always visible, the high-velocity nature of the communication makes it hard to ensure every person is always up to date with every message. Therefor, "response required" or "critical info" messages must still go through email. However, having the high-velocity Discord tool should reduce the quantity of emails going out, ensuring that each email can be treated with care and importance (while Discord messages can, generally, be ignored without major consequence).

@ mentioning specific users is highly encouraged when direct conversation is desired, but external comments are welcomed.

Unlike email-blast announcements, Discord is targeted toward two-way interactive communication. Though @everyone blasts are acceptable, they should be considered like shouting out an announcement at the warehouse - You're not guaranteed every person was present, and even if present that they heard and understood you. Defer the must-read communication to email, and less-critical announcements to Discord.

Google Calendar

The team's Google Calendar is considered the one-safe-source of event timing and information. Historically, the team's meeting schedule is relatively fixed depending on the time of year, so

frequent updates did not happen. This will likely continue. Copies or summaries of the information may be provided in alternate forms to parents in an attempt to "get all the info on one page". However, any of this info should be derived directly from info in the Google Calendar.

In general, major changes to events or meeting times should also be accompanied by an email blast to affected individuals. It should not be expected that any team member is monitoring the calendar regularly for changes.

All team members should be provided links with instructions as to how to import the team's calendar into their own personal ones at the start of each season.

Social Media

This section augments the team's official social media guidelines, which I am too lazy to link here today. Social media guidelines should take priority over anything said in this section.

Social media is primarily used to augment the public-facing image of the team with more rapid and up-to-date information about the team's activities.

Though most forms allow for two-way interaction, the purpose of this interaction is public engagement. It should not be used for critical or must-read information transfer.

If at all possible, when info is requested, a link to the one-safe-source (which is never on the social media site itself) should be provided.

Slow-Update Forms

Certain social media platforms center around a relatively slow-update format. Facebook, LinkedIn, Flickr, and Chief Delphi are examples of these. Posts on these platforms should be rate-limited to only a few per day during competitions, and no more than once per day during offseason. Posts should be well-thought-out and meaningful, taking at least a bit of time for the consumer to digest fully. Orient posts toward team goals and milestones, keeping a serious but heartfelt tone. Augmentation with pictures is useful, but not required.

Keep in mind the audience of these posts tends to be more advanced in age and experience, and enjoys a matching tone of professionalism.

Fast-Update Forms

Other social media platforms encourage a fast-update format. Twitter, Snapchat, and Instagram are examples of these. Updates should be done as frequently as possible, to maintain engagement. Images and short videos are highly recommended, to increase the velocity of consumption.

Keep in mind that though the audience of these posts tends to be younger, sponsors and parents do still look at them. A more informal tone is definitely desired, though not at the expense of creating a confused or negative public image.

Forbidden Forms

MySpace, Tic-Tok, reddit, and others are, for various reasons, a solid NOPE when it comes to representing the team's public image.

KEY EXTERNAL CONTACTS

RoboRumble

Person: Heather Placko

Email: HPlacko@peoriariverfrontmuseum.org

Engineering Day

Person: Nick Rae

Email: NRae@peoriariverfrontmuseum.org

Introduce a Girl to STEM

Person: Whitney Maier

Email: Maier_Whitney_E@cat.com

Career Spark

Person: Brent Baker

Email: bbaker@greaterpeoriaedc.org

IVC Related

Person: Kenton Bergman

Email: kbergman@ivcschools.com

Richwoods Related

Person: Brett Elliott

Email: brett.elliott@psd150.org

Arm Demo at Caterpillar Visitors Museum

Person: Susan Morton

Email: Morton_Susan@cat.com

DEALING WITH STUDENT DISCIPLINE

Inevitably, there will come a time when some sort of problems arise with one or more students. The following is advice on dealing with those situations.

Listen First

Student behavioral issues often stem from issues at home or school. Try to understand the root cause of the issues, if at all possible.

Keep in mind that everyone involved with the team is a volunteer. It is rare that we have teachers or counselors who can professionally service personal needs of students. Depending on the nature of the issue, it may be advisable to separate the student from the team, so they may resolve their family or school situation without robotics as a distraction.

Team Integrity

The primary goal of any disciplinary action is to maintain team integrity and productivity. We do not *want* to punish students, but we do *want* to maintain the team's performance. Discipline must be applied when the actions of one or more students detract from others.

Discipline actions should be first and foremost targeted at correcting the behavior, so the problem student may remain on the team and become a productive member. Only after reasonable efforts to this end have been exhausted should actions include removing student from team participation.

Resources

- The student handbook is the basis of all formal discipline. Every team member and parent signs an agreement that they know the contents of the handbook, and agree to abide by it.
- The handbook should be kept up to date to provide concrete guidelines to students on behavioral exceptions, but still leave final judgment in the hands of the mentors.
- The FIRST core values are useful to reference for behavioral problems: Most team issues arise when students do not internalize or act according to the core values.

Communication

Students should be encouraged to communicate both in person, and in writing. If subject matters are important, bring together multiple mentors to hear out the student's thoughts and concerns. Individual mentors should use caution when promising various things - "Let me discuss with the mentor team and get back to you" is always a valid response.

Written communication is very useful, especially when conflict arises. Let students know that when something is very important, they need to write it down in an email, send it to multiple mentors (preferably frc1736@gmail.com), and maintain a copy for themselves of who received it and when. The earlier this communication happens, the better the team can work to resolve conflict before it "boils over"

Talking Points

Discussions about discipline will generally follow a formula:

- Open the conversation referencing recent problems, or questions seeking to get to root cause
- Make it clear the student has not met the expectations of the team
- Use "I" or "Me" to describe how the student has hurt mentors, as well as their broader impacts on the team.
- Describe what will be expected of the student going forward

Discipline Actions

When disciplinary actions are served to a student, two forms of communication are recommended:

- In-person conversation between the student, team lead mentors, and at least one subteam mentor who has been involved with the student.
- Written follow-up communication, with concrete and student-specific guidelines, expectations, and next-steps.
- For recording purposes, (2) is always required, and should be have one or more mentors cc'ed on the communication. However, (1) tends to be more effective in terms of changing behavior, and should only be skipped with great caution.

INTERNET ACCESS

Prior to 2017, the PPK warehouse network infrastructure was maintained by Steve Yarnot.

Caterpillar provides us internet access. It is behind a "guest" firewall, which does block certain things. It should not have access to any Caterpillar internal network resources. It leverages Cisco's internet-only network (ION). Because of the sometimes necessary services being inaccessible, a WireGuard VPN via AWS is available.

We are on "Pioneer Park VLan803".

As of 2017, Matt Bulfer was the contact within Caterpillar for network infrastructure issues. As of 2019, the method for adjusting internet settings and addressing issues was simply calling Caterpillar's IT Help Desk.

Please set up the ION network for Site 325.

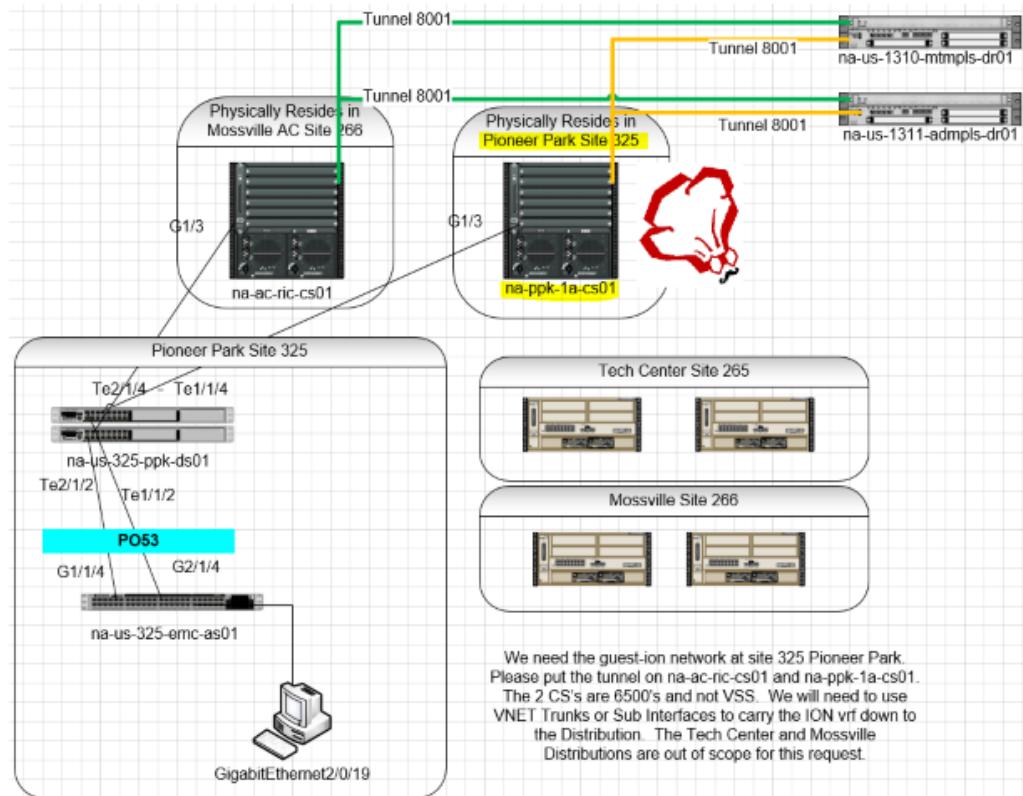
Please establish the tunnels on these devices and set up the guest-ion vrf. na-ppk-1a-cs01.net.cat.com na-ac-ric-cs01.net.cat.com (6500's non-vss)

na-us-325-ppk-ds01
na-us-325-emc-as01.net.cat.com GigabitEthernet2/0/19

We need the following subnets

Loopback on na-ppk-1a-cs01.net.cat.com
Loopback on na-ac-ric-cs01.net.cat.com

We need an ION user subnet for Pioneer Park Vlan803. Please use a /27



Within the build area, a single wifi router provides wireless internet, plus a handful of wired connections.

The router should be configured for DHCP on the 192.168.5.X subnet.

The router's IP address is 192.168.5.1.

It has a unique set of login info for advanced config:

USER - FRCMentor

Password - Network.123@Robotics

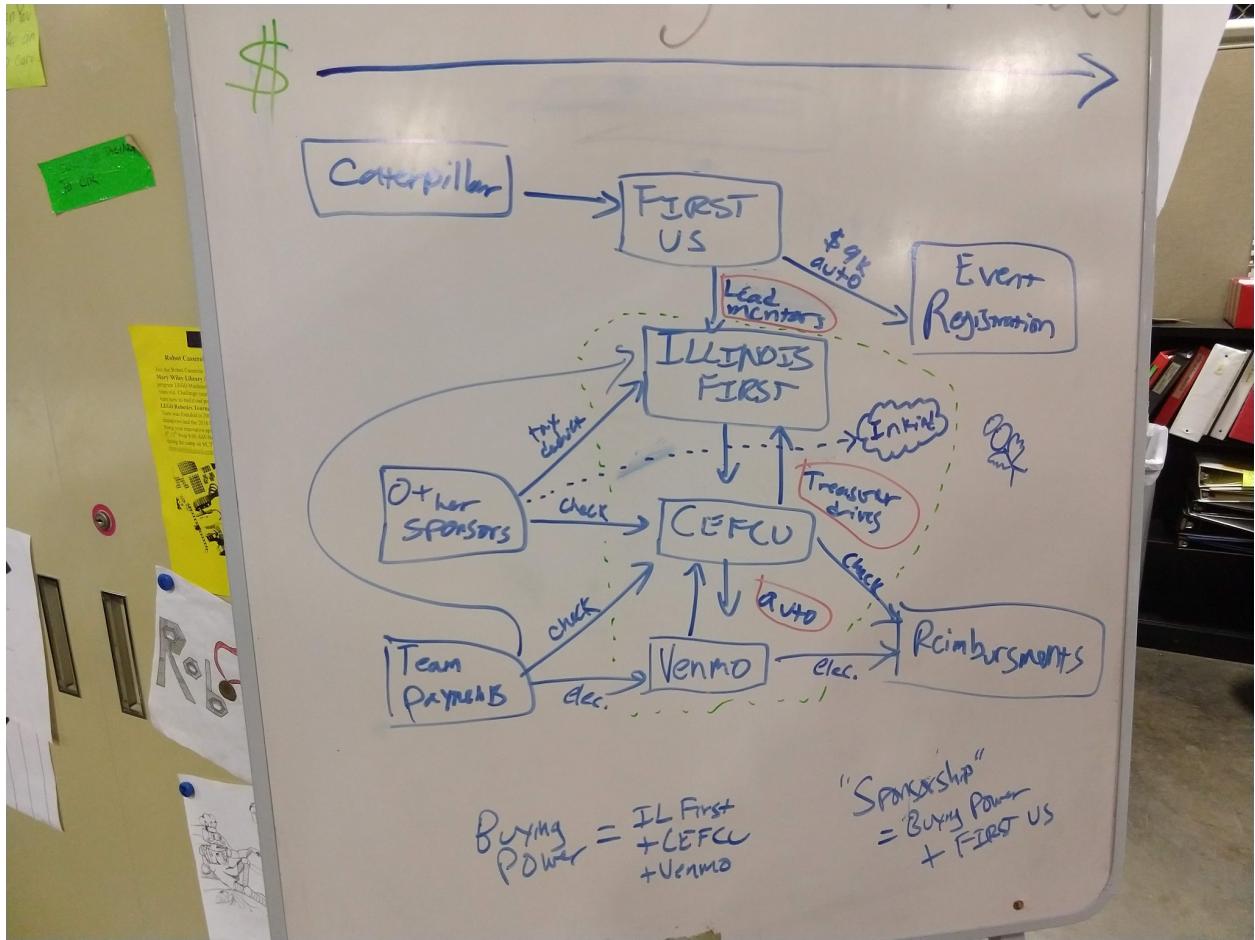
The WiFi Network should have a hidden SSID, and be locked behind a password (WPA2 encryption).

SSID - FRC1736WiFi

Pass - @Robotics@Robotics

TEAM FUNDING STRUCTURE

As of 2019, Robot Casserole is provided \$25,000 in funding annually by Caterpillar through Illinois FIRST. The first \$9,000 of that goes directly to our first and second regional registration fees. The remainder must be regranted to Illinois FIRST and can be used to reimburse individuals for team expenses by submitting receipts. At the direction of Caterpillar, we also maintain funding in the Illinois FIRST account year-over-year as a backup in the event that Caterpillar can no longer fund our team. That amount is approximately \$12,000, however there is no requirement that we cannot touch the money in the case of an emergency.



Reimbursements from Illinois FIRST

Send e-mail to Bob Hubberts (bhubberts@firstillinoisrobotics.org) and cc Tim Koch (TimKoch2481@gmail.com).

In e-mail include:

- Itemized list of purchases including total. Following is an example disbursement sheet.

Date	Description	Supplier Co	Buyer	ck#	Total	
12/12/2019	WiFi	PC Recyclers of Idaho	Chris Gerth	507	49.99	
12/19/2019	Through Bore Encoder	REV Robotics	Chris Gerth	507	67.20	
1/4/2020	Drivetrain Wheels	Wyco	Dustin Denning	510	91.88	
1/5/2020	Drivetrain Components	West Coast Products	Nicholas Dunne	508	174.75	
1/7/2020	Stainless Steel screws and dowel	McMaster-Carr	Nicholas Dunne	508	36.92	
1/8/2020	Electronics Supplies	REV Robotics	Nicholas Dunne	508	43.20	
1/23/2020	Ad Banner	777Sign	Dawn Gersich	512	51.28	
1/25/2020	Business Cards	Vistaprint Netherlands B.V.	Dawn Gersich	511	43.97	
					559.19	Total

- Attached digital images of receipts

- Instructions on to whom to write the check (e.g., FRC 1736 Robot Casserole) and the address where the check should be sent (e.g., treasurer's home address)

Example Email:

Team 1736 Robot Casserole Disbursement of funds

 **Larry Schmidt** <larry.schmidt89@gmail.com>
to Bob, TimKoch2481 +
Hi Bob,

Please disburse the following funds to Team 1736 Robot Casserole:

Date	Description	Supplier Co	Buyer	ck#	Total
12/12/2019	WiFi	PC Recycles of Idaho	Chris Gerth	507	49.99
12/19/2019	Through Bare Encoder	REV Robotics	Chris Gerth	507	67.20
1/4/2020	Universal Wheels	Wyo	Dustin Denning	510	91.88
1/8/2020	Universal Components	West Coast Products	Nicholas Dunne	508	174.75
1/10/2020	Carbon Steel screws and dowel M4x12mm-Corr	Nicholas Dunne	Nicholas Dunne	509	30.32
1/6/2020	Electronics Supplies	REV Robotics	Nicholas Dunne	506	43.20
1/23/2020	Ad Banner	777Sign	Dawn Gersich	512	51.28
1/29/2020	Business Cards	Vistaprint Netherlands B V	Dawn Gersich	511	43.97
					559.19 Total

Please make check payable to:
FRC 1736 Robot Casserole

Send to:
Larry E. Schmidt
208 Cloverfield Dr
Chillicothe, IL 61523

Receipts are attached.

Regards,
Larry E. Schmidt

8 Attachments



Robot Casserole now also has a dedicated bank account with CEFCU. This is set up as a club account and accumulates no interest and has additional restrictions. It is intended to be used to store minor income or donations to the team and provide an easy and fast way for our team to access cash if needed. A small amount of petty cash (typically under \$200) is kept aside from this account by the team treasurer. The account number is held by the individuals listed below, all of whom have access to add or withdraw funds.

Larry Schmidt
Nick Dunne
Chris Gerth
Dustin Denning

Our team's at-a-glance budget is stored here:

<https://docs.google.com/spreadsheets/d/1VxjYV4t30EL10IXjHs4OnlIM1PMCDd1pwyWrL6MCfhY/edit#gid=1921827710>

Our team's full financial ledger is stored here:

<https://docs.google.com/spreadsheets/d/1SYzGwfCoYsPNL8h2-WHLM31JzS7sIxiXbI92BhGuT2I/edit#gid=0>

REGRANT PROCEDURE

During each competition season, the team's Lead Mentor #1, Lead Mentor #2, or Team Administrator must issue a regrant of our funds. This moves the funds remaining after event fees from FIRST/Caterpillar to Illinois FIRST. FIRST uses the Submittable system and links to it on their site or through your team dashboard.

The "Request Your Regrant" option is available for the above team mentors on the dashboard in the Team Finances dropdown. A Submittable account is required. Determine the amount of funds to regrant before beginning the process, and double check that the uploaded W9 information is no more than 5 years old. If older, work with Tim Koch (or Caterpillar contact) and Illinois FIRST (Bob Hubberts) in order to update to the latest form. The location of the W9 form from the dashboard and the latest W9 information as of 2020 is pictured below.

The screenshot shows the Submittable team dashboard interface. At the top, there is a "Teams List" header. Below it, a table displays team information:

Team Name	Team Number	Program
▼ Robot Casserole	#1736	FIRST® Robotics Competition

On the left side, there is a "Team Options" sidebar with the following buttons:

- Outstanding Tasks (2) ▾
- Team Information ▾
- Payment & Product ▾
- Certificates & Awards ▾

On the right side, there is a "Team Finances" sidebar with the following options:

- Create Proforma Invoice
- Make A Payment
- Cost and Registration
- View Payment Terms
- View Payment History
- Who to Thank
- W-9 Information** (highlighted with a mouse cursor)
- Request Your Regrant
- Financial Commitments

At the bottom right of the sidebar, there is a "Finance Options" button.

Team W9 Information

Team/Account #: 1736
Name: Robot Casserole
Program: FIRST Robotics Competition

Enter Your W9 Information

EIN*	Organization*	W9 Date*
<input type="text" value="20-0707641"/>	<input type="text" value="Inscite Illinois dba FIRST Illinois Robotics"/>	<input type="text" value="09/30/2017"/> 
Address One*	Address Two	
<input type="text" value="FIRST Illinois Robotics"/>	<input type="text" value="P O Box 82"/>	
Country*	State/Province*	
<input type="text" value="United States"/> 	<input type="text" value="Illinois"/> 	
City*	Zip/Postal Code*	
<input type="text" value="Prospect Heights"/>	<input type="text" value="60070"/>	

Relevant entries for the regrant request are shown below. These were confirmed with Tim Koch during the 2020 build season.

U.S. TEAMS ONLY- CHECKS

- The check will be made payable to the W-9 entity and mailed to the address listed on the W-9 form
- The check will be made payable to the W-9 entity and mailed to the ALTERNATE NAME & MAILING ADDRESS listed below
- The check will be made payable to the school and mailed to the school address listed below.

If your school has the same Federal Tax ID as the school district listed on your W-9 form, checks can be made payable to the school. By entering the school name and mailing address in the Alternate Name & Address field below, you are agreeing that the school is under the same FEIN as school district.

ALTERNATE NAME & MAILING ADDRESS *

n/a

Please include NAME, ADDRESS, CITY, STATE & ZIP CODE to ensure the regrant check is mailed out accurately.

ALT ADDRESS ACKNOWLEDGEMENT *

- I understand that if complete address (street, city, state, & zip code) is not provided, regrant check will be mailed to address listed on W-9

By checking this box your team acknowledges that if a COMPLETE address is not provided, the regrant check will be mailed to the address listed on the provided W-9. Must select even if n/a.

TEAM CERTIFICATION STATEMENT *

- I certify that our school/team will keep record of the expenditures of these funds. These records will be made available to FIRST upon request. The funds provided will be used solely in connection with the activities of our FIRST team for the purposes of travel parts and/or supplies.

An individual authorized to act on behalf of your team must acknowledge the certification statement listed. By checking this box your team accepts

NAME OF INDIVIDUAL CERTIFYING *

Robert Hubberts

Please include the name of the individual acknowledging the team's responsibility for stewardship over regranted funds.

TITLE OF INDIVIDUAL CERTIFYING *

Principal Officer

Please include the title of the individual certifying and acknowledging the team's responsibility over the stewardship of regranted funds. This should be a School Principal or School Business Administrator. This is to protect the Grantor, FIRST, and you, the Grantee.

TEAM ACCOUNTS & PASSWORDS

Below is a list of accounts that are owned by the team and are linked to the frc1736@gmail.com email address.

- Remind
- ChiefDelphi
- GrabCAD
- Twitter
- Bitwarden
- Andmark
- REV
- West Coast Products
- Swyft Robotics
- Inventables
- MasterCAM
- Vectric
- TE Connectivity
- Roberts Camera
- Dick Blick

- AWS Educate
- Venmo

Below is a list of accounts that are owned by the team and are linked to the frc1736business@gmail.com email address.

- Instagram
- Pinterest
- Bitwarden

The team Facebook account has no linked email address. It is maintained by several mentors designated as Admins.

All passwords are stored in Bitwarden under the frc1736@gmail.com account. Passwords we intend to share with designated/approved students should be placed in the Student Collection with Robot Casserole as the owner. Passwords we do not wish to share with students should be placed in the Default Collection with Robot Casserole as the owner. The business account has view only capability to the Student Collection.

YEARLY ACTION ITEMS

- Summer (June-Aug)
 - Review tentative "who's returning" for students and mentors
 - Execute Mentor Lead review/election process
 - Update google group email lists
 - Schedule & plan for open-house
 - Update student handbook
 - Update google calendar
- Early Offseason (Aug-Oct)
 - Distribute and Collect student forms
 - Execute safety training
 - Plan and execute team-building activities for new students/mentors
 - Plan any full-team offseason training events
 - Plan and execute student training activities
 - Onboard new mentors & students into team systems (email, discord, google drive, attendance, photos, GrabCad, Github, etc.)
 - Update sponsorship packet
- Late Offseason (Nov-Dec)
 - Search for regional slots
 - Survey students for regional travel interests
 - Sign up for regionals (first/second picks)

- FIRST Choice by Andymark - select parts
 - Inventory and replenish parts, supplies, tools.
 - Reserve hotel blocks (use refundable rooms if possible) - away regional and champs
 - Reserve transportation to away regionals & champs
 - Plan kickoff
 - Release schedule for kickoff, build season, and competition to students & parents
 - Update google calendar as needed
 - Coordinate build-season food with parents
- Early Build Season (Jan-Feb)
 - Build a robot!
 - Confirm list of travel-eligible students
 - Lock in and/or update hotel & travel reservations
- Before Competitions (Feb)
 - Purchase food & snacks for travel
 - Lock in dinner reservations at away regionals
 - Create pack lists
 - Hold meeting with parents for travel requirements and "look what we did!"
- After Competitions (May-Jun)
 - Do team picnic
 - Schedule and plan team year-wrap-up Gala?
 - Create and send thank-you's to sponsors