Priority	Description	Type	Person Responsible	Due Date/Lead Time	Status	Resource
Required	Choose Team Name	Student or Mentor				
Required	Register on VIMS	Mentors or Parents (14 years or older)		Before Deadlines		https://my.usfirst.org/vims/logon.lasso?page=logon
Highly Recommended	Complete applicable award submissions	Student or Mentor		Before Deadlines		http://www.usfirst.org/community/frc/content.aspx?id=440
Highly Recommended	Find a Mechanical Mentor	Student or Mentor		Before/During Build Season		
Highly Recommended	Find an Electrical Mentor	Student or Mentor		Before/During Build Season		
Highly Recommended	Find a Programming Mentor	Student or Mentor		Before/During Build Season		
Highly Recommended	Find a Public Relations Mentor	Student or Mentor		Before/During Build Season		
Required	Obtain Emergency Contact Information for Students and Mentors	Mentor		At least 1 week before competition		
Required	Obtain Safety Glasses for Students, Mentors, and Guests (must be non-tinted and have side shields)	Mentor, Student, or Parent		Prior to first competition		Available at Home Depot or Lowes for less than $5.00 per pair
Required	Obtain or borrow tools to build Robot, and for use at competitions	Student or Mentor		As needed		
Required	Read FIRST Manual	ALL Mentors and ALL Students	ALL Mentors and ALL Students	During build and before competitions		http://www.usfirst.org/community/frc/content.aspx?id=452
Required	Read Team Updates (released on Tuesdays and Fridays)	ALL Mentors and ALL Students	ALL Mentors and ALL Students	During build and before competitions		http://www.usfirst.org/community/frc/content.aspx?id=450
Required	Read FIRST Safety Manual and related documents	ALL Mentors and ALL Students	ALL Mentors and ALL Students	During build and before competitions		http://www.usfirst.org/community/frc/content.aspx?id=470
Optional	Design Team Uniform	Student or Mentor		At least 6 weeks before first competition		
Optional	Order Team Uniform	Student or Mentor		At least One month before first competition		Local T-shirt shop will usually give discounts to school activities, clubs,
Required	Obtain Permission Slips from school	Mentor or Teacher		As Required by school		
Required	Arrange absence requests with school (for Friday competition)	Mentor or Teacher		As Required by school		
Optional	Make Hotel Arrangements	Mentor		At least 2 to 4 weeks before competition		Try Google, it's your best bet.
Optional	Order Team Give-Aways (buttons, etc.)	Mentor		2 to 4 weeks before competition		http://www.badgeaminit.com//
Required	Determine Regular Meeting Schedule and Location	Student or Mentor		Throughout Build Season		
Highly Recommended	Obtain additional batteries	Student or Mentor		Prior to competition, with lead-time to ship		http://www.usfirst.org/uploadedFiles/2009%20FIRST%20TEAM%20Ba
Highly Recommended	Obtain Battery Cables (one required for each additional battery and charger)	Student or Mentor		Prior to competition, with lead-time to ship		http://www.andymark.biz/am-0009.html
Highly Recommended	Obtain battery chargers (one charger needed per battery)	Student or Mentor		Prior to competition, with lead-time to ship		Search E-bay for Part Number: SC-600A (MUCH Cheaper!)
Required	Build a Robot Cart	Student or Mentor		Prior to first competition		
Optional	Develop numbering system for battery charging/usage	Student or Mentor		Prior to first competition		
Required	Fill out FIRST Consent and Release Forms, and Team Roster	ALL Mentors and ALL Students		Prior to first competition		http://www.usfirst.org/community/frc/content.aspx?id=8128