

**PARENT HANDBOOK**  
**WELCOME TO LIBERTY ROBOTICS**

**“THE ROBOT BUILDS ME”**

**LIBERTY ROBOTICS IS MORE THAN JUST BUILDING A ROBOT,  
WE BUILD WELL-ROUNDED HUMAN BEINGS**

**THE TEAM** IS RUN LIKE A BUSINESS AND HAS MANY OPPORTUNITIES FOR PERSONAL ENRICHMENT.

**THE CHIEF EXECUTIVE OFFICER,** IS CHARGED WITH MAKING SURE THE TEAM RUNS IN AN EFFICIENT MANNER AND ALL TASKS ARE BEING COMPLETED ON SCHEDULE.

**THE CHIEF OPERATIONS OFFICER,** IS CHARGED WITH OVERSIGHT OF THE ROBOT BUILD TEAM AND CONSTRUCTION OF THE ROBOT, AND THE CAD DEPARTMENT, WHO DIGITALLY "BUILDS THE ROBOT" PROVIDING INFORMATION NOT ONLY TO THE BUILD TEAM BUT TO THE BUSINESS DEPARTMENT FOR THE PURPOSES OF THE OVERALL BUDGET, AND COST OF PARTS TO BUILD THE ROBOT.

**THE CHIEF FINANCIAL OFFICER,** IS CHARGED WITH PREPARING A COMPREHENSIVE BUSINESS PLAN, WHICH IS SUBMITTED FOR THE ENTREPRENEURSHIP AWARD, OVERALL BUDGET AND TRACKING THE COST OF BUILD MATERIALS FOR THE ROBOT.

**THE CHIEF PUBLIC RELATIONS OFFICER:** IS CHARGED WITH COMMUNITY OUTREACH, SPONSORSHIPS, AWARDS SUBMISSIONS AND PREPARATION OF CHAIRMAN'S AWARD MATERIALS.

**THE CHIEF MEDIA OFFICER,** IS CHARGED WITH PROMOTIONAL MATERIALS, ANIMATION AND WEB SITE

**THE CHIEF QUALITY OFFICER,** IS CHARGED WITH INVENTORY, SAFETY AND ALL SAFETY MATERIALS, INCLUDING A COMPREHENSIVE SAFETY MANUAL, INSURING ALL MATERIALS NECESSARY FOR COMPETITION ARE PACKED FOR TRAVEL AND BUILDING AND MAINTAINING THE COMPETITION "PIT AREA" FOR THE ROBOT.

THESE ARE ALL IMPORTANT PARTS OF THE ROBOTICS' TEAM. YOU DO NOT HAVE TO BE MECHANICALLY SKILLED, HAVE SOFTWARE OR PROGRAMMING SKILLS TO BE PART OF THIS AMAZING TEAM. THERE IS ROOM FOR EVERYONE.

**THE ROBOT:** EVERY YEAR WE ARE GIVEN THE TASK OF BUILDING A ROBOT TO PLAY A SPECIFIC GAME. EVERY TEAM GETS THE SPECIFICATIONS AT THE SAME TIME VIA A BROADCAST FROM NASA THE FIRST WEEK OF JANUARY. THE TEAM GETS 6 WEEKS TO BUILD THE ROBOT AND THEN IT MUST BE SEALED AND NOT TOUCHED UNTIL THEIR FIRST COMPETITION. THIS IS CALLED "BUILD SEASON". THE STUDENTS COME AFTER SCHOOL AND STAY UNTIL 8PM DURING BUILD SEASON. THERE ARE ALSO SATURDAY SESSIONS AND SOME HOLIDAY SESSIONS (PRESIDENT'S DAY). DURING THIS TIME THE PARENT GROUP PROVIDES A MEAL FOR THE STUDENTS EVERY NIGHT OF BUILD SEASON, TAKING TURNS FEEDING THE ENTIRE TEAM AND MENTORS. THIS IS DONE FOR MANY REASONS, TEAM SPIRIT, COMRADERY, TIME FOR BRAINSTORMING, AND MOST IMPORTANT THE SAFETY OF YOUR STUDENT (TRAVELING OUT TO GET FOOD IN THE WINTER CAN BE AN ISSUE)

**COACHES AND MENTORS:** ARE THERE TO GUIDE THE STUDENTS, LISTEN TO IDEAS AND HELP THE TEAM EXECUTE THEIR PLAN. THIS IS A STUDENT LED TEAM, BUT WITHOUT OUR COACHES AND MENTORS WE WOULD NOT HAVE THE YEARS OF KNOWLEDGE AND EXPERIENCE TO GUIDE OUR STUDENTS ON THE PATH TO BUILDING THE

ROBOT, MARKETING THE TEAM, GATHERING SUPPORT FROM SPONSORS, AND CREATING WEBSITES, VIDEOS, BUSINESS PLANS, AWARD SUBMISSIONS, AND MOST OF ALL MAKING SURE OUR STUDENTS ARE SAFE IN THEIR SURROUNDINGS.

**MEETINGS:**        **THE TEAM** MEETS TWICE A WEEK AFTER SCHOOL AT THE LIBERTY HIGH SCHOOL ON TUESDAYS AND THURSDAYS UNTIL 5:30PM, EXCEPT FOR THE 6 WEEKS OF BUILD SEASON IN JANUARY. BUILD SEASON MEETS MONDAY THRU THURSDAY UNTIL 8PM AND SATURDAY 10AM – 6PM.

**PARENT** MEETINGS WILL BE CALLED ON AN AS NEEDED BASIS WITH A MEETING AT THE BEGINNING OF THE SCHOOL YEAR, AND ONE PRIOR TO OUR FIRST SCHEDULED COMPETITION.

**LETTERING IN ROBOTICS:**    LETTERING IS BASED ON ATTENDANCE AND PARTICIPATION, SO TEAM MEMBERS ARE ENCOURAGED TO SHOW UP TO MEETINGS, ATTEND AS MANY EVENTS AND COMPETITIONS AS POSSIBLE, ALSO CREDIT IS GIVEN TO PERFORMANCE ABOVE AND BEYOND. (SEE ATTACHMENT)

**BUILD SEASON:**        THIS IS A LONG AND TRYING TIME FOR THE STUDENTS. STRESS LEVELS CAN BE HIGH. WE ASK THAT PARENTS PROVIDE MEALS FOR THE TEAM DURING BUILD SEASON, FOR SAFETY AND NUTRITIONAL REASONS. A SIGN UP CALENDAR WILL BE PASSED AROUND AT ONE OF OUR PARENT MEETINGS AND POSTED BY EMAIL TO PARENTS, SO WE WILL NEED AN EMAIL ADDRESS FOR EACH PARENT. IF WE HAVE MOST PARENTS SIGN UP, TRADITIONALLY YOU WILL BE RESPONSIBLE FOR TWO MEALS. SOME ALL-TIME FAVORITES WERE TACO SALAD, SPAGHETTI, LASAGNA, PASTA DISHES, CHILI, CHILI DOGS, HAM AND GREEN BEANS, GRILLED CHICKEN, AND HOMEMADE SOUPS, VEGETABLES AND FRUIT WERE ALSO APPRECIATED. DESSERT CAN BE AS SIMPLE AS STORE BOUGHT COOKIES. THEY LOVE ICED TEA, PEACH TEA, WATER, AND CHOCOLATE MILK. WE WILL LIST ANY ALLERGIES ON THE SIGN UP CALENDAR. THESE WILL HAVE TO BE TAKEN INTO CONSIDERATION WHEN PREPARING MEALS, SO PLEASE READ CONTENTS CAREFULLY. WE WILL FOLLOW DISTRICT GUIDELINES FOR MEETING ON SNOW DAYS. COACH PIERSON WILL CALL IN TO GET DISTRICT PERMISSION TO HAVE STUDENTS MEET ON A SNOW DAY. HE WILL CALL IN THE MORNING OF THE SNOW DAY TO SEE IF THE DISTRICT DEEMS THE ROADS SAFE FOR TRAVEL. COACH PIERSON WILL THEN EMAIL STUDENTS IF HE HAS PERMISSION TO HAVE STUDENTS COME IN. THIS WILL REQUIRE LUNCH TO BE PROVIDED BY A PARENT, SO IF YOU CAN, LET THE PARENT COORDINATOR KNOW IF YOU ARE WILLING TO BE ON CALL FOR SNOW DAYS.

**TEAM APPAREL:** TRADITIONALLY WE HAVE HAD TEAM T-SHIRTS AND MECHANICS SHIRTS FOR PURCHASE EVERY YEAR. WE WOULD LIKE THE TEAM TO WEAR THIS APPAREL AT EVENTS AND COMPETITIONS. WE MAKE EVERY EFFORT TO MAKE THESE ITEMS AFFORDABLE, BUT SHOULD IT BE NECESSARY, THE PARENT GROUP WILL WORK WITH ANY STUDENT TO MAKE SURE THEY ARE ABLE TO HAVE THE NECESSARY APPAREL FOR COMPETITIONS.

**GRADES:** YOUR STUDENT'S ACADEMIC STANDING IS IMPORTANT TO THE TEAM. HOMEWORK TIME WILL BE PROVIDED DURING BUILD SEASON. YOUR STUDENT MUST MAINTAIN HIS OR HER GRADES IN ORDER TO TRAVEL WITH THE TEAM. EACH STUDENT IS REQUIRED TO PROVIDE A COPY OF GRADES FROM POWER SCHOOL TO THE COACH PRIOR TO ANY EVENT. ANY STUDENT WITH A D OR F IN ANY CLASS WILL NOT BE ALLOWED TO TRAVEL.

**SPONSORS AND FUNDRAISING:** ENTRY FEES FOR REGIONAL COMPETITIONS ARE AROUND \$5,000.00 EACH, AND WE ATTEND TWO. THIS FEE DOES NOT INCLUDE TRAVEL AND HOTEL EXPENSES, WHICH CAN AVERAGE \$3,000.00 PER TRIP FOR HOTEL AND \$4,000.00 PER TRIP FOR TRANSPORTATION. WE ARE ALLOWED TO SPEND AN ADDITIONAL \$3,500.00 OVER AND ABOVE THE KIT OF PARTS SENT TO US FOR CONSTRUCTION OF THE ROBOT. IF ALL GOES WELL AND OUR ROBOT WINS A REGIONAL, OR WE WIN A CHAMPIONSHIP QUALIFYING AWARD AT ONE OF THESE REGIONALS, WE WILL ALSO GO TO THE CHAMPIONSHIP COMPETITION, WHICH ALSO HAS AN ENTRY FEE. THIS ALL TAKES MONEY. SPONSORSHIPS AND SCHOOL SUPPORT COVER A SIGNIFICANT PORTION OF THE EXPENSE, BUT IN THIS ECONOMY, THESE FUNDS ARE LESS THAN IN PAST YEARS. WE WANT TO LIMIT PARENT EXPENSE AS MUCH AS POSSIBLE, SO THEREFORE: ADDING NEW **SPONSORS** AND **FUNDRAISERS** HAVE BECOME A NECESSARY AND ESSENTIAL PART OF FUNDING THE TEAM. IF YOU HAVE ANY IDEAS, WE WOULD LOVE YOUR INPUT.

## **EVENTS:**

**DRIVE ONE:** IS A FUND RAISING OPPORTUNITY PROVIDED BY CROSSLEY FORD. WE ARE AWARDED FUNDS ON A NUMBER OF TEST DRIVES BASIS. WE ALSO TRADITIONALLY HOLD AN AUCTION IN CONNECTION WITH THIS EVENT TO PROVIDE ADDITIONAL FUNDS FOR THE TEAM. AUCTION ITEMS ARE DONATED BY LOCAL BUSINESS AND FAMILY MEMBERS FOR THIS EVENT.

**MASSIVE MINI:** IS AN INSTRUCTIONAL AND INFORMATION SHARING EVENT HELD AT THE LIBERTY HIGH SCHOOL. OUR TEAM INVITES OTHER AREA TEAMS TO ATTEND THESE CLASS SESSIONS, AND IS PART OF OUR COMMUNITY OUTREACH PROGRAM.

## **COW TOWN THROW DOWN AND MISSOURI STATE FAIR**

THESE ARE PRE-SEASON EVENTS TO ALLOW STUDENTS TO GET BACK IN THE GROOVE AND ACQUAINT NEW STUDENTS WITH COMPETITION RULES AND PROCEDURES FOR UPCOMING COMPETITIONS. THESE ARE EXHIBITION EVENTS. THE ROBOT AND THE GAME FROM THE PRIOR YEAR ARE USED. STATE FAIR IS A ONE DAY EVENT AND COW TOWN IS A TWO DAY EVENT. THE PARENT GROUP WILL PROVIDE LUNCH FOR THE TEAM ON THE TRAVEL DAY FOR STATE FAIR AND ON SATURDAY FOR COW TOWN.

## **COMPETITIONS:**

### **KANSAS CITY REGIONAL (MARCH)**

THIS IS OUR LOCAL REGIONAL EVENT WITH THE NEW ROBOT AND NEW GAME. IT RUNS 3 DAYS (THURSDAY, FRIDAY & SATURDAY) IN MARCH. THURSDAY AFTERNOON THE ROBOT AND PIT ARE SET UP AND PRACTICE ROUNDS ARE SCHEDULED. FRIDAY AND SATURDAY ARE MATCHES AND AWARDS. THE PARENT GROUP SUPPLIES LUNCH FOR THE TEAM ON FRIDAY AND SATURDAY. THEY WILL NEED MONEY FOR CONCESSION LUNCH ON THURSDAY.

### **ARKANSAS, DENVER OR MINNESOTA REGIONAL (IN MARCH OR APRIL)**

WE TRAVEL ON A TOUR BUS. HOTEL ACCOMMODATIONS ARE SET IN ADVANCE AND A BLOCK OF ROOMS ARE RESERVED. PARENTS WHO WISH TO TRAVEL TO THIS EVENT WILL HAVE THE OPPORTUNITY ON A FIRST COME BASIS TO BOOK ANY EXCESS ROOMS NOT USED BY THE TEAM AT THE GROUP RATE. YOU WILL NEED TO SEND MONEY FOR YOUR STUDENT'S MEALS, DRINKS AND SOUVENIRS (USUALLY AT CONCESSION STAND RATES FOR LUNCH) AND 10.00 FOR EACH DINNER. WE MAKE EVERY ATTEMPT TO BOOK A HOTEL THAT PROVIDES BREAKFAST. YOU WILL BE INFORMED IN ADVANCE BY THE COACH IF THERE WILL BE A FEE FOR EACH STUDENT TO TRAVEL. WE MAKE EVERY ATTEMPT TO COVER ALL BUT FOOD COSTS THROUGH FUND RAISERS AND SPONSORS, BUT IN THIS ECONOMY WE CAN NOT MAKE ANY GUARANTEES.

### **INTERNATIONAL CHAMPIONSHIP (LAST WEEK OF APRIL)**

THIS IS BY INVITATION ONLY. WE NEED TO WIN ONE OF THE REGIONAL COMPETITIONS WITH THE ROBOT, THE CHAIRMAN'S AWARD OR ENGINEERING INSPIRATION AWARD AT ONE OF OUR REGIONALS TO QUALIFY FOR THIS CHAMPIONSHIP. THE TRAVEL PROCEDURE IS THE SAME.

## **TRAVEL REQUIREMENTS:**

**PERMISSION SLIPS:** IF THE TEAM TRAVELS TO AN EVENT OR COMPETITION A PERMISSION SLIP SIGNED BY A PARENT OR GUARDIAN IS REQUIRED BY THE DISTRICT. PERMISSION SLIPS WILL BE HANDED OUT PRIOR TO THE DAY OF TRAVEL AND WILL ALSO BE POSTED ON THE TEAM FACE BOOK PAGE TO PRINT OUT. THESE MUST BE IN THE HANDS OF THE COACH ON THAT DAY OR YOUR STUDENT WILL NOT BE ALLOWED TO TRAVEL.

**GRADES:** YOUR STUDENT MUST MAINTAIN AT LEAST A C IN EACH CLASS.

**ROBOTICS MEETING ATTENDANCE:** YOUR STUDENT MUST HAVE 80% ATTENDANCE DURING BUILD SEASON IN ORDER TO TRAVEL WITH THE TEAM.

**INFORMATION:** IF YOU HAVE QUESTIONS OR NEED INFORMATION YOU CAN ALWAYS EMAIL THE COACH OR CONTACT SOMEONE THROUGH THE PARENT GROUP. THE TEAM ALSO HAS A FACE BOOK PAGE, TEAM WEBSITE AND A TWITTER ACCOUNT. INFORMATION IS ALSO AVAILABLE AT THE FIRST WEBSITE:

GPIERSON@LIBERTY.K12.MO.US (COACH PIERSON),  
[PARENT@LIBERTYROBOTICSFOUNDATION.ORG](mailto:PARENT@LIBERTYROBOTICSFOUNDATION.ORG) , (THE PARENT GROUP),  
[WWW.LIBERTY.K12.MO.US/HS/LIBERTYROBOTICS](http://WWW.LIBERTY.K12.MO.US/HS/LIBERTYROBOTICS), (THE TEAM WEBSITE), FIRST TEAM  
1764; LIBERTY ROBOTICS, (FACE BOOK) AND [WWW.USFIRST.ORG](http://WWW.USFIRST.ORG), (FIRST ROBOTICS  
WEBSITE).

## LETTERING QUALIFICATIONS

Description	Points out of
<b>Attendance</b>	
Pre-Season >80%	1
Build season >80%	1
Post Season >80%	1
Competition 1 100% Attendance	1
Competition 2 100% Attendance	1
Championship 100% Attendance	1
	At least 4 of these
<b>Events</b>	
State Fair	1
Science Nights	1ea
Highway Clean Up	1ea
Rebuilding Together	1
Fall Festival (Parade or Booth)	1
Cow Town (100% Attendance)	1
Massive Mini (participation)	1
Drive One Participation	1
Other Community Events	1
Other Fundraising Opportunities	1
	At least 6 of these
<b>Leadership</b>	
C Position	1
Lead Position	1
Massive Mini (presenting)	1
FLL Team Mentorship	1
Corporate Presentation	1
Drive Team	1
Participating on Special Project Team	1
Inventing/Developing new team tool	1
Developing new Massive Mini class	1
Apply for Lead/C for upcoming year	1
Other Leadership Opportunities	1
	At least 5 of these
<b>TOTAL</b>	At least 15 points