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ORGANIZING YOUR EVENT

Committee Organization – Getting Started

FIRST is a volunteer driven organization requiring much of the activity to be handled by local committees. There are several key functions that are done locally. The success of the event is directly correlated to the strength of the local committees.

FIRST strongly recommends that you form two groups: a **Regional Executive Advisory Board** (REAB) and a **Regional Planning Committee** (RPC).

Regional Executive Advisory Board

The regional executive advisory board will be responsible for strategic and financial support, and for the promotion of all *FIRST* programs in their region. The Regional Director will recruit the advisory board, with support from the VP of Field Operations and the *FIRST* HQ.

This board will develop a strategic plan and goals for fundraising and sponsorship of events and teams to ensure the long-term stability for the programs. They will develop relationships and partnerships with businesses, government, education leaders for sponsorship, mentors, etc. The Regional Director will facilitate the development of a business plan for the area and identify funding needs and potential sponsors based on targets that include all *FIRST* programs and events.

The Regional Executive Advisory Board should consist of five to fifteen very high-profile state or regional personalities. They can be CEOs, public figures, media or well-connected local organizers. Their main function is to utilize their connections within the community to allow *FIRST* to raise funds for both the events and team support. *FIRST* has found it to be most effective when fundraising or promoting programs if the introduction can be made at a high level in a company, university or foundation. This is best done by personal contact. They can also use their influence to promote the *FIRST* programs with other VIP's. Ideally, The Regional Executive Advisory Board should function to support all the *FIRST* programs, *FIRST* Robotics Competition (FRC), *FIRST* Tech Challenge (FTC) and the *FIRST* LEGO League (FLL) and Junior *FIRST* LEGO League (JFLL) programs.

The types of persons to be invited to join the Regional Executive Advisory Board are the '*movers and shakers*' in the local community. If appropriate, one individual may be asked to be the Chairperson and can then invite others to join. Typically, the Regional Executive Advisory Board would be comprised of individuals from some of the following:

- CEOs of locally based businesses
- School Superintendents
- University Presidents or Deans of Engineering
- Presidents of Foundations
- Local media personalities
- Local sports figures
- Well-connected local personalities
- State Government

It is not necessary for the Regional Executive Advisory Board to meet as a group, although it is most effective if one to two group meetings are held each year. Their function is to make telephone calls, or



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write letters to their peers and contacts recommending that they support *FIRST* by sponsoring the event or a team. The Regional Director and the appropriate Planning Committees will provide follow up.

The Regional Executive Advisory Board works most closely with the Regional Director and the Regional Operating Committee (ROC). The ROC will be chaired by the Regional Director and will include representatives of the *FIRST* Robotics Competition Planning Committee, FLL Operational Partners and the FTC Affiliate Partners. The ROC, which will meet monthly, (live or via teleconference) will coordinate plans, opportunities, challenges and general *FIRST* activities in the region, and will work with the REAB on financial needs to support those plans.

Regional (State) Operating Committee

The Regional (or State) Operating Committee will be responsible for coordinating the development (establishing the groundwork) and growth (expanding numbers of participants) of all *FIRST* programs in a designated state or market. It will be chaired by the Regional Director and will include representatives of the *FIRST* Robotics Competition Planning Committee, FLL Operational Partners and the FTC Affiliate Partners. The committee will be responsible for ensuring that *FIRST* program events held within the region are conducted in accordance with *FIRST* program standards.

The operating committee which will meet monthly will communicate plans, opportunities, challenges and general activities to all planning committees. It will look for collaboration to best coordinate fundraising between programs. They will develop a state or market cohesive marketing and Public Relations plan to ensure a unified presence in the state or market.

The operating committee will provide input to a state (or regional) executive advisory board.

In some cases, there may be two or more Operating Committees within a state. These will be defined by a geographical area characterized by a community of interest regarding education, economic development, or workforce preparation or a geographic area that enjoys the attention and support of a philanthropic community. Examples of these are, California, which will have a northern and a southern operating committee, Pennsylvania, which will have an eastern and western operating committee

Regional Planning Committee

The Regional Planning Committee will be responsible for organizing and executing the FRC event in cooperation with *FIRST*, and for supporting local teams. Building a committee of the right people is critical and will be the function of the Chairperson. *FIRST* strongly recommends that within the Regional Planning Committee, each member be assigned a specific area of responsibility in the regional planning process as shown below. Sub-committees of two or three people are recommended, where possible, for most functions.

The Regional Planning Committee will work closely with the Regional Director and *FIRST* in organizing and staffing these and other competition-related areas. *FIRST* recommends that regional planning meetings begin no later than September, although July/August is preferable (see FRC Regional Planning Calendar – Section 17). Monthly meetings usually suffice through December, but bi-weekly are better in January and February.

The Regional Planning Committee should consist of the following positions:

Regional Director

(A de facto member)

Chairperson(s)

Finance/Budget

Usually a single individual

Sponsor Recruitment



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& Development

Best as a sub-committee

School/Team

Development & Support

Best as a sub-committee

Judge Coordinator

Can also serve as, your local Judge Advisor if nominated by committee and approved by *FIRST* Headquarters and a Lead Judge Advisor

Volunteer Coordinator

Can be one person or a sub-committee

University/Higher Education

Coordinator

Can be one person or a sub-committee

Public Relations/Media

Coordinator

A single person works best here

Program Book Coordinator

A single person works best here

Team Social Coordinator

Best as a sub-committee

Optional position, see Job Description for more information

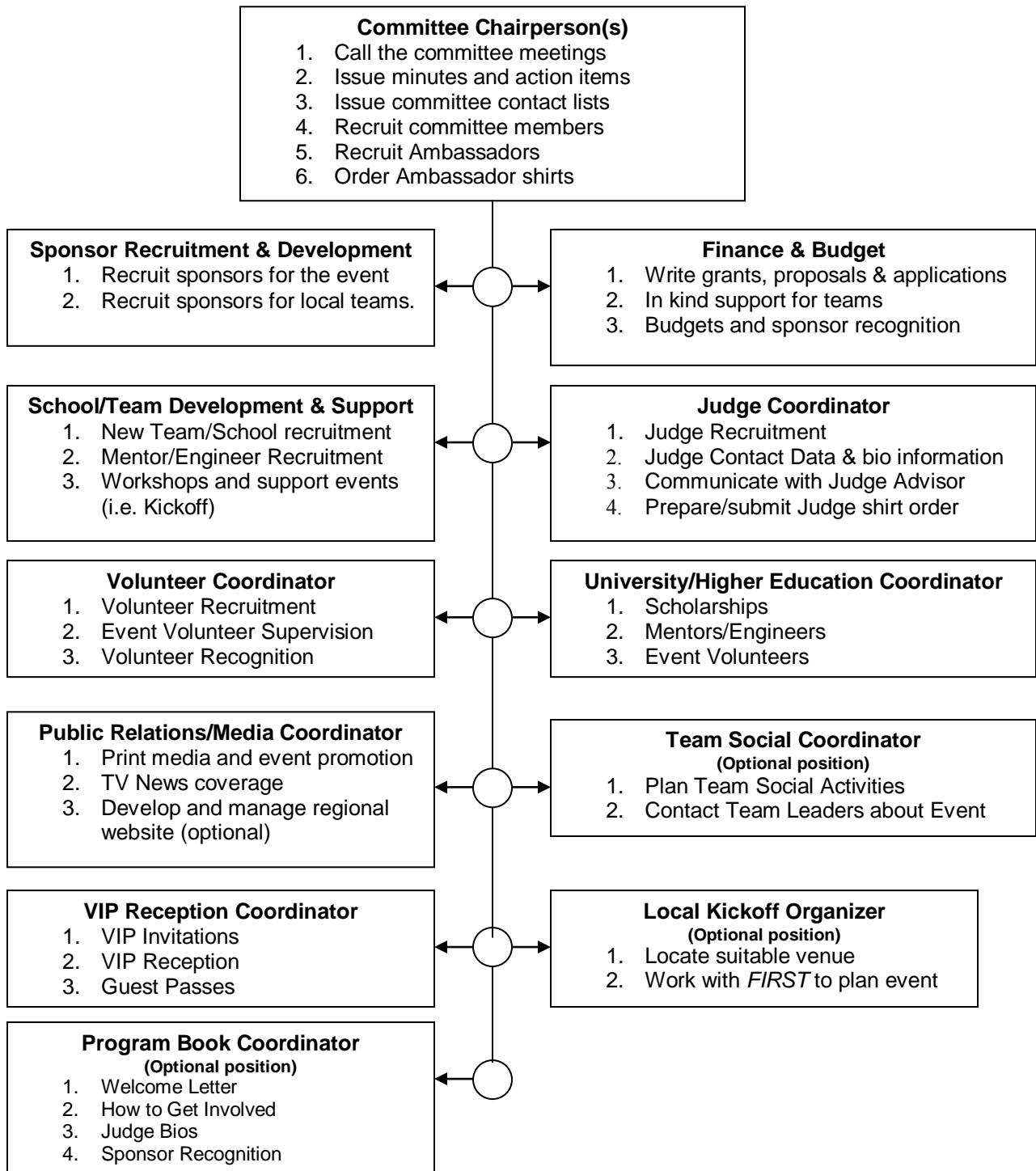
VIP Reception Coordinator

Local Kickoff Organizer

Optional position, see Job Description for more information

The Regional Planning Committee Chairperson should issue, and keep updated a directory of the Regional Planning Committee members with their contact data and sub-committee assignments indicated. Ensure that all committee members enter their contact information in the on-line *FIRST* Volunteer Information and Matching System (VIMS); the Committee Chair will enter a committee position assignment for each committee member. VIMS has the capability to produce a roster of committee members. See: Staffing a Regional Event (Section 6) for more information about VIMS.

FIRST Robotics Competition
Regional Planning Committee Organization/Position Function Chart



The organizational structure shown is one example. The Regional Committee may determine actual organization structure.





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Summary Planning Committee Job Descriptions

Below is a short description of each of the Regional Planning Committee functions. Job Descriptions are in alphabetical order, not order of importance.

Committee Chairperson(s)

The Committee Chairperson is the **key** committee level position and is in charge of the regional committee. The primary responsibility of the Committee Chairperson is to work with the *FIRST* staff in planning, organizing, staffing and executing a regional *FIRST* Robotics Competition. It will be this person that usually forms the committee by selecting the remaining committee members and then will lead and guide the committee to the successful completion of the regional event. Building a committee of the right people is critical and will be the function of the Chairperson. The success of starting a regional event is directly correlated to the strength of the local committee.

An individual with significant regional visibility and contacts would be an asset. Organizational and planning skills are critical. The ability to run effective and efficient meetings will greatly assist the Chairperson.

The Chairperson works with the Regional Planning Committee, the Regional Director and the Director, *FIRST* Robotics Competition to control costs or adjust event content, as required, in order to be consistent with *FIRST* quality standards.

The Committee Chairperson will also be responsible for recruiting Regional Ambassadors (if any) and ordering the Ambassador shirts required for the event.

Finance/Budget

This person will be responsible for tracking the required amount of sponsorship funds committed against the regional budget and for preparing a monthly budget report for the committee and Regional Director. This individual is also responsible for ensuring that the committee follows the appropriate *FIRST* financial policies, as found in Budgets and Financial Policies (Section 4) of the Regional Planning Guide.

This person works with the Regional Director and *FIRST* Finance to ensure that invoices are sent to sponsors as required and monitors status of payment. He/she also works with the Regional Planning Committee to ensure that any local purchases for goods and/or services are in accordance with the *FIRST* Purchasing Policy found in Policies and Procedures (Section 14) of the Regional Planning Guide.

Judge Coordinator

This is a key committee position, held by an individual with many contacts in the business and/or academic community. This individual (if qualified and nominated by committee and then approved by *FIRST*) may be the actual Judge Advisor for the local event but is *not always* the judge advisor. For clarification (refer to the Judge Advisor Recruitment Procedure in Section 14). This individual works closely with the *FIRST* Regional Director and the Regional Executive Advisory Board to recruit judges in accordance with the guidelines for Judges in Section 6 and 7 of the Regional Planning Guide. New events will work with the *FIRST* Regional Director and *FIRST* Headquarters to obtain a core of experienced judges. *FIRST* Headquarters **will contact and assign the judge advisors for all events** after approval by the Lead Judge Advisory Panel and/or the Director of the *FIRST* Robotics Competition.

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Recruitment of judges should begin in September and be completed by mid-January, keeping in mind that executives frequently have their schedules booked that far in advance. It's always a good idea to have one or two extra judge candidates standing by in case of a last minute cancellation from someone on the judging panel. *FIRST* recommends one judge for every 4-5 teams participating in the event, plus 2 or 3 veteran judges to judge the Regional Chairman's Award.

Once an individual agrees to be a judge at an event, the Judge Coordinator needs to obtain a brief (50 word) biography for the *FIRST* Program Books. Forward all the contact information on the judge to the *FIRST* Headquarter and copy the *FIRST* Regional Director responsible for the event. Contact information needs to include a complete address (business is fine), phone number, fax (if available), and e-mail address. This information is **crucial** for sending out the Judge Handbooks, notification of hotel and event information and later for thank you notes and/or gifts sent to all judges. Edit bios longer than 50 words before sending to *FIRST*. Judge Coordinator communicates any changes in the panel to both *FIRST* Headquarter and the Judge Advisor.

This committee member is also responsible for placing the order for the shirts for the Judges' Room. Find more information about this process in Judges (Section 7) of the Regional Planning Guide.

Local Kickoff Organizer

Not all Regional Planning Committees will have this position; the Committee Chairperson should contact *FIRST* Headquarters in August/September if the Regional Planning Committee is interested in holding a local kickoff in January. If a local kickoff is agreed upon, the Local Kickoff team will be responsible for locating a suitable venue. The team will work with Sponsor Recruitment & Development to find a sponsor for the event and with the School/Team Development sub-committee to obtain local team support and attendance at the kickoff. This group will also work with *FIRST* Headquarters to coordinate the event and broadcast.

Public Relations/Media

The individual in this role will be responsible for working with the regional committee to create, coordinate and execute a plan to publicize the regional event to the maximum extent possible -- prior to and on site during the competition. The individual in this role will have the opportunity to leverage materials and contacts developed by *FIRST* as well as to work closely with local sponsors, teams and media. This person will function as the contact person for all invited local media on site during the regional event. All national public relations and media coordination will be managed through *FIRST*, but may require local coordination or support.

Program Book Coordinator

This individual will be responsible for obtaining the required Program Book content from the various responsible committee members and communicating these items to *FIRST* Headquarters on or before the due dates.

School/Team Development & Support

This committee will work to support existing teams and develop new teams in the region consistent with the annual goals of *FIRST* Headquarters. The members will work with all existing teams to ensure that they will all return. A target for new schools each calendar year should be set in accordance with the Regional Planning Committee. They may enlist the assistance of veteran teams to mentor rookie teams and provide workshops. This committee will support new schools and teachers with materials, timelines



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and information to make the first year a success and to help the team build a sustainable program. It will also match rookie teams with existing teams that can provide mentorship, as building a robot from the kit of parts can be a daunting first year challenge. It will also work with the Sponsor Recruitment & Development sub-committee to help secure any possible funding assistance for existing and new teams. The committee will work with the organizer of the local kick-off (if there is one) to provide team support.

The School/Team Development & Support coordinator should have mentored at least one team in the Robotics Competition, so as to be equipped to answer the myriad of questions of what the program is all about and the impact this program can have in the community. This person will interface and interact with administrators and educators in the local, county and state education school systems as well as with corporate executives in the region. The School/Team Development & Support Coordinator should be adept at making and giving presentations about the *FIRST* Robotics Competition program to diverse groups.

The School/Team Development & Support Coordinator will also handle inquiries for more information and will also coordinate team visits to schools inquiring about the *FIRST* Robotics Competition Program or other *FIRST* programs.

Sponsor Recruitment & Development

This committee acts as the major support for the Regional Executive Advisory Board in helping it close the “deal” for financial support for the event and local teams. The committee members are also responsible for developing their own leads and making contacts while coordinating with the Regional Executive Advisory Board and the *FIRST* Development Director. If they are working with a major, national company it is important to clear that with the *FIRST* Development Director to ensure that *FIRST* presents a uniform face to that entity.

This committee is responsible for grants, proposals, and in-kind support, and works with the budget and sponsor recognition guidelines. The financial success of the region depends on matching the fundraising with the budget. It is the responsibility of this committee to work with the Executive Advisory Board and the Regional Planning Committee to leverage all possible contacts to ensure that sufficient funds are secured to cover the budget agreed upon by the Regional Planning Committee. The committee will provide the Regional Finance/Budget Coordinator all necessary information for invoicing and sponsor recognition letters so that the information can be forwarded to the Director of *FIRST* Finance.

Team Social Coordinator

This person will be responsible for planning, coordinating and organizing the Team Social, including the entertainment. This individual will work with the Chairperson and the Finance/Budget committee to determine the amount available for a Team Social, and with the Sponsorship Recruitment & Development sub-committee to try to find a sponsor for the Team Social. All other costs for the event **must** be covered before funds can be allocated to the Team Social. The Team Social Coordinator will comply with *FIRST* requirements on the content, and the guidelines contained in the Team Social Policy (Section 14). He/she will be the primary team contact for the Team Social. This individual will work with the Event Manager (if on site) and *FIRST* Regional Director to confirm arrangements as event draws near. The Team Social Coordinator will also work with the Volunteer Coordinator to recruit, train and supervise the Team Social Attendant volunteers.

The Team Social is an event that should last 2½ to 3 hours (max) usually on the Friday of competition. This person should be outgoing and open-minded with excellent planning and organizational skills. A good understanding of how current high school students enjoy being entertained, with appropriate good taste, will be an asset.

This individual works with the *FIRST* Regional Director, the Event Manager and the Teams to make the Team Social a safe and successful event for all participants.

University/Higer Education Development

This committee will create and support partnerships with regional universities and schools of higher education. The main goals are to acquire scholarships, build a partnership bridge between teams and the engineering departments at schools of higher education and/or professional engineering organizations, such as ASME, IEEE, NSBE, SME, SWE, etc., and provide mentors for the high school teams. This committee will also enlist students and faculty from universities and other schools to support *FIRST* and as volunteers at the event. It will work with the Judge Coordinator's committee to recruit judges from the faculties.

VIP Reception Coordinator

The VIP Reception Coordinator will plan and manage the VIP Reception and tours during the event. This individual will design and send out the invitations to all VIPs, create and manage disbursement of badges and passes for VIPs, and track attendance of VIPs at the event, as well as follow-up with them after the event. The VIP Reception Coordinator will work closely with the Chairperson and Budget/Finance to set a budget for the reception. This person should also work with the entire committee to ensure that all appropriate VIPs get invited.

Volunteer Coordinator

The Volunteer Coordinator is a KEY committee position and has the primary responsibility for staffing the event. The Volunteer Coordinator may recruit all of the volunteers for an event or develop a team to recruit volunteers. The Volunteer Coordinator works closely with the Regional Planning Committee, *FIRST* Regional Director and *FIRST* Volunteer Resources Manager at headquarters to ensure that all positions are filled in a timely manner with qualified individuals. She/he may also work with other members of the committee to recruit volunteers from local companies, organizations and universities. The Volunteer Coordinator is the primary contact for all volunteers prior to the event and on site.

The Volunteer Coordinator should be thoroughly familiar with Staffing an Event (Section 6), of the Regional Planning Guide. This section includes an overview of the volunteers needed (see On Site Staffing Requirements), dress code, minimum age requirements, consent forms and information regarding the on-line *FIRST* Volunteer Information and Matching System (VIMS).

Volunteer recruitment should begin in September with a focus on key volunteers. The Volunteer Coordinator should ensure that all event volunteers enter their contact information in VIMS. The Volunteer Coordinator will enter the position assignment for each volunteer in VIMS when confirmed. Entering the positions assignments for key volunteers is required prior to the event; others may be entered before or after the event.



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It is important the Volunteer Coordinator communicate with volunteers prior to the event. Provide the volunteer with a confirmation of assignment: position description, information regarding the Wednesday evening Volunteer Meeting, venue directions, a map and tentative schedule(s).

The Volunteer Coordinator has the responsibility of recognizing event volunteers as described in Volunteer Recognition (Section 12). For a more detailed position description of the Volunteer Coordinator role, please refer to Staffing a Regional Event (Section 6) in the Regional Planning Guide. The *FIRST* Volunteer Resources Manager will provide a Volunteer Coordinator's Manual to all Volunteer Coordinators to assist in planning.

PLANNING ROLES AND RESPONSIBILITIES

Regional Director

- Help recruit Regional Executive Advisory Board and Regional Planning Committee
- Attend committee meetings (can be via teleconference)
- Ensure event meets *FIRST* Quality Standards
- Participate in planning and communication
- Ensure communication to/from *FIRST*
- Advise on best practices
- Provide assistance with fundraising and promotion
- Ensure timeline/goals are on schedule
- Support the Volunteer Coordinator with recruitment efforts

Regional Executive Advisory Board

- Develop senior level contacts with potential sponsors
- Fundraising/Sponsorship
- Support and promotes the program
- Advise on Judges and VIP selection

Regional Operating Committee

- Communications between all *FIRST* programs

Regional Planning Committee:

Regional Coordination:

- Overall responsibility for the event
- Overall planning and communication
- Setting budget and monitoring expenses to budget
- VIP/Media invitations
- Event site recommendations

Recruitment:

- Volunteers to staff the event on-site
- New *FIRST* teams
- Judges
- Nominate Judge Advisor (3rd year) to *FIRST* Headquarters

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Note: A Judge Advisor needs two years' experience as a judge before being nominated as an advisor, so new events may not have a local advisor until third year or possibly fourth year. All Judge Advisors are contacted and assigned by *FIRST* Headquarters.

Event Manager:

Regional Coordination:

- Site assessment and design
- Vendor Contracts
- Direct planning and communication
- Logistics/Facilities coordination
- Catering and A/V coordination
- Drayage

On-site Event Management:

- Logistics
- Information control
- Daily execution/schedule
- Event Assistant direction

***FIRST* Headquarters**

Regional Coordination:

- Participate in planning and communication
- Competition awards and criteria
- Program Content and Quality Standards
- Monitor timelines/goals
- Program books
- Hotel contracts
- Volunteer training materials

Recruitment:

- Judge Advisors
- Experienced panel judges (New Events)
- *FIRST* VIPs
- Key technical volunteers

Development:

- Planning timeline
- *FIRST* VIP's
- Monitor fundraising process
- Support materials

Team Support:

- Team recruitment assistance
- Surveys
- Registration
- FRC Team Manual

A Regional Planning Timeline is provided to assist your Regional Planning Committee in their efforts. This timeline is generic; you may opt to add other action items to this timeline (i.e., budget). Your Regional Planning Committee leaders will work in conjunction with the Event Manager for the *FIRST* Robotics Competition (provided by *FIRST*), as well as your *FIRST* Regional Director. The *FIRST* Regional Director, in conjunction with the Regional Planning Committee Chairperson will prepare monthly progress reports which will be submitted to the *FIRST* Director of Regional Operations and *FIRST* Staff.

Onsite Event Roles and Responsibilities

The overall responsibility for the Regional Event belongs to the Regional Committee Chairperson(s).



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The FIRST Regional Director will be the senior *FIRST* person on site and will assist the Regional Committee Chairperson wherever necessary. In the event that there is no Regional Director on site, the responsibility will belong to the highest ranking *FIRST* Staff member.

The Event Manager will coordinate all the daily logistics and facilities coordination with the Regional Committee Chairperson(s).

The Field Technical Advisor will coordinate Robot Inspection and the field and scoring setup. This individual will be responsible for robot and game rules interpretation.

The Judge Advisor will be responsible for all for the judging activities and has the primary responsibility for the Judge Room, activities and decisions therein. The Judge Coordinator should provide support and communication to the Regional Planning Committee for the Judge Advisor...

The Regional Planning Committee Volunteer Coordinator will be responsible for all volunteers on site.

The Head Referee trains the referees, provides interpretation and clarification of rules, directs the actions of the referees, and makes final decisions regarding approval in cases of dispute.

The Lead Robot Inspector trains the robot inspectors, provides interpretation and clarification of rules, oversees the robot inspection process, and makes final decisions regarding approval in cases of dispute.

The Lead Safety Advisor trains the safety advisors, provides interpretation and clarification of the safety guidelines, and directs the actions of the safety advisors.

The Lead Team Queuer trains team queuing.

For more detail on this, please see the Decision Authority Matrix found in Event Information (Section 15). A detailed Decision Authority Matrix with actual names must be prepared, and be available, at each event.

Regional Planning Timeline

Please print and use the calendar included in section 17. This calendar shows all relevant dates for the *FIRST* Robotics Competition. In addition to the calendar, monthly e-mails with a rolling three-month listing of critical dates will be sent to all Regional Directors and Regional Planning Committee Chairs during the first week of each month from *FIRST* Headquarters. Please share this information with your Regional Planning Committees.

Introduction to the Memorandum of Understanding

As the number of *FIRST* Robotics Competitions has grown, it has become obvious that there needs to be a document that allows new people to better understand the scope of what it takes to organize locally to support *FIRST*.

The following Memorandum of Understanding has been developed to give an overview of the whole process, and to help answer the questions that arise. It spells out the basic organization and policies that *FIRST* uses to run events locally.



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The other sections of the Regional Planning Guide give much more detail about how to do the various functions, but this overview has been found to be very helpful for new committees to quickly understand the overall scope of what they are undertaking.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is not intended as a legal document, but as a way to ensure that there is clarity between the main *FIRST* organization and the local organizations with respect to Roles and Responsibilities and Policies and Procedures.

The organization of a regional competition is more than the effort that it takes to make it happen; it is also about how we have a measurable impact on the schools and the community. While this MOU is primarily concerned with the organization of the *FIRST* Robotics Competition (FRC), the scope of work of the Executive Advisory Board and the Planning Committee also includes:

- 1) Working with, and assisting, the local *FIRST* LEGO League (FLL) and the *FIRST* Tech Challenge (FTC) through the Operating Committee as in explained in the *FIRST* Field Model.
- 2) Articulating the role of *FIRST* as a tool to achieve district and school-wide plans to improve technology education, update curricula and create seamless high school-middle school links
- 3) Targeting underserved constituencies (both ethnic and economically marginal)
- 4) Setting annual expansion goals to increase the number of schools in their area that participate in *FIRST* programs
- 5) Finding ways to record and measure the impact of the programs

The detailed information necessary to run an FRC Regional Competition is contained in the Regional Planning Guide. This is published on the *FIRST* website at: <http://www.usfirst.org/roboticsprograms/frc/regional-planning-committee>.

The Guide has been primarily focused on the details necessary to run an FRC regional competition. FLL and FTC publish separate documents that describe their annual competitions. By definition the Guide has been written for the current year and, therefore, will be subject to update each year.

As *FIRST* has expanded dramatically in recent years, it has become necessary to develop a 'model' for the FRC competitions that ensure all of our FRC teams experience a consistent, high quality event wherever they compete. This can only be ensured if each event follows a consistent set of guidelines. It is *FIRST*'s intention to heavily support the new events in their inaugural year, train volunteers to take over the critical jobs, and for them to become independent the following year. This does place a heavy responsibility on the committees to recruit volunteers who will return in following years. Generally this is not a problem. Many of our volunteers have returned year after year. We have many who have earned their 5-year and 10-year pins, and they are key to our success.

Organization

Three groups are involved in the organization of a local *FIRST FRC Competition*. The local community is required to form two committees, one to raise the necessary financing and community support, and the other to be responsible for the detailed planning of the FRC event and team recruitment and support. *FIRST* supplies overall direction through the Regional Director and detailed support for a number of functions from *FIRST* Headquarters in Manchester, NH.

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Regional Executive Advisory Board (REAB)

The primary functions of this committee are to facilitate obtaining the funding necessary to run the competition, and to promote *FIRST* within the community. Their second role is to help increase the number of local teams for all *FIRST* programs, and to assist those teams to obtain funding and support. This is done through their connections in the local community.

Regional Planning Committee

The primary function of this committee is to organize the FRC competition, including recruiting judges and volunteers. The committee is responsible for the pre-event publicity, arranging a VIP reception, setting and controlling a budget. The Chair of the committee is ‘in charge’ of the event and responsible for ensuring that the *FIRST* guidelines are followed, and that all required dates, as specified in the regional Planning Guide, are met. This committee, through sub-committees, assists the REAB with fundraising, and supports and recruits local teams. The Committee Chair will also participate in the local Operating Committee to ensure a liaison with the FLL State Partner, or local FLL organization and the FTC Affiliate.

FIRST

FIRST assigns a Regional Director to each area. They have the responsibility for the success of the *FIRST* programs within their areas. They are the senior *FIRST* contact with the local committees. Their role is to ensure the commonality across regions, share best practices, be the mentors and coaches for new (and existing) committees, and help with team recruitment, PR, State and Government relations, etc. They are responsible for communications with the committees and the interpretation of the policies and procedures. Their work is supported by the fundraising at each regional event, and must be included in the budget and fundraising targets.

FIRST is also responsible for specific functions, as described in the Roles and Responsibilities that follow.

Roles & Responsibilities

Finance:

FIRST assumes all financial responsibility for the event. *FIRST* is the registered 501(c) (3) public charity. It is a *FIRST* Policy that individual regional competitions will not form their own 501 (c) (3) organizations. All donations from sponsors for the event will be submitted to *FIRST*. If needed, *FIRST* Finance will provide prompt invoices to the sponsors for their donations. Upon receipt of the donation payment, *FIRST*’s Development Office will send the appropriate acknowledgement that also serves as the donor’s tax receipt for IRS purposes. *FIRST* will pay all associated invoices due for the FRC event.

While *FIRST* welcomes major, ‘sole’ sponsors of the FRC Regionals, financial risk can be mitigated by soliciting numerous “co-sponsors” of the event. This approach has proven successful in economic downturns with the committees being faced with replacing a contributing sponsor or two but not the entire budgeted needs. Having co-sponsors also creates new business partnerships and relationships that in turn can lead to additional technical mentorship and growth

Budget:

FIRST will provide a generic FRC model for the local budget. The planning committee will appoint one member to be in charge of their budget. The overall level of the budget, and the details, needs to be developed between the planning committee and the executive committee who will have to raise the funds. *FIRST*, unlike other national non-profits does not mark up the services provided or contracted for

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nor does it charge a fixed overhead fee. *FIRST* does, however, expect the local committees to work with the primary budget goal of covering all 'local' costs of the FRC Regional events. The local budget is expected to contain the funding for the regional support provided by *FIRST* while the Headquarter support is covered through other non-local revenue sources including, but not limited to, the Teams' registration fees. A budget report will be submitted monthly to the Regional Director, as part of the planning committee monthly report.

Site Selection:

The site selection is made by *FIRST*, specifically by Steve Krawic of Show Ready Events, *FIRST*'s Event Management firm, in consultation with both the Regional Executive and Planning committees and the Director of the Robotics Competition. ONLY Steve Krawic, on behalf of *FIRST*, will conduct ALL negotiations with the venue. The venue contract will be arranged and negotiated by *FIRST* and signed by them. Venue required liability insurance coverage for the event is procured by *FIRST* nationally.

Dates of Event:

FIRST will try to work with a local committee on date requests for local concerns, such as school testing, placement of other closely located regionals, etc. However, in reality *FIRST* is usually very restricted by the limited dates offered by the venues involved and the need to plan a seasonal schedule with all regionals in mind. This means that they may not necessarily be able to commit to the date you have requested.

Production Setup:

FIRST will provide the Production Setup and the overall setup of the event. Field setup will be the responsibility of the locally recruited Field Supervisor. The Production Setup is critical to the 'quality' of the FRC event and cannot be supplied locally.

FIRST equips trucks that go from event to event with all the equipment for setup including the Playing Field, Production Setup etc. Event setup takes place on the Wednesday prior to the event. Volunteer participation on that day is critical. *FIRST* provides an Event Manager, who is responsible for the daily organization throughout the Competition and liaison with the site management.

Catering:

All catering contracts for the event will be arranged by *FIRST*, again specifically Show Ready Events. This will include all arrangements for the volunteers, VIP's, judges etc. The committees are responsible for setting the budget that they want to spend on food, again based on the ability to cover the costs and Show Ready Events will then work with the committees to allow them to select menus that match their budget.

Sponsor Recognition:

FRC Sponsor recognition categories are defined in the RPG by *FIRST* to maintain consistency across events. The REAB, in recruiting sponsors, will need to use the standard categories. Event naming is recommended by the committees and approved by *FIRST*. The planning committee will recognize the sponsors at the event, in accordance with the amount of their annual donation. Past practice has been to provide recognition by means of a PowerPoint slide presentation shown at the ceremonies and at various times throughout the event.

Volunteers:



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The Volunteer Coordinator on the planning committee will recruit all volunteers. The 'key volunteer' positions are defined in the Regional Planning Guide and are critical to the success of the event. *FIRST* will provide training modules. The Volunteer Coordinator and the Committee Chairpersons are responsible for ensuring that these key volunteer positions are trained in advance of the event.

For the first year of new competition, *FIRST* will provide substantial help in running the event. This will include 'on-the-job' training of people for the key volunteer positions. For the second year, *FIRST* will provide very limited help, and it is essential that the key volunteers, and preferably, a backup volunteer, are available throughout the first event.

Judges:

The judge positions are very critical to the event in two ways. Firstly, they represent an opportunity for future funding and support, and secondly, they represent models to which the students can aspire. For these reasons, their selection is critical. Judge selection is a responsibility of the local Regional Planning Committee. They should represent the current sponsors, and especially, the potential future sponsors. They should also represent the local community by their diversity. It is important that they represent a good mix of male to female, minorities and a spread of ages and backgrounds. The planning committee needs a member who acts as the judge coordinator. At the actual event the Judge Advisor will be responsible for organizing the judges. *FIRST* will provide an experienced Judge Advisor until a local qualified Judge Advisor can be trained. The committee needs to nominate a suitable person to be trained to take over the job by the third year.

Signed by:

FIRST Director of Regional Operations

FIRST Regional Director

Chairperson REAB

Chairperson(s) Planning Committee



SECURING SITE LOCATIONS AND SITE REQUIREMENTS

The final decision on a Competition location is a joint decision between *FIRST* and the Regional Planning Committee. Please note the facility must meet *FIRST*'s venue standards and space requirements. Potential venues will be requested to complete a Competition Site Specifications Form (attached) prior to *FIRST*'s Events Manager (refer to Planning Contacts in Introduction section of this Regional Planning Guide for additional information) conducting a site inspection of your potential Competition site to determine if it meets *FIRST*'s requirements. The Events Manager will submit a venue evaluation report to *FIRST*. *FIRST* will then share the report with the Regional Director/Planning Committee.

Venue & Vendor Contracts

The Regional Committee will be involved in venue selection or venue changes, but *FIRST* makes the final selection to ensure that the facility meets *FIRST*'s venue standards and space requirements. *FIRST*'s Events Manager will submit a venue evaluation report to *FIRST*. The Events Manager will work closely with the Regional Committee's Primary Contact in the site selection process; however, venue/site contract negotiations are to be handled by *FIRST*'s Events Manager. **Due to the contract negotiation process, it is imperative that all venue communication be handled directly through the Events Manager rather than the Regional Planning Committee/Director.**

Listed below are some general guidelines for Competition site requirements.

Competition Site

The following spaces are needed for the exclusive use of *FIRST* from the Wednesday morning prior to the start of the Competition through Saturday midnight. The main site must have a playing area at least 80' x 100' with a ceiling height of 25' minimum and un-obstructed viewing for an average of 50 to 70 people per team.

Pit Area

A separate space of approximately 150 sq. ft. per team minimum is needed for the pit area (175 – 200 sq. ft. per team is desirable). For example, for 40 teams the pit areas should be at least 6,000 sq. ft. Access between the pit area and the playing field must be short, level, and at least 6' wide. The 150 square feet is intended for both team space AND aisle space. The intention is for the teams to have a 10'X10' space. Access between the two areas will preferably be via a route other than that used by spectators. The pit area should have direct street loading access. A loading dock is preferred.

The pit area will require (1) 72"x30" table per team. In addition, the pit should be fitted with (1) 110 VAC drop to each team table, which can be run along the floor or be dropped from the ceiling. (The wattage will vary from site to site, but could be anywhere from 500-1000 watts and 10 to 20 amps.)

Additional space requirements on-site

- VIP Lounge - 750 - 1000 sq. ft.
- Judges' Meeting Room - 500-750 sq. ft. within easy walking distance of the field
- Regional Chairman's Award Meeting Room – 100 sq. ft., office or private area free of major event noise and/or traffic.
- Autodesk Visualization Award viewing/voting area – 225-400 sq. ft. in a private area free of major event noise and/or traffic.
- Media (press) Room (optional) - 100 sq. ft. Meeting Room with phone lines and electrical power
- Media & VIP Check-in area - main entry area
- Chairman's Award/Autodesk area - approximate 300 sq. ft. for interviews
- *FIRST* storage – 300 - 500 sq. ft.
- AV Storage – 750 sq. ft. desired



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- Staff/Volunteer Dining Area – Seating for 100 with food buffet area
- Event Office - 150 sq. ft. Meeting Room with phone lines and electrical power
- Production Office 100 sq. ft. desired (can be combined with Event Office)
- First Aid Area
- Machine Shop - **see following pages for more information**
- Judges' Dinner Meeting (**Thursday**) - **see following pages for more information**
- Team Social (**optional on Friday**) - **see following pages for more information**
- VIP Functions (**Friday or Saturday or both**) - **see following pages for more information**

Machine Shop

The machine shop must be available for the sole use of the Competition from Thursday through Saturday of the Competition week. See Competition Schedule for times. The shop must have 2-3 qualified machine shop staff (from the host site) available to run the machines. The shop should be about 600 sq. ft. in size. Team members are not allowed to run shop equipment that is owned by the host site.

The shop should have the following equipment:

Vertical Milling Machine – 4" Z axis, 12" x & 6"y - (X/Y Digital read out is useful)
With End Mills (1/16-1/2, two and four flute)
Engine Lathes – 6" swing, 13" bed with associated collets, carbide & HS Tools, tool holders and 3 & 4 jaw chuck
Acetylene Torches (or hand help MAPP)
Drill Press with 14" throat and
 Drill Bits (Metric & SAE up to 3/4", hole saws (1. 1.5 &2") and taps (Metric & English to $\frac{3}{4}$ ")
Band Saw, upright, for materials softer than steel with extra blades
Disc Sander, 12" with Sandpaper, various grits
TIG Welding, with shielding and table
Finger brake, free standing
Work Bench with 6" Vice, Arbor Press and Bench grinder with abrasive and wire wheels
MAPP Gas Torch
Portable Band Saw to cut steel or tubing
Saber saw
Router or Roto-zip
Circular saw
 $\frac{1}{2}$ " Drills, 110V & cordless
Clamps, 1 1/2" up to 6"
Supplies: Sledgehammer, ball peen hammer, claw hammer, clamps, screw drivers, torx drivers, Allen wrenches, adjustable wrenches, center punches, hacksaws, files, clamps and fasteners

If the machine shop is not adjacent to the competition venue, a utility-style van, staffed with a volunteer driver(s), is needed to transport damaged robots to/from machine shop and event site. Vehicle insurance is necessary and is required for the drivers.

As much of the above equipment as possible should be on site to cover "first aid" with larger jobs transported to the remote facility. The Events Manager will advise the Regional Planning Committee on the transportation requirements at the initial site inspection. If the machine shop is on campus, a golf cart type maintenance vehicle is appropriate. A quick rule of thumb is a walk of over three minutes, and/or terrain is too difficult to navigate with a simple dolly will require transportation.

Machine Shop must to be available Thursday (8am to 8pm), Friday (8am-6pm) and Saturday (8am to 3pm). The busiest day will most likely be Thursday.



Mobile Machine Shops

NASA has a limited number of mobile machine shops that are utilized for FRC events. The scheduling of these mobile machine shops is coordinated through *FIRST* HQ. Those events wanting to utilize one of the NASA mobile machine shops must notify the local Regional Director who will work directly with FRC staff on availability.

Non-NASA Mobile Machine Shops

FIRST welcomes team-provided mobile machine shop facilities/trailers at events, but the proposed facility has to comply with *FIRST* and venue requirements. The mobile machine shop/trailer **owner** must adhere to the following sections.

Approval and Liability and Security Coverage

- Have *FIRST* approval and clearance prior to each event. E-mail frcteams@usfirst.org to request approval by Kickoff.
- Provide liability coverage. Note that liability coverage at event venues vary, and specific venue policies may further restrict the use of these team-provided mobile machine shops. Without the proper additional insurance certificate, the mobile machine shop cannot be used at the event.
The requirements are:
 1. Name *FIRST* as an additional insured.
 2. Fax the certificate to 603 666 3907, Attention Team Support.
 3. Present a copy of the certificate to the Event Manager on site prior to setting up the machine shop.
- Include an appropriate **experienced and licensed operator** to perform the requested work. Each must be covered under the provided liability coverage.
- Provide for any security requirements. Neither *FIRST* nor the venue will provide these services.

Local Restrictions

Although *FIRST* may approve a local machine shop use at any Regional, there are local restrictions such as fire codes, and venue approval that you must consider as part of the process. *FIRST* will do its best to convey any relevant needs, and work on your behalf to gain venue approval through a professional and legal process.

Other Requirements

In addition to the above, the sponsoring team(s) must:

- Include an electrical source for the mobile machine shop facility.
- Provide Fire Extinguishers as required by local Fire Marshall.
- Provide "Hot Work Permits" required for welding and torch work.
- Provide **inside** area to set up welding booth, if applicable.
- Ensure that all teams have the ability to use tools/machines and its use. Access cannot be restricted to certain teams.
 - a) Handle job requests through the same counter/process as the *FIRST*; - .provide shop services; i.e. provide a volunteer to take in and give back the jobs to the teams. This person should be knowledgeable and familiar with machine shop procedures. This includes the sponsoring team's requests.
- Operate ONLY during event hours when the Pit is open.
- Provide contact list with cell phone numbers

Judges' Dinner Meeting (Thursday)

In general, a location within or near the Competition site must be reserved for a 6:00pm dinner meeting for the judge panel. Typically, the space should be able to accommodate 20 - 25 people, depending on the number of judges and invited *FIRST* personnel. The responsibility for planning the Judge Dinner belongs to the Regional Planning Committee. Typically, this is a working sit down dinner with a brief "get



to know you" period of approximately ½ hour at the start. If a purchase order or deposit is required, please contact *FIRST* Procurement for assistance.

The Judge's Dinner Meeting may also be held at the venue on Thursday evening as a way of reducing costs. This method also allows for the Judges to get acclimated to the venue layout prior to Friday morning. If the committee is planning to hold the Judge's Dinner Meeting at the venue, identify this with the event manager early so the Event Manager can include this item in the catering plan for the event. This meeting will still be considered working dinner for the judges.

Team Social (Friday)

If a Social is to be held, the team social location (25,000 sq. ft. estimate) must be reserved for setup on Friday and held through Saturday afternoon for breakdown. The Event Manager will review potential themes and menu/setup details (for team socials held on site) with Regional Directors/Planning Committee and Team Social Coordinator. Securing a site for the team social is a responsibility shared jointly by the Regional Director, Team Social Coordinator and the Event Manager. (Note: For planning purposes, estimate an average number of 30 attendees per team) If the team social is held off-site, teams are responsible for providing their own transportation to / from the dinner location.) Please refer to the Team Social Policy and Procedure, found in Policies and Procedures (Section 14) for more detailed information. The responsibility for planning any Team Social held offsite (not held at the event venue) will fall to the Regional Planning Committee, and not by *FIRST*'s event management company.

VIP Lounge (Friday or Saturday or both days)

A private room or dining area within the Competition site should be reserved for any VIP events (i.e.: breakfast, lunch, reception or dinner on either Friday or Saturday of the Competition). VIP events and schedule are at the discretion of the Regional Director/Planning Committee and should be discussed and agreed upon with *FIRST*'s Event Manager.

Other Non-Competition Related Activities

Regional Planning Committees planning extra-curricular, non-competition related activities at the local event must have these activities approved in advance by the Director of *FIRST* Robotics Competition. These activities include, but are not limited to: T-shirt cannons, flying objects, any activity relating to the playing field or pit area and marching bands. When in doubt, contact the Director of *FIRST* Robotic Competition. No merchandise may be sold for another entity, even if a portion of the profits go to *FIRST* without specific and prior agreements in place and approved by *FIRST*.

Other Non-Competition Related Activities

Regional Planning Committees planning extra-curricular, non-competition related activities at the local event must have these activities approved in advance by the Director of *FIRST* Robotics Competition. These activities include, but are not limited to: T-shirt cannons, flying objects, any activity relating to the playing field or pit area and marching bands. When in doubt, contact the Director of *FIRST* Robotic Competition. No merchandise may be sold for another entity, even if a portion of the profits go to *FIRST* without specific and prior agreements in place and approved by *FIRST*.

Note: When volunteer bands, cheerleaders or other unpaid entertainers perform at a regional event, Consent and Release forms must be obtained from each one. This should happen in advance of the event, as some of them may be under the age of 18.

Transportation

Teams arrange their own transportation to and from all sites (hotel, competition site, team party location). *FIRST* staff, VIP's, judges, and volunteers are all responsible for making their own transportation arrangements. *FIRST* cannot accept the liability of planned transportation for teams without special consideration from *FIRST*'s legal advisors.

Parking

The Competition site should have access to as much free parking as possible and plans should be made for overflow parking. Most *FIRST* teams will arrive at the competition site via team bus. A separate area



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will need to be sectioned off for team bus parking. Approximately 10 spaces, located within close proximity to a venue entrance, will need to be reserved for the machine shop and staff vehicles.

Space for team trailers near the Pit Entrance is needed.

Crowd control and traffic flow are important aspects to the smooth running of these events and should be a part of all planning processes. The local police/security department should be involved in traffic flow coordination and may choose to assign additional details to ensure road safety.

Hotels

Area hotels are used by traveling teams, *FIRST* staff, and out of town VIPs/ judges. Many factors must be taken into consideration when selecting appropriate hotels, including safety (in house security, interior corridors, overnight management representative), proximity, cleanliness, and rates. Teams, judges, and VIPs are then responsible for making their own travel arrangements and reservations at their own expense. *FIRST* does not contract for hotels at regional events.

Catering/Food Service

FIRST has foodservice menu standards. Anything beyond these standards must be approved by the *FIRST* Regional Director and the Director of the *FIRST* Robotics Competition. Any questions about catering and food service can be addressed by the Event Manager for your site.



Competition Site Specifications Rev. 05

Venue Name: _____

Venue Address: _____

Contact: _____

Phone: _____ Fax: _____ E Mail: _____

This venue must have the required space, Wednesday-Saturday, during the requested week.

Fill in blanks below:

Required Minimum

Playing Field

	<u>Room name</u>
_____ Square feet	100' X 80' ft.
_____ Ceiling height	25 ft. min. desired
_____ Seating	1,500 minimum, 2,500-3,000 desired
_____ Power (lighting)	300A/208V/3 phase
_____ Power (sound/video)	100A/208V/3 phase
_____ Phone line	Analog phone availability

Comments: _____

Pit Area

	<u>Room name</u>
_____ Distance from Playing Field	Within 50 yards of Playing Field
_____ Square feet	6,000 sq. ft./40 teams
_____ Power	100A/208V/3 phase

Comments: _____



Judge's Room	<hr/> Room name
_____	500-750 sq. ft. Meeting Room, within easy walking distance to playing field- We will be setting up to 20 people conference or U-shape with foodservice and minor AV
_____	1000 watt/120V w/duplex receptacle
Comments:	<hr/> <hr/>
Event Office	<hr/> Room Name
_____	Keyed 150 sq. ft. Meeting Room
_____	3 phone lines
_____	Power – 1000 watt/120V w/duplex receptacle
Comments:	<hr/> <hr/>
Production Office (Desired, but not necessary)	<hr/> Room Name
_____	Keyed 100 sq. ft. Meeting Room (can be combined w/event office)
_____	1 phone line
_____	Power – 1000 watt/ 120V w/duplex receptacle
Volunteer Cafeteria	<hr/> Room Name
_____	Seating for 75-100
_____	Food buffet area
VIP Area	<hr/> Room Name
_____	750-1000 sq. ft. in view or close proximity to playing field, in good repair
_____	Seating for 100
_____	Food Service area
Media Area	(Desired, but not necessary) <hr/> Room Name
_____	100 sq. ft. Meeting Room, or private area that interviews and work can be conducted
_____	2 phone lines
_____	Power – 1000 watt/120V w/duplex receptacle
Storage	<hr/> Room Name
_____	300-500 sq. ft. for large boxes, crates, with easy access for a pallet jack. If in a separate room, must have a door with a 40" wide opening.
_____	750 sq. ft. for A/V storage desired

**Interview Room/Area** _____ **Room Name**

_____ 300-500 sq. ft. for private interviews of our teams chairman's award. We will set 1 or 2 6' tables and up to 6 chairs. Should be free of major noise of event

Preliminary setup may begin on Tuesday, with bleacher installation and/or floor covering. (Venue dependent)

A production house associated with FIRST may contract the labor for this event.

Wednesday setup will begin at 8 am and finish in the late evening. At 8 am, the first of 5-6 tractor-trailer trucks arrive for unloading. Rigging will also begin in the morning.

Thursday at 7:00 am, setup continues, the teams arrive and practice until 8 pm. Friday and Saturday will be the competition, 7 am – 6 pm, with teardown on Saturday, 5 – 10 pm.

Catering will start Wednesday morning and continue through Saturday with 3 meals and 2 breaks most days.

Services Needed:

- Electrician Wednesday 8 am – 8 pm; Thursday, on call, 8 am – 8 pm
- Security (24 hours) Wednesday 8 am – Saturday 9 pm
- EMT Thursday 7:30 am – 8 pm; Friday and Saturday 7:30 am – 6 p.m.
- Forklift Wednesday 8 am – 2 pm; Thursday 8 am – 3 pm; Saturday, Noon – 10 pm
- Genie Lift Wednesday – 9 am – 1 pm
- Loaders (4) Wednesday 8 am – 2 pm; Thursday 8 am – 2 pm; Saturday 1 – 10 pm
- Riggers (3) Wednesday 8 am – 1 pm; Saturday 4 pm – 8 pm
- Stagehands (10) Wednesday 8 am – 6 pm; Thursday (2) 8 am – 6 pm; Friday (2) 8 am – 10 pm, (8) 5 pm – 10 pm (To Be Determined by Sargent Production Services)

Other Venue Specifications

Loading dock specifications – size of entry door, and if ground level or dock

In House Unions? Please list separately

In House Catering Options – Please name company and contact info:

Concession area - Please list contact info if separate

Shipping Information – Advance and on site- Please list address if separate from offices



Rigging Restrictions

Signage Restrictions

Other Venue Services Available

Please note the following items and comment on availability

_____ Public Pay Phones

_____ Machine Shop area or on-campus machine shop

_____ Van parking, if machine shop not onsite

_____ Fork Lift and scissor lifts available

_____ Emergency Medical Technician Services

_____ Electrician Services

_____ Custodial Services

_____ In-House Security

_____ On-site venue coordinator

_____ Daily Labor available - If college campus, do you have a pool of student labor?

_____ Public Parking Options- Rates _____

_____ Handicapped Accessibility

_____ Marquis Posting Option

Additional Comments: _____

**Sample Competition Site Schedule**

Note: This example pertains to venues without bleacher installation.

Wednesday

7:30–8:30 AM	Unload trucks Setup Audio Visual
1:00 PM	Robot Delivery Lay carpet Set field/set pit
6:00 PM	Signs/Banners hung Volunteer Training Security on Duty (PM) & overnight

Thursday

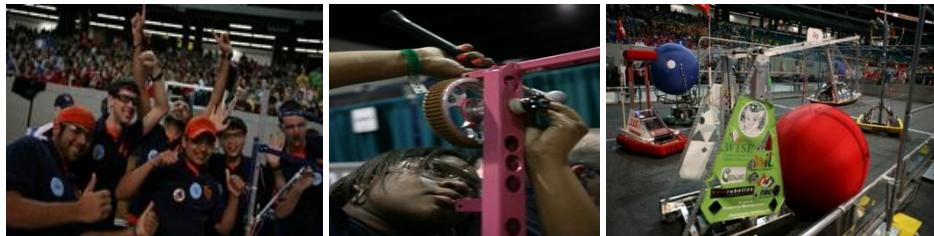
7:30 AM	Open Pits for limited team access
8:30 AM	Team Arrival/ Pit Open
9 AM - 11 AM	Team Registration Robot Inspection Machine Shop Open
11 AM	Practice Rounds Begin
6 PM-8 PM	Practice Rounds End Pit & Machine Shop Close Judges' Dinner Setup for Competition Completed Security on Duty

Friday

8 AM	Pit Opens Machine Shop Opens
9 AM	National Anthem/Opening Ceremony Competition Matches Begin (regional dependent)
4 PM	Competition Matches End (regional dependent)
5 PM	Friday Awards on field Setup for Final Day of Competition
6 PM-10 PM	Security on Duty Team Social (optional) ** VIP brunch, luncheon, reception or dinner * (can be Saturday as well or instead)

Saturday

8 AM	Pit Opens Machine Shop Opens
9 AM	National Anthem/Opening Ceremony Competition Matches Begin (regional dependent)
12 PM	Competition Matches End (regional dependent)
1 PM	Elimination Rounds Begin
3:30 PM	Saturday Awards on the Field
5 PM - 8 PM	Load Out



2013 **FIRST**[®] FRC Regional Sponsorship Opportunities

The 2013 *FIRST*[®] Robotics Competition (FRC) Regionals will take place beginning the week of February 25, 2013 and ending the week of April 8, 2013 with 62 regionals taking place. Each event will include not only students, but also a large audience of parents, university and corporate mentors, and local leaders in business, government, education and the media.

The regional event will offer prominent visibility opportunities to recognize the support and generosity of its Sponsors:

FRC Regional Presenting Sponsor: \$150,000

The Regional Event will be called “The (state/location) Regional Event sponsored by (sponsor’s name)”.

The benefits offered to the FRC Regional Presenting Sponsor include the following:

- ✓ Presented as an FRC Regional Presenting Sponsor at the local FRC Kickoff event held on January 8th, 2013 broadcast from New Hampshire
- ✓ Recognized as FRC Regional Presenting Sponsor in all of the sponsored regional event promotional materials and whenever the sponsored event is mentioned
- ✓ Introduction and speaking opportunity at the FRC Regional VIP Luncheon (if luncheon is held at the sponsored event)
- ✓ Introduction and speaking opportunity at Opening and Closing Ceremonies at the sponsored regional event
- ✓ Opportunity to have a 10’x 20’ preferred placement exhibit at sponsored event
- ✓ Recognized as FRC Regional Presenting Sponsor with logo in all regional materials connected to the sponsored event
- ✓ Media interview opportunities at sponsored regional event whenever possible
- ✓ FRC Regional Presenting Sponsor recognition on signage at pre-event, off-site promotions and exhibits
- ✓ Mentioned as FRC Regional Presenting Sponsor by Master of Ceremonies throughout the sponsored regional event
- ✓ One full page of recognition in front section of 2013 sponsored Regional Program Book (if available).
- ✓ Recognized on the *FIRST* website, in the 2013 *FIRST* Annual Report and in the FRC sponsored Regional Program Books (if available).
- ✓ Passes to Regional VIP Event (if held at the sponsored regional)
- ✓ Preferred seating passes for the sponsored event

- ✓ Passes to the Regional VIP Hospitality Center
- ✓ VIP parking passes if applicable for the sponsored Regional Event
- ✓ VIP passes for 2013 Championship functions (access to Hospitality Center, preferred event seating, invitations to Friday Night Showcase Dinner)

FRC Regional Lead Sponsor: \$100,000

The benefits offered to the FRC Regional Lead Sponsor include the following:

- ✓ Recognized as an FRC Regional Lead Sponsor of the sponsored event
- ✓ Recognized as an FRC Regional Lead Sponsor in all sponsored regional event promotional materials and whenever the sponsored event is mentioned
- ✓ Introduction and speaking opportunity at Opening or Closing Ceremonies at the sponsored event
- ✓ Opportunity to have a 10'X 15' preferred placement exhibit space at the sponsored event
- ✓ Recognized as an FRC Regional Lead Sponsor with logo in all sponsored regional event materials
- ✓ FRC Regional Lead Sponsor recognition on signage at pre-event, off-site promotions and exhibits
- ✓ Recognition as an FRC Regional Lead Sponsor by Master of Ceremonies throughout the sponsored event
- ✓ One full page of recognition in front section of 2013 sponsored Regional Program Book (if available).
- ✓ Recognition on the *FIRST* website, listed in the 2013 *FIRST* Annual Report, and recognized in the FRC sponsored Regional Program Book (if available)
- ✓ Passes to Regional VIP Event (if held at the sponsored regional)
- ✓ Preferred seating passes for the sponsored event
- ✓ Passes to the Regional VIP Hospitality Center
- ✓ VIP parking passes if applicable for the sponsored regional event
- ✓ VIP passes for 2013 Championship functions (access to Hospitality Center, preferred event seating, invitations to Friday Night Showcase Dinner)

FRC Regional Sponsor: \$75,000

The benefits offered to the FRC Regional Sponsor include the following:

- ✓ Recognized as an FRC Regional Sponsor in all sponsored regional event promotional materials and whenever the sponsored event is mentioned
- ✓ Recognized as the FRC Regional Sponsor of the sponsored regional event
- ✓ Introduction and speaking opportunity at Opening Award Ceremonies at the sponsored event
- ✓ Opportunity to have a 10'X 15' preferred placement exhibit space at the sponsored event
- ✓ Recognized as an FRC Regional Sponsor with logo in all sponsored regional event materials
- ✓ FRC Regional Sponsor recognition on signage at pre-event, off-site promotions and exhibits

- ✓ Recognition as an FRC Regional Sponsor by Master of Ceremonies throughout sponsored event
- ✓ One half page of recognition in 2013 sponsored Regional Program Book (if available).
- ✓ Recognition on the *FIRST* website, listed in the 2013 *FIRST* Annual Report, and recognition in the sponsored FRC Regional Program Book (if available)
- ✓ Passes to Regional VIP Event (if held at the sponsored Regional)
- ✓ Preferred seating passes for the sponsored event
- ✓ Passes to the Regional VIP Hospitality Center
- ✓ VIP parking passes if applicable for the sponsored Regional Event
- ✓ VIP passes for 2013 Championship functions (access to Hospitality Center, preferred event seating, invitations to Friday Night Showcase Dinner)

FRC Regional Competition Sponsor: \$50,000

The benefits offered to the FRC Regional Competition Sponsor include the following:

- ✓ Recognized as an FRC Regional Competition Sponsor in all sponsored regional event promotional materials and whenever the sponsored event is mentioned
- ✓ Recognized as the FRC Regional Competition Sponsor of the sponsored regional event
- ✓ Introduction opportunity at Opening or Closing Award Ceremonies at the sponsored event
- ✓ Opportunity to have a 10'X 10' preferred placement exhibit space at the sponsored event
- ✓ Recognized as an FRC Regional Competition Sponsor with logo in all sponsored regional event materials
- ✓ FRC Regional Competition Sponsor recognition on signage at pre-event, off-site promotions and exhibits
- ✓ Recognition as an FRC Regional Competition Sponsor by Master of Ceremonies throughout sponsored event
- ✓ Recognition on the *FIRST* website, listed in the 2013 *FIRST* Annual Report, and recognition in the sponsored FRC Regional Program Book (if available)
- ✓ Passes to Regional VIP Event (if held at the sponsored Regional)
- ✓ Preferred seating passes for the sponsored event
- ✓ Passes to the Regional VIP Hospitality Center
- ✓ VIP parking passes if applicable for the sponsored Regional Event

FRC Regional Leader in Technology Sponsor: \$25,000

The benefits available for sponsoring at this level are:

- ✓ Recognized as FRC Regional Leader in Technology Sponsor in all sponsored regional event promotional materials and whenever the sponsored event is mentioned
- ✓ Recognized as FRC Regional Leader in Technology Sponsor of sponsored event
- ✓ Opportunity to have a 6' x4' table at the sponsored event
- ✓ Recognized as FRC Regional Leader in Technology Sponsor with logo in all sponsored regional event materials
- ✓ FRC Regional Leader in Technology Sponsor recognition on signage at pre-event, off-site promotions and exhibits

- ✓ Recognition on the *FIRST* website, listed in the 2013 *FIRST* Annual Report, and recognized in the sponsored *FIRST* Regional Program Book (if available)
- ✓ Passes to Regional VIP Event (if held at the sponsored regional)
- ✓ Preferred seating passes for the sponsored event
- ✓ Passes to the Regional VIP Hospitality Center
- ✓ VIP parking passes(if applicable for the sponsored event)

FRC Regional Captain of Innovation Sponsorship: \$10,000

The benefits available for sponsoring at this level are:

- ✓ Recognized as FRC Regional Captain of Innovation Sponsor in all sponsored regional event promotional materials and whenever the sponsored event is mentioned
- ✓ Opportunity to have a 6'x 4' table at sponsored event
- ✓ Recognized as FRC Regional Captain of Innovation Sponsor with logo in all sponsored regional event materials
- ✓ FRC Regional Captain of Innovation Sponsor recognition on signage at pre-event, off-site promotions and exhibits
- ✓ Listed in the 2013 *FIRST* Annual Report, and recognized in the FRC sponsored Regional Program Book (if available)
- ✓ Passes to Regional VIP Event (if held at the sponsored regional)
- ✓ Preferred seating passes for the sponsored event
- ✓ Passes to the Regional VIP Hospitality Center
- ✓ VIP parking passes (if applicable for the sponsored event)

FRC Regional Friend of the Future Sponsor: \$5,000

The available benefits for sponsoring at this level are:

- ✓ Recognized as FRC Regional Friend of the Future Sponsor in all sponsored regional event promotional materials and whenever the sponsored event is mentioned
- ✓ FRC Regional Friend of the Future Sponsor placement on signage at pre-event, off-site promotions and exhibits
- ✓ Passes to Regional VIP Event (if held at the Sponsored Regional)
- ✓ Preferred seating passes for the sponsored event
- ✓ Passes to the Regional VIP Hospitality Center

FRC Regional Robot Booster: \$2,500

The benefits offered to the FRC Regional Robot Booster Sponsor include the following:

- ✓ Recognized as FRC Regional Robot Booster Sponsor in all sponsored regional event promotional materials and whenever the event is mentioned
- ✓ Preferred seating passes for the sponsored event
- ✓ Passes to the Regional VIP Hospitality Center

FRC Regional Fan Sponsor: \$500

The benefits available to the FRC Regional Fan Sponsor are the following:

- ✓ Listed as an FRC Regional Fan Sponsor in Regional Program Book

- ✓ Preferred seating passes for the sponsored event

NOTE: The IRS regulation states that the IRS will ignore any goods, services, or other benefits **FIRST** provides the sponsor (or persons designated by it), as long as the aggregate fair market value of such benefits does not exceed 2% of the sponsorship payment. In determining whether the 2% threshold was exceeded in any year, all insubstantial benefits must be considered.

BUDGETS AND FINANCIAL POLICIES AND INFORMATION

Overview

As *FIRST* has expanded dramatically in recent years it has become necessary to develop an informal “franchise model” for the *FIRST* Robotics Competitions (FRC). One primary driver for this is our absolute insistence that all of our FRC teams experience a consistent, high quality event wherever they compete. This can only be ensured if each event follows a consistent set of guidelines.

This section of the Regional Planning Guide is intended to:

- Further define the roles and responsibilities of the Finance/Budget Coordinator position
- Provide information on items the Regional Planning Committee is responsible for funding
- Provide tools and information useful in accomplishing that task

Roles & Responsibilities

Finance:

FIRST assumes all financial responsibility for the event (*FIRST* is the registered 501(c)(3) public charity), provided that all donations from sponsors for the event are submitted to *FIRST* HQ. If needed, *FIRST* Finance will provide prompt invoices to the sponsors for their donation. Upon receipt of the donation payment, *FIRST*'s Development Office will send the appropriate acknowledgement that also serves as the donor's tax receipt for IRS purposes. These funds will be used to cover the costs of the current year FRC event.

While *FIRST* welcomes major, ‘sole’ sponsors of the FRC Regional events, financial risk can best be mitigated by soliciting numerous “co-sponsors” of the event. This approach has proven successful in economic downturns with the committees being faced with replacing a contributing sponsor or two but not the entire budgeted needs. Having co-sponsors also creates new business partnerships and relationships that in turn can lead to additional technical mentorship, event volunteers, and team growth.

Budget:

The Planning Committee will appoint one member to be its Finance/Budget Coordinator in charge of its budget. An estimated local budget will be developed at the beginning of the season for the current year and submitted by the RD to the VP-Regional Operations for approval. The overall level of the budget, and the details, should be developed between the Planning Committee and the Executive Committee that will have to raise the funds. *FIRST*, unlike other national not-for-profits, does not mark up the services provided or contracted for, nor does it use funds raised locally for the event to cover HQ costs or overhead. *FIRST* does, however, expect the local committees to work with the primary budget goal of covering all “local” costs of their FRC Regional events. The local budget is expected to contain the funding for the regional support provided by *FIRST*, while the Headquarters support is covered through other non-local revenue sources including, but not limited to, the Teams' registration fees..

Actual amounts for prior years and current year-to-date may be viewed using the MIP system. Contact Christine Baker-Terilli, Manager of Financial Reporting if you do not already have access to your region's financial reports through MIP. New regions may contact Christine for average cost guidelines from other regions to assist in developing your local budget. **These financial guidelines will not fit flexible cost events, events with more than one field, or events having significant unique costs. Planning Committees budgeting for non-traditional events must rely on their estimated local budget to determine their financial obligation.**



FIRST Robotics Competition Regional Financial Responsibility Statement

- By partnering with **FIRST** to host a **FIRST** Robotics Regional event at your university, college or commercial venue, your volunteer committee agrees to secure donations and grants adequate to cover the actual costs, without overhead or markup, for the “local” event expenses. **FIRST** handles all sponsorship receipts and accounts payable disbursements. (*Refer to Regional Sponsorship Model for FIRST Robotics Competition Season included in this section*).
- Fundraising events may only be conducted by **FIRST** Field personnel with advance written approval by the President, VP-Finance, or VP-Development.
- Professional solicitors and fundraising counsel are not ordinarily allowed to participate in securing funds for **FIRST** programs or events; they may only be engaged (even if unpaid) with advance written approval by the President, VP-Finance, or VP-Development.
- It is **FIRST**'s expectation that 100% of all donations raised for the **FIRST** Regional will be remitted to the **FIRST** organization headquartered in Manchester, NH. In return, the **FIRST** organization assumes 100% of all financial risks and provides or contracts for all the necessary services including risk management, leading to a demonstrated quality event for all involved. **FIRST** incurs and pays 100% of all associated normal costs. (*Refer to Responsibility Matrix included in this section*).
- Accounting rules require that donations raised for specific **FIRST** Regional events must be recognized as revenue in the year of the event. Event sponsorships cannot be deferred toward a future year, or toward an alternative purpose such as team funding, unless the donor specifies this in writing. Donors making multi-year pledges must specify in writing the amounts, the events and the calendar year(s) being funded. Documentation from the donor is also required in cases where the donor alters the intended use of their contribution to apply it to a future season. E-mail from a donor is acceptable written documentation. Committees and Regional Directors may not designate an alternative use of donor funds.
- If an FRC Regional event produces a surplus of sponsor support in the current year over and above the local event expenses, and if it has accumulated a surplus from the 3 previous years (excluding the current year), the Committee may use the current year surplus (not the previous years' accumulated surplus) in the next season, if the sponsor(s) has restricted the donation(s) to specifically permit this option. The surplus may be used for FRC Team registration fees, or as Regional Sponsorship funds to cover event costs. Surpluses resulting from Federal funds (e.g., NASA) are excluded from the determination of surpluses when applying this policy. Arrangements must be made with the **FIRST** Finance Department by September 15th to use a surplus in any of these ways.



Regional Sponsorship Responsibility Matrix

FIRST Robotics Competition

All donations made to FIRST HQ * (Donations made payable to FIRST)	FIRST's	Regional Committee's
Financial Risk	(100%)	None
Audits / Tax Return (990)	X	
Donor Acknowledgments		
• Donor Questions	X	
• Donor Requests / Audits	X	
• Donations Tax Deductible	X	
• Donor Collections (Bad Debt)	X	
Accounting / Legal Fees incurred	X	
IRS Audit (If required)/States' filings	X	
Cash Flow for Vendors' Deposits	X	
Vendor Management - Expertise		
• Vendor relationships	X	
• Credit References	X	
• Payments to Vendors	X	
• 1099 Filings	X	
• Insurance Coverage(s)	X	
All Local Expenses Paid (see budget)	X	
Sales Tax Exemptions (where eligible)	X	
Unexpected costs/variances absorbed	X	
Regional's Contribution to (or draw from) Shared Expenses/Revenue	X	

***FIRST is incorporated in the State of NH (1989) and is a 501 (c) (3) Public Charity EIN # 22-2990908**

Regional Sponsorship Model for *FIRST* Robotics Competition Season

Each Regional Committee is responsible for developing local sponsorship to cover the local costs involved in hosting a regional event. Each regional event will have specific costs, which will vary from location to location. An item may cost more and another less due to geographic locations, success of in-kind donations and other factors within the control of local committees.

The Budget/Finance Coordinator of the Regional Planning Committee must establish an estimated local budget for the specific regional event.

Below is an estimated average of the various expenses that the Regional Planning Committee will be responsible for covering with sponsorship donations for a single field traditional event.

Production Setup and AV Services/Labor **(Average Range \$60,000 - \$90,000)**

This service is contracted by *FIRST* Headquarters with a North American contract and includes:

- Main Arena lighting
- High quality public address system
- 9'x12' Front Screen
- Tripod mounted camera with long lens
- Stereo inputs for a DJ rig and CD player
- Public Address system in the Pit area
- Pit power drops for all teams
- Small LCD projector or 20" monitor in the pit area
- Data Display PC with PowerPoint for Awards Ceremonies and Sponsor Recognition

This includes all labor costs for the Production Setup and AV Services at the event and a fully trained AV/Production Manager familiar with *FIRST* events and requirements. Local labor costs will vary by event.

Venue Rental & Services **(Average Range \$0 - \$75,000)**

This is an average cost of the rental of the venue and the services provided by the venue. Services include stagehands, custodial (public areas such as hallways, main entrance, etc.), security, EMTs and other required functions. Donated venues can greatly reduce these costs. Venue contracts are negotiated and signed by *FIRST* Headquarters. Any additional space needs during the event must be handled through the *FIRST* Event Manager.

Food/Beverages at the Regional **(Average Range \$0 - \$50,000)**

This is contracted by *FIRST* Headquarters and includes all food for the event, inclusive of the volunteers, staff, judges and VIPs. It also includes the judges' dinner on Thursday evening and a meal for the Volunteer Meeting. This does not include any food for a Team Social. Catering costs include:

- Quality, healthy food at the most favorable rates
- Inclusive of breakfast, AM breaks, lunches and PM breaks
- Variety of entrees/menu selections including vegetarian
- Beverages consisting of bottled water, tea, coffee and sodas

On-site changes to the food/beverage orders must be made through the *FIRST* Event Manager.

Local Services, Non-venue Related **(Average Range \$10,000 - \$30,000)**

These services are contracted by *FIRST* Headquarters and include the following:

- Disc Jockey
- Electrical
- Fire, Police, EMTs (if not provided by the venue)
- Commercial General Liability Insurance for events

- Sponsor Signage, Screens
- Machine Shop (add \$5,000 if NASA supplies machine shop)
- All other misc. costs, cleaning fields and pits, lifts
- Telephone, ISDN lines

Any additional on-site needs must be handled through the *FIRST* Event Manager.

Rental Items

(Average Range \$8,500 - \$50,000)

This includes tables, chairs, drapes, linens, team location markers, easels and other materials as needed. These items are contracted by *FIRST* Headquarters on a North American contract. Any additional on-site needs must be handled through the *FIRST* Event Manager.

Regional Office Support

(Average Range \$5,000 - \$66,000)

FIRST's Regional Support Centers assist in the creation and direct support of the Regional Volunteer Committees. As such, the costs associated with the Regional Support Centers including the Regional Director(s), Regional VP-Operations, the assistants, and associated variable expenses, are accounted for with the other 'local' cost line items. Listed below is a summary of the various types and areas of support provided.

Planning Support

- Assist with organizing regional committees and volunteer networks (identification, enlisting, training, recognition)
- Assist with regional event (*FIRST* Robotics Competition) and tournament (*FIRST* LEGO League and *FIRST* Tech Challenge) planning
- Assist with budget planning
- Assist with quality control planning

Support of Sponsor and Team Recruitment Activities

- Identification of prospective event and team sponsors
- Best practice sharing (proposal templates, etc.)
- Leveraging existing *FIRST* networks among sponsors, professional associations, universities, etc.
- Coordinating team demonstrations and recruitment events

Capacity Building Activities

- Best practice sharing (fundraising, PR, engaging community partners, etc.)
- Providing off-season activity templates

Leverage *FIRST* Infrastructure

- Marketing support
- Evaluation / outcomes materials
- Event support
- Scholarships
- Off-Season Events
- Main point of contact from/to Committee and *FIRST* Headquarters.

Upgrading the Event

Once the basic costs of the event are covered, the Regional Planning Committee, which has additional firm sponsorship commitments, may consider upgrading the event in the following areas. These upgrades may include:

- Adding a Team Social at approximately \$800 per team. This includes food and appropriate entertainment (Note that Show Ready Events is not under contract to manage Team Socials.)
- Adding items unique to the event, such as Committee shirts, videos, give-aways
- Upgrade catering to provide an upscale menu for the judges

- Upgrade the VIP function to provide a sit-down meal and presentations

FIRST can recognize and provide receipts for tax purposes only to those sponsors whose donations are sent to *FIRST HQ*. It should again be noted that *FIRST* does not charge any administrative fees or overhead on donations received. 100% of event sponsor donations are used to pay for event costs. *FIRST* requests that sponsorship donations be paid prior to or during the month of your Regional event in order to provide necessary working capital. *FIRST* disburses a significant amount of cash to pay event expenses well in advance of most events.

Services Provided by *FIRST* Finance Department:

- On-line event financial statements throughout the season
- Invoices for Sponsorships, when required or requested
- Processing of IRS tax forms (W-9, 1099) for event vendors
- Annual audits of financial transactions by an outside CPA firm.

Please Note: *FIRST*'s most recent Audited Financial Statements (AFS) and Annual Report are available as PDF Documents via www.usfirst.org in the "About *FIRST*" section. These are the latest. When new AFS become available, they will be posted. Please download a copy if needed. Address any questions with regard to the AFS to *FIRST*'s Vice President-Finance 800-871-8326 ext. 436.

Regional Event Financial Information

Contact Christine Baker-Terilli (ext. 468) for access to MIP Regional Financial Statements

Contact Pam Trunca (ext. 479) for access to MICROIX Purchase Ordering System

Contact Tim Maxton (ext. 469) for access to Salesforce Sponsor information

Contact Monica Nadreau (ext. 415) for information on specific receipts and disbursements.

See Section 3 for Sponsor Related Information and Guidance



Internal Revenue Service

Date: October 23, 2006

US FOUNDATION FOR THE INSPIRATION &
RECOGNITION SCIENCE & TECHNOLOGY
200 BEDFORD ST
MANCHESTER NH 03101-1132

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Stephanie Broach-Camp 31-04022
Customer Service Specialist

Toll Free Telephone Number:

877-829-5500

Federal Identification Number:
22-2990908

Dear Sir or Madam:

This is in response to your request of October 23, 2006, regarding your organization's tax-exempt status.

In May 1994 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Janna K. Skufca".

Janna K. Skufca, Director, TE/GE
Customer Account Services



REQUEST FOR INVOICE

*
REQUESTED BY: _____ ***DATE:** _____

*
AMOUNT: \$ _____

***SPONSOR / DONOR**

***REASON FOR INVOICE:**

***DATE REQUIRED:** _____ ***MAIL INVOICE** YES NO

INVOICE NO: _____ **EMAIL INVOICE** YES NO

INVOICE DATE: _____

GL NO.: _____

PROVIDE FOLLOWING:

Address to send Invoice to: (If different from above)

Attention: _____

Email Address : _____

***Required fields**

FIRST FINANCE

Sept. 2008



Credit - Billing Information for FIRST

FIRST (*For Inspiration and Recognition of Science & Technology*)
200 Bedford Street
Manchester, NH 03101-1103
Phone: 603.666.3906
Fax: 603.666.3907 (General)
Finance Fax: 603.647.5772 (Finance)
Web: www.usfirst.org

FIRST is a not-for-profit 501(c)(3) public charity.
FIRST is incorporated in the State of New Hampshire.
Exempt status still in effect per our IRS Letter dated October 2006.
FIRST was established in 1989.
Federal Taxpayer ID Number **22-2990908 (FEIN #)**

Dun & Bradstreet Account: 8900/630355-9
D-U-N-S #: 82-677-5082

Citizens Bank
Commercial Credit
One Citizens Plaza
Providence, RI 02903
401.734-5239
Checking Account #3300281484

Crown Trophy
1 Alice Avenue
Hooksett, NH 03106

Curtis 1000
36 Holly Drive
Newington, CT 06111
800-332-0444

Cone LLC
855 Boylston Street
Boston, MA 02116
617-227-2111

Payment Terms:
Net 30 from shipment or service date.
Exceptions need FIRST Finance review
C.O.D. needs prior approval.
No cash payments made. No exceptions

New Vendor Requirements:
All new FIRST vendors need to submit
an IRS Form W9 prior to initial payment.
The form is available from FIRST or
via the IRS's web at www.irs.gov

Billing Information:

Please, **ALL** original invoices to:
FIRST
Attention: Accounts Payable
200 Bedford Street
Manchester, NH 03101

Requests for Financial Information:

All inquires to:
FIRST
Attention: FIRST Finance
200 Bedford Street
Manchester, NH 03101

FIRST Finance Sept. 2008

SCHOLARSHIP DEVELOPMENT

Objective

The *FIRST* Scholarship Program has three primary objectives:

- To grow the number of scholarship opportunities by increasing the number of scholarship providers.
- To recognize long-term scholarship providers.
- To raise student awareness of the program, encouraging them to apply.

This section offers suggestions to Regional Directors and Regional Committees on ways they can help the *FIRST* Scholarship program make positive progress. It also contains a scholarship development timeline and specific suggestions for increasing scholarship visibility at Regional events.

Requirements

To help develop new scholarship opportunities Regional Directors and Committee members can:

- Present scholarships as an option for support of *FIRST* when talking to potential sponsors
- Discuss scholarship opportunities with colleagues and contacts at colleges, universities, professional associations and companies
- Recruit colleges and universities (companies and associations) in your region to join the *FIRST* scholarship program
- Provide *FIRST* Headquarters with phone/email/addresses information for contacts at colleges and universities
- Encourage universities that host *FIRST* events in your region to offer a scholarship (if they do not do so already)
- Pass on scholarship leads or contacts generated in the regional events to the *Scholarship Manager* at *FIRST* (scholarships@usfirst.org), to ensure that offerings are properly advertised and recognized.

To help recognize *FIRST* Scholarship providers throughout the season, Regional Directors and Committee members can:

- Invite *FIRST* Scholarship providers as VIP guests at your regional events
- Invite *FIRST* scholarship providers as speakers at your regional events
- Mention *FIRST* scholarships available in your area at regional events

To raise student awareness of the program throughout the season, Regional Directors and Committee members can:

- Reinforce the availability of millions of dollars in scholarship opportunities at team events, encouraging students to apply
- Encourage each team to have a *FIRST* Scholarship Contact who informs students, parents, teachers, and guidance counselors about scholarship opportunities, and encourages students to apply for *FIRST* scholarships.



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Developing a *FIRST* Scholarship Opportunity

Scholarship Timeline	June-Sept	Oct	Jan - March	Apr
Scholarship opportunities for the <i>FIRST</i> Robotics Competition season are typically confirmed by the end of September. (However, <u>new</u> scholarships can be added at any time!)				
FIRST Scholarship offerings are posted on the <i>FIRST</i> website by the beginning of October.				
The deadlines for most <i>FIRST</i> Scholarship application submissions occur from January through March (although the total range is from November to August).				
Most scholarship providers make scholarship offers by <u>EARLY APRIL</u> and notify <i>FIRST</i> of recipients' names and home states.				
Scholarship recipients are recognized at the <i>FIRST</i> Championship in mid April.				

Scholarship Marketing by *FIRST* and Exposure for *FIRST* Scholarship Providers include:

- **Throughout the year** - *FIRST* Scholarships are promoted to students, parents, teachers, and mentors throughout the year via email blasts to teams, eNewsletter articles, and handouts at events.
- **September** - Scholarship offerings (complete details) are posted on the *FIRST* website. This is where the students research available scholarships and find out how and when to apply. Listings are added throughout the season as new scholarship providers join the program.
- **January** - The logos of all scholarship providers are displayed at the *FIRST* Kickoff Event in early January. All teams watch this event via NASA TV Broadcast and web cast at regional kickoff sites throughout the nation, Brazil, Canada, and Israel.
- **March/April** - The *FIRST* Robotics Competition program books (for Regional events and the Championship) list the name of each scholarship provider. Scholarship display tables at Regional events, where allowed, are offered to local scholarship providers.
- **April** - *FIRST* Scholarship providers whose yearly offerings are valued at a total of \$40,000 or more receive a display booth to promote their institution to approximately 10,000 high school students at the *FIRST* Championship..
- **April through July** - As each scholarship provider reports their scholarship winners to *FIRST*, the names and home states of students who have been offered *FIRST* Scholarships are posted on the *FIRST* website.



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Regional Scholarship Contact (University/Higher Education Contact)

Each Regional Director should identify the person who will be the Regional Scholarship Contact (this individual is identified as the University/Higher Education Coordinator in Section 1). The responsibilities of the Regional Scholarship Contact include:

- Planning and overseeing the Basic Scholarship Presence at the regional event
- Planning and overseeing a Scholarship Row at the regional event (if possible)
- Promoting the *FIRST* Scholarship Program whenever planning or attending other *FIRST* activities in the region.
- Being the primary contact between the region and *FIRST* Scholarship Manager.

Basic Scholarship Presence at Regional Events

Scholarship presence will vary from one regional event to another, based on available space, contract restrictions, and the number of local scholarship providers. This first section describes the basic presence that should be achievable at all regional events. The next section describes guidelines for hosting a regional “Scholarship Row”, if possible.

Basic Scholarship Presence includes

- Providing *FIRST* Scholarship Program literature** to VIPs (at display table in VIP lounge, at VIP luncheon, etc.)
- Providing *FIRST* Scholarship Program literature** to students and mentors in the Pit
- Providing *FIRST* Scholarship Program literature** to students, parents, and other visitors at a table near the main entrance door. (It is important that we get scholarship information into the hands of the parents, and a regional event is a great way to do this!)
- OPTIONAL: A rolling “*FIRST* Scholarship Program” PowerPoint slide show will be made available for display on a laptop. This could be put on the literature table near the main entrance. It will help capture the attention of parents, students, and VIPs.

** *FIRST* HQ will supply *FIRST* Scholarship Program brochures and copies of the list of *FIRST* Scholarships by State.

“Scholarship Row” at Regional Events

To further thank and recognize the great contribution of our scholarship providers, Regional Planning Committees are invited to offer *FIRST* scholarship providers a display table to present *FIRST* scholarship and school materials at their local regional event. Every Regional Planning Committee is invited to participate; however a few guidelines and restrictions are noted below.

- The Regional Scholarship Contact will be responsible for inviting local scholarship providers to participate, coordinating and monitoring scholarship tables at their event, and working closely with the event management team.
- The Scholarship Row at a regional event may be as simple as providing a single 6-foot, non-staffed table in an available area for all regional scholarship providers to display literature, or may include providing individual tables in another venue space for multiple institutions and their university representatives.
- What the regional event is able to accommodate will be determined by contracts in place and space considerations. If a regional event does not have the space for scholarship tables, or the contract with the venue does not allow this type of promotion, that event will not have a Scholarship Row. Please be sure to check with your Regional Director and *FIRST* Event Manager.

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- FIRST HQ will send a list of scholarship contacts, organized by state, to all Regional Directors and Regional Scholarship Contacts by December 1.
- Regions interested in offering display tables to their local FIRST scholarship granting institutions should send a confirming email not later than December 15th to the FIRST Scholarship Manager (scholarships@usfirst.org).
- Use announcements and posters to advertise the presence of scholarship providers at Scholarship Row. Let parents know that they are invited to speak to scholarship providers.

A “Taste” of Scholarship Row

Scholarship Row is meant to be a benefit for FIRST Scholarship Providers. For those Regional Events that have the space and venue approval to hold a Scholarship Row, only current FIRST Scholarship Providers have traditionally been invited to have display tables. (Typically the local universities and organizations that offer FIRST Scholarships are invited. However, non-local FIRST Scholarship Providers may also be included, if appropriate.) However, starting in 2011, we are modifying this policy in order to encourage other local colleges and universities in the region to become more engaged with FIRST (to offer FIRST Scholarships, to mentor teams, to provide venues, etc.). These schools may be given a "taste" of the recruiting potential of Scholarship Row as follows:

- *They can be invited to have a display table for one day only (even if Scholarship Row is open multiple days).*
- *This is a one-time only opportunity. They cannot be invited back in subsequent years (unless they become FIRST Scholarship Providers).*
- *The decision of what schools will be invited is up to the Regional Director or Regional Scholarship Contact (whoever is organizing Scholarship Row).*
- *If possible, use placement or signage or table size to distinguish FIRST Scholarship Providers from those schools getting a "taste". (Depending upon yours space, you might offer only a half table to a "taste" school).*
- *Intended for schools where there is a potential interest in offering a FIRST Scholarship*
- *This plan is voluntary, not mandatory. It is designed particularly to help those regions where there are only a few current scholarship providers.*
- *For every school given a Scholarship Row "taste", the RD should send the school name and contact information to the FIRST Scholarship Manager (scholarships@usfirst.org)*

Championship event scholarship booths and recognition are privileges reserved for schools/organizations that offer scholarships whose total yearly value is over \$40,000. Invitations to display at the Championship are managed by the FIRST Scholarship Manager. Should you have any questions about the above guidelines, about eligible schools or about the FIRST Scholarship Program, contact scholarships@usfirst.org, 603-666-3906 x451.



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STAFFING A FIRST REGIONAL ROBOTICS COMPETITION

Overview

Staffing a *FIRST* Regional Robotics Competition is a joint effort between the Regional Planning Committee, the Regional Director and *FIRST* headquarters. The growth in *FIRST* teams and events continues to far outpace the growth in *FIRST* staff. *FIRST* competitions rely on volunteers to execute successful events. Only a small number of *FIRST* staff is available to attend each competition, with priority given to new events.

The ON-SITE EVENT STAFFING REQUIREMENTS matrix in this section provides a comprehensive list of volunteers necessary to successfully staff an event, suggested number of volunteers needed for each position, and an approximate schedule.

The information below summarizes the positions required to run a *FIRST* Robotics Competition regional and the source of the personnel

Positions provided by *FIRST* Headquarters

- Event Manager (Contracted)
- Event Assistant (Contracted)
- AV Tech Productions (Contracted)
- Technical Support (Contracted)
- Drayage (Contracted)
- FIRST* Regional Director
- FIRST* Technical Advisor
- Judge Advisor

Regional Planning Committee Positions

- Committee Chairperson
- Finance/Budget Coordinator
- Judge Development & Recruitment Coordinator
- Public Relations/Media Coordinator
- School/Team Recruitment Coordinator
- Sponsor Recruitment & Development Coordinator
- Team Social Coordinator (optional)
- University/Higher Ed Coordinator
- VIP Reception Coordinator
- Volunteer Coordinator
- Local Kickoff Organizer
- FIRST* LEGO League (FLL Coordinator)

Key volunteer positions recruited locally by the Volunteer Coordinator

- Field Supervisor
- Game Announcer
- Head Referee (**Requires *FIRST* HQ Approval and Certification**)
- Lead Robot Inspector (**Requires Certification**)
- Lead Safety Advisor – each event will be assigned a UL staff member for this position
- Lead Safety Glass Advisor
- Lead Team Queuer
- Master of Ceremonies
- Pit Administration Supervisor
- Registration System Supervisor
- Scorekeeper/Field Power Controller
- Website Evaluator Advisor (pre-event, off site position)



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Key Volunteer Positions require *FIRST* experience and specialized skills. Recruit at least one, if not two trainee/alternate volunteers for each key position to ensure position coverage and event sustainability; the trainee/alternate will work with the key volunteer in an apprentice role.

In some cases it may be necessary to recruit a key volunteer who is not local to the event. This is only feasible when a volunteer can cover his/her own travel and accommodations expense or the regional event is able to underwrite their expenses. For new (first year) events, *FIRST* has funding available to assist in covering volunteer travel costs for select Key Volunteer positions if necessary. These Key Volunteer positions include, MC, Game Announcer, Head Referee, and Lead Robot Inspector. Requests for this assistance must be submitted to the Volunteer Resources Manager via Email by early January in order to make the January 15th deadline. These requests are also approved by the *FIRST* FRC Program Director.

Key Volunteers should be confirmed by January 15, 2011. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. The *FIRST* Volunteer Resources Manager can assist with recruitment of key volunteers. **Beginning in November Volunteer Coordinators will be expected to report to *FIRST* on the status of Key Volunteer recruitment for their event. Key Volunteers should be assigned in the VIMS system as soon as they are recruited.**

General Event Volunteers recruited locally by the Volunteer Coordinator, unless otherwise noted.

- Ambassador* Refer to Ambassadors (Section 8)
- Ambassador Coordinator *
- Assign as Needed
- Awards Assistant
- Crowd Control
- Field Assembly
- Field Disassembly
- Field Reset/Repair
- FIRST* Technical Advisor Assistant (FTAA)
- Judge Assistant
- Judge (Refer to Judges-Section 7)
- Machine Shop Attendant
- Machine Shop Staff
- Machine Shop Shuttle Driver
- Official Scorers (this position was added for the 2009 game)
- Pit Administration Support
- Pit Announcer
- Practice Field Attendant
- RCA Attendant *
- Referee
- Registration System Attendant
- Replacement Parts Attendant
- Robot Inspector
- Safety Advisor
- Safety Glasses Attendant
- Scholarship Attendant
- Team Queuer
- Team Social Attendant *
- VIP/Media Information Table Attendant
- Volunteer Lounge Monitor*
- Volunteer Registration/Information Table Attendant
- Website Evaluator (pre-event, off site position)



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* These positions may not be required at all events. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. Many of these positions do not require previous experience.

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On-Site Event Staffing Requirements And Schedules

KEY:

Shaded areas = Required work hours	VM = Volunteer Meeting (Note 5)
OPT = Optional	JD = Judge Dinner
S/U = Set Up	RT = Referee Training

REGIONAL PLANNING COMMITTEE (Welcome to be onsite at any time)													
	Wednesday			Thursday			Friday			Saturday			Done
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm	
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done	
Committee Chair		OPT	OPT	OPT	OPT		OPT	OPT		OPT	OPT		
Judge Recruitment/Development Coordinator			VM		OPT	OPT	OPT	OPT	OPT		OPT	OPT	
PR/Media Coordinator			VM	OPT	OPT								
Sponsorship Coordinator			VM				OPT	OPT		OPT	OPT		
Team Recruitment Coordinator			VM	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT		
Team Social Coordinator			VM										
FIRST LEGO League Coordinator			OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT		
University/Higher Ed Coordinator			VM	OPT	OPT	OPT	OPT	OPT		OPT	OPT		
VIP Reception Coordinator			VM										
Volunteer Coordinator		S/U	VM						OPT				

KEY VOLUNTEER POSITIONS													
	Wednesday			Thursday			Friday			Saturday			Done
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm	
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done	
Field Supervisor		S/U	VM			OPT							
Game Announcer			VM	OPT	OPT	OPT							
Head Referee (Note1)			VM	RT	OPT	OPT	RT						
Judge Advisor (Note 2)						JD							
Lead Robot Inspector			VM										
Lead Safety Advisor			VM										
Lead Safety Glass Advisor			VM										
Lead Team Queuer			VM										
Master of Ceremonies			VM	OPT	OPT	OPT							
Pit Administration Supervisor		S/U	VM										
Registration System Supervisor		S/U											

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Scorekeeper/Field Power Controller (Note 3)		S/U OPT	VM	See Note 3			See Note 3			See Note 3		
Website Evaluator Advisor (offsite - Note 4)												

Note 1: Referee training may be conducted on either Wednesday or Thursday evening.

Note 2: Judge Advisors may be nominated by the Regional Planning Committee. They are approved, recruited and assigned by FIRST Headquarters.

Note 3: Two Scorekeepers required on Friday and Saturday; only one required on Thursday.

Note 4: The Website Evaluator Advisor position is completed offsite prior to the regional event.

Note 5: Please note some Regional events may not be holding a Volunteer Dinner and Training meeting.

GENERAL EVENT VOLUNTEERS													
Position and Number of Volunteers Needed in Parenthesis	Wednesday			Thursday			Friday			Saturday			Done
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm	
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done	
Ambassador (6-10)			VM										
Ambassador Coordinator (1)			VM										
Assign as Needed (4)			VM										
Awards Assistant (1-2)			VM										
Crowd Control (12)			VM										
Field Assembly (8)		VM											
Field Disassembly (8)			VM										
Field Reset/Repair			VM										
FIRST Technical Advisor Assistant (FTAA) (1)		VM											
Judge Assistant (1)			VM				JD						
Judges (Note 1)					OPT	JD							
Machine Shop Staff (2)		VM											
Machine Shop Shuttle Drivers (2)		VM											
Official Scorer				OPT	OPT								
Pit Administration Support (2)		VM										OPT	
Pit Announcer (2)			VM										
Practice Field Attend (2)		VM											
RCA Runner (1) - optional													
Referees (8)		VM	OPT	OPT	RT								
Robot Inspectors (see daily numbers)		VM	10	10	10	2-3	2-3			2-3			
Replacement Parts (2)		VM											
Registration System Assistant (1-2)													
Safety Advisors (4)		VM											

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Scholarship Attendant (1-2)														
Team Queuing (4)			VM											
Team Social Attendants (5-10)			VM											
VIP/Media Reg/Info Table Attendants (2-3)			OPT	OPT	OPT									

Note 1: Refer to Judges (Section 7) to determine number of judges required.

The number of volunteers needed for each position varies depending on the size of the competition venue and the number of teams participating in the regional event. The times listed are guidelines.

FIRST/CONTRACTED STAFF														
	Wednesday			Thursday			Friday			Saturday				
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30a	Noon	6 pm	7:30am	Noon	5 pm		
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done		
AV Technical Productions (Sargent Production)							OPT			OPT				
Event Assistant														
Event Manager														
Drayage					Out 4PM						IN 10AM			
Regional Director (FIRST)			VM											OPT
Field Technical Advisor (FIRST)										OPT				
Technical Support (IFI)														OPT

FIRST Volunteer Information and Matching System (VIMS)

The Volunteer Information and Matching System (VIMS) is a valuable resource to Regional Planning Committees for recruiting all levels of event volunteers, and managing data regarding potential, current and former event volunteers.

Individuals interested in volunteering are directed to VIMS via the *FIRST* website, www.usfirst.org/vims. They create a personal profile that includes their contact information and interest in specific event positions. The Regional Planning Committee Chair, Volunteer Coordinator, *FIRST* Regional Director and *FIRST* headquarter staff have access to information in VIMS. The Volunteer Coordinator contacts individuals registered in VIMS to review opportunities and determine position assignment based on event needs, volunteer preferences and volunteer experience. VIMS also has the capability of generating reports that are useful pre and post event based on a multitude of search criteria.

More information about VIMS is included in the *2011 FIRST Robotics Competition Volunteer Coordinator's Manual*. Your Regional Director and/or the Volunteer Resources Department at *FIRST* headquarters is available to provide guidance to Volunteer Coordinators regarding VIMS use.

Volunteer Training and Resources

FIRST Website for Volunteers

The *FIRST* website includes a wealth of information regarding *FIRST* programs. It is a very helpful resource for teams, Regional Planning Committees, event volunteers and individuals wanting general



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knowledge about *FIRST*. There are sections dedicated to *FIRST* Robotics Competition, *FIRST* LEGO League, *FIRST* Tech Challenge, *FIRST* Place, About *FIRST*, and For Volunteers.

The “Volunteer” section under “Community” describes the various ways an individual can become involved as a *FIRST* volunteer:

- Team Mentor
- Event Volunteer
- Coach
- Team parent

There are direct links to:

- The *FIRST* Volunteer Information and Matching System (VIMS) which facilitates the volunteer registration process
- Resources for Planning Committees and Team Mentors
- Volunteer Recognition Ideas

FIRST Volunteer Coordinator Resource Webpage

The Volunteer Coordinator Resource webpage provides a centralized location for posting *FIRST* documents and forms utilized by Volunteer Coordinators. The webpage is on the *FIRST* website located at www.usfirst.org/vcresources. The current *FIRST* Robotics Competition Volunteer Coordinator’s Manual contains more information regarding the webpage.

Volunteer Training

Training is essential for volunteers to competently perform their responsibilities, which contributes to the success of an event. The Volunteer Coordinator, with support from the Regional Planning Committee, Regional Director and event Key Volunteers, has primary responsibility for planning and conducting training for General Event Volunteers. *FIRST* headquarters provides training for Key Volunteers. See the current *FIRST Robotics Competition Volunteer Coordinator’s Manual* for more information.

Volunteer Dinner Meeting

For Regional Events that have a Volunteer Dinner Meeting/Orientation: The Volunteer Coordinator in collaboration with the Event Manager, the Regional Planning Committee Chair, and other members of the Regional Planning Committee plan and conduct this meeting. The meeting is most often held the Wednesday night prior to the start of the event. Attendance is critical in order to effectively staff an event and ensuring a positive volunteer experience. Volunteers are provided an event orientation and general event volunteer training is conducted. Various volunteer forms are completed and collected during the meeting; Volunteer Service Pins, volunteer t-shirts and name badges may be distributed. Regional events that hold a Volunteer Dinner Meeting/Orientation should invite all volunteers and strongly encourage them to attend.

See the current season *FIRST Robotics Competition Volunteer Coordinator’s Manual* for more information about the Volunteer Dinner Meeting.

Volunteer Guidelines and Requirements

Volunteer Screening, Safety, and Supervision

Volunteers who have registered for a *FIRST* Regional or Championship event and who participate in any capacity in the on site event activities must be screened. Volunteers include: all volunteers who participate on the days of the regional event, Regional Planning Committee Members, Senior Mentors and Americorps*VISTA members.

Screening is an important component of the volunteer application process. Volunteer applicants apply through the Internet-based Volunteer Information and Matching System (VIMS), or for late applicants, by filling out the *FIRST* paper registration form at the event and entered into the Registration System.



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Volunteers under the age of 18 must obtain parental/guardian consent on their online registration or standard *FIRST* paper registration.

Volunteer Minimum Age Requirement

FIRST requires that *FIRST* Robotics Competition event volunteers are at least 13 years old, however the Regional Planning Committee has the option of *increasing* the age requirement as desired. Adult volunteers may not have children accompany them while volunteering or be responsible for supervising their own children at the event. Children under the minimum age are welcome at *FIRST* competitions with appropriate supervision by someone other than the volunteer.

***FIRST* Consent, Release and Hold Harmless Form**

FIRST requires that all volunteers sign a Consent, Release and Hold Harmless form prior to the start of the event. The form must be signed by a legal guardian when the child is a minor, under the age of 18.

If a volunteer (or legal guardian) is unwilling to sign the Consent and Hold Harmless form, he/she will not be able to volunteer. The Volunteer Coordinator is responsible to collect the signed forms and store them in the Volunteer Coordinator crate for return to *FIRST*. More information regarding the ***FIRST* Consent, Release and Hold Harmless Form** is on the Volunteer Coordinator's Resource Page.

Volunteer Conflict of Interest and Disclosure Statement

Some Key Position Volunteers are required to sign a Conflict of Interest and Disclosure Statement including Field Supervisors, Judges, Robot Inspectors, Referees, Team Queueers, Safety Advisors, Website Evaluators and Scorekeepers. A volunteer who has a relationship with a team is not excluded from serving in these positions, but he/she must disclose any relationship he/she has with a competing team and agree not to bias any match process and/or results. Website Evaluators are asked to abstain from evaluating any FRC teams they are affiliated with (past or present relationship). The Volunteer Coordinator is responsible for ensuring Statements are distributed, completed, and given to the Lead Individual for each area. More information regarding the Volunteer Conflict of Interest and Disclosure Statement is in the Volunteer Coordinator's Manual. **Note:** The Judge Advisor will take responsibility for distributing and collecting all of the Judge Conflict of Interest and Disclosure Statements.

Dress Code

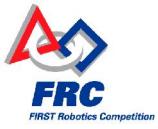
Each volunteer is provided a *FIRST* volunteer t-shirt and volunteer identification badge. Both must be worn at all times. They identify individuals as a volunteer and permit the volunteer to access the volunteer lounge. In some venues, the shirt and badge must be worn to meet security requirements and allow access to the venue. Volunteers must complete the registration process prior to the event or on-site to receive their t-shirt and badge. The t-shirt may be worn with casual wear such as jeans or khakis, and volunteers should wear comfortable closed toe shoes. **Open toe and Croc style shoes are not permitted.**

Volunteer Position Descriptions

Volunteer Position Descriptions are an essential tool for recruiting event volunteers; they:

- Provide volunteers an accurate overview of responsibilities, commitment and skills required
- Describe outcome desired of the position
- Illustrate relationship between position and the success of the event
- Contribute to volunteer satisfaction by effectively matching volunteers with desired positions
- Contribute to a successful event through recruitment of qualified and informed volunteers

All event position descriptions can be found on the *FIRST* website, thus allowing individuals to make informed decisions regarding position preference(s). Instruct each volunteer to register preferences, via VIMS, and review the position description prior to position confirmation



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The following position descriptions are for general information only. Please refer to the *FIRST* website (www.usfirst.org) for complete descriptions of each position, including the approximate times volunteers should be on site for the event.



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SHORT VOLUNTEER POSITION DESCRIPTIONS

AMBASSADOR

Ambassadors interact with teams, serve as role models for team students and mentors. Ambassadors educate and engage VIP guests to ensure their continued motivation, passion, and commitment to FIRST. Ambassadors are responsible for their own travel and accommodations, expenses, and arrangements.

AMBASSADOR COORDINATOR

The Ambassador Coordinator will assist the Regional Director in facilitating the Ambassador Program. The Ambassador Coordinator will welcome Ambassadors and facilitate a “meet and greet” between the Ambassadors; explain program and distribute materials; send Ambassadors on tour of Pits with team members; and facilitate a “lessons learned” when the Ambassadors return to the Ambassador area.

ASSIGN AS NEEDED

Volunteer will provide assistance in various areas as determined by the Volunteer Coordinator. Volunteers frequently help with last minute tasks identified by event staff and Key Volunteers. They fill volunteer positions for “No-Show” volunteers who were assigned a specific position prior to the event, but did not show-up.

AWARDS ASSISTANTS

Awards Assistants report to the Event Assistant and are responsible for the unpacking, cleaning, marking, organizing and distribution of the various awards, trophies and medallions awarded at Event Ceremonies. The volunteers should plan for a minimum of three hours before the ceremonies to begin this process. The Awards Assistants will need to set up the medallion stands and assist with medallion distribution to the team members for those awards receiving medallions.

CROWD CONTROL

Crowd Control volunteers will facilitate smooth pedestrian traffic flow throughout the facility; monitor the audience; keep walkways and aisles clear and the crowd flowing. Effective crowd control is critical to a safe and well-run event.

FIELD ASSEMBLY

Field Assembly volunteers assist with assembly of the competition playing field on Wednesday.

FIELD DISASSEMBLY

Field Disassembly volunteers assist with disassembly of the competition playing field on Saturday.

FIELD RESET/REPAIR

Volunteers repair and reset the playing field after each team match. They play a critical role in ensuring smooth flow of match play and maintaining pace of the event.

FIELD SUPERVISOR (*Key Volunteer Position*)

The Field Supervisor will participate in field construction and maintenance, direct activity on the field to ensure smooth execution of the matches. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. The Field Supervisor will work in collaboration with the FIRST Technical Advisor. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

FIRST TECHNICAL ADVISOR ASSISTANT (FTAA)

The FIRST Technical Advisor Assistant is a volunteer who helps keep the FRC field and event running smoothly. Works in collaboration with the FIRST Technical Advisor. This position was added on during the 2009 FRC season.

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GAME ANNOUNCER (*Key Volunteer Position*)

The Game Announcer will work as part of a team with the Master of Ceremonies to energize the teams and spectators, generate and maintain interest, enthusiasm, and excitement throughout the matches. The Game Announcer will announce play-by-play commentary for each match and play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position.**

HEAD REFEREE (*Certified, Key Volunteer Position*)

The Head Referee must be approved by FIRST HQ prior to being assigned and complete pre-event training and certification. The Head Referee is responsible for training, directing and supervising all Referees. Oversees all scoring processes and procedures. Has final authority for decisions regarding team scores. The Head Referee plays a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

JUDGE ASSISTANT

The Judge Assistant is responsible for assisting the Judge Advisor throughout the event, providing computer support (word processing) and performing other duties as assigned. The Judge Assistant will be provided with a checklist of activities in the Judge Crate at the event. The Judge Assistant is not a judge, does not interview teams, or participate in awards recipient selection process. The Judge Assistant is responsible for setting up (Thursday) and breaking down (Saturday) the Judge Room.

JUDGE

Judges are responsible for selecting team award recipients through interaction with teams. Documentation regarding team background information is provided to familiarize judges with teams. Judges serve as role models for the competitors. Judges are responsible for own travel/accommodation expenses and arrangements. Training for judges will be provided at the Thursday night judge dinner. Judges must be available for both days of the competition. FIRST Headquarters will provide a Judge Handbook to all judges electronically prior to the event. **Conflict of Interest form required for this position**

JUDGE ADVISOR (*This is a key volunteer position assigned by FIRST Headquarters*)

The Judge Advisor may be *nominated* by the Regional Planning Committee. To be nominated for the Judge Advisor position, the individual must have two years of prior judging experience. Once nominated, the candidate for Judge Advisor must be approved by the Lead Judge Advisory panel and the Director of the FIRST Robotics Competition. Prior to becoming a Judge Advisor, the candidate must attend Judge Advisor training session held in January and conducted by the Lead Judge Advisory panel. Existing Judge Advisors are expected to attend this training session at least once every two years in order to remain as qualified Judge Advisors. All Judge Advisors are recruited and assigned by FIRST Headquarters.

LEAD ROBOT INSPECTOR (*Certified, Key Volunteer Position*)

The Lead Robot Inspector position requires certification through FIRST HQ. The Lead Robot Inspector will oversee and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot construction rules. The Lead Robot Inspector is also responsible for training, supervising, and directing the Robot Inspectors and making final decisions regarding inspection decision disputes. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position.**

LEAD SAFETY ADVISOR (*Key Volunteer Position*)

Underwriters Laboratories will provide a Lead Safety Advisor for each regional event. This individual will lead a team of Safety Advisors (assigned by the Volunteer Coordinator) to increase the awareness of safety among all FIRST participants. This individual will work with teams to ensure they



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understand, comply with, and practice the fundamentals of safety to ensure the safety of all event participants. The Lead Safety Advisor will be responsible to provide training of the Safety Advisors in team coaching, mentoring and evaluation during the competition from Thursday to Saturday. The Safety Advisors will also select one team to win the Industrial Safety Award at the conclusion of the event. **Conflict of Interest form required for this position.**

LEAD SAFETY GLASS ADVISOR (Key Volunteer Position)

The Lead Safety Glass Advisor oversees volunteers that are handing out safety glasses during the event in the pit area. The Lead Safety Glass advisor will maintain adequate supply of safety glasses and volunteers at the safety glasses locations and alert Volunteer Registration room when more volunteers are needed. **FIRST Headquarters will provide pre-event training for this position.**

LEAD TEAM QUEUR (Key Volunteer Position)

The Lead Team Queur will be responsible for robot traffic between the Pit and the playing field. This individual will train Team Queueing volunteers, stage and position teams in preparation for the start of matches. This position plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position.**

MACHINE SHOP ASSISTANT

This position will assist the Machine Shop staff in the processing of paperwork for each work request. This position will ensure that requests are processed in the order of receipt and that the necessary paperwork is received and filed appropriately.

MACHINE SHOP SHUTTLE DRIVER

**Need for shuttle/shuttle drivers to be determined by location of machine shop in proximity to event.*

Transport team members from venue site to Machine Shop and back to venue site. Transportation by Machine Shop Shuttle is restricted to/from Machine Shop. Communicates with the Pit Administration Supervisor regarding transport requests and status of transport location. Vehicle insurance is necessary and required for all drivers. The Regional Planning Committee is responsible for providing a utility van or a passenger van with a removable back seat.

MACHINE SHOP STAFF

Please see your Regional Director regarding the staffing of these positions.

MASTER OF CEREMONIES (Key Volunteer Position)

One of the most critical volunteer positions at a regional event, the Master of Ceremonies (a.k.a. MC or Emcee) is the primary individual responsible for setting the tone of the competition. The Emcee creates and sustains an exciting and fun atmosphere throughout the event. The Emcee is the most visible presence at the event; he or she embodies the spirit of FIRST and is the consummate FIRST ambassador. The Master of Ceremonies works with the Game Announcer as a team to ensure a well-organized and thrilling event. Together they play a critical role in ensuring the smooth flow of match play, and maintaining the pace of the event. This is a Key Volunteer Position that will significantly impact the quality of the competition. **FIRST Headquarters will provide pre-event training for this position.**

OFFICIAL SCORER

Official Scorers observe team matches, tally the official score of the matches using electronic input devices, validate final scores and participate in ensuring correct field setup between matches. Official Scorers will play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Work under the direction of the Head Referee. **Conflict of Interest form required for this position.**

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PIT ADMINISTRATION SUPERVISOR (*Key Volunteer Position*)

The Pit Administration Supervisor is responsible for setting up the Pit area, training the volunteers, and managing all activities in the Pit including coordination of Pit Administration Table, team interface, and collaborating with Emergency Medical Technicians. **FIRST Headquarters will provide pre-event training for this position.**

PIT ADMINISTRATION SUPPORT

These volunteers assist the Pit Administration Supervisor and will provide direction, assistance, information, and support to teams in the Pit.

PIT ANNOUNCER

The Pit Announcer's primary duty is to call teams to the queuing area, and make general announcements via use of the public address system. The Pit Announcer works in collaboration with the Team Queuing volunteers to facilitate adherence to team match schedule

PRACTICE FIELD ATTENDANT

The Practice Field Attendants would be required to remain in the area of the practice field. Their primary responsibility is to schedule & maintain the list of team practice times and monitor the condition of the practice field. They would report any problems or needed repairs to the Field Supervisor

RCA RUNNER (Optional)

The Regional Chairman Award (RCA) Runner works with the Judge Advisor or the Judge Assistant on the Friday of the event. Generally will sit at the door to the RCA interview room to check in the teams as they arrive for their interviews. Prevents interruptions to the RCA Judges and provides support should they need anything. Acts as point of communication to the Judge Assistant or Judge Advisor in the Judge room. This position is optional and at the request of the Judge Advisor.

REFEREE (*Certified position*)

Referees observe team matches, identify rule violations, and "call" them. Referees calculate the official score of the matches and participate in deliberations regarding contested calls. Referees work under the direction of the Head Referee. This is a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **Referees must complete pre-event training and certification.**
Conflict of Interest form required for this position

REGISTRATION SYSTEM ATTENDANT

The Registration System Assistant assists the Registration System Supervisor with the successful implementation of the Event Volunteer Registration System. Check picture ID's to ensure accurate data entry.

REGISTRATION SYSTEM SUPERVISOR (*Key Volunteer Position*)

The Registration System Supervisor ensures the successful implementation of the Event Volunteer Registration System. Train, supervise, and direct the Registration System Volunteers to ensure accurate data entry into the system. Ensure that data files are downloaded before the start of the event and uploaded to the server at the completion of the event.

REPLACEMENT PARTS ATTENDANT

This volunteer team will consist of a minimum of two individuals who will be responsible for managing distribution of spare kit of parts materials to teams and loaning Innovation FIRST control system parts. FIRST alumni are highly recommended as volunteer sources to fill this position as they have prior knowledge of parts allowed and provided. Instructions are packed in the spare parts crate for handling this position.

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ROBOT INSPECTOR (Certified position)

Robot Inspectors perform mandatory robot inspections and weigh-ins to ensure compliance with robot construction rules. The Robot Inspectors determine inspection outcome decisions (pass/fail), may also perform random inspections, and work under the direction of the Lead Robot Inspector. The Lead Robot Inspector at will provide training to the Inspectors at the Volunteer Dinner Meeting. **Robot Inspectors must complete pre-event training and certification. Conflict of Interest form required for this position.**

SAFETY ADVISOR

Safety Advisors are involved in ongoing safety assessment during the entire event. The Safety program nurtures a positive reinforcement model using safety credits to emphasize safe behavior and coaching to correct unsafe behavior. The goal is to have a safe event and to promote safety as a holistic life skill. Safety Advisors will receive training from the Lead Safety Advisor at the event. **Conflict of Interest form required for this position.**

SCHOLARSHIP ATTENDANT

The Scholarship Attendant will be in charge of locating and setting up the designated scholarship table using materials supplied in the Scholarship Program Table Supplies box. Visit with teams/mentors in the pit area to inform them of the scholarship table and its location.

SCOREKEEPER/FIELD POWER CONTROLLERS (Key Volunteer Position)

The Scorekeeper/Field Power Controllers manage and operates the scoring and field control systems, input scores into the system from the Head Referee, print reports as needed and upload data onto the FIRST website as required. These individuals play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

TEAM QUEUING

Team Queuing volunteers are responsible for managing team traffic to and from the playing field. Team Queurs will stage and position teams in preparation for the start of matches. Team Queurs play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Training will be provided by the Lead Team Queur during the Volunteer Dinner Meeting

TEAM SOCIAL ATTENDANTS

Team Social Attendants will attend the team social and oversee the event to ensure a safe, secure, and enjoyable event environment for attendees. Team Social Attendants will report to the Team Social Coordinator and remain at the Team Social until all teams have departed.

VIP/MEDIA REGISTRATION AND INFORMATION TABLE ATTENDANT

**There may be separate volunteer positions and tables for VIP and media; to be determined by Regional Planning Committee. Responsibilities of each position would be similar.*

The VIP/Media Registration and Information Table Attendant will assist the VIP Reception Coordinator and Media/PR Coordinator with VIP/Media Registration and Information Table operations. This individual will assist to facilitate a positive VIP and media experience at the event.

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT

The Volunteer Registration and Information Table Attendant will manage all activities at the Volunteer Information and Registration Table, and provide direction, assistance and information to event volunteers and attendees. The Volunteer Registration and Information Table Attendant works under the direction of the Volunteer Coordinator.



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WEBSITE EVALUATOR

***PRE-EVENT POSITION, not required to attend competition*

Prior to competition, review and score websites that are designed, built, and managed by students participating on *FIRST* teams. The exact number reviewed will vary depending on the number of teams for a particular regional competition. Evaluations are accomplished via an on-line system. **Website Evaluators are asked to abstain from evaluating any FRC teams they are affiliated with (past or present relationship).**

WEBSITE EVALUATOR ADVISOR

***PRE-EVENT POSITION, not required to attend competition*

The Lead Website Evaluator oversees the group of Website Evaluators that have volunteered for their regional. They will ensure that reviewing is taking place in a timely fashion and that all websites have been evaluated. The Lead Website Evaluator also acts as a Website Evaluator.

Website Evaluator Advisors must abstain from evaluating any FRC team with which they have a past or present relationship.



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STAFFING A FIRST REGIONAL ROBOTICS COMPETITION

Overview

Staffing a *FIRST* Regional Robotics Competition is a joint effort between the Regional Planning Committee, the Regional Director and *FIRST* headquarters. The growth in *FIRST* teams and events continues to far outpace the growth in *FIRST* staff. *FIRST* competitions rely on volunteers to execute successful events. Only a small number of *FIRST* staff is available to attend each competition, with priority given to new events.

The ON-SITE EVENT STAFFING REQUIREMENTS matrix in this section provides a comprehensive list of volunteers necessary to successfully staff an event, suggested number of volunteers needed for each position, and an approximate schedule.

The information below summarizes the positions required to run a *FIRST* Robotics Competition regional and the source of the personnel

Positions provided by *FIRST* Headquarters

- Event Manager (Contracted)
- Event Assistant (Contracted)
- AV Tech Productions (Contracted)
- Technical Support (Contracted)
- Drayage (Contracted)
- FIRST* Regional Director
- FIRST* Technical Advisor
- Judge Advisor

Regional Planning Committee Positions

- Committee Chairperson
- Finance/Budget Coordinator
- Judge Development & Recruitment Coordinator
- Public Relations/Media Coordinator
- School/Team Recruitment Coordinator
- Sponsor Recruitment & Development Coordinator
- Team Social Coordinator (optional)
- University/Higher Ed Coordinator
- VIP Reception Coordinator
- Volunteer Coordinator
- Local Kickoff Organizer
- FIRST* LEGO League (FLL Coordinator)

Key volunteer positions recruited locally by the Volunteer Coordinator

- Field Supervisor
- Game Announcer
- Head Referee (**Requires *FIRST* HQ Approval and Certification**)
- Lead Robot Inspector (**Requires Certification**)
- Lead Safety Advisor – each event will be assigned a UL staff member for this position
- Lead Safety Glass Advisor
- Lead Team Queuer
- Master of Ceremonies
- Pit Administration Supervisor
- Registration System Supervisor
- Scorekeeper/Field Power Controller
- Website Evaluator Advisor (pre-event, off site position)

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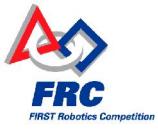
Key Volunteer Positions require *FIRST* experience and specialized skills. Recruit at least one, if not two trainee/alternate volunteers for each key position to ensure position coverage and event sustainability; the trainee/alternate will work with the key volunteer in an apprentice role.

In some cases it may be necessary to recruit a key volunteer who is not local to the event. This is only feasible when a volunteer can cover his/her own travel and accommodations expense or the regional event is able to underwrite their expenses. For new (first year) events, *FIRST* has funding available to assist in covering volunteer travel costs for select Key Volunteer positions if necessary. These Key Volunteer positions include, MC, Game Announcer, Head Referee, and Lead Robot Inspector. Requests for this assistance must be submitted to the Volunteer Resources Manager via Email by early January in order to make the January 15th deadline. These requests are also approved by the *FIRST* FRC Program Director.

Key Volunteers should be confirmed by January 15, 2011. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. The *FIRST* Volunteer Resources Manager can assist with recruitment of key volunteers. **Beginning in November Volunteer Coordinators will be expected to report to *FIRST* on the status of Key Volunteer recruitment for their event. Key Volunteers should be assigned in the VIMS system as soon as they are recruited.**

General Event Volunteers recruited locally by the Volunteer Coordinator, unless otherwise noted.

- Ambassador* Refer to Ambassadors (Section 8)
- Ambassador Coordinator *
- Assign as Needed
- Awards Assistant
- Crowd Control
- Field Assembly
- Field Disassembly
- Field Reset/Repair
- FIRST* Technical Advisor Assistant (FTAA)
- Judge Assistant
- Judge (Refer to Judges-Section 7)
- Machine Shop Attendant
- Machine Shop Staff
- Machine Shop Shuttle Driver
- Official Scorers (this position was added for the 2009 game)
- Pit Administration Support
- Pit Announcer
- Practice Field Attendant
- RCA Attendant *
- Referee
- Registration System Attendant
- Replacement Parts Attendant
- Robot Inspector
- Safety Advisor
- Safety Glasses Attendant
- Scholarship Attendant
- Team Queuer
- Team Social Attendant *
- VIP/Media Information Table Attendant
- Volunteer Lounge Monitor*
- Volunteer Registration/Information Table Attendant
- Website Evaluator (pre-event, off site position)



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* These positions may not be required at all events. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. Many of these positions do not require previous experience.

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On-Site Event Staffing Requirements And Schedules

KEY:

Shaded areas = Required work hours	VM = Volunteer Meeting (Note 5)
OPT = Optional	JD = Judge Dinner
S/U = Set Up	RT = Referee Training

REGIONAL PLANNING COMMITTEE (Welcome to be onsite at any time)													
	Wednesday			Thursday			Friday			Saturday			Done
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm	
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done	
Committee Chair		OPT	OPT	OPT	OPT		OPT	OPT		OPT	OPT		
Judge Recruitment/Development Coordinator			VM		OPT	OPT	OPT	OPT	OPT		OPT	OPT	
PR/Media Coordinator			VM	OPT	OPT								
Sponsorship Coordinator			VM				OPT	OPT		OPT	OPT		
Team Recruitment Coordinator			VM	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT		
Team Social Coordinator			VM										
FIRST LEGO League Coordinator			OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT		
University/Higher Ed Coordinator			VM	OPT	OPT	OPT	OPT	OPT		OPT	OPT		
VIP Reception Coordinator			VM										
Volunteer Coordinator		S/U	VM						OPT				

KEY VOLUNTEER POSITIONS													
	Wednesday			Thursday			Friday			Saturday			Done
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm	
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done	
Field Supervisor		S/U	VM			OPT							
Game Announcer			VM	OPT	OPT	OPT							
Head Referee (Note1)			VM	RT	OPT	OPT	RT						
Judge Advisor (Note 2)						JD							
Lead Robot Inspector			VM										
Lead Safety Advisor			VM										
Lead Safety Glass Advisor			VM										
Lead Team Queuer			VM										
Master of Ceremonies			VM	OPT	OPT	OPT							
Pit Administration Supervisor		S/U	VM										
Registration System Supervisor		S/U											

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Scorekeeper/Field Power Controller (Note 3)		S/U OPT	VM	See Note 3			See Note 3			See Note 3		
Website Evaluator Advisor (offsite - Note 4)												

Note 1: Referee training may be conducted on either Wednesday or Thursday evening.

Note 2: Judge Advisors may be nominated by the Regional Planning Committee. They are approved, recruited and assigned by FIRST Headquarters.

Note 3: Two Scorekeepers required on Friday and Saturday; only one required on Thursday.

Note 4: The Website Evaluator Advisor position is completed offsite prior to the regional event.

Note 5: Please note some Regional events may not be holding a Volunteer Dinner and Training meeting.

GENERAL EVENT VOLUNTEERS													
Position and Number of Volunteers Needed in Parenthesis	Wednesday			Thursday			Friday			Saturday			Done
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm	
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done	
Ambassador (6-10)			VM										
Ambassador Coordinator (1)			VM										
Assign as Needed (4)			VM										
Awards Assistant (1-2)			VM										
Crowd Control (12)			VM										
Field Assembly (8)		VM											
Field Disassembly (8)			VM										
Field Reset/Repair			VM										
FIRST Technical Advisor Assistant (FTAA) (1)		VM											
Judge Assistant (1)			VM				JD						
Judges (Note 1)					OPT	JD							
Machine Shop Staff (2)		VM											
Machine Shop Shuttle Drivers (2)		VM											
Official Scorer				OPT	OPT								
Pit Administration Support (2)		VM										OPT	
Pit Announcer (2)			VM										
Practice Field Attend (2)		VM											
RCA Runner (1) - optional													
Referees (8)		VM	OPT	OPT	RT								
Robot Inspectors (see daily numbers)		VM	10	10	10	2-3	2-3			2-3			
Replacement Parts (2)		VM											
Registration System Assistant (1-2)													
Safety Advisors (4)		VM											

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Scholarship Attendant (1-2)														
Team Queuing (4)			VM											
Team Social Attendants (5-10)			VM											
VIP/Media Reg/Info Table Attendants (2-3)			OPT	OPT	OPT									

Note 1: Refer to Judges (Section 7) to determine number of judges required.

The number of volunteers needed for each position varies depending on the size of the competition venue and the number of teams participating in the regional event. The times listed are guidelines.

FIRST/CONTRACTED STAFF														
	Wednesday			Thursday			Friday			Saturday				
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30a	Noon	6 pm	7:30am	Noon	5 pm		
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done		
AV Technical Productions (Sargent Production)							OPT			OPT				
Event Assistant														
Event Manager														
Drayage					Out 4PM						IN 10AM			
Regional Director (FIRST)			VM											OPT
Field Technical Advisor (FIRST)										OPT				
Technical Support (IFI)														OPT

FIRST Volunteer Information and Matching System (VIMS)

The Volunteer Information and Matching System (VIMS) is a valuable resource to Regional Planning Committees for recruiting all levels of event volunteers, and managing data regarding potential, current and former event volunteers.

Individuals interested in volunteering are directed to VIMS via the *FIRST* website, www.usfirst.org/vims. They create a personal profile that includes their contact information and interest in specific event positions. The Regional Planning Committee Chair, Volunteer Coordinator, *FIRST* Regional Director and *FIRST* headquarter staff have access to information in VIMS. The Volunteer Coordinator contacts individuals registered in VIMS to review opportunities and determine position assignment based on event needs, volunteer preferences and volunteer experience. VIMS also has the capability of generating reports that are useful pre and post event based on a multitude of search criteria.

More information about VIMS is included in the *2011 FIRST Robotics Competition Volunteer Coordinator's Manual*. Your Regional Director and/or the Volunteer Resources Department at *FIRST* headquarters is available to provide guidance to Volunteer Coordinators regarding VIMS use.

Volunteer Training and Resources

FIRST Website for Volunteers

The *FIRST* website includes a wealth of information regarding *FIRST* programs. It is a very helpful resource for teams, Regional Planning Committees, event volunteers and individuals wanting general



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knowledge about *FIRST*. There are sections dedicated to *FIRST* Robotics Competition, *FIRST* LEGO League, *FIRST* Tech Challenge, *FIRST* Place, About *FIRST*, and For Volunteers.

The “Volunteer” section under “Community” describes the various ways an individual can become involved as a *FIRST* volunteer:

- Team Mentor
- Event Volunteer
- Coach
- Team parent

There are direct links to:

- The *FIRST* Volunteer Information and Matching System (VIMS) which facilitates the volunteer registration process
- Resources for Planning Committees and Team Mentors
- Volunteer Recognition Ideas

FIRST Volunteer Coordinator Resource Webpage

The Volunteer Coordinator Resource webpage provides a centralized location for posting *FIRST* documents and forms utilized by Volunteer Coordinators. The webpage is on the *FIRST* website located at www.usfirst.org/vcresources. The current *FIRST* Robotics Competition Volunteer Coordinator’s Manual contains more information regarding the webpage.

Volunteer Training

Training is essential for volunteers to competently perform their responsibilities, which contributes to the success of an event. The Volunteer Coordinator, with support from the Regional Planning Committee, Regional Director and event Key Volunteers, has primary responsibility for planning and conducting training for General Event Volunteers. *FIRST* headquarters provides training for Key Volunteers. See the current *FIRST Robotics Competition Volunteer Coordinator’s Manual* for more information.

Volunteer Dinner Meeting

For Regional Events that have a Volunteer Dinner Meeting/Orientation: The Volunteer Coordinator in collaboration with the Event Manager, the Regional Planning Committee Chair, and other members of the Regional Planning Committee plan and conduct this meeting. The meeting is most often held the Wednesday night prior to the start of the event. Attendance is critical in order to effectively staff an event and ensuring a positive volunteer experience. Volunteers are provided an event orientation and general event volunteer training is conducted. Various volunteer forms are completed and collected during the meeting; Volunteer Service Pins, volunteer t-shirts and name badges may be distributed. Regional events that hold a Volunteer Dinner Meeting/Orientation should invite all volunteers and strongly encourage them to attend.

See the current season *FIRST Robotics Competition Volunteer Coordinator’s Manual* for more information about the Volunteer Dinner Meeting.

Volunteer Guidelines and Requirements

Volunteer Screening, Safety, and Supervision

Volunteers who have registered for a *FIRST* Regional or Championship event and who participate in any capacity in the on site event activities must be screened. Volunteers include: all volunteers who participate on the days of the regional event, Regional Planning Committee Members, Senior Mentors and Americorps*VISTA members.

Screening is an important component of the volunteer application process. Volunteer applicants apply through the Internet-based Volunteer Information and Matching System (VIMS), or for late applicants, by filling out the *FIRST* paper registration form at the event and entered into the Registration System.



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Volunteers under the age of 18 must obtain parental/guardian consent on their online registration or standard *FIRST* paper registration.

Volunteer Minimum Age Requirement

FIRST requires that *FIRST* Robotics Competition event volunteers are at least 13 years old, however the Regional Planning Committee has the option of *increasing* the age requirement as desired. Adult volunteers may not have children accompany them while volunteering or be responsible for supervising their own children at the event. Children under the minimum age are welcome at *FIRST* competitions with appropriate supervision by someone other than the volunteer.

***FIRST* Consent, Release and Hold Harmless Form**

FIRST requires that all volunteers sign a Consent, Release and Hold Harmless form prior to the start of the event. The form must be signed by a legal guardian when the child is a minor, under the age of 18.

If a volunteer (or legal guardian) is unwilling to sign the Consent and Hold Harmless form, he/she will not be able to volunteer. The Volunteer Coordinator is responsible to collect the signed forms and store them in the Volunteer Coordinator crate for return to *FIRST*. More information regarding the ***FIRST* Consent, Release and Hold Harmless Form** is on the Volunteer Coordinator's Resource Page.

Volunteer Conflict of Interest and Disclosure Statement

Some Key Position Volunteers are required to sign a Conflict of Interest and Disclosure Statement including Field Supervisors, Judges, Robot Inspectors, Referees, Team Queueers, Safety Advisors, Website Evaluators and Scorekeepers. A volunteer who has a relationship with a team is not excluded from serving in these positions, but he/she must disclose any relationship he/she has with a competing team and agree not to bias any match process and/or results. Website Evaluators are asked to abstain from evaluating any FRC teams they are affiliated with (past or present relationship). The Volunteer Coordinator is responsible for ensuring Statements are distributed, completed, and given to the Lead Individual for each area. More information regarding the Volunteer Conflict of Interest and Disclosure Statement is in the Volunteer Coordinator's Manual. **Note:** The Judge Advisor will take responsibility for distributing and collecting all of the Judge Conflict of Interest and Disclosure Statements.

Dress Code

Each volunteer is provided a *FIRST* volunteer t-shirt and volunteer identification badge. Both must be worn at all times. They identify individuals as a volunteer and permit the volunteer to access the volunteer lounge. In some venues, the shirt and badge must be worn to meet security requirements and allow access to the venue. Volunteers must complete the registration process prior to the event or on-site to receive their t-shirt and badge. The t-shirt may be worn with casual wear such as jeans or khakis, and volunteers should wear comfortable closed toe shoes. **Open toe and Croc style shoes are not permitted.**

Volunteer Position Descriptions

Volunteer Position Descriptions are an essential tool for recruiting event volunteers; they:

- Provide volunteers an accurate overview of responsibilities, commitment and skills required
- Describe outcome desired of the position
- Illustrate relationship between position and the success of the event
- Contribute to volunteer satisfaction by effectively matching volunteers with desired positions
- Contribute to a successful event through recruitment of qualified and informed volunteers

All event position descriptions can be found on the *FIRST* website, thus allowing individuals to make informed decisions regarding position preference(s). Instruct each volunteer to register preferences, via VIMS, and review the position description prior to position confirmation



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The following position descriptions are for general information only. Please refer to the *FIRST* website (www.usfirst.org) for complete descriptions of each position, including the approximate times volunteers should be on site for the event.



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SHORT VOLUNTEER POSITION DESCRIPTIONS

AMBASSADOR

Ambassadors interact with teams, serve as role models for team students and mentors. Ambassadors educate and engage VIP guests to ensure their continued motivation, passion, and commitment to FIRST. Ambassadors are responsible for their own travel and accommodations, expenses, and arrangements.

AMBASSADOR COORDINATOR

The Ambassador Coordinator will assist the Regional Director in facilitating the Ambassador Program. The Ambassador Coordinator will welcome Ambassadors and facilitate a “meet and greet” between the Ambassadors; explain program and distribute materials; send Ambassadors on tour of Pits with team members; and facilitate a “lessons learned” when the Ambassadors return to the Ambassador area.

ASSIGN AS NEEDED

Volunteer will provide assistance in various areas as determined by the Volunteer Coordinator. Volunteers frequently help with last minute tasks identified by event staff and Key Volunteers. They fill volunteer positions for “No-Show” volunteers who were assigned a specific position prior to the event, but did not show-up.

AWARDS ASSISTANTS

Awards Assistants report to the Event Assistant and are responsible for the unpacking, cleaning, marking, organizing and distribution of the various awards, trophies and medallions awarded at Event Ceremonies. The volunteers should plan for a minimum of three hours before the ceremonies to begin this process. The Awards Assistants will need to set up the medallion stands and assist with medallion distribution to the team members for those awards receiving medallions.

CROWD CONTROL

Crowd Control volunteers will facilitate smooth pedestrian traffic flow throughout the facility; monitor the audience; keep walkways and aisles clear and the crowd flowing. Effective crowd control is critical to a safe and well-run event.

FIELD ASSEMBLY

Field Assembly volunteers assist with assembly of the competition playing field on Wednesday.

FIELD DISASSEMBLY

Field Disassembly volunteers assist with disassembly of the competition playing field on Saturday.

FIELD RESET/REPAIR

Volunteers repair and reset the playing field after each team match. They play a critical role in ensuring smooth flow of match play and maintaining pace of the event.

FIELD SUPERVISOR (*Key Volunteer Position*)

The Field Supervisor will participate in field construction and maintenance, direct activity on the field to ensure smooth execution of the matches. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. The Field Supervisor will work in collaboration with the FIRST Technical Advisor. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

FIRST TECHNICAL ADVISOR ASSISTANT (FTAA)

The FIRST Technical Advisor Assistant is a volunteer who helps keep the FRC field and event running smoothly. Works in collaboration with the FIRST Technical Advisor. This position was added on during the 2009 FRC season.

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GAME ANNOUNCER (*Key Volunteer Position*)

The Game Announcer will work as part of a team with the Master of Ceremonies to energize the teams and spectators, generate and maintain interest, enthusiasm, and excitement throughout the matches. The Game Announcer will announce play-by-play commentary for each match and play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position.**

HEAD REFEREE (*Certified, Key Volunteer Position*)

The Head Referee must be approved by FIRST HQ prior to being assigned and complete pre-event training and certification. The Head Referee is responsible for training, directing and supervising all Referees. Oversees all scoring processes and procedures. Has final authority for decisions regarding team scores. The Head Referee plays a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

JUDGE ASSISTANT

The Judge Assistant is responsible for assisting the Judge Advisor throughout the event, providing computer support (word processing) and performing other duties as assigned. The Judge Assistant will be provided with a checklist of activities in the Judge Crate at the event. The Judge Assistant is not a judge, does not interview teams, or participate in awards recipient selection process. The Judge Assistant is responsible for setting up (Thursday) and breaking down (Saturday) the Judge Room.

JUDGE

Judges are responsible for selecting team award recipients through interaction with teams. Documentation regarding team background information is provided to familiarize judges with teams. Judges serve as role models for the competitors. Judges are responsible for own travel/accommodation expenses and arrangements. Training for judges will be provided at the Thursday night judge dinner. Judges must be available for both days of the competition. FIRST Headquarters will provide a Judge Handbook to all judges electronically prior to the event. **Conflict of Interest form required for this position**

JUDGE ADVISOR (*This is a key volunteer position assigned by FIRST Headquarters*)

The Judge Advisor may be *nominated* by the Regional Planning Committee. To be nominated for the Judge Advisor position, the individual must have two years of prior judging experience. Once nominated, the candidate for Judge Advisor must be approved by the Lead Judge Advisory panel and the Director of the FIRST Robotics Competition. Prior to becoming a Judge Advisor, the candidate must attend Judge Advisor training session held in January and conducted by the Lead Judge Advisory panel. Existing Judge Advisors are expected to attend this training session at least once every two years in order to remain as qualified Judge Advisors. All Judge Advisors are recruited and assigned by FIRST Headquarters.

LEAD ROBOT INSPECTOR (*Certified, Key Volunteer Position*)

The Lead Robot Inspector position requires certification through FIRST HQ. The Lead Robot Inspector will oversee and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot construction rules. The Lead Robot Inspector is also responsible for training, supervising, and directing the Robot Inspectors and making final decisions regarding inspection decision disputes. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position.**

LEAD SAFETY ADVISOR (*Key Volunteer Position*)

Underwriters Laboratories will provide a Lead Safety Advisor for each regional event. This individual will lead a team of Safety Advisors (assigned by the Volunteer Coordinator) to increase the awareness of safety among all FIRST participants. This individual will work with teams to ensure they



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understand, comply with, and practice the fundamentals of safety to ensure the safety of all event participants. The Lead Safety Advisor will be responsible to provide training of the Safety Advisors in team coaching, mentoring and evaluation during the competition from Thursday to Saturday. The Safety Advisors will also select one team to win the Industrial Safety Award at the conclusion of the event. **Conflict of Interest form required for this position.**

LEAD SAFETY GLASS ADVISOR (Key Volunteer Position)

The Lead Safety Glass Advisor oversees volunteers that are handing out safety glasses during the event in the pit area. The Lead Safety Glass advisor will maintain adequate supply of safety glasses and volunteers at the safety glasses locations and alert Volunteer Registration room when more volunteers are needed. **FIRST Headquarters will provide pre-event training for this position.**

LEAD TEAM QUEUR (Key Volunteer Position)

The Lead Team Queur will be responsible for robot traffic between the Pit and the playing field. This individual will train Team Queueing volunteers, stage and position teams in preparation for the start of matches. This position plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position.**

MACHINE SHOP ASSISTANT

This position will assist the Machine Shop staff in the processing of paperwork for each work request. This position will ensure that requests are processed in the order of receipt and that the necessary paperwork is received and filed appropriately.

MACHINE SHOP SHUTTLE DRIVER

**Need for shuttle/shuttle drivers to be determined by location of machine shop in proximity to event.*

Transport team members from venue site to Machine Shop and back to venue site. Transportation by Machine Shop Shuttle is restricted to/from Machine Shop. Communicates with the Pit Administration Supervisor regarding transport requests and status of transport location. Vehicle insurance is necessary and required for all drivers. The Regional Planning Committee is responsible for providing a utility van or a passenger van with a removable back seat.

MACHINE SHOP STAFF

Please see your Regional Director regarding the staffing of these positions.

MASTER OF CEREMONIES (Key Volunteer Position)

One of the most critical volunteer positions at a regional event, the Master of Ceremonies (a.k.a. MC or Emcee) is the primary individual responsible for setting the tone of the competition. The Emcee creates and sustains an exciting and fun atmosphere throughout the event. The Emcee is the most visible presence at the event; he or she embodies the spirit of FIRST and is the consummate FIRST ambassador. The Master of Ceremonies works with the Game Announcer as a team to ensure a well-organized and thrilling event. Together they play a critical role in ensuring the smooth flow of match play, and maintaining the pace of the event. This is a Key Volunteer Position that will significantly impact the quality of the competition. **FIRST Headquarters will provide pre-event training for this position.**

OFFICIAL SCORER

Official Scorers observe team matches, tally the official score of the matches using electronic input devices, validate final scores and participate in ensuring correct field setup between matches. Official Scorers will play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Work under the direction of the Head Referee. **Conflict of Interest form required for this position.**

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PIT ADMINISTRATION SUPERVISOR (*Key Volunteer Position*)

The Pit Administration Supervisor is responsible for setting up the Pit area, training the volunteers, and managing all activities in the Pit including coordination of Pit Administration Table, team interface, and collaborating with Emergency Medical Technicians. **FIRST Headquarters will provide pre-event training for this position.**

PIT ADMINISTRATION SUPPORT

These volunteers assist the Pit Administration Supervisor and will provide direction, assistance, information, and support to teams in the Pit.

PIT ANNOUNCER

The Pit Announcer's primary duty is to call teams to the queuing area, and make general announcements via use of the public address system. The Pit Announcer works in collaboration with the Team Queuing volunteers to facilitate adherence to team match schedule

PRACTICE FIELD ATTENDANT

The Practice Field Attendants would be required to remain in the area of the practice field. Their primary responsibility is to schedule & maintain the list of team practice times and monitor the condition of the practice field. They would report any problems or needed repairs to the Field Supervisor

RCA RUNNER (Optional)

The Regional Chairman Award (RCA) Runner works with the Judge Advisor or the Judge Assistant on the Friday of the event. Generally will sit at the door to the RCA interview room to check in the teams as they arrive for their interviews. Prevents interruptions to the RCA Judges and provides support should they need anything. Acts as point of communication to the Judge Assistant or Judge Advisor in the Judge room. This position is optional and at the request of the Judge Advisor.

REFEREE (*Certified position*)

Referees observe team matches, identify rule violations, and "call" them. Referees calculate the official score of the matches and participate in deliberations regarding contested calls. Referees work under the direction of the Head Referee. This is a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **Referees must complete pre-event training and certification.**
Conflict of Interest form required for this position

REGISTRATION SYSTEM ATTENDANT

The Registration System Assistant assists the Registration System Supervisor with the successful implementation of the Event Volunteer Registration System. Check picture ID's to ensure accurate data entry.

REGISTRATION SYSTEM SUPERVISOR (*Key Volunteer Position*)

The Registration System Supervisor ensures the successful implementation of the Event Volunteer Registration System. Train, supervise, and direct the Registration System Volunteers to ensure accurate data entry into the system. Ensure that data files are downloaded before the start of the event and uploaded to the server at the completion of the event.

REPLACEMENT PARTS ATTENDANT

This volunteer team will consist of a minimum of two individuals who will be responsible for managing distribution of spare kit of parts materials to teams and loaning Innovation FIRST control system parts. FIRST alumni are highly recommended as volunteer sources to fill this position as they have prior knowledge of parts allowed and provided. Instructions are packed in the spare parts crate for handling this position.

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ROBOT INSPECTOR (Certified position)

Robot Inspectors perform mandatory robot inspections and weigh-ins to ensure compliance with robot construction rules. The Robot Inspectors determine inspection outcome decisions (pass/fail), may also perform random inspections, and work under the direction of the Lead Robot Inspector. The Lead Robot Inspector at will provide training to the Inspectors at the Volunteer Dinner Meeting. **Robot Inspectors must complete pre-event training and certification. Conflict of Interest form required for this position.**

SAFETY ADVISOR

Safety Advisors are involved in ongoing safety assessment during the entire event. The Safety program nurtures a positive reinforcement model using safety credits to emphasize safe behavior and coaching to correct unsafe behavior. The goal is to have a safe event and to promote safety as a holistic life skill. Safety Advisors will receive training from the Lead Safety Advisor at the event. **Conflict of Interest form required for this position.**

SCHOLARSHIP ATTENDANT

The Scholarship Attendant will be in charge of locating and setting up the designated scholarship table using materials supplied in the Scholarship Program Table Supplies box. Visit with teams/mentors in the pit area to inform them of the scholarship table and its location.

SCOREKEEPER/FIELD POWER CONTROLLERS (Key Volunteer Position)

The Scorekeeper/Field Power Controllers manage and operates the scoring and field control systems, input scores into the system from the Head Referee, print reports as needed and upload data onto the FIRST website as required. These individuals play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

TEAM QUEUING

Team Queuing volunteers are responsible for managing team traffic to and from the playing field. Team Queurs will stage and position teams in preparation for the start of matches. Team Queurs play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Training will be provided by the Lead Team Queur during the Volunteer Dinner Meeting

TEAM SOCIAL ATTENDANTS

Team Social Attendants will attend the team social and oversee the event to ensure a safe, secure, and enjoyable event environment for attendees. Team Social Attendants will report to the Team Social Coordinator and remain at the Team Social until all teams have departed.

VIP/MEDIA REGISTRATION AND INFORMATION TABLE ATTENDANT

**There may be separate volunteer positions and tables for VIP and media; to be determined by Regional Planning Committee. Responsibilities of each position would be similar.*

The VIP/Media Registration and Information Table Attendant will assist the VIP Reception Coordinator and Media/PR Coordinator with VIP/Media Registration and Information Table operations. This individual will assist to facilitate a positive VIP and media experience at the event.

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT

The Volunteer Registration and Information Table Attendant will manage all activities at the Volunteer Information and Registration Table, and provide direction, assistance and information to event volunteers and attendees. The Volunteer Registration and Information Table Attendant works under the direction of the Volunteer Coordinator.



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WEBSITE EVALUATOR

***PRE-EVENT POSITION, not required to attend competition*

Prior to competition, review and score websites that are designed, built, and managed by students participating on *FIRST* teams. The exact number reviewed will vary depending on the number of teams for a particular regional competition. Evaluations are accomplished via an on-line system. **Website Evaluators are asked to abstain from evaluating any FRC teams they are affiliated with (past or present relationship).**

WEBSITE EVALUATOR ADVISOR

***PRE-EVENT POSITION, not required to attend competition*

The Lead Website Evaluator oversees the group of Website Evaluators that have volunteered for their regional. They will ensure that reviewing is taking place in a timely fashion and that all websites have been evaluated. The Lead Website Evaluator also acts as a Website Evaluator.

Website Evaluator Advisors must abstain from evaluating any FRC team with which they have a past or present relationship.

JUDGES

Overview

FIRST invites luminaries from many fields to be Competition judges. These men and women serve as role models to the competitors by their actions and through frequent interactions with the competing FIRST teams while on site. Judges do not participate in referee decisions on the playing field. It is important to recruit enough judges, but not to over-recruit for your event.

Judge Recruitment Matrix					
Regional Capacity (# of Teams)	PIT Interview Judges	*Match Observers	**RCA Judges	Maximum Total Judges	No of Fields in Play
24	6	2	3	11	1
28	7	2	3	12	1
32	8	2	3	13	1
36	9	2	3	14	1
40	10	2	3	15	1
44	11	2	3	16	1
48	12	2	3	17	1
52	13	2	3	18	1
56	14	2	3	19	1
60	15	2	3	20	1
64	16	2	3	21	1
68	17	2	3	22	1
72	18	4	6	28	2*
76	19	4	6	29	2*
80	20	4	6	30	2*

IMPORTANT INFORMATION FOR THOSE RECRUITING JUDGES

The FIRST budget for Judge Shirts and gifts, as well as the on-site venue space for the Judge Room is based on the formula above for number of judges. FIRST looks at each events planned capacity for the coming year and then budgets and purchases accordingly. This formula takes into account last minute cancellations.

* **Match Observers**, max two for three team alliances, can get away with one if the game is a two team alliance. Since recruiting begins before the game is known, plan for a three team alliance.

** **RCA Judges**- max three, but can manage with two veteran judges

FIRST understands that many events are using the judge role to reward sponsors or as an incentive to recruit new sponsors. If you are going to exceed the allocation, please check with the Event Manager to be sure your judge space can accommodate the additional judges and be aware that any additional expenses over and above the allocation for shirts and judge gifts will be charged to the regional event.

* Two fields will require 2 Judge Advisors, two judge rooms, and two places to interview Regional Chairman's Award candidates. Each field will have its own awards and ceremonies.

The Role of the Judge

FIRST Judges are role models for the team members. They are there for many more reasons than to choose which team receives a given award. By the very nature of who they are, they are providing inspiration to the team members. In essence, the awards, although an inspirational in themselves, give the judges a reason to interact with the teams and the team members an opportunity to interact with these leaders of industry and community.

Who should be a Judge?

An individual asked to be a judge at the FIRST Robotics Competition event, should be a leader in the community. Types of individuals a planning committee might approach are local inventors, scientists, business leaders, university department heads and other individuals who hold a high position or are highly regarded in their organization or community.

Who should NOT be a Judge?

FIRST does not consider college students (including graduate students) ready to meet the criteria for a judging a *FIRST* Robotics Competition, as they have not yet become successful in their fields. Please, do not recruit students to be a part of your judge panel. Also, whenever possible, individuals who are direct team mentors should be avoided, not because they are biased or do not have stature (many do), but due to avoid appearance of impropriety. If having an active team mentor on your judge panel is unavoidable, that team should not be participating at your event.

Timing of Judge Recruitment

Judge recruitment should begin in September. Since the individuals you are recruiting for your judge panel are well recognized or important individuals in the community, their schedules book quickly. *FIRST* recommends beginning to recruit judges for the FRC events 4-6 months in advance of the event. A final judge panel should be in place by no later than 12 weeks prior to the event. This will also allow adequate time for the judges to get into VIMS for screening, and to obtain and edit bios for the regional program books. It should be noted that judges recruited after the deadline for the Regional Program Books will NOT have their bios in the Regional Programs.

The Judge Panel

The judging panel consists of several judges and a Judge Advisor. The number of judges needed is based on the number of teams participating in the event. Please use the matrix found on Page 7-1 to determine the correct number of judges to recruit. If in doubt about the capacity for your event, please contact your Regional Director for the information. The Judge Assistant, although an important role, is not considered part of the Judge panel at the event and is not included in the judge count.

The *FIRST* Regional Director in your area will work closely with your Judge Coordinator to develop a judge panel, guide you in the judge recruitment efforts, and answer any questions or concerns that may arise. The Regional judge panel should reflect a good balance of veteran and first time judges, 50/50 is ideal. The judge panel must also achieve racial, ethnic, gender and age diversity similar to that of your community. The veteran judges serve as mentors for the first-time judges during the event and guide them through the intense judging process.

Criteria for Regional Judges

- It is important that the Judge panel reflect the age, gender and ethnic diversity of the local community
- An ability to relate to students and the potential to further the goals of *FIRST*
- May come from a technical or scientific background, ranging from junior engineer to individuals holding upper management positions or owning their own company.
- May be in education at the high school or university level or from fields outside the technical community.

New Events

FIRST Headquarters will assist with the recruiting of veteran judges for new regional events upon request of the regional planning committee and will work with the Regional Planning Committee to discuss the appropriate number of new judges needed for each regional Competition. **Please note that having too many judges on the panel can be more detrimental to the judging effort as having too few.**

Being a *FIRST* Judge **requires** a two-day time commitment, as well as attendance, if held, at the Thursday night judge dinner meeting. Due to the nature of the judging process, this two-day commitment is essential; the judging process is such that interviews and discussions on Friday get carried over to decisions that are made on Saturday. It is unfair to the balance of the judging panel, and to the teams to recruit judges who cannot make this time commitment. If a potential



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judge cannot make the two-day commitment, ask if there is someone else in their organization that can. Potential judges should also be made aware of the hours they are needed on site (7:30 am to mid or late afternoon on both days as well as the Thursday evening Judges Dinner). Individuals who cannot make a complete commitment should be encouraged to become involved in some other way.

Judges are responsible for their own travel/accommodation expenses and arrangements. Each judge will be given one golf-style *FIRST* JUDGE shirt to wear during the Competition. Judge attire is casual, and comfortable shoes are a must! Judges do a lot of walking between the playing field, pit area, and the judge room!

During the recruitment of the judge panel, the following information must be obtained:

- Address and contact data, i.e. phone number, e-mail address (this information is shared with the Judge Advisor so that they can communicate with the judges prior to the event.)
- Title (to be used during introduction) and Company name
- A brief (not to exceed 50 words) bio for the program books

Judges and Segways™

Many of our judges now own Segways™ and will ask if they can bring them to the competition. We do not say "no", however, do explain that they will be working in teams with other judges who do not have Segways™. They will be carrying clipboards, asking questions and taking lots of notes and that the Pit Area is not really conducive to modes of transportation other than walking.

Judge's Non-volunteer Children

At some events judges may wish to bring their children and/or guests to the event with them, onto the field and into the Judge room. Please explain that it takes many volunteers to ensure the success of a *FIRST* Robotics Competition. We depend on the support of adults and teens, but due to *FIRST* insurance restrictions children must be 13 years or older to volunteer (see note). Let them know that you strive to have all the volunteer positions filled prior to the start of an event, thus cannot always accommodate "walk-ins": individuals wishing to volunteer because they are attending the event. To best ensure a volunteer assignment at a Regional, please register prior to the event via the *FIRST* website, www.usfirst.org. Judges should also be aware that due to safety concerns, children are not allowed in the area of the playing field at events.

Some suggested verbiage you might use to handle this situation is below:

"We welcome you to invite family and friends to see the event, but please remember that as a volunteer, you have a role requiring your full attention. Family and friends, including children, are guests who are welcome to visit the Pit and watch the event from the stands. If children are too young to be left alone at the event, arrangements should be made to have someone with them who can supervise them and perhaps take them home should they become tired. For their own safety we cannot allow young children in the field area during the event. We respectfully request you to not bring non-judges into the judge room."

Our regional planning committee has worked hard to raise money for this event, and we are able to feed all of our volunteers while they are working at the event, but we are unable to provide meals for guests. We thank you for your understanding."

NOTE: Some regional events may set a higher age limit. Please verify the age limit set for your event with the Regional Planning Committee and include it in all communications with the judge panel.

Judges in VIMS

VIMS is the *FIRST* Volunteer Information Management System. This system gives volunteers control over their own data, which in turn provides more accurate information for *FIRST* and for the Regional Planning Committees. All volunteers are required to enter their personal information into VIMS, which is accessed via the *FIRST* Website. This includes all Judges. The Judge Coordinator should instruct all judges to access VIMS to ensure that the contact data on file is accurate and current, or in the case of new judges to enter it. By having all the judges enter their current data in VIMS, this will help to ensure that all of the judges for an event are screened. All event judges must be registered in VIMS by no later than 5 weeks prior to the event in order to ensure proper screening.

Nominating a Judge Advisor

FIRST Headquarters, working with nominations from the Regional Committee, will contact and recruit the Judge Advisor for each event. Please refer to the Judge Advisor Recruitment Procedure found in Policies and Procedures Section of the Regional Planning Guide, for more information on this process.

All new *FIRST* Judge Advisors must have two prior years experience judging at the regional and/or Championship level. New Judge Advisors may be nominated by the Regional Planning Committee and/or by other Judge Advisors. **Nomination of a Judge Advisor by the Regional Planning Committee does not automatically guarantee the individual will be the local Judge Advisor.** The *FIRST* Lead Judge Advisors and the VP of *FIRST* Field Operations must approve all nominations of new judge advisors to be trained. Once a judge has been nominated and approved, *FIRST* headquarters will contact the individual to see if he or she is interested in becoming a Judge Advisor for the event and available for training prior to the event. Nomination of new Judge Advisors should happen by no later than September in the planning year.

Note: As all Judge Advisors nominations must be approved by *FIRST* before being contacted, *FIRST* asks that the Regional Planning Committees not contact the nominee directly or make any commitments about being the Judge Advisor. Doing so, should the individual not be approved for some reason, only creates bad feelings with an otherwise dedicated volunteer.

All first time Judge Advisors must attend the mandatory Judge Advisor training session in January. *FIRST* Headquarters will reimburse Judge Advisors for this expense. Veteran Judge Advisors must attend at least one Judge Advisor training session every two years in order to remain a qualified *FIRST* Judge Advisor.

Role of the Judge Advisor

The Judge Advisor facilitates the panel discussions and the judging process throughout the event. He/she organizes the judge panel into groups, sets the schedule for the day's judging process, assigns the judging tasks, and works with the Judges to write the awards script. The Judge Advisor does not vote unless absolutely necessary. *FIRST* will recruit a Judge Advisor for each Regional Competition in keeping with the Policy on Judge Advisor Recruitment found in Policies and Procedures (Section 14) of the Regional Planning Guide.

Judge Coordinator

The regional planning committee should **designate a Judge Coordinator** to recruit judges for your regional Competition. This individual will work closely with the *FIRST* Regional Director and *FIRST* Headquarters to ensure that the Judge Positions are filled. This individual may be the local Judge Advisor in some instances. The name of the Judge Coordinator should be sent to *FIRST* HQ in the fall so that they can be assigned the role of Judge Coordinator in VIMS. This will allow the Judge Coordinator to access VIMS to utilize the Judge Report. This report is useful

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for determining which judges have completed their application, communicating with the Volunteer Coordinator who to assign as a judge, and knowing which judges have been screened prior to the event.

Responsibilities of the Judge Coordinator include:

- Recruiting qualified judges who meet the *FIRST* Judge Criteria for the event
- Communicating with all judges, the screening requirements and the need to use VIMS.
- Ensuring all judges complete a VIMS application
- Coordinating with the Volunteer Coordinator to ensure that all Judges are registered in VIMS, assigned the role of judge and screened prior to the event.
- Obtaining a 50 - 100 word bio for the regional program books (editing if necessary) for *FIRST* HQ. Samples of well written judge bios can be found in Section 20.
- Notifying *FIRST* HQ of any changes in the judge panel.

In the cases where the Judge Coordinator is not the local Judge Advisor, *FIRST* recommends asking the Judge Advisor if he or she would like to be involved in the judge recruitment. Many of the Judge Advisors have excellent contacts and are interested in working with the Judge Coordinator to obtain a good mix of judges on the panel.

Judge Room Supplies

The Regional Planning Committee will need to supply certain items to the Judge Room at the event. The following is a list of items required:

- ◆ 2 Full pads of flip chart paper
Note: Post-it Self Stick are preferred, if standard pads are being used, Fun Tack putty should also be supplied.
- ◆ 1 multi-pack box of colored markers (5-6)
- ◆ 3 dozen ball point pens
- ◆ 1 ream white printer paper
- ◆ 3 Sharpie black markers (fine point)
- ◆ 1 12" ruler
- ◆ 2 boxes 1" round stickers (1 box in red or orange/1 box in blue or green)
- ◆ 1 box white labels of sufficient size to cover 1" round stickers
- ◆ 1 stapler with box of staples
- ◆ 1 box paperclips
- ◆ 25 clipboards or enough to have 1 for each judge
- ◆ 1 pair scissors

These materials may be donated or purchased. If the materials must be purchased, a planning committee member must submit a request for the necessary supplies/materials to the Regional Director. The Regional Director is responsible for approving the request and will work with the Procurement Department at *FIRST* headquarters to fulfill the request. Neither the Judge Advisor nor any other volunteer, including the members of the Regional Planning Committee are authorized to purchase materials that are to be paid for by *FIRST*. *FIRST* recommends that each year the leftover supplies be collected and stored for the following year, thus keeping replacement costs down.

Judge Assistant (at the event)

The Judge Assistant's role begins Thursday at noon. The Judge Assistant should plan to attend the Wednesday night Volunteer orientation meeting. This individual is responsible for ensuring that the judge supplies/materials, supplied by the committee and *FIRST*, (easels, flipcharts, judge books, pens, etc.) are placed neatly in the judge room, and that the room itself is completely

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ready by Thursday afternoon prior to the Judges dinner. In most instances the Judge Advisor will also be in attendance on Thursday afternoon assisting with the setup.

The Judge Assistant needs to attend, if planned, the Thursday night Judge dinner so that they may begin to learn the names/faces of the judges and begin to interact with them. The Judge Assistant is responsible for bringing the *FIRST* Program Books and *FIRST* judge shirts to the dinner location site and for distributing them to the judges immediately after the dinner meeting.

Judge Assistants may be provided with a Judge Assistant Checklist by the Judge Advisor which details the responsibilities and activities required daily. As each Judge Advisor runs their judge room in their own manner, expectations may vary from event to event.

The Judge Assistant is not a *FIRST* judge, or Assistant Judge Advisor; the Judge Assistant is a volunteer who has been specifically recruited to help the Judge Advisor keep the panel on schedule, assist with typing the award scripts, etc. The Judge Assistant functions as a liaison between the event management and the *FIRST* judge room. The Judge Assistant does not provide input on decisions made in the Judges room nor should the Judge Assistant wear a *FIRST* Judge shirt because it causes confusion among the teams. The Judge Assistant will be issued a volunteer t-shirt at the event.

During the Competition the Judge Assistant functions as an assistant to the Judge Advisor. The Judge Assistant keeps the Judge Advisor and the panel on schedule throughout each day. This is VERY important. The Judge Assistant also helps the judges and the Judge Advisor in writing the award scripts each day and getting them to the Event Manager who will provide them to the Production Manager and Master of Ceremonies each afternoon at the agreed upon time. The Judge Assistant is on radio communication throughout each day and communicates any changes in playing schedule/timing to the Judge Advisor and the panel as needed. This person needs to have an outgoing personality, a lot of energy, and strong writing skills (including basic word processing). The Judge Assistant keeps the judge panel motivated and spirited throughout each day, and ensures that the judge room is well kept.

Thursday Night Judge Dinner Meeting

A Thursday night orientation dinner meeting is held the night before the Competition begins. This meeting is mandatory for all judges. At the dinner meeting, the judging panel will have an opportunity to meet each other, the Judge Advisor, and possibly *FIRST* staff. An overview of *FIRST*, the game, judging responsibilities, awards, and judge schedule will be discussed.

The Regional Planning Committee is responsible for organizing the judges dinner and communicating the time and place to the judge panel. In general, a location within or near the Competition site must be reserved for a 6:00 pm dinner meeting for the judge panel. Typically, the space should be able to accommodate 20 - 30 people, depending on the number of judges and invited *FIRST* personnel. Typically, this is a working sit down dinner with a brief "get to know you" period of approximately ½ hour at the start. The judge dinner is not a VIP event for non-judges. The dinner is generally a plated dinner and if appropriate in your area, wine may be served with the meal and at the 'meet and greet' period just prior to dinner. The *FIRST* Procurement office will assist you with the paperwork to cover the costs.

Judge Biographies

Once a candidate has agreed to become a judge, he/she needs to provide a very brief (no longer than 50 words) biographical statement. Ask the judges for three sentences, what do you do (title), what's your education (degrees), and something the teams might find interesting. These biographies will be printed in the Regional Program Books, and abbreviated versions may be used by the regional emcee on-site to introduce the judges each morning during the opening ceremony. The Judge Recruitment Coordinator is responsible for reviewing and if necessary, editing the biographies before giving them to the Program Book Coordinator to be emailed them



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to *FIRST* in keeping with the program book-printing deadline. The absolute deadline for receiving and including these biographies in the Regional Program book will be no later than 7 weeks prior to the actual event.

Judge and Judge Advisor Shirts

Judge shirts are available in both men's and women's sizes. Sizes are listed on the judge shirt order form found in FORMS (Section 13) of the Regional Planning Guide. Orders will be sent directly to the vendor from the Regional Planning Committee, with a copy to *FIRST* HQ. *FIRST* will provide the vendor with the allocation quantities of shirts for each event based on the event capacity (see matrix on page one of this section). Any quantity of shirts over the approved amount will be charged to the Regional as an additional expense. In order to fulfill your request, the vendor will need the shirt order complete with sizes and a shipping address no later than 5 weeks prior to the event. Orders received later than 5 weeks prior to the event may incur priority shipping charges which will be charged to the regional event. *FIRST* will cover standard ground shipping for orders received on time.

Any shirts ordered above the budgeted amount will belong to the Regional. We encourage you to keep them in a safe place so that you may use them the following year to keep your costs down. If you order only the budgeted amount, any additional shirts should be put in the judge crate to be returned to *FIRST*. Judge shirts may only be given to current year FRC Judges.

Judge Recognition

FIRST recognizes the efforts of the judges in several ways. In addition to the biography in the Regional Program Book, the acknowledgement at the opening and awards ceremonies and the Judges shirt, a small token gift is given to each judge at the event. These gifts are to be given to the Judge Advisor, the Judge Assistant and the Judges (1 per person). Please do not give Judge Recognition gifts to other event volunteers, sponsors or VIPs. Judge gifts are generally found in the judge crate prepackaged by event.

Sample Judge Time Commitment

The time commitment required of a judge candidate begins with a Thursday night dinner meeting and runs through the close of Competition on Saturday late afternoon. **It is important that a judge candidate be able to commit to that entire time period.** If a potential Judge cannot make the two-day commitment, ask if there is someone else in the organization that can. Due to the nature of the judging process, this two-day time commitment is essential.

The judge panel starting time on Friday and Saturday morning is finalized at the Thursday night dinner. Most Judge Advisors ask their Judge Panels to be on site and in the room by 7:30 a.m. both Friday and Saturday. A sample schedule and listing of the regional awards is shown on the following pages.

Please make certain all judges are aware that travel, transportation, and hotel expenses are not paid for by *FIRST*.

◆ Sample Regional Judge Schedule

<u>Thursday</u>	<u>Saturday</u>
6pm - 8: pm Judges' meeting and dinner	7:30 am - 9 am Judges' Breakfast/Meeting
	9 am - 4 pm Matches
<u>Friday</u>	12pm - 1 pm Judges Lunch/Meeting
7:30 am - 9 am Judges' Breakfast/Meeting	4 pm Awards
9 am - 4 pm Matches	
12 pm - 1 pm Judges Lunch/Meeting	
4 pm Awards	
6 pm -9 pm Team Social (optional)	

Judges should arrive by 6:00 PM on Thursday to have an initial dinner meeting. This is where they will meet their fellow judges; receive preliminary instructions and their judge's shirt for the event. If parking passes are required, they will be distributed at this time.

Judges are expected to be at the event throughout the tournament on Friday and Saturday. Judges will visit the Pit Area to meet team members and learn more about their robot, etc.

Judges will meet Friday morning for a breakfast meeting prior to the matches. Judges will reconvene throughout the day to discuss teams and awards winners. Trophies for the Friday award categories will be presented at the Awards Ceremony that afternoon on the playing field.

Judges will meet on Saturday morning for a breakfast meeting prior to the matches. Early Saturday afternoon, a final judges meeting will be held to determine the Saturday award winners. At approximately 4:00 PM, the award trophies and medals are given to the Saturday award category winners, finalists, and winners of the regional competition.

Regional Judge Responsibilities

When on-site, judges interview *FIRST* teams in the Pit Area, as well as watch the Competition on the playing field. **Final award categories for the current FRC season are currently under review and may differ from those shown below.**

SAMPLE FRIDAY AWARDS

Imagery Award
 Innovation in Control Award
 Creativity Award
 Engineering Excellence Award"
 Entrepreneurship Award
 Judges Award
 Web Site Award *
 Excellence in Design Award**
 Woodie Flowers Award *

* Judged by off site panel
 ** Judged by Teams

SAMPLE SATURDAY AWARDS

Industrial Design
 Quality Award
 Gracious Professionalism™ Award
 Spirit Award
 Coopertition™ Award+++
 Rookie Inspiration Award
 Rookie All Star Award
 Highest Rookie Seed +
 Industrial Safety Award ++
 Finalist +++
 Winner +++
 Engineering Inspiration Award
 Regional Chairman's Award

+ Determined by team standings
 ++ Determined by Safety Advisors
 +++ Determined via matches



REGIONAL AMBASSADOR PROGRAM

Overview

The *FIRST* Ambassador Program helps educate and engage “VIP” guests attending *FIRST* Robotics Competition events, to ensure their continued motivation, and increase their passion and action in assisting *FIRST*.

The Ambassador Program has a dual role as a forum for valued *FIRST* contributors and as a means to recruit new support. In one capacity, the Ambassador program is a way to provide recurring “VIP” guests (i.e. individuals who have served as judges for several years, long-time sponsors, previous presenters, etc.) with an option for an alternative or new, significant role. In another capacity, the Ambassador Program is a means to educate invited new VIP guests about *FIRST*, allow them to interact with teams and directly participate in *FIRST*, and solicit their support. The overarching goals of the Ambassador Program are to engage new VIPs at the right level and to generate high-level involvement among people that can help *FIRST*.

The *FIRST* Ambassador Program functions as a complement to the Regional Planning Committees. Although some individuals on the Regional Planning Committee may qualify as Ambassadors, the Ambassador Program should be viewed as distinct and separate from the Planning Committee, since those committee members have a larger, ongoing, more central role, and should be identified as Committee members rather than Ambassadors.

Ambassador Role:

The role of a *FIRST* Ambassador is to let team participants know their work is important, valued and making a difference. As such, those tapped to be Ambassadors must be willing to interact with teams and mentors as well as other invited guests.

Requirements

The Ambassador Program will be OPTIONAL for regional events and the desire and ability to execute this program will be left to the discretion of the Regional Directors and Planning Committees.

Only individuals who have the potential to become significant supporters of *FIRST*, or those who are already significant supporters, are eligible for participation. Significant support includes financial and in-kind contributions as well as the ability to help *FIRST* make meaningful contacts and connections. Ambassadors will be representing *FIRST* to teams, mentors and invited guests; they should have a firm background and knowledge about *FIRST* programs.

The number of Ambassadors will be left to the discretion of each Planning Committee, with the maximum number not to exceed 8 to 10, or one for every six to eight teams. The success of the program is to be judged not on the number of Ambassadors participating, but rather on the long-term contribution to *FIRST* by participants.

Individuals will be invited to become an Ambassador in advance of the FRC event, with eligibility to be determined by the Regional Director working with the Planning Committee.

Any invitations or literature sent to VIPs regarding the Ambassador program should stress the opportunity to meet other VIPs and teams, as well as the opportunity to help *FIRST* better achieve its mission.

The Ambassador Program typically consists of two “information” sessions and team led tours of the Pit. VIP guests will be invited to participate in one of the sessions (Friday or Saturday) at which *FIRST* will be introduced, the role of individuals in the growth of *FIRST* will be highlighted, and guests will have the opportunity to meet each other. Following the one hour “introduction”



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session, guests so desiring will be deemed *FIRST* Ambassadors and given the opportunity to meet with pre-determined and assigned teams in the Pit to congratulate them on their success and to learn more about why *FIRST* works. After Ambassadors have the opportunity to meet with teams, there will be a short "de-brief" and sharing of experiences and an invitation to further support *FIRST*, through sponsorship, team support, etc.

All *FIRST* Ambassadors will be given red shirts with the *FIRST* Ambassador logo to wear as identifying insignia. They will also receive a folder of *FIRST* literature that includes a list of questions to ask during the tour of the Pit. The folder will also contain a checklist of options to help *FIRST*, to be handed back at the close of the session.

Team representatives will be chosen and invited to lead groups of at least two Ambassadors through tours of the Pit where the Ambassadors will meet and talk to a number of other pre-selected teams. There will be various options in case a given team is competing at the time. Regional Directors and/or Planning Committees should select teams known to be articulate and have good stories for the Ambassadors to hear.

Other requirements include: sign-in sheet to capture all contact information for follow up purposes; signage to direct guests to Ambassador area; private or semi-private meeting space (near or in VIP area).

Responsibilities

Initially, the Regional Director will oversee the Ambassador Program at the applicable events. The Regional Director, assisted by an Ambassador Coordinator will be charged with facilitating and leading the Ambassador sessions. Individuals selected as an Ambassador Coordinator must have a thorough understanding of and commitment to *FIRST* and must be able to lead a meeting of VIPs. Ambassador Coordinators will be required to participate in a training session conducted by *FIRST* Ambassador Co-Chairs via teleconference in February.

Regional Directors, in conjunction with their Executive Advisory Board or VIP Planning Committee will determine the appropriate guests to invite to the Ambassador sessions.

FIRST Ambassadors should be easily identified by teams and other volunteers, FIRST recommends a red polo shirt with the FIRST logo and the word Ambassador embroidered on the left chest. Acquiring and paying for these shirts is the responsibility of the local planning committee. If the committee wishes to utilize FIRST's vendor, please contact FIRST Procurement for assistance.

Ambassador names, addresses and contact data should be added to the Volunteer Information and Matching System (VIMS), preferably before the event, but no later than 4 weeks post event. Follow-up communications from Regional Ambassador Coordinators, FRC Planning Committees, or Regional Directors to Ambassadors will strengthen their commitment and involvement with *FIRST*. Some suggestions include:

- Immediate thank-you via email or regular mail
- Invitation to Championship event (must be vetted through Development at *FIRST* headquarters due to space limitations)
- Networking opportunities for Ambassadors and Regional Planning Committee
- Ambassador-related news (business, special interest)
- *FIRST*-related special interest stories, especially those appearing in national or regional
- Notices about e-newsletters on the *FIRST* website

VIPs

Overview

The purpose of the VIP program is to develop and cultivate contacts, co-ordinate special activities, and make connections among individuals who will help grow *FIRST* and help support and grow teams and events in your region.

As you begin planning your VIP program, it is important to identify your criteria as to what distinguishes a person as a "VIP". Overall, VIPs should include high-level and high-profile individuals that can help facilitate future growth of your Regional. VIPs may be senior executives from organizations that sponsor your event or from prospective sponsors for future Competitions. *FIRST* may recommend individuals in your region who are involved with *FIRST* in high-profile ways (e.g. representatives from Founding Sponsor companies or contributors to the *FIRST* Annual Fund), and including these people on your VIP list is appropriate. There may be regional "leaders/luminaries/celebrities" (e.g. politicians, astronauts, well-known educators, scientists, etc.), and you should review your VIP criteria to see if including these people on your VIP list will bring attention and momentum to your event. Senior administrators from the local K-12 education system, such as School Board Presidents, Superintendents, District Science and/or Technology Supervisors, as well as leaders from 2-year and 4-year colleges and universities in the region also are valuable to include as VIPs. The local chairs of professional organizations like ASME, IEEE, NSBE, SME, SWE, etc., are likely to be wonderful resources for your Regional Committee, and should be considered as potential VIP activity co-sponsors and/or VIP guests.

VIP Reception Coordinator

Your planning committee should designate a VIP Reception Coordinator to lead responsibilities for the VIP program. The duties of this volunteer are fully outlined in Section 1, Planning Committee. This individual will work with the Regional Committee to set criteria for VIP designation and to develop the VIP strategy, including any VIP activities/events.

Once you have determined the criteria for a VIP designation, the Coordinator will determine what strategy to use to attract VIPs to the regional event and what activities to plan for VIPs on site. You need to determine whether or not you want to host "VIP Tours" of the event, a luncheon/dinner or a reception, or some other activity, and you will want to assess which day(s) time(s) to offer special VIP opportunities. The Planning Timeline indicates the time frames in which to carry out VIP-related activities. Your *FIRST* Regional Director will also help in developing VIP goals, strategies and implementation.

VIP Invitations and RSVPs

The VIP Reception Coordinator will develop and maintain your VIP invitation list; develop, print, and mail out VIP invitations/letters outlining your VIP program; make follow up calls to get VIPs to the event, and track RSVPs. For samples of VIP invitations that have been used for other events, or to inquire about availability of invitation templates from *FIRST*, contact your *FIRST* Regional Director. Throughout this process, it is important that the Coordinator keep a complete and accurate electronic version of your VIP list, including the full name, title, company name and address, phone, and email contact information for each invited VIP. It is important that this list be stored for use the following year, so that continuity can be maintained. Since the goal of your VIP activity is to gather the complete contact information for all those who can help your efforts, this comprehensive and accurate list of what VIPs participate in your event activities is critical for your follow-up efforts. The VIP Reception Coordinator will be asked to forward an electronic copy of your regional VIP list to *FIRST* for incorporation into the master VIP contact list. A request from *FIRST* for your regional list may be made at any time prior to or following the event. Should you have questions about how to compile your VIP list, contact *Vice President of Development* (*refer to Introduction section for contact information*).



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VIPs On-site

The VIP Reception Coordinator functions as an on-site VIP contact during the regional Competition. *FIRST* recommends having a volunteer-staffed VIP check-in/registration desk where all VIPs can be welcomed, registered, given a VIP badge, and briefed on the schedule of VIP activities and benefits of being a VIP. This could include volunteer and/or student escorts to guide the VIP to a specific seating area or to a reception area, or it could include media opportunities scheduled around particularly high-profile VIPs. Your VIP Reception Coordinator will have briefed the check-in desk volunteers. The most important thing is to have a well-marked registration area, with volunteers who are friendly, helpful and able to communicate well with VIPs. These individuals should be well versed in the mission and goals of *FIRST* and in the basics of the Competition. Since some VIPs will be newcomers to *FIRST*, it is critical that their VIP experience be catalytic. It is also extremely important to keep an accurate list of those who register on site as VIPs, cross-referencing this on-site sign-in list with your original invitation list. You will find that some of those you have invited may not attend, and there may be guests of invited VIPs that do come to the event and register as VIPs on site. You will want to capture contact information for these people. Because the goal of your VIP activity is to gather the complete contact information for all those who can help your efforts, a comprehensive and accurate list of all VIPs who participate in your event is critical for your follow-up efforts. On-site activities for VIPs vary around the regionals; for any additional information about how to plan a successful VIP program, contact your Regional Director.

Sample VIP Strategies and Styles

Regionals have experimented with various strategies for inviting VIPs to their events:

- 1) The 'rifle shot' approach, where a very limited number of VIPs are identified and given personal invitations, usually by another high level VIP who is already a *FIRST* supporter.
- 2) The 'shot-gun' approach where a very large list, compiled from every source possible, is invited in the hope that a percentage will attend.
- 3) A variation of the 'shot-gun' approach where the invitation is issued in the name of a group of local high level *FIRST* supporters who have name recognition. "Mr XXX, CEO of ABC Corp and Ms YYY CFO of DEF Corp invite you join them at the *FIRST* Robotics Competition (**Your event name here**) Regional". With this style, Mr. XXX and Ms. YYY must actually be there to meet the invitees.
- 4) An 'education' event where the local School Boards, Superintendents and Principals are invited. They can be invited to bring their teachers and classes to the event, but this does tend to limit it to the Friday.
- 5) A Saturday midday timing is the most common for VIP events, but some have been held on Friday and some on both days.

The various type of events that have been run successfully have included:

- 1) A formal sit-down lunch with invited speakers. This can be an important person whom the VIPs would like to hear. The State Governor is ideal, for example. Also, using team members and mentors to talk to the group is very successful.
- 2) A buffet brunch from 10:00 a.m. to 2:00 p.m. where visitors can be flexible when they arrive. This works best when it can be held in a location from which the event can be viewed.

2012 FIRST[®] Robotics Competition (FRC[®])

Media/PR Toolkit

This toolkit has been designed to provide you with the information and tools you need to plan and execute a successful local Media/PR strategy that maximizes the impact of your Regional/District event and helps publicize how the *FIRST*[®] Robotics Competition (FRC[®]) helps young people discover the fun in science and technology.

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Media/PR Task Checklist

✓	ACTION	SUPPORT RESOURCES
	DEFINE GOALS	
	Identify objectives	
	Outline key messages	Appendix A
	Identify target media	marketing@usfirst.org
	BUILD COMMUNICATIONS TEAM	
	Designate PR/Media Coordinator	
	Engage outside agency and/or consultant(s)	
	CREATE MATERIALS	
	<i>FIRST</i> FAQs	Appendix B
	Calendar alert	Appendix C
	Media advisory	Appendix C
	Competition press release	Appendix C
	Post-competition press release	Appendix C
	<i>FIRST</i> boilerplate	Appendix C
	Press kit	
	Media guidelines	Appendix D
	CONDUCT MEDIA OUTREACH	
	Develop target media list	marketing@usfirst.org
	Develop story angles	Appendix E
	Identify and prepare spokespersons	
	Identify teams and contacts	
	Contact media	
	Define on-site support	
	RESOURCES	
	FRC Evaluation	Appendix F
	<i>FIRST</i> Policy for Use of Trademarks	Appendix G
	<i>FIRST</i> Branding Design Standards	Appendix H
	EVALUATE	
	Track media coverage and compile summary	
	Measure results against goals	
	Identify best practices and lessons learned	
	Identify changes for next season	
	Communicate results to <i>FIRST</i> Marketing	marketing@usfirst.org

Media/PR Timeline

Note: CW = Competition Week

	Sep/ Nov	Dec	Jan	CW-6	CW-5	CW-4	CW-3	CW-2	CW-1	CW	CW+1	CW+2	CW+3
DEFINE GOALS													
Identify objectives	■												
Outline key messages	■												
Identify target media	■												
BUILD COMMUNICATIONS TEAM													
Designate Media/PR Coordinator	■												
Engage outside agency (if appropriate)	■												
CREATE PRESS MATERIALS													
Create press materials		■	■	■	■								
Develop press kit				■	■								
CONDUCT MEDIA OUTREACH													
Develop target media list		■	■										
Develop story angles		■	■										
ID & prep spokespersons			■										
ID & prep teams			■										
Contact media				■	■	■	■	■	■				
Define on-site support							■	■					
Issue calendar alert						■							
Issue media advisory									■	■			
Issue press release										■	■		
Issue post-competition. press release										■			
EVALUATE											■		
Track media coverage										■	■	■	
Compile coverage summary										■		■	
Measure results against goals											■		
ID best practices/lessons											■		
ID changes for next season											■		
Results to FIRST Marketing												■	

Key Dates

Registration closes	January 27, 2012 (Unrestricted Regional Event Registration)
FRC Kickoff	January 7, 2012
Robot ship date	February 21, 2012
FIRST Championship	April 25-28, 2012

Media/PR Guide

DEFINE GOALS

Identify objectives

In addition to general goals such as raising awareness and encouraging growth of Sponsor base and formation of teams, you may find it helpful to identify specific objectives for your Media/PR efforts, such as:

- Placement on front page of Sunday insert in XYZ newspaper
- Coverage by science or education reporter from largest area TV station
- Public Service Announcements on local youth-oriented radio station

Outline key messages

When speaking with the media and drafting your press materials, please use *FIRST* core messages (see Appendix A) plus background history of *FIRST* in your region, and *FIRST* boilerplate (See Appendix C).

Identify target media

Identify which media outlets are best suited to getting your key messages to your intended audience. We recommend you take full advantage of:

- Local/Regional TV Network affiliates
- Local/Regional Newspapers
- Local online (Calendar listings and other)
- Blogs (Business, Education)
- Suburban newspapers
- Magazines based in area
- Local/Regional radio stations
- Time Warner Cable opportunities (if you are located in their 28-state footprint, please let us know so we can connect you with the appropriate contacts)

Encourage local Corporations and Sponsors to promote their involvement with your *FIRST* event through their area news outlets and on their websites, and internal newsletters.

BUILD COMMUNICATIONS TEAM

Designate PR/Media Coordinator whose role is to:

- Conduct outreach to local media throughout the planning season and generate interest in your event
- Act as point-of-contact for local media inquiries prior to event
- Function as contact person for invited media personnel at event (See Appendix D)
- Coordinate promotion of event with *FIRST* Marketing
- Communicate media plans, coverage and results

Engage an outside agency and/or media consultant(s), if applicable

It is a very effective strategy to engage a pro-bono outside agency to plan and execute your media strategy. These media/PR experts will make an important difference in the impact of your publicity efforts. Please let the Marketing Department in Manchester, marketing@usfirst.org know of any agencies that are doing PR on your behalf, and also inform the local Regional Director and the Regional Planning Committee know for approval and whether the work is paid or "pro-bono."

CREATE MATERIALS

This guide provides written materials that can be shared with the media and also used to brief spokespersons, community and business leaders who may attend the competition, and anyone who may come in contact with the media. Samples and templates have been updated with 2012 season information.

Note: For brand and company identity purposes, it is important to communicate the proper use of *FIRST* by using consistently using it correctly. *FIRST* should always appear in all capital, italicized letters. The first time *FIRST* appears on a page the ® symbol should be used as follows: *FIRST*[®]. (See Appendix F for additional information regarding *FIRST* trademarks.) Editors may download high-resolution logos and

photos for all programs on *FIRST* from the *FIRST* web site Press Room at www.usfirst.org/aboutus/pressroom. Program photos can be found and downloaded at:

- [Junior FIRST[®] LEGO[®] League](#)
- [FIRST LEGO League](#)
- [FIRST[®] Tech[®] Challenge](#)
- [FIRST[®] Robotics Competition](#)

***FIRST* FAQs**

- Answers general questions regarding *FIRST* and its programs
- See Appendix B

Calendar Alert (send 3-4 weeks prior to event)

- Used to encourage public attendance at an event by free local Calendar Listings (Online and in print)
- See Appendix C for template
- Fill in specific regional details where specified in the document
- Fax or e-mail to calendar sections at local dailies 4 weeks prior to event kick-off; or complete online form for some

Media Advisory (send 3-4 days prior to event)

- Used to encourage media attendance at an event
- See Appendix C for template
- Fill in specific regional details where specified in the document
- Fax or e-mail to television and radio broadcast assignment editors and photo desks at local dailies and broadcast stations 3 days, 2 days and 1 day (3 times) prior to event kick-off
- Call day before or day of event

Competition Press Release (send 1-2 days prior to event)

- Longer, more extensive explanation of the regional competition and how the game is played and include game logo
- Provides content such as quotes from spokespersons
- See Appendix C for template
- Fill in specific regional details and localized content such as quotes where specified in the document (include team name, # and school)
- Fax or e-mail to media day before event Kickoff and give to media at event

Post-Competition Press Release (send 1-4 hours after event)

- Recap of competition and its winning teams which allows reporters to localize their story
- See Appendix C for template
- Fill in specific regional details and award winners where specified in the document
- Fax or e-mail to media immediately following the closing ceremonies

***FIRST* Boilerplate**

Approximately 100-word explanation of *FIRST*. The boilerplate should remain as is and not be edited when used within a press release. Include this at the bottom of all press materials.

Press Kit

Produce folders filled with:

- FAQs (See Appendix B)
- Regional event press release
 - *FIRST* and FRC (or other program) marketing materials (available from FRC On-line Marketing Tools at <http://www.usfirst.org/roboticsprograms/marketing-tools/frc>)
- Media guidelines (See Appendix D for template)
- Other materials at your discretion (e.g. event-specific schedule, team lists or Sponsor materials)

Develop target media list

- Search the Internet and yellow pages for listings of media outlets in your location, including (or email marketing@usfirst.org):
 - Local/Regional TV Network affiliates
 - Local/Regional Newspapers
 - Suburban newspapers
 - Magazines based in area
 - Local/Regional radio stations
- Analyze and target media outlets by considering such things as:
 - Customer demographics – Does it reach your target audience?
 - Types of stories the media outlet covers – Does your story fit?
 - Distribution levels – How large is their audience?
- If the following information is not available on the media outlet's website, call or e-mail them to obtain:
 - Contact names, addresses, telephone and fax numbers, and e-mail addresses
 - Deadlines and frequency of publications and program schedules

If you need help in developing a media list for your region, (including newspapers and television stations), please send your request to marketing@usfirst.org. Please allow 2 days for turnaround. Include the city or cities to be included in your media list.

Develop story angles

- Develop story angles that tie back to the *FIRST* core mission that can help pitch the *FIRST* Robotics Competition to the media. The term “pitch” refers to “selling” a story idea to an editor/reporter. For example:
 - Specific, positive, tangible results achieved by being part of *FIRST*:
 - Students’ improved academic performance
 - Increased class attendance
 - Graduation statistics
 - Internship opportunities for students
 - College scholarships available to *FIRST* participants
 - Why businesses partner with high schools:
 - To help enrich the job pool for the future
 - To “compete” against other Sponsoring companies in a technology environment, not just via profits and products
 - To reinvigorate adults through youth mentorship
 - Human interest stories:
 - Diversity
 - Teamwork
 - Building alliances with those they compete against
 - Reaching for what seems impossible
- See Appendix E for an extensive listing of potential Story Angles
- See Appendix F for sample stories resulting from pitches
- Share unique stories about your teams with local media and *FIRST* Marketing for potential use with national media efforts. Send your stories of interest to marketing@usfirst.org.

Identify and prepare spokespersons

Media will seek out credible and compelling spokespersons to interview before or at the competition.

- Interviews on the phone, in person or on-camera
- Identify spokespersons before contacting media, ideally at least one spokesperson per following group:
 - Students (access via team leaders)
 - Educators
 - Volunteers
 - Corporate/college or university Sponsors
 - *FIRST* organizers
- Compile spokesperson contact list
- Advise spokespersons that you will be using them as references and contacts in your media work

- Provide all available media materials to each spokesperson so they can prepare for interviews
- Give spokespersons a “heads up” when you provide their contact information to the media

Contact media

Media representatives are almost always on deadline and like to receive succinct information quickly.

- Outline brief points you want to tell media
 - What is the *FIRST* Robotics Competition
 - When and where the Regional Competition will be (have schedule and details at hand so you can answer detailed questions quickly). Direct reporters to the *FIRST* website Media Center at www.usfirst.org/pressroom
 - Who is available to speak to them (have spokesperson contact list at hand)
 - If time permits, suggest some of the story angles you have identified
 - When talking to television reporters, give them an idea as to what pictures or “visuals” they will be able to capture (see Media Alert template, Appendix C)
- Begin contacts with print reporters first as they take longer to prepare stories
 - Daily newspaper: contact the Technology, Education and/or Science Editor or Reporter
 - Weekly or monthly newspaper: contact the Editor
 - TV station: contact the Assignment Desk/Assignment Editor/Weekend Assignment Editor and the Technology, Education and/or Science reporter
 - Radio station: contact the Program Director
- Keep a running list of the media you talk to and the outcome
 - Use to generate media attendance checklist for event
 - Use to search for media results after the competition
- Encourage media to attend opening ceremonies, final rounds or closing/awards ceremonies because reporters will find these activities most exciting and newsworthy (Note: Tell media about local VIPs and dignitaries attending your Regional or event)

Social Media and *FIRST*

FIRST has embraced social media technologies – online content created by people using highly accessible and scalable publishing technologies – to connect our community to the online world and form relationships among teams, Mentors/Coaches, Volunteers, educational entities and Sponsors.

While social media can take many different forms, *FIRST* is currently using Internet forums, blogs, RSS feeds, and videos. Check out

:

- Forums: [***FIRST* Forums**](#)
 - Alumni & Community Social Site: [***FIRST*Community**](#)
- You Tube:
 - [***FIRSTWorldTube***](#)
 - [**Jr.FLL Channel**](#)
 - [**FLL Channel**](#)
 - [**FRC Channel**](#)
- Blogs:
 - [**FLL Blog**](#), Community Stories as contributed by FLL official correspondents
 - [**Ken's FTC Blog**](#), News from the Director of *FIRST* Tech Challenge (FTC)
 - [**Bill's FRC Blog**](#), News from the Director of *FIRST* Robotics Competition (FRC)
- Twitter:
 - [***FIRST* Twitter**](#)
 - [**FLL Twitter**](#)
 - [**FTC Twitter**](#)
 - [**FRC Twitter**](#)

- [FIRST on Facebook](#)
- [FTC on Facebook](#)
- [FRC on Facebook](#)

On-site support

- *Media Check-in*
 - Set up and staff media check-in table
 - Identify and welcome media
 - Record attendance via checklist
 - Hand out media nametags
 - Consider recruiting student PR/Marketing Communications Volunteers to staff table and host the media
- *Media Passes*
 - Provide media nametags to make media easy to spot members of the press
 - Each media member should have official media identification/credentials that you can request to see at any time
- *Media materials distribution*
 - Provide FIRST Media Kit folder to each media member who attends event
- *Media access to teams/spokespersons*
 - If possible, stay with Media while they are on site or assign them a host to introduce them to spokespersons and help them understand and maneuver the competition
 - Take a moment to inform spokespersons where media person is from, what format the interview will take, and what key messages to focus on
 - If you book media appointments/interviews ahead of time, keep to your schedule. Often media are on a deadline and they will get frustrated if there are delays
 - Media may inquire as to whether attendees have signed release forms. FIRST will post a release form on the FIRST website and all competition participants are required to sign a release form in order to participate at the event. These release forms provide legal protection to FIRST and to the media. It is common practice for the media to ask people they have photographed, interviewed or filmed to sign their own TV/newspaper/radio media releases and participants should accommodate such requests. It is FIRST policy not to print a minor's picture accompanied by his or her full name unless specific, written permission has been obtained from a parent or guardian. Media must obtain their own signed releases if they plan to print names along with photos of any minors.
 - Inform Jonathan Hawley ([DEKA / hawley@dekareserach.com](mailto:DEKA/hawley@dekareserach.com)) once he is on-site if there are any requests for Dean Kamen (If Dean Kamen attends your Regional)

EVALUATE

Track media coverage and compile summary

- Monitor television news, radio and newspapers to identify any FIRST media coverage (e.g. Google News)
- Review your media contact list and call or e-mail reporters who said they would cover the competition to find out when and where the coverage ran
- Submit a list of media contacts and coverage summary to FIRST Marketing 3-4 weeks after the event. Send to marketing@usfirst.org

Measure results against goals

- Did you accomplish your objectives?
- How well were your key messages communicated?
- What was your rate of success in generating coverage through targeted media outlets?

Identify best practices and lessons learned

- What went well and why?
- What did not go well and why?

Changes for next season

- What changes would you make next year to improve the Media/PR efforts for your regional event?
- Communicate your great ideas, best practices and constructive suggestions to FIRST Marketing

This toolkit was created to make it easier for you to conduct outreach to your local media. FIRST Marketing is available to assist you in your efforts. We request that you track your media results and share them with us.

Send an e-mail to marketing@usfirst.org or contact one of the following people in the FIRST Marketing Department:

Cheryl Walsh
Sr. Director, Media Relations & Marketing
603-666-3096 ext 460
cwalsh@usfirst.org

Dennis Garrigan
Marketing Programs Manager
603-666-3906 x454
dgarrigan@usfirst.org

Marian Murphy
Communications Manager
603-666-3906 ext 409
mmurphy@usfirst.org

Shana Benzinane
Marketing Programs Manager
603-666-3906 ext 482
sbenzinane@usfirst.org

Haley Dunn
Marketing Administrative Assistant
603-666-3906 ext. 494
hdunn@usfirst.org

Headquarters
200 Bedford Street
Manchester, NH 03101
Phone: 603-666-3906
Fax: 603-666-3907



APPENDIX A
FIRST[®] CORE MESSAGES
FOR INTERNAL USE ONLY*

The following key messages should be reviewed and used in communications with the media so that *FIRST*[®] messages stay clear, concise, and consistent.

*May be shared with members of the *FIRST* community (e.g. volunteers, sponsors) as a guide to representing *FIRST* to the general public. Not to be published.

CORE GOALS

The goal of *FIRST*[®] is to inspire young people's interest and participation in science and technology.

- Society celebrates achievement in sports and entertainment, yet we do not celebrate achievement in science and technology.
- Societies get what they celebrate. Our society needs to celebrate science and technology.
- *FIRST* will create excitement, challenge, and fun in science and technology for more than 293,000 young people in 2011/12.
- *FIRST* celebrates scientists and engineers as heroes.
- *FIRST* seeks to make being smart “cool.”

Young people's interest and participation in science and technology will help them succeed in life and will help our society.

- There are great opportunities for young people to build successful careers in science and technology.
- Many of society's key problems will be solved with science and technology (e.g. water, access to electric power, medical, etc.).
- Conversely, the chances of becoming a sports hero are small; only about 500 jobs for players in the NBA.
- *FIRST* is the subject of a book by *New York Times* best-selling author Neal Bascomb, titled *THE NEW COOL*, which chronicles the challenges of a *FIRST* Robotics Competition team led by MacArthur Foundation Fellow and Mentor Amir Abo-Shaeer.
- *FIRST* was the subject of a CNN Special in 2011 titled “Education: Don't Fail Me.”

SPORTS MODEL STRATEGY

***FIRST* brings the excitement of a sporting event to science and technology via robotics competitions.**

- More than 2,300 teams of high-school students will compete in the 2012 *FIRST*[®] Robotics Competition. Regional and District events to be held in the U.S., Canada, and Israel.
- 2,100 teams of high-school-aged young people are expected to compete in the 2011/12 *FIRST*[®] Tech Challenge. 100+ Qualifying & Championship Tournaments expected.

- 19,800 teams of middle-school students, ages 9-16 (9-14 in the US, Canada, and Mexico), are expected to participate in *FIRST*[®] LEGO[®] League in 2011/12. Championship Tournaments and Qualifying Events worldwide (680+).
- *FIRST* also offers the Junior *FIRST*[®] LEGO[®] League for 6 to 9 year-olds. 2,600 teams are expected to participate in 2011/12.
- *FIRST* Championship at the Edward Jones Dome, St. Louis, April 25-28, 2012.
- The competitions are intense, exciting, and fun.

***FIRST* offers a progression of robotics programs for K-12 (ages 6-18). Young people can now become involved in robotics starting in Kindergarten and continue with *FIRST* through high school, or they can join *FIRST* at any level.**

- Junior *FIRST*[®] LEGO[®] League (Jr.FLL[®]): Grades K-3 (ages 6-9)
- *FIRST*[®] LEGO[®] League (FLL[®]): Grades 4-8 (ages 9-16; 9-14 in the U.S., Canada, and Mexico)
- *FIRST*[®] Tech Challenge (FTC[®]): Grades 9-12 (ages 14-18)
- *FIRST*[®] Robotics Competition (FRC[®]): Grades 9-12 (ages 14-18)

***FIRST* rewards “Gracious Professionalism™.” Winning a *FIRST* competition requires more than winning a traditional sports competition.**

- Gracious Professionalism encourages doing high-quality, well-informed work in a manner that leaves everyone feeling valued.
- Teams don’t win at another team’s expense.
- Teams are dependent upon each other, so they help each other.
- Teams are judged not on the final score but on overall performance, including problem solving, innovation, teamwork, Coopertition™, community engagement, and fostering greater levels of respect and honor for science and technology. The most prestigious awards at *FIRST* are:
 - The *FIRST* Robotics Competition Chairman’s Award
 - The *FIRST* Tech Challenge Inspire Award
 - The *FIRST* LEGO League Champion’s Award

SPONSORSHIP

***FIRST* is supported by a strong network of national corporations, educational institutions, and professional institutions.**

- Some of the world’s most respected companies provide: funding; mentorship time and talent; volunteerism; and equipment to make *FIRST* a reality.
- Three out of five of the Fortune 500 companies are involved in *FIRST*.
- Corporate Sponsors include 3M, BAE Systems, The Boeing Company, Boston Scientific Corporation, Baxter International Inc., The Chrysler Foundation, DEKA R&D, Delphi, FedEx Corporation, General Motors, jcpenney, Johnson & Johnson, Kleiner Perkins Caufield & Byers, LEGO Group, Motorola, Inc., Motorola Foundation, National Instruments, PTC, Rockwell Automation, Rockwell Collins, Time Warner Cable, Vestas, and Xerox Corporation.
- Education and government sponsors include NASA and MIT.
- As part of *FIRST*[®] Green, a series of sustainable, eco-friendly *FIRST* fundraising programs, the *FIRST*[®] Green e-watt saver program enables *FIRST* teams to sell two exclusive, state-of-the-art, LED light bulbs: an 800 lumen light bulb that replaces a 60-watt incandescent bulb; and a 450 lumen version to replace a 40-watt incandescent bulb. Both bulbs are dimmable to 5 percent of light output, are omni-directional, have 25,000 hours of life, and come with a 5-year warranty.
 - *FIRST*Green e-watt saver bulbs are now available through local teams. For information on how consumers can purchase an e-watt saver bulb from a *FIRST* team, visit www.usfirst.org/firstled or contact: e-watt@usfirst.org.

***FIRST* corporate sponsorship builds deep, lasting partnerships.**

- Corporate involvement in *FIRST* goes well beyond grant dollars to include widespread employee involvement and volunteerism, internships for students, employment opportunities, and student/mentor relationships.

- Sponsor companies host FIRST competitions.

STRATEGIC ALLIANCES

FIRST has Strategic Alliances in place with:

- Automation Federation (AF/ISA); National 4-H Council; Girl Scouts of the USA; MIT Alumni Association; Society for Laboratory Automation and Screening (SLAS); Society of Women Engineers (SWE); Time Warner Cable's Connect a Million Minds™ (CAMM); Underwriter's Laboratories (UL); Yale Science & Engineering Association
- And, Alliances with:
 - America's Promise Alliance; National Robotics Week

MENTORSHIP

FIRST creates powerful mentorship relationships between young people and professional engineers.

- FIRST teams include engineers from some of the world's most respected companies.
- Students work closely with, and learn from, these "stars" of the engineering world.
- Meaningful involvement of adults in the lives of young people is an essential component for developing young people's potential.

VOLUNTEERISM

FIRST is a volunteer-driven and -operated organization.

- FIRST teams, competitions, and events are organized and operated by volunteers, including employees of corporate Sponsors, teachers, parents, community leaders, FIRST alumni, and friends.
- FIRST Volunteers number 101,000 in 2011/12.

EDUCATION/CAREER PATH

FIRST provides an education and career path for young people with an interest in pursuing careers in science, technology, engineering, and math.

- There are more than \$14 million in scholarship funds available to eligible FIRST students.
- FIRST scholarship offerings are from the finest science and engineering schools.
- Two thirds of FIRST students have indicated an interest in working for a team Sponsor in summer internships or full-time employment.

IMPACT

FIRST is working; according to an independent study by Brandeis University, funded by the Ford Foundation.

Brandeis University conducted an independent, retrospective study of FIRST participants and compared results to a comparison group of non-FIRST students with similar backgrounds and academic experiences, including math and science (2005). Results showed FIRST students are:

- More than three times as likely to major specifically in engineering.
- Roughly ten times as likely to have had an apprenticeship or co-op job in freshman year.
- More than twice as likely to expect to pursue a science or technology career.
- Nearly four times as likely to expect to pursue a career specifically in engineering.



APPENDIX B FIRST[®] FAQ

What is FIRST[®]?

FIRST[®] (*For Inspiration and Recognition of Science and Technology*) was founded in 1989 by inventor Dean Kamen to inspire young people's interest and participation in science and technology. Based in Manchester, N.H., the 501(c)(3) not-for-profit public charity inspires 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.

FIRST provides four programs: the FIRST[®] Robotics Competition (FRC[®]) and the FIRST[®] Tech Challenge (FTC[®]) for Grades 9-12 (ages 14 to 18); the FIRST[®] LEGO[®] League (FLL[®]) for Grades 4-8 (ages 9 to 16; 9 to 14 in the U.S., Canada, and Mexico); and the Junior FIRST[®] LEGO[®] League (Jr.FLL[®]) for Grades K-3 (ages 6 to 9). FIRST also operates a research, development, and training facility called FIRST[®] Place[™] at its headquarters in New Hampshire.

Who are some of the organizations that men FIRST?

FIRST is supported by a strong network of corporations, educational and professional institutions, and individuals. Some of the world's most respected companies – including three out of every five Fortune 500 companies – provide funding, mentorship time and talent, volunteerism, equipment, and more to make FIRST a reality. Founding Sponsors are Boston Scientific Corporation, Baxter International Inc., The Chrysler Foundation, DEKA Research & Development, Delphi, General Motors, Johnson & Johnson, Kleiner Perkins Caufield & Byers, Motorola, Inc., and Xerox Corporation. Strategic Partners are BAE Systems, The Boeing Company, DEKA Research & Development, FedEx Corporation, General Motors Corporation, jcpenney, Johnson & Johnson, Motorola Foundation, NASA, National Instruments, PTC, Rockwell Automation, Rockwell Collins, and Time Warner Cable. Rockwell Collins is the Official Program Sponsor and PTC is the CAD & Collaboration Sponsor for the FIRST Tech Challenge. The LEGO Group is a Founding Partner of FIRST LEGO League. 3M and LEGO Systems A/S are Official Suppliers, and National Instruments, Rockwell Automation, Statoil, and Vestas are Sponsors of FIRST LEGO League.

How does the education community support FIRST?

FIRST provides an education, skill and career path for young people who might not otherwise have discovered an interest in and pursued education and careers in science and technology. FIRST works closely with schools at every level to transform both the perception and reality of education in science and technology. Some of the finest colleges and universities support FIRST by providing scholarship opportunities, sponsoring teams, and providing mentorship, equipment, and facilities. As a result of the support of these colleges and universities, 2011/12 FIRST high-school students are eligible to apply for over \$14 million in scholarship funds to continue education in Science, Technology, Engineering, and Math (STEM).

Who manages the teams and events?

FIRST is truly a Volunteer-driven organization. For the 2011/2012 *FIRST* season, more than 100,000 Volunteers are expected to contribute in areas including mentorship, event management, recruitment, and team management. The growth and success of *FIRST* is a direct result of the efforts of the Mentors, parents, teachers, community leaders, and citizens who volunteer their time and talent.

How can Volunteers get involved?

The best ways to start discovering the rewards of *FIRST* are:

- Attend a *FIRST* event (visit www.usfirst.org and click on the “What *FIRST* Teams and Events Are In My Area” block in the upper right corner to find an event close to you – attendance is free!);
- Contact a Mentor from a local team to assist;
- Visit the *FIRST* website at www.usfirst.org for local Volunteer/Event Opportunities; or
- Contact *FIRST* at 1-800-871-8326.

Interested Volunteers can visit our website at www.usfirst.org for more information about how to become a Mentor.

What is Gracious Professionalism™?

Gracious Professionalism™ is part of the ethos of *FIRST*. The idea and phrase are found throughout *FIRST*, but no one has been a stronger champion than *FIRST* National Advisor, Woodie Flowers.

“Gracious Professionalism is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process.”

What is Coopertition™?

Coopertition™ produces innovation. At *FIRST*, Coopertition is displaying unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams can and should help and cooperate with each other even as they compete. Coopertition involves learning from teammates. It is teaching teammates. It is learning from Mentors. And it is managing and being managed. Coopertition means competing always, but assisting and enabling others when you can.

FIRST[®] Robotics Competition FAQ

What is the FIRST[®] Robotics Competition (FRC[®])?

The FIRST[®] Robotics Competition (FRC[®]) for Grades 9-12 (ages 14 to 18) is an annual competition that helps young people discover the rewards and excitement of education and careers in science, engineering, and technology. FRC challenges high-school-aged students – working with professional adult Mentors – to design and build a robot, and compete in high-intensity events that reward the effectiveness of each robot, the power of team strategy and collaboration, and the determination of students. In 1992, the initial FIRST Robotics Competition took place with 28 teams in a high school gym in New Hampshire. In 2012, the largest-ever FRC is expected to include teams from more than 10 countries competing in 52 Regional events, 1 State Championship, 1 Region Championship, 14 District Competitions, and the FIRST Championship at the Edward Jones Dome in St. Louis, April 25-28, 2012.

Why involve a professional Mentor? Why don't students build the robot themselves?

FIRST creates powerful mentoring relationships between the students and professional Mentors. FRC teams include engineers and other professionals from some of the world's most respected companies. Students work closely with and learn from these "stars" of the engineering world. Meaningful involvement of adults in children's lives is proven as an essential component for developing young people's potential.

How is the game played?

Each year's Kickoff event unveils a new, exciting, and challenging game. From the Kickoff, teams have just six weeks to solve the season's common problem using the same kit of parts and a standard set of rules. The 2012 robotics game, Rebound RumbleSM, is played between two Alliances of three teams each. Each Alliance competes by trying to score as many of the basketballs in the hoops as possible during the 2-minute and 15-second match. Balls scored in higher hoops score Alliances more points. Alliances are awarded bonus points if they are balanced on bridges at the end of the match. In matches where opponent Alliances work together to balance on the white bridge, all participating teams earn additional valuable seeding points.

Who participates in the competition?

During the 2012 season, close to 60,000 high-school students on more than 2,300 FRC teams will compete in 52 Regionals (in the U.S., Canada, and Israel), 1 State Championship, 1 Region Championship, 14 District Competitions, and the Championship. Each team is comprised of professional Mentors and an average of 25 students in grades 9-12. In addition, each FIRST team has one or more Sponsors. Those Sponsors include companies, universities, or professional organizations that donate their time, talent, funds, equipment, and much more to the team effort.

Is scientific, technology, or mathematic expertise required for students to participate in the FIRST Robotics Competition?

FIRST invites students who may not be predisposed to science, math, or technology to participate. In fact, the FRC is designed to inspire, motivate, and encourage students to learn basic principles while challenging more experienced students. Since there are critical roles for students in everything from design and building, to computer animation, to fundraising, marketing and research, every student can actively participate and benefit.

What do the students win?

Teams compete for a series of awards honoring accomplishments in areas including engineering, design excellence, competitive play, sportsmanship, and high-impact partnerships between schools, businesses, and communities. A judging committee of distinguished professionals makes award decisions. The most prestigious award is the Chairman's Award, which recognizes the team that best represents a model for other teams to emulate and best embodies the purpose and goals of *FIRST*. All participating students receive a medallion in honor of their achievements.

Any FRC participant is also eligible to apply for over \$14 million in scholarships from leading engineering colleges and universities.

Are there other benefits to participating?

Throughout their *FIRST* experience, students gain maturity, build self-confidence, learn teamwork, and gain an understanding of professionalism. Students have fun while building a network of friends and professional Mentors who enrich their lives.

A 2011 Brandeis University evaluation of *FIRST* participants from a random national sample of FRC teams found:

- Almost all (97%) FRC participants have an interest in learning more about science and technology as a result of their participation on a *FIRST* team.
- Most (91%) FRC participants are more interested in going to college as a result of being on their *FIRST* team.
- 90% of FRC participants are more interested in having a career that uses science and technology.
- The large majority of FRC team members (over 90%) indicate an increase in teamwork skills, problem solving, time management, and communication skills as a result of their experience on their *FIRST* team.

A 2005 Brandeis University evaluation of *FIRST* participants primarily from urban and low-income schools found that, compared to a group of students with similar backgrounds in high school math and science, FRC participants were:

- Nearly twice as likely to major in science or engineering (55% vs. 28%).
- More than three times as likely to major specifically in engineering (41% vs. 13%), and they majored in engineering at roughly seven times the average among US college students overall.
- More than twice as likely to expect to have a science or technology-related career after college (45% vs. 20%).

Sponsors benefit by finding future employees and interns. Mentors benefit from renewed inspiration and a reminder as to why they chose Science, Technology, Engineering, and Math (STEM) as a career.

Volunteers are recognized as an integral and vital part of the way in which young people connect to the real world, in their own communities and in the world at large.



APPENDIX C Press Materials – Samples & Templates

CONTENTS

- Calendar Alert Template
- Media Advisory Template
- Pre-competition Press Release Template
- Post-competition Press Release Sample
- *FIRST*[®] Boilerplate

***** Calendar Alert *****

The following is a sample template. Calendar Alert should be customized [see highlighted areas] with Regional information and faxed or e-mailed to calendar sections at local dailies 4 weeks prior to event kick-off. Some media outlets require the information be submitted online at their site.



CONTACT: [NAME]
 [NUMBER]
 [EMAIL]

Local Teens Demonstrate Engineering Know-How in “Rebound RumbleSM FIRST[®] Robotics Competition Regional Event

Event: FIRST[®] Robotics Competition [REGIONAL NAME] Regional

What: More than [NUMBER OF TEAMS] area high schools will bring students, teachers, Mentors, Sponsors and family members to participate in the FIRST[®] Robotics Competition (FRC[®]). This high-tech sporting event will produce excitement and energy for participants and spectators alike, as teams compete for honors and recognition that reward design excellence, sportsmanship, teamwork, and more.

The 2012 “Rebound Rumble” robotics game is played between two Alliances of three teams each. Each Alliance competes by trying to score as many of the basketballs in the hoops as possible during the two-minute and 15-second match. Balls scored in higher hoops score teams more points. Team Alliances are awarded bonus points if they are balanced on bridges at the end of the match.

FIRST (For Inspiration and Recognition of Science and Technology) is a not-for-profit organization, founded by inventor Dean Kamen, dedicated to inspire an appreciation of science and technology in young people. The FIRST Robotics Competition is a program that challenges high school students – working with professional Mentors – to design and build a robot to contend in competitions that measure the effectiveness of each robot, the power of collaboration and the determination of students.

When: [INSERT DATE]

Time: [INSERT TIME] a.m. – [INSERT TIME] p.m.

Where: [LOCATION]
 [STREET ADDRESS]
 [CITY, STATE]

Details: Admission is free. More information: www.usfirst.org

ABOUT FIRST[®]

Accomplished inventor [Dean Kamen](#) founded FIRST[®] (For Inspiration and Recognition of Science and Technology) in 1989 to inspire an appreciation of science and technology in young people. Based in Manchester, N.H., FIRST designs accessible, innovative programs to build self-confidence, knowledge, and life skills while motivating young people to pursue opportunities in science, technology, and engineering. With support from three out of every five Fortune 500 companies and more than \$14 million in college scholarships, the not-for-profit organization hosts the [FIRST[®] Robotics Competition \(FRC[®]\)](#) and [FIRST[®] Tech Challenge \(FTC[®]\)](#) for high-school students, [FIRST[®] LEGO[®] League \(FLL[®]\)](#) for 9 to 14-year-olds, (9 to 16-year-olds outside the U.S., Canada, and Mexico) and [Junior FIRST[®] LEGO[®] League \(Jr.FLL[®]\)](#) for 6 to 9-year-olds. Gracious Professionalism[™] is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. To learn more about FIRST, go to www.usfirst.org.

#

***** Media Advisory *****

The following page is a sample template. Media Advisory should be customized [see highlighted areas] with Regional information and faxed or e-mailed to broadcast assignment editors and photo desks at local dailies and broadcast stations 3 days, 2 days and 1 day (3 times) prior to event kick-off. Follow up Media Advisory with a phone call.



FOR IMMEDIATE RELEASE

 CONTACT: [NAME]
 [NUMBER]
 [EMAIL]

Local Teens Demonstrate Engineering Know-How – Rebound RumbleSM at the FIRST[®] Robotics Competition Regional Event

*Teams Compete in Regional Competition for
Coveted Awards and Chance to Compete at Championship*

Who: Teen teams from local school districts and [#] surrounding states will participate in the FIRST[®] Robotics Competition [REGIONAL NAME] Regional for an opportunity to win regional recognition for design excellence, sportsmanship, teamwork, and more, and advance to the FIRST Championship competition. The public is encouraged to attend, catch the excitement of this intense competition, and cheer on their favorite teams. Admission is free.

The 2012 “Rebound Rumble” robotics game is played between two Alliances of three teams each. Each Alliance competes by trying to score as many of the basketballs in the hoops as possible during the two-minute and 15-second match. Balls scored in higher hoops score teams more points. Team Alliances are awarded bonus points if they are balanced on bridges at the end of the match.

[LIST NOTABLE GUEST HERE] will be in attendance to [DESCRIBE INVOLVEMENT, TIME & LOCATION] [LIST LOCAL TEAMS AVAILABLE}

What: The FIRST Robotics Competition (FRC[®]) is a program that challenges high school students - working with professional Mentors - to design and build a robot to contend in competitions that measure the effectiveness of each robot, the power of collaboration, and the determination of students. Teams in the FIRST Robotics Competition [REGIONAL NAME] Regional will vie for regional awards and a spot at the FIRST Championship to be held April 25-38, at the Edward Jones Dome in St. Louis, Mo. The competition is part of FIRST, a not-for-profit organization dedicated to inspire young people's interest and participation in science and technology.

When: Thursday, [DATE] 8:00 a.m. – 12:00 p.m. - Robot testing and inspection

Friday, [DATE] 9:00 a.m. – 9:20 a.m. - Opening ceremonies
9:20 a.m. – 4:30 p.m. - Qualifying matches

Saturday, [DATE] 9:00 a.m. – 9:20 a.m. - Opening ceremonies and Sponsor keynotes

9:20 a.m. - 12:00 p.m. - Qualifying matches
1:00 p.m.- 3:00 p.m. - Final rounds matches
3:00 p.m. – Awards & closing ceremonies

Where: [LOCATION]
[ADDRESS]
[PHONE NUMBER]

Photo Opp: Students testing, tuning up, and competing with their robots. Students use Microsoft Corporation's award-winning Kinect for Xbox 360 to "drive" robots to shoot baskets. Watch student teams of Alliances score as many baskets as possible during fast-paced matches. Students that shoot higher baskets score more points. Additional points are awarded if they are able to balance bridges at the end of the match. Mentors, school groups, school mascots, family, and fans cheering on teams

ABOUT FIRST[®]

Accomplished inventor [Dean Kamen](#) founded [FIRST[®]](#) (For Inspiration and Recognition of Science and Technology) in 1989 to inspire an appreciation of science and technology in young people. Based in Manchester, N.H., FIRST designs accessible, innovative programs to build self-confidence, knowledge, and life skills while motivating young people to pursue opportunities in science, technology, and engineering. With support from three out of every five Fortune 500 companies and more \$14 million in college scholarships, the not-for-profit organization hosts the [FIRST[®] Robotics Competition \(FRC[®]\)](#) and [FIRST[®] Tech Challenge \(FTC[®]\)](#) for high-school students, [FIRST[®] LEGO[®] League \(FLL[®]\)](#) for 9 to 14-year-olds, (9 to 16-year-olds outside the U.S., Canada, and Mexico) and [Junior FIRST[®] LEGO[®] League \(Jr.FLL[®]\)](#) for 6 to 9-year-olds. Gracious Professionalism[™] is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. To learn more about FIRST, go to www.usfirst.org.

#

*****Pre-Competition Press Release*****

The following page is a sample template. Release should be customized [see highlighted areas] with Regional information and given to media at the Regional events and faxed or e-mailed to the media fax #'s day of event. Follow up with a phone call.



FOR IMMEDIATE RELEASE

CONTACT: [NAME]
[NUMBER]
[EMAIL]**TEENS FROM [LOCATION] AREA SHOWCASE DESIGN AND ENGINEERING SKILLS AT FIRST[®] ROBOTICS COMPETITION – “Rebound RumbleSM”**

Students Learn Problem Solving and Teamwork in Addition to Designing and Building Robots by Working with Professional Mentors to participate at [Regional Event Name], [Date]

[CITY, STATE, DATE, 2012] — High-school students from [XX] states and [CITY]-area schools will have the opportunity to showcase their hard work after an intense six weeks of designing and building an original robot in the FIRST[®] (For Inspiration and Recognition of Science and Technology) Robotics Competition (www.usfirst.org). This week, at [VENUE LOCATION], [#] teams of students and engineering and technical Mentors will demonstrate their skill for science, mathematics, and technology. They will compete for honors and recognition that reward design excellence, competitive play, sportsmanship, and high-impact partnerships between schools, businesses, and communities.

Founded by inventor Dean Kamen, who introduced the iBOT Mobility System and the Segway[®] Human Transporter (HT), FIRST was created to inspire an appreciation of science and technology in young people, their schools, and their communities. Now in its 21st season, the FIRST Robotics Competition anticipates close to 2,343 teams from 49 states in the U.S., Australia, Brazil, Canada, Chile, Dominican Republic, Germany, Israel, Mexico, Taiwan, Turkey, and the United Kingdom to compete in 52 regional competitions. More than [#] students will compete at the [REGIONAL NAME] Regional to earn a spot at the Championship to be held April 25-28 at the Edward Jones Dome in St. Louis, Mo.

The 2012 “Rebound Rumble” robotics game is played between two Alliances of three teams each. Each Alliance competes by trying to score as many of the basketballs in the hoops as possible during the two-minute and 15-second match. Balls scored in higher hoops score teams more points. Team Alliances are awarded bonus points if they are balanced on bridges at the end of the match.

"I don't think any great innovator or technologist got up in the morning trying to do something really big, really innovative, because they wanted a job," said Dean Kamen, *FIRST* founder and president of DEKA Research & Development Corporation. "If we create a generation of passionate, smart, well-educated, informed kids willing to take educated risks as they try new things. If we create a passionate generation that understands the power of technology and how to apply it, trust me—they'll have jobs. That's a consequence of what they'll have. If *FIRST* succeeds, we'll have a rebirth of a society that believes in a future that can and has to be better than the past. We're going to make sure we build a 21st century, a future that's way more exciting than the 20th century." <REPLACE OR SUPPLEMENT WITH QUOTE(S)
FROM LOCAL ORGANIZER OR SPONSOR>

This season, participating *FIRST* students are eligible to apply for more than \$14 million in scholarships from 130 leading universities and colleges.

Over a six-week timeframe, students work with professional engineering Mentors to design a robot that solves a problem using a Kit of Parts and a standard set of rules. Once these young inventors create the robot, their teams participate in regional competitions that measure the effectiveness of each robot, the power of collaboration, and the determination of students.

FIRST Robotics Competition [REGIONAL NAME] Regional Sponsors and Volunteers come from some of the most highly regarded organizations in the area, including [REGIONAL SPONSORS]. Sponsors provide resources including time and talent from professional Mentors, services, equipment, financial contributions, and Volunteers.

ABOUT FIRST[®]

Accomplished inventor [Dean Kamen](#) founded *FIRST*[®] (For Inspiration and Recognition of Science and Technology) in 1989 to inspire an appreciation of science and technology in young people. Based in Manchester, N.H., *FIRST* designs accessible, innovative programs to build self-confidence, knowledge, and life skills while motivating young people to pursue opportunities in science, technology, and engineering. With support from three out of every five Fortune 500 companies and more than \$14 million in college scholarships, the not-for-profit organization hosts the *FIRST[®] Robotics Competition (FRC[®])* and *FIRST[®] Tech Challenge (FTC[®])* for high-school students, *FIRST[®] LEGO[®] League (FLL[®])* for 9 to 14-year-olds, (9 to 16-year-olds outside the U.S., Canada, and Mexico) and *Junior FIRST[®] LEGO[®] League (Jr.FLL[®])* for 6 to 9-year-olds. Gracious Professionalism[™] is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. To learn more about *FIRST*, go to www.usfirst.org.

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*****Post-Competition Press Release*****

The following is a sample from a previous FIRST Robotics Competition Boston Regional. Release should be faxed or e-mailed to the media immediately following the Closing Ceremonies. Follow up with a phone call and/or send a photo to the editor.



FOR IMMEDIATE RELEASE

CONTACT: [NAME]
[NUMBER]
[EMAIL]

**OVER X,XXX AREA HIGH SCHOOL STUDENTS RECOGNIZED FOR
OUTSTANDING ACHIEVEMENT DURING
BOSTON'S MOST-ATTENDED ROBOTICS COMPETITION**

*Teams from Brazil, Massachusetts, New Hampshire and New Jersey Advance to
Championship, Others Win Honors for Design, Sportsmanship, Partnership [Sample Only]*

BOSTON – [MONTH, DAY], 2011 – Attended by thousands of fans, families, educators and industry leaders, the *FIRST*[®] (For Inspiration and Recognition of Science and Technology) Robotics Competition Boston Regional awarded several teams with honors that rewarded design excellence, competitive play, sportsmanship and high impact partnerships between schools, businesses and communities. Held at the Boston University Agganis Arena on March XX and XX, the 44 high school student teams competed to earn a spot at the *FIRST* Championship held April 25-28, 2012, in St. Louis, Mo.

With the hope of winning one of the several coveted awards, high school students worked with professional Mentors to design and build a robot over a six week period that solved a problem using a kit of parts and a standard set of rules. This year's game, “[NAME],” had robots participating in a basketball style game where teams had two corner and one center goal to throw balls into.

“Each team clearly demonstrated teamwork, professionalism and strategic thinking in solving the competition’s challenges,” said Marc Hodosh, chairman of the *FIRST* Robotics Competition Boston Regional. “The noise level from the audience cheering on the teams was tremendous. Students, school groups, community members and professional team Mentors filled the stands and helped to bring a level of fun and excitement to the competition. With the sustained support of the Boston community, this robotics competition will continue to grow and inspire students to study math, science and engineering.”

- more -

Students participating in *FIRST* are eligible to apply for over \$14 million dollars in scholarships from leading universities, colleges and companies. Scholarship announcements are made at the *FIRST* championship in St. Louis. Since its beginning, *FIRST* has significantly improved students attitudes towards math, science and teamwork. The student's interest in pursuing internship and employment opportunities in science and engineering has increased, especially with those companies that participate in the *FIRST* program.

Winners of the *FIRST* Robotics 2012 Boston Regional Awards include:

Award	School
Regional Chairman's Award** (highest award of the competition)	Provincia de Sao Pedro High School Team #383
Engineering Inspiration Award** (second highest award of competition)	Hillsborough High School Team #75
Woodie Flowers Finalist Award	James Broderick
Outstanding Volunteer of the Year Award	David Burmaster and George Perna
Regional Champion**	Middletown High, Portsmouth High, Tiverton High and Mount Hope High School Team #121 & Cocoa Beach and Rockledge High School Team #233 & Tolman High School Team #1568
Regional Finalists	Trinity High School Team #40 & Quincy Public Schools Team #69 & KHS Robotics ClubTeam #213
Autodesk Visualization Award	Hillsborough High School Team #75
Chrysler Team Spirit Award	Algonquin High School Team #1100
Delphi "Driving Tomorrow's Technology" Award	Shrewsbury High School Team #467
General Motors Industrial Design Award	Middletown High, Portsmouth High, Tiverton High and Mount Hope High School Team #121
Johnson & Johnson Gracious Professionalism Award	Boston University Academy Team #246
Kleiner Perkins Caufield & Byers Entrepreneurship Award	Clinton High School Team #126
Motorola Quality Award	The Loomis Chaffee School, Windsor High School and Metropolitan Learning Center Team #571

- more -

Rockwell Automation Innovation in Control Award	Cocoa Beach and Rockledge High School Team #233
XEROX Creativity Award	Assabet Valley Regional Technical High School Team #157
Highest Rookie Seed Award	Westwood High School Team #1757
Imagery Award	Penfield High School Team #1511
Underwriters Laboratories Industrial Safety Award	The Loomis Chaffee School, Windsor High School and Metropolitan Learning Center Team #571
Rookie All-Star Award** (highest rookie award)	Lynn Classical High School and Lynn Vocational Technical Institute Team #1761
Rookie Inspiration Award	Fontbonne Academy Team #1975
Website Award	Fairport High School Team #578
Judges' Awards	Trinity High School Team #40 & Parkway Academy of Technology and Health Team #1909

*The Chairman's Award is the most prestigious award of the event and recognizes the team that embodies the goals and purpose of FIRST and best represents a model for other teams to emulate.

**Denotes awards where teams qualify to participate in the FIRST Championship to be held in St. Louis, Mo.

About FIRST[®]

Accomplished inventor [Dean Kamen](#) founded [FIRST[®]](#) (For Inspiration and Recognition of Science and Technology) in 1989 to inspire an appreciation of science and technology in young people. Based in Manchester, N.H., FIRST designs accessible, innovative programs to build self-confidence, knowledge, and life skills while motivating young people to pursue opportunities in science, technology, and engineering. With support from three out of every five Fortune 500 companies and more than \$14 million in college scholarships, the not-for-profit organization hosts the [FIRST[®] Robotics Competition \(FRC[®]\)](#) and [FIRST[®] Tech Challenge \(FTC[®]\)](#) for high-school students, [FIRST[®] LEGO[®] League \(FLL[®]\)](#) for 9 to 14-year-olds, (9 to 16-year-olds outside the U.S., Canada, and Mexico) and [Junior FIRST[®] LEGO[®] League \(Jr.FLL[®]\)](#) for 6 to 9-year-olds. Gracious Professionalism™ is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. To learn more about FIRST, go to www.usfirst.org.

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***** FIRST Boilerplate *****

Include this brief explanation of FIRST at the end of any FIRST-related press release.

Note: This boilerplate should be used as is should not be edited.

ABOUT FIRST[®]

Accomplished inventor [Dean Kamen](#) founded [**FIRST[®]**](#) (For Inspiration and Recognition of Science and Technology) in 1989 to inspire an appreciation of science and technology in young people. Based in Manchester, N.H., *FIRST* designs accessible, innovative programs to build self-confidence, knowledge, and life skills while motivating young people to pursue opportunities in science, technology, and engineering. With support from three out of every five Fortune 500 companies and more than \$14 million in college scholarships, the not-for-profit organization hosts the [**FIRST[®] Robotics Competition \(FRC[®]\)**](#) and [**FIRST[®] Tech Challenge \(FTC[®]\)**](#) for high-school students, [**FIRST[®] LEGO[®] League \(FLL[®]\)**](#) for 9 to 14-year-olds, (9 to 16-year-olds outside the U.S., Canada, and Mexico) and [**Junior FIRST[®] LEGO[®] League \(Jr.FLL[®]\)**](#) for 6 to 9-year-olds. Gracious Professionalism[™] is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. To learn more about *FIRST*, go to www.usfirst.org.

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APPENDIX D Media Guidelines Template

MEDIA GUIDELINES

2012 FIRST[®] Robotics Competition

<Regional Name>

<Date>

<Location>

These guidelines are for print, broadcast and electronic media, photographers, videographers, production crews, and corporate communications staff.

Required Registration

All media and communications individuals are required to register and receive a Media Pass at the <check-in location> before beginning any coverage of the event. Proper Credentials are required for a Media Pass to be issued.

Media Pass

Media Passes must be worn at all times within the <name of facility>. Media and communications individuals without a media pass will not be permitted onto the playing field or the pit area. Passes are not transferable.

Access

Playing Fields: Media are permitted in designated access areas around the playing field. Media are not permitted in areas marked off for human players. Interviews are permitted in the playing field area but must not block robot entry and exit paths.

Pit Area: Media are permitted in the Pit Area at all times during the event. Interviews and Photography/Videography are permitted.

Gracious ProfessionalismTM is an important value at FIRST. Media are asked to conduct themselves consistent with Gracious Professionalism. Please respect the competitors, Volunteers, and your colleagues as you cover the event. Allow teams the physical and mental space needed to compete fully and freely. At times, the Pit Area may also require team members to be free from distraction. Please be sensitive during filming and always ask permission to shoot and/or conduct interviews.

No Access

Media are not permitted on the actual playing field surface, in areas marked off for human players, on any stage area during opening and closing ceremonies, in private venues, VIP areas, Volunteer areas, or judges areas.

Contacts

<List Media contact(s) – name, e-mail, telephone number>



APPENDIX E Story Angles

FOR INTERNAL USE ONLY BY FIRST COMMUNITY NOT FOR DISTRIBUTION TO TEAMS

When contacting the media, it is important to provide them with story ideas to pique their interest.

- *Review the following list to see if you have teams that fit one of these human interest angles.*
 - *Make sure spokespersons can tell these stories and reference specific teams and individuals that demonstrate the story.*
 - *Make sure spokespersons are in contact with these teams and have appropriate contacts for media.*
-

Impact:

- Tackling the trend of declining enrollment in science, mathematics and engineering programs to maintain global leadership in technology and innovation
- Specific, positive, tangible results achieved by being part of *FIRST*. For example:
 - Students' improved academic performance
 - Increased class attendance
 - Graduation statistics or college applications at the school level
 - Internship/employment opportunities for students and Sponsors
 - Scholarship opportunities available for *FIRST* participants
- "Life changing" stories about student participants reforming from teen violence/gangs, finding self-confidence, and realizing new scholarship or employment opportunities
- Schools, teachers and/or engineers becoming reinvigorated or positively transformed
- *FIRST* Alumni that have graduated in science or engineering and have gone on to productive jobs in industry

Community:

- Volunteers, perhaps a Volunteer who was previously a *FIRST* student participant
- Mentorship stories that significantly impact students and adults alike
- Partnerships between schools and sponsoring companies or universities that benefit all
- Cross-generational stories that connect high school students, younger children, parents and adult professionals

Business:

- Why businesses sponsor, support and/or mentor
- Workforce development/enriching the job pool for future generations

Diversity:

- Physically challenged students in active team roles
- All-female teams
- Teams with a diverse profile of participants across gender, race and social demographics

- Inner city/urban teams that bring distinction to their schools and students
- “Rookie” teams that may struggle but succeed by overcoming challenges
- Long-established teams that can provide stories of years of positive impact

Other:

- A day-in-the-life story about the competition – the achievements, the learning and the challenges
- A feature story about preparing for the competition and then competing
- A story about how *FIRST* uses the robotics competition as the vehicle to drive inspiration and opportunities for young people (e.g., participants build self-confidence, life skills and a sense of community. *FIRST* creates communicators, entrepreneurs, leaders, and collaborators)
- A story about Gracious Professionalism™ and how teams compete fiercely but at the same time build exemplary partnerships and create positive community change
- A story about how *FIRST* changes the definition of “winning” so that everyone wins by participating
- A story about how *FIRST* is ‘changing the culture.’

APPENDIX F

FIRST Robotics Competition Evaluation

Study shows *FIRST* alumni lead the way to tomorrow's success

- 2005 independent study by Brandeis University, funded by the Ford Foundation.
- *FIRST* Robotics Competition (FRC) Alumni who graduated between 1999 and 2003.
- Teams from metropolitan areas, including schools that serve low-income, inner-city populations.
- Diverse group, including substantial numbers of minorities (56%) and women (41%), and students from families with limited educational background.

Building Academic Achievement

Compared to a group of students with similar socioeconomic backgrounds and academic achievement in high-school math and science, *FIRST* alumni are:

- Significantly more likely to attend college (88% vs. 53%).
- Twice as likely to major in science and engineering (55% vs. 28%) and over three times as likely to major specifically in engineering (41% vs. 13%).

Enabling Careers in Science & Technology

FIRST alumni are:

- 10 times as likely to have had an apprenticeship, internship, or co-op job in their college freshman year (27% vs. 3%).
- More than twice as likely to expect to have a science or technology-related career after college (45% vs. 20%).
- Over three times as likely to pursue a career in engineering (31% vs. 8%).

Inspiring Students

By their own accounts, *FIRST* helped participants:

- Experience the world of science and technology in a way that expanded their interest in the field.
 - 89% reported increased understanding of science and technology in everyday life.
- Learn critical skills.
 - 90% reported learning new practical and work-related skills.
- Build the confidence and relationships they needed to move forward with their education and careers.
 - 95% reported increased understanding of the value of teamwork.
 - 89% reported increased self-confidence.

Source: "More Than Robots: An Evaluation of the *FIRST* Robotics Competition Participant and Institutional Impacts," an independent study funded by the Ford Foundation and conducted by the Center for Youth and Communities, Heller School for Social Policy and Management, Brandeis University.

Matched comparison group drawn from Beginning Postsecondary Student Survey, a sample of college-going students available through the U.S. Department of Education.

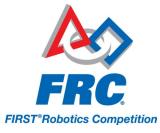
Complete study is available at www.usfirst.org.

APPENDIX G

10/21/11

Policy on the Use of FIRST[®] Trademarks and Copyrighted Materials (including FIRST and
The LEGO Group Intellectual Property)

A complete and up-to-date version of the *FIRST* Intellectual Property (IP) Policy can be found online at: <http://tiny.cc/k6xyh>



FIRST® Robotics Competition

APPENDIX H

FIRST Branding & Design Standards available online at <http://www.usfirst.org/brand>.



Sample Press Coverage 2007 Season



Story angles: Tackling the trend of declining enrollment in science, mathematics and engineering programs to maintain global leadership in technology and innovation; why businesses sponsor, support and/or mentor; a day-in-the-life story about the competition – the achievements, the learning and the challenges



Story angles: FRC "Sport for the Mind" and how *FIRST* changes the definition of "winning" so that everyone wins by participating is about more than winning
Pitched to Sports Editor



Story angles: How *FIRST* uses the robotics competition as the vehicle to drive inspiration and opportunities for inner-city youth

THE DENVER POST

Story angle: "Life changing" story about student participants reforming from teen violence/gangs, finding self-confidence, and realizing new opportunities
Pitched to Editor



Story angle: FRC alumni return to mentor team
Pitched to Business Editor

Business Week Online**April 12, 2007****Building Robots Builds Scientists**

FIRST's Robotics Competition helps inspire middle and high school students to pursue careers in math and science

By Spencer E. Ante

It's 6 p.m. on a chilly February night in New York City, and the Harlem Knights are racing to meet a deadline. The Knights are a group of about 30 kids participating in an after-school program at the Frederick Douglass Academy high school on 148th Street in Manhattan. Their task is to build a working robot as part of a program called For Inspiration & Recognition of Science & Technology, or FIRST.

Founded in 1989 by inventor Dean Kamen, FIRST is trying to tackle what many educators and businesspeople call one of the most pressing educational challenges facing America: inspiring middle and high school students too consumed by pop culture and their digital devices—or scared their jobs will be shifted overseas—to pursue careers in technology and science.

Bridging the Gap

"As a math teacher I know that the U.S. is ranked 23rd in the world in math," says Joel Bianchi, one of the FIRST mentors helping the Harlem Knights. "It's shocking. Students can get into math and science here. They're engaged. FIRST could revolutionize the direction of math and science."

Bianchi and his co-mentor, Thomas Horan, say the genius of FIRST is that it brings science and technology alive for a generation of youngsters who otherwise might not be interested in engineering and computer programming. "Students are turned off sometimes because they see science as rigorous or boring," says Horan, 32, an engineer at ConEd who has been a FIRST mentor for seven years. "The connection isn't developed between the textbook and the real world. I try to bridge that gap."

Preparing for the Competition...and Life

The Knights are a few weeks away from the New York regional round of the FIRST Robotics Competition, and they have a lot of work to do. This year's competition gives students six weeks to build a robot out of a common set of parts. During the March competition at New York's Jacob K. Javits Convention Center, 53 teams will face off in matches where they score points by using the robots to pick up and hang inflated tubes on a rack. "I have very high expectations," Horan says in the runup to regionals.

Inside the cramped lab at Frederick Douglass, clusters of students grapple with various parts of the robot. This is the first time many have put their hands on tools such as jigsaws and power drills, much less written computer software. One group is developing the code that will tell the robot how to move. "These are the controllers, they control the wheels," says Xavier Marrero, an eighth-grader who has learned through robotics how to program in languages EasyC and C++.

Another group fiddles with the motors and electronics. And two more are creating a Web site to feature the team's handiwork. "Before I didn't understand a Web page had all this coding," says Mamadou Barry, 16, an immigrant from Guinea who wants to be a computer engineer. Jennifer Christian, 18, says FIRST has reinforced her desire to be an electrical engineer. "It helps me a lot," she says. "Robotics shows you that what you learn in class can be applied to real life."

Fighting the Frightening Statistics

Real life—in the U.S.—is where Christian's talents are needed most. The nation is in danger of losing its technological leadership if it doesn't reverse dismal high school graduation rates and encourage careers in math and science, Microsoft Chairman Bill Gates said in congressional testimony Mar. 7. He backed the assertion with a startling array of statistics: Half of all African American and Hispanic ninth-graders will not earn a diploma in four years; the number of undergraduate engineering degrees awarded in the U.S. fell by about 17% between 1985 and 2004; and the percentage of college freshmen planning to major in computer science dropped by 70% between 2000 and 2005.

FIRST is one of the most effective ways to reverse the slide, say leaders from the education and business communities. Intel also sponsors a competition aimed at identifying tomorrow's tech leaders. Yet while 1,700 students enter the Intel Science Talent Search, more than 32,000 students participate in FIRST. And many of the FIRST programs operate in inner-city environments where science programs are often given short shrift.

The Harlem Knights team is a case in point. Every member of the team, which draws students from Frederick Douglass and nearby Rice High School, is of minority background. And though Frederick Douglass is considered an excellent school, it does not have the resources to offer advanced classes in areas such as computer programming. "We can take all of the kids who never thought of science and technology and say you ought to be part of the future," says FIRST founder Kamen, whose inventions include the Segway motorized scooter.

Katherine Silkin, program manager for the Intel Science Talent Search, concedes that the Intel competition is geared toward students who have dreamed of being scientists since they were in grade school. "There is plenty of room in the pond for all kinds of programs," she says. "FIRST robotics is offering so many things to many students that may not have considered science, and that is terrific."

Kamen launched FIRST in the early 1990s to reverse declining U.S. math and science skills. Kamen believes the problem can be best solved by generating a greater passion for math and science, not just throwing more books and computers at kids. And the way to do that, he believes, is by making the field fun and competitive, like sports, and exposing kids to the Michael Jordans of engineering. "By putting kids with professional scientists and engineers we think we are creating relationships between kids and real serious role models," says Kamen. "We are going to change their aspirations."

Producing Promising Results

Kamen's vision is no starry-eyed dream. A 2005 Ford Foundation-funded study by Brandeis University found that, compared with a group of students with similar backgrounds and achievement, children who participate in FIRST are twice as likely to major in science and engineering and more than three times as likely to pursue a career in engineering. Marilyn Berenger, a Rice High School teacher helping mentor the Harlem Knights, says that 15 of the 18 members of her 2004 robotics team are now majoring in engineering. And FIRST is attracting kids who have never before expressed an interest in science or technology, she says.

From its beginning in a small high school gym in Nashua, N.H., FIRST has mushroomed into a juggernaut, drawing hundreds of teams from all 50 states and seven other countries, as well as 18,000 mentors and more than 2,000 corporate sponsors such as Boston Scientific, Motorola, and Johnson & Johnson. At this year's finals, held Apr. 12-14, some 9,000 students will flock to the Georgia Dome in Atlanta.

Kamen's goal is to get FIRST into each of the 25,000 or so U.S. high schools. It is an ambitious target, but FIRST is growing rapidly, and Kamen is as passionate as ever. FIRST is now in 1,300 high schools, up from 642 in 2002. "We are starting to become significant," Kamen says. "The only thing that will determine the standard of living, the quality of health care, and the security of our country is the relative competence of our technical community."

Learning into the Wee Hours

It's noon on Saturday, Feb. 17, three days before the teams must stop building their robots. A bunch of Knights have gathered in the school cafeteria to put the finishing touches on their machine and take it for a test drive. Horan surveys several students as they wrestle with the wires and relays of the robot, testing the Knights with questions about electricity and the physics of wires.

About an hour later, Marcus Withers, 17, strolls into the room. "I was here until 1 a.m. last night," Withers says. During the six-week build season, many of the Knights and their mentors can be found in the robotics lab several times a week, often until the wee hours.

The students finish their work and hook up the joysticks that control the robot's movement. Withers takes the robot for a spin. It rumbles quickly across the floor. "Very good," says school principal Dr. Gregory Hodge, who has entered the cafeteria with prospective students and their parents. Another student moves the robot's lifting mechanism up and down. But the air compressor that provides suction to grab onto the tubes is still not working well.

"They don't realize they are learning engineering," Hodge says later, out of their earshot. "We're kind of suckering them into it."

The Thrills of Competition

Fast-forward to Mar. 17, when the Harlem Knights and 52 other regional teams stream into the Javits Center for the New York-area showdown. The auditorium is split into a competitive arena and a pit area where teams tweak their robots between matches: Think World Wide Wrestling Federation meets NASCAR. The Knights prepare for their first match, scheduled for 10:37 a.m. They are grouped with a team from Bay Shore, N.Y., and a team from Newark, N.J., and face off against an alliance of three other teams. The Center buzzes with anticipation.

"Drivers, please come and claim your machines," bellows the announcer. Knights' member Tatiana Robinson, who has been picked to operate the lifting mechanism, carries the joysticks to the arena. Withers and a teammate haul the robot onto the playing field, slapping each other's hands like baseball players after a good play. The contestants line up behind the starting line. Marcus shakes his arms and slaps his thigh, burning some prematch jitters. As he hoped, he has been picked to drive the robot.

"Drivers, step forward, take control of your robots," the announcer says. And off they go. The piercing screams of hundreds of fans reverberate through the arena. The Gear Heads from Bay Shore quickly place a tube on the rack. The Harlem Knights robot tangles with SystemMetric, a robot from Great Britain. Then trouble strikes: The Knights' robot loses power after about 45 seconds. Withers and Robinson stand by helplessly, unable to do anything while other robots whirl around the floor, picking up tubes and placing them on the rack.

"It doesn't look like the Harlem Knights seem to be moving much," says the announcer. "I've just been informed that the Harlem Knights have lost power." The silver lining: Thanks to their teammates, the match ends in an 8 to 8 tie.

After the match, Horan and the Knights scramble to the pit, fix their machine, and get the power running. In the second match, the Knights stack a tube onto a rack, and prevail, 16 to 2. But later in the day, new problems with the suction device and lifting mechanism belie a serious engineering error. Other teams have built mechanical lifting mechanisms that more easily pick up the tubes.

At the end of day one, the Knights end up with two wins, two losses, and two ties. Not bad, but not good enough to place them among the top seeds. A teacher works late into the night in a last-ditch effort to improve the lifting gear, but he doesn't have enough time. The next day, the Knights win one match and lose another. They finish 23rd out of the 53 teams. "We were kind of disappointed we did not rank

higher," Withers says. "In the past we ranked second and eighth." But thanks to their moxie and track record, and rules that allow for pairings in the competition's later stages, the Knights are picked by one of the top eight teams to compete in the regional finals.

Good Sports...and Future Mentors

In the finals, the Knights and their teammates lose the first two matches, and are eliminated from the competition. Thirteen other New York-area teams will head to the championship in Atlanta. There, featured speakers will include Steve Chen and Chad Hurley of YouTube, recently purchased by Google, whose founders Sergey Brin and Larry Page headlined the last two years' finals.

The Knights, however, do not come away empty-handed: The team wins the Johnson & Johnson Sportsmanship Award. It makes Horan proud, and he tells the kids so. "The whole point of the competition is not just competing but also how you interact with other people," he says. "The hallmark is gracious professionalism, and not walking around beating your chest."

Meanwhile, Withers is preparing to enroll in the New York Institute of Technology in the fall. But he plans to come back and mentor a robotics team. "I am giving back to my community," he says. "I want to let the other students have as good a time as I did."

Ante is Computer Editor for *BusinessWeek*.

The Chicago Tribune

March 16, 2007

Building a tradition

Simeon's basketball team isn't the only Wolverines squad shooting for a title

**Barry Temkin**

He's big, he's strong and he's playing for Simeon on Friday and Saturday. No, he's not All-American guard Derrick Rose or rebounding machine Tim Flowers, who should lead Simeon to its second straight Class AA basketball title in Peoria on those days.

Our guy is, literally, a scoring machine. He's a 6-foot (with arm extended), 110-pound robot that will compete in the FIRST Robotics Competition's Midwest regional at the UIC Pavilion, where Simeon's hoops team punched its ticket to the Elite Eight on Tuesday.

Before cheering crowds, "The Wolverine" will try to hang enough inflated tubes on pegs on a 10-foot-high rack structure to help it get to the FIRST Championship next month in Atlanta.

FIRST calls itself a "varsity sport of the mind," and senior Isaiah Marshall, one of the top minds on Simeon's robotics team, emphasized that his squad and his school's basketball squad have more in common than an address.

Tribune photo by Milbert O. Brown

Senior Isaiah Marshall (center) works on "The Wolverine," the 110-pound robot built by Simeon students for this weekend's regional robotics competition at the UIC Pavilion.

"Robotics definitely takes teamwork and tenacity," he said. "A lot of the mental skills it takes for robotics it takes for basketball."

"Other students think robotics is for geeks, but it could be for anybody."

FIRST, in fact, began almost two decades ago as a way to hook kids on science, engineering and technology and perhaps motivate them to pursue careers in those fields. Each year teams of students and mentors get six weeks to design and build robots from identical kits of basic parts and under common rules.

In this year's "Rack 'N' Roll" challenge, randomly selected three-team alliances try to out-score other threesomes during 2-minute-15-second matches in which students maneuver their robots by remote control.

You can earn extra points in various ways, including by returning your robot to its home zone and getting lifted four or more inches off the floor by another robot by a match's end.

Teams accomplish all that by developing computer programs and strategies for competition and then by collaborating with other teams in the alliances, which vary by match until the

quarterfinals.

"You learn so much," said junior Andre Murphy, who like Marshall is majoring in advanced computer software at Simcon. "Once you see your robot at the end, you can say, 'I had something to do with that.'"

It doesn't come easily. During the design and construction period, Simeon's robotics team worked almost daily, usually more than 30 hours per week.

"I tell my kids, 'For six weeks robotics owns you,'" said Mona Hicks, a physics teacher and Simeon's chief robotics mentor.

She currently teaches many of the school's basketball players, including Rose and Flowers. The players have seen the robotics competitors working in her classroom and have become fans themselves.

"They're awesome," Flowers said after his team defeated St. Joseph 75-61 Tuesday. "What they're doing is great."

The hard work paid off last year in Simeon's robotics debut, when it placed in the top half of the Midwest regional field and had a ball doing it.

"The competition was amazing," said Murphy, one of five veterans on this year's 12-stu-

ON THE INTERNET

- Barry Temkin's blog, chicagosports.com/temkin
- Thursday's results, roundup, chicagosports.com/preps



dent team. "The new kids don't know how much fun it will be."

"It's so much fun you don't want to leave."

Much of the fun comes from interacting with other teams in the pit area that covers about half the Pavilion floor.

This year 37 teams are competing in the Midwest regional, almost half representing Chicago-area schools. Many have drawn mentors and sponsorships from universities, foundations, government agencies and such major corporations as Caterpillar Inc. and Motorola Inc.

During Thursday's setup and testing period the pits nearly overflowed with activity. The atmosphere, though, was not exactly cutthroat, thanks to the *FIRST* philosophy of "gracious professionalism."

Simeon was helping two teams that hadn't finished

their robots, even though it had to deal with a blown motor itself. Last year it was Simeon that gratefully accepted assistance after a dropped laptop computer caused a testing-day crisis.

FIRST awards reflect this cooperative approach, covering not only such areas as the competition itself and robot design but also sportsmanship and team spirit.

"It's not about winning at any cost," said Dan Green, a Motorola engineer who mentors a Rolling Meadows/Wheeling team and serves as the regional P.A. announcer. "The game is kind of a way to motivate kids to be interested in learning more about science and technology."

Toward that end, *FIRST* participants get a crack at dozens of college scholarships.

It's a scenario seemingly without negatives, except one. Because the regional dates match those of the Class AA Elite Eight, Simeon's robotics team once again can't watch its basketball team pursue the Class AA title.

"I know a lot of the players," Murphy said. "I sure wish I could be there too."

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Baltimore City Paper**April 25, 2007****We, Robots***Baltimore City Students Build A Better Future Through Robotics Competition*

Frank Klein

MAKING THE CIRCUIT: Patterson High School student Tavril Prout (right) tries to get "Big Cheeze 2" up and running as part of Team 1748, aka "The Lab Rats."

By Jason Torres

In a jumbled, messy class room at Dunbar High School in East Baltimore, 15 students hang out in a small science lab littered with mother boards and wires and blueprints. The students, hailing from Dunbar and Patterson high schools, along with science teachers Josh Gabrielse and Sharon Ball and mentors from Northrop Grumman Electronic Systems, make up Team 1748, aka "the Lab Rats." The kids are giddy but a little subdued; it's not really clear if the buzz in the room is due to the photographer snapping shots of a mini robot scurrying around and up and down a wooden ramp, or if the kids, mostly freshmen and sophomores, are still reeling from their impressive finish a few weeks ago at this year's FIRST (For Inspiration and Recognition of Science and Technology) robot-building competition in Annapolis.

The actual robot the students entered in the competition is named "Big Cheeze 2"--"because we're the Lab Rats," a shy voice chimes in as it's introduced--and is basically a six-foot-tall, double-sided folded ramp on wheels that's capable of flattening out into a 15-inch incline. Part of this year's competition called for the student-designed machines from all over the region to lift colored, inflated inner tubes onto a rack and score points by creating rows in your team color. Teams received extra points if their robots left the competition area before the end of the timed event. During the three-on-three competition, Big Cheeze's ability to help teammates up its ramps and off the floor at the end helped the Lab Rats into the championship round, where they were eventually defeated by teams from New Jersey.

"We got medals for coming in second, and we got a special award at the end, too," gushes Josh Melton, a Dunbar High freshman who smiles nonstop as he discusses the intricate details of the wiring of the machine. "I didn't know anything really about robots or anything," he adds. "I didn't think it was going to be so fun, but this was crazy. I'm definitely looking into engineering when I go to college."

That's what Dean Kamen had in mind. The New Hampshire-based inventor of the first portable kidney dialysis machine as well as the two-wheeled hipster chariot the Segway, Kamen created FIRST in 1989 to encourage interest in science and technology among kids and inspire them to pursue careers in science, engineering, or math. The 16th annual robotics challenge was part of that. Jenny Beatty, a FIRST senior mentor for the Chesapeake region, calls it "a challenge for teams of students, teachers, and interested professionals to design, construct, and test a robot during an intense, short time cycle." It's a challenge that many people, including Dunbar physics teacher Gabrielse, didn't expect the Lab Rats to handle as well as they did.

"We thought it would just be a fun way to excite the kids about technology," Gabrielse says. "The kids that go to school in the city aren't coming in with the same background that a lot of our competition had."

The Lab Rats seem like typical Baltimore City high-school kids. They crack jokes, some are super shy, some make fun of others' inability to grow a moustache. Most of them knew nothing about robotics before joining the program; some of them didn't think that this would be a very "cool" thing to participate in.

Dunbar freshman Malcolm Evans acknowledges that at first he thought the program, begun in 2005 as an after-school club by Gabrielse at Dunbar, "was just for geeks. I took apart a remote-control car when I was little, but that was about it." But once work began on Big Cheeze 2, Evans says, "I put in the transmission, I built the ramps, and I was there in case any spare parts were needed. It's cool."

FIRST gives prospective teams of high-schoolers a time frame of six weeks to go from the initial design to final product, in order to give teams what Beatty calls "real-world engineering experience, including critical technical analysis, acquisition and application of engineering knowledge, technical fabrication, time management, teamwork." In preparation for the March 15-17 regional competition at the U.S. Naval Academy, the Lab Rats students worked between four and seven days a week, sometimes past midnight, for the six weeks leading up to their robot's big moment.

In addition to the teachers, the Lab Rats had help from professional mentors, including two engineers from defense contractor Northrop Grumman, Jared Ellis and Leroy Daley. "I wanted to do something in Baltimore," Ellis says of his volunteered time. "A lot of kids thought it was corny at first, but I think overall we were able to get them excited about what engineering is all about."

"It was fun to see them realize that we're all being nerdy, but we're all being nerdy together," Daley adds. "It ended up being fun, and you can see that from the finished product. Sometimes during the process, I had to rub my eyes because I couldn't believe how much they were actually 'getting it.'"

Ellis says he understands that it's easy to assume that the pros handled all the tough stuff while the kids maybe helped screw some of the pieces together. "Honestly, the kids really did the work," he says. "Originally, they had a cool idea for an arm to take the rings and place them on the rack. We had to pull back from that because we knew, as professionals, how long that would have taken and how impractical it would have been. Eventually they figured out they could score more points with this ramp design."

"That's why it's been so awesome to watch," Gabrielse says. "I knew it was supposed to be an inspiration thing, it was supposed to just get kids excited, and as a result [FIRST] doesn't really care if the mentors build the whole robot or not, but we figured [the students would] learn more if they did it all by themselves. Honestly, I was just hoping that in a few years we could maybe make the playoffs, but they made it all the way to the finals. It was amazing!"

The 2006-'07 Lab Rats placed second in a field of 58 teams, including four other high schools from Baltimore City: Poly-Western, Mergenthaler Vocational, Homeland Security Academy, and W.E.B. Du Bois. Only one city high school took part at the event in 2004. "That's a significant increase considering

how intense the competition is and how hard it is to raise adequate funding," Patterson High technology teacher Sharon Ball says.

Raising money to actually build the robot is a major part of the competition and considered as part of the strategy portion of the event. The Lab Rats acquired donations from the Army Research Lab, Northrop Grumman, NASA's Maryland Space Grant Consortium, and Morgan State University. No city school funds were allotted for the program.

"[Finding funding] has always been a challenge, and it's a challenge again now," Gabrielse says. "We don't have any money for next year, but that's part of the excitement."

The Lab Rat web page, www.team1748.org, bears a statement that reads, "It's all about spreading the joy and love of technology and science to the mainstream culture and getting teens on track to become the pioneers of twenty-first technological discovery. It's fun. It's fascinating. The Dunbar Lab Rats are here to change the world." Lauren Babcock, the shy Dunbar senior who wrote the blurb, handles all the public relations and press releases for the group. She had planned on studying writing at Villa Julie College next fall, but now says, "I'm definitely looking into studying engineering."

As the afternoon session at Dunbar progresses and the team members brag about what they did and show off their robot, no one sounds surprised when discussing the team's success. "They did this not because they were lucky, but because they were good," Gabrielse says. "One of our students [Sheyna Mikeal] got a full ride to Hopkins because of robotics. We're not getting all the students to that level but that's the goal." Mikeal is finishing up her freshman year at Johns Hopkins University and is a mentor for the Lab Rats.

"This was not easy," FIRST's Beatty stresses. "It's almost an impossible job to do, and they all did it and made friends and now hopefully are realizing that problem-solving can be fun. It's about exposing kids to technology and problem-solving--teamwork is the larger picture."

DENVER POST

April 10, 2007

JUVENILES IN DETENTION RELISHING POSITIVE ATTENTION



Lyn Alweis | The Denver Post

Members of Ridge View Academy's robotics team hold their trophy from the regional competition they won as part of a three-team alliance. Ridge View's Rambotics will go to Atlanta to compete in an international robotics event.

Boys engineer a "classic story"

By Karen Rouse
Denver Post Staff Writer

Watkins — When a team of boys, whose pasts include arrests for drug-dealing and robbery, entered a regional robotics competition last month, they walked away with something even they didn't expect.

The winning trophy.

"It's a classic story," said teacher Russell Burchill, an applied-technology teacher at Ridge View Academy, a juvenile detention

center. "They didn't really think they could do it, and they're saying, 'Wow, we just beat everybody.'"

This week, with special permission from Colorado's Division of Youth Corrections, the nine-member team will fly to Atlanta to compete in the international FIRST Robotics Competition at the Georgia Dome.

The event will feature more than 350 teams, including some from high schools in Brazil

> See ROBOTICS on 4B

ROBOTICS: Ridge View students excited about competition

< CONTINUED FROM 1B

and Israel. FIRST stands for For Inspiration and Recognition of Science and Technology.

The Rambotics team, named for Ridge View Academy's mascot, won the regional competition as part of a three-team alliance that also included Arvada High School in Jefferson County and Montclair High School in New Jersey.

"This is easily one of the most important things I've done in my

life," said Johnathan, who went from a past of coordinating drug deals to coordinating strategy as the Rambotics' team leader. The Denver Post is not publishing the students' full names because they are juveniles charged with crimes.

"I've had a lot of teachers tell me ... I'm not going to amount to anything," said Johnathan, who now dreams of becoming an engineer. "I've never achieved anything like this."

Ridge View Academy, a

500-bed residential facility chartered by Denver Public Schools, serves adjudicated males in grades 9-12.

Students in the rigidly structured school do rigorous exercise and carry a full course load.

In the robotics competition, the students, working with mentors, are charged with designing and building robots that compete in a boxing-ring-style setting. The object is to get as many inflated tubes as possible onto the arms of a large structure.

The Rambotics team designed a robot that would work aggressively on defense, blocking their opponent's robot from getting access to the structure.

Dawn Lutz, chair of Colorado's regional planning committee, said Ridge View's participation is "pretty unusual" because most teams are made up of traditional high school kids.

But she expects Rambotics to be strong contenders. "Their robot is very solid," she said.

Sam, a Rambotics team mem-

bcr, is amused by the irony.

"We're a bunch of adjudicated juveniles" competing with kids "that were probably in their basements half their lives" doing science projects, he said.

"You never hear about the best of the bottom of the barrel" winning a competition, he said.

Staff writer Karen Rouse can be reached at 303-954-1684 or krouse@denverpost.com.

December 28, 2006



PHOTOS BY JOHN CARL D'ANNIBALE/TIMES UNION

BRENDAN BRADER, left, co-founder of local tech firms HostRocket.com and ViaTalk, and Shenendehowa High School robotics team members David Boghosian and April Jefferies inspect the robot entered in competition last year.

Completing the mentor circuit

Tech entrepreneurs give back by supporting their alma mater's robotics team

By LARRY RULISON
Business writer

HALFMOON — Brendan Brader and John Reyes expect Jan. 6 to be one of the most exciting days of the year.

It's not Super Bowl Sunday, but it might as well be for the two local entrepreneurs, who founded the ViaTalk LLC and HostRocket.com Inc. Internet businesses in the Capital Region Business Park off Route 9.

That's because it's the day the rules for this year's FIRST Robotics Competition will be announced on the NASA TV channel live from Manchester, N.H.

The FIRST competition is a nationwide tournament in which tens of thousands of high school students compete to build the best remote-controlled robot to perform certain tasks. The championship event takes place in April in the Georgia Dome in Atlanta.

Locally, teams have been organized at



JOHN REYES, co-founder of HostRocket and ViaTalk and Shenendehowa alumnus, works amid the servers of the Clifton Park companies.

Park, Albany High School, Colonie Central High School and Hudson High School in Columbia County.

Brader and Reyes, both 25, are gradu-

bers of the school's robotics team, known as Team 20: The Rocketeers. Founded in 1992, it was one of the first robotics teams created through FIRST,

FIRST: Entrepreneurs as mentors

▼ CONTINUED FROM E1
or For Inspiration and Recognition of Science and Technology.

Now that they've become successful in business — Brader and Reyes say their two homegrown ventures make millions of dollars each year — they help support the Shen team, donating \$20,000 this year and a lot of their time. Since 2004, they have given a total of \$80,000.

"It's just kind of cool to be on the other side of the program," Reyes said. "Now we're the mentors."

The two friends say the robotics team helped them develop the skills that allowed them to start their businesses. HostRocket.com hosts Web sites for businesses and individuals; ViaTalk is an Internet phone business.

"It definitely helped steer us in that direction," Brader said.

And at a time when U.S. academic and political leaders are decrying a lack of interest in math and science by high school

students, the two say robotics teams can help reverse that trend.

Ana Martinez, a regional director for FIRST who lives in New York City, agrees.

"It's really very good for preparing students for work force development," she said. "It has a tremendous impact on them."

Rose Barra, Shen's program coordinator, said many of the robotics participants go on to excel in academics and business.

The robotics team at Shen had a big impact on Brader and Reyes. Although both attended the University at Albany, neither graduated, as they focused their attention on HostRocket, which was launched in 1999 and now hosts 100,000 Web sites. Brader is chief executive of the companies; Reyes is chief technology officer.

ViaTalk sells unlimited Internet phone service for \$199 a year. Although Brader and Reyes won't reveal customer numbers, they said ViaTalk does business

in 2,200 markets and in all 50 states.

This month, the company launched a holiday promotion that gives customers a year of free service if they pay for one year of service in advance.

ViaTalk and HostRocket employ about 65 people. Although Brader and Reyes like the size of the companies — they have no plans to raise capital to expand the businesses, which they started with their own money — they do feel part of Tech Valley, especially after Advanced Micro Devices Inc. decided it wants to build a \$3.2 billion computer chip factory just up the road in Malta.

"I think we're at a good location at the right time," Brader said. "It will help us get high-end employees in the future."

► Larry Rulison can be reached at 454-5504 or by e-mail at lrulison@timesunion.com.

		Minimum Standard	√	Better	√	Best Practice	√
Safety	<i>Pit Safety</i>	1 -EMTs are located on site and are on radio				EMTs are located near or at Pit Administration and are on radio	
		2 -Reportable injuries sustained receive appropriate on site attention within five minutes.		No incidents requiring completion of an incident report (only minor injuries handled by EMTs).		No injuries	
		3 -All teams and visitors wear safety glasses					
		4 -A volunteer asks teams to keep aisles clear when it appears there is a problem		A volunteer periodically walks the aisles and reminds teams to keep them clear		The aisles are regularly patrolled by crowd control keeping them clear and easy to navigate.	
		5-[BAG AND TAG ONLY] All bagged robots are brought in to and removed from the venue safely					
	<i>Reporting</i>	6 -Medical Incident reports completed and sent to FIRST				No reported injuries	
Audio/Visual	<i>Main Arena Lighting</i>	7 -72 source four PAR units to wash the entire playing field and drivers stations with light [FLEX/DISTRICT ONLY] 30-40 PAR units OR house lighting levels if equivalent to well-lit gymnasium (75 fc or better as a target)		Includes custom designed lighting to enhance the game appearance and special lighting for projection wall and banners		Special effects for ceremonies. Robotics special effects lighting.	
	<i>Main Arena Audio</i>	8 -High quality public address for 3500 seats to fill entire playing area [FLEX/DISTRICT ONLY] High quality public address system to cover entire playing and audience area.				Line array PA	
	<i>Video Projection</i>	9 -Pit Projection of team rankings only		Two small projection systems or two 20" monitors on carts for live action and display of team rankings		9x12 flown screen w/ 5k projector for live action	
		10 -Two 5000 Lumen projectors (1 backup) [FLEX/DISTRICT ONLY] 3000 Lumen projector, XGA resolution					
		11 - 9' x 12' Front Screen		12' x 16' Front Screen			
		12 - Two camera package – both tripod mounted with long lens (one backup)		Two camera package – one handheld and one tripod mounted with long lens		Three camera package – two handheld and one tripod mounted with long lens	
	<i>Pit Area Audio</i>	13 - A small PA system for the pit area (usually 8,000-11,000 sq.ft.)					

	Minimum Standard	✓	Better	✓	Best Practice	✓
Venue	Main Arena Seating Area 14 -Preferred seating for 1750 to 2500 or 35 per team (no bleachers preferred)		Preferred seating for 2500 to 3000 or 50 per team		Preferred Seating for 3500 or 65 per team	
	Pit Area 15 -Flat floor space of less than 150 sq. ft. per team or split pit is required, in adjacent building or tent.		Flat floor space of 150 – 175 sq. ft. per team, in same building with space for a practice field.		Flat floor space of 175 – 200 sq. ft. per team, in same building with space for a practice field.	
	16 -10 foot aisles		12 foot aisles		15 foot aisles	
	17 - Distance to playing field over 70 yards or pit is on a separate level		Distance to playing field does not exceed 70 yards		Maximum distance to playing field is 50 yards.	
	Load In/Out 18 -[BAG AND TAG ONLY] All bagged robots are in place in time for official opening of pits. All bagged robots are removed by pit close on final day		[BAG AND TAG ONLY] All bagged robots are in place and inspected for proper bag and tag procedures by inspectors by official opening of pits.		[BAG AND TAG ONLY] All bagged robots are in place and approved for unbagging by inspectors by official opening of pits.	
	VIP Area 19 -Less than 900 sq. ft. or is not in close proximity to the field, food service in adjacent room.		1000 – 1200 sq. ft. or more area in close proximity to the field		1500 sq. ft. or more area with excellent view of the field	
	Judge Area 20 -Is a quiet meeting room of under 600 sq. ft.		Is a quiet meeting room of 600 sq. ft. minimum		Is a quiet meeting room of 750 sq. ft. minimum	
	Staff/Volunteer Cafeteria 21 -A food buffet area with seating for less than 75		A food buffet area with seating for 75 -125		A food buffet area with seating for over 125	
	Machine Shop 22 -Within 10-15 minutes driving distance from the site		Within walking distance from the site		Inside the venue or directly outside the loading dock	
Field Mgmt	Field Timing 23 -All schedules met within 15 minutes of posted times		All schedules met within 10 minutes of posted times		All schedules met within 5 minutes of posted times	
	Field Test 24 -Complete field test done Day 0 by 10 PM				Complete field test done Day 0 by 6 PM	
	Team Plays 25 -8 plays per team minimum		> 9 plays per team		> 10 plays per team	
	Team Issues 26 -Some team concerns result in e-mails or letters requiring FIRST follow-up		Some team concerns resolved onsite		No major team concerns	

		Minimum Standard	✓	Better	✓	Best Practice	✓
Pit Administration	<i>Setup</i>	27 -Match schedule distributed to teams tables in morning before matches begin				Match schedule distributed to teams tables on evening before matches begin	
		28 -Spare Parts, Pit Announcer, Pit Administration and EMTs are all located on same floor				Spare Parts, Pit Announcer, Pit Administration and EMTs are all located within 50' of one another in the Pit Area	
	<i>Pit Closing</i>	29 -All teams out of Pit Area within 10 minutes of designated closing		All teams out of Pit Area with five minutes of designated closing		All teams leave Pit Area at designated closing time	
	<i>Registration</i>	30 -All teams are registered day before seeding matches evening before the Pit closes		All teams are registered by noon day before seeding matches..		All teams are registered immediately upon entering the pit day before seeding matches	
	<i>Inspection</i>	31 -All robots are inspected before play begins on Friday morning		All robots are inspected before the Pit closes on Thursday evening		All robots are inspected before Thursday evening dinner	
Volunteers	<i>Volunteer Coordinator</i>	32 -Volunteer Coordinator has no experience, is trained and on site Wed PM to Sat PM 100% of the time		Volunteer Coordinator has one year experience, is trained and on site Wed PM to Sat PM 100% of the time		Volunteer Coordinator has over one year experience, is trained and on site Wed PM to Sat PM 100% of the time	
	<i>Key Volunteers</i>	33 -Some key volunteers require partial training by FIRST staff on site		All key volunteers received training prior to event			
	<i>General Volunteers</i>	34 -Event is adequately staffed.		Event is fully staffed.		Event is fully staffed and a pool of floaters exists to cover absences or relieve people.	
		35 -Volunteers are assigned to a position prior to the event.		Volunteers are assigned to and notified of their position prior to event.		Volunteers are assigned, notified of their position and receive a position description prior to event.	
		36 -Less than 30% of the volunteers are trained the day of the event.		At least 70% of volunteers are trained Wednesday evening at the Volunteer meeting.		At least 80% of volunteers are trained Wednesday evening at the Volunteer meeting.	
	<i>Volunteer Screening</i>	37 -Fewer than 75% of the volunteers have registered in VIMS and are screened prior to the event, those that have not been screened are paired with screened volunteers		More than 75% of the volunteers have registered in VIMS and are screened prior to the event, those that have not been screened are paired with screened volunteers.		100% of the volunteers have registered in VIMS and are screened prior to the event.	

		Minimum Standard	✓	Better	✓	Best Practice	✓
FIRST Experience	<i>Production</i>	38 -Production values (light/sound/video) meet minimum standard.		Production values (light/sound/video) meet the "full" standard. Sound, lighting and video are balanced and flow well together		Optional effects included to add an inspiring combination of performance and sporting competition	
		39 -Some enthusiastic crowd shots are shown on video		Plenty of enthusiastic crowd shots are shown on video		Participant interviews are added to large quantity of crowd shots	
	<i>Playing Field</i>	40 -Playing field is mostly visible without projections		Playing field is completely visible without projections		Playing field is highly visible without projections and participants are in close proximity	
	<i>Attendance</i>	41 -Audience seating is half full		Audience seating is mostly full (75% =)		Audience seating is near capacity	
	<i>Staff and Volunteers</i>	42 -Staff and volunteers are helpful and friendly		Staff and volunteers are friendly, helpful and visible		Staff and volunteers are friendly, helpful, visible and content.	
		43 -Planned lunch break is reduced to make up schedule. Food is available on schedule but may need to be delivered to volunteers.		Planned lunch break taken to allow break for staff, volunteers and teams. Food is interesting and available on schedule		Planned lunch break taken to allow break for staff, volunteers and teams. Food is interesting and available on schedule for other breaks as well as meals.	
	<i>Audience</i>	44 -Audience energy level has highs and lows throughout the day or event		Audience energy level varies during the event but ramps up Saturday.		Audience is energized and level does not wane, throughout the day or event	
	<i>Emcee/Announcer</i>	45 -Emcee and Announcer keep teams and audience informed and engaged most of the competition; occasional lapses.		Emcee and Announcer keep teams and audience informed and engaged during entire competition.		Strong chemistry between Announcer, Emcee, and audience keeps spectators informed, engaged and creates energy.	
	<i>Invited Speakers</i>	46 -Speakers are relevant				Speakers are relevant and interesting	
		47 -No local dignitary appears.		A local dignitary or celebrity appearance		<i>FIRST</i> Board Member makes an appearance	
Sponsorship	<i>Funding</i>	48 -Sponsorship attains 90% of budgeted level to cover all regional expenses and required cost reductions do not impact event		Sponsorship exceeds the budgeted level to cover all regional expenses and a team social or AV upgrade is added		Sponsorship exceeds the budgeted level to cover all regional expenses and a team social and AV upgrade are added	
	<i>Receipts</i>	49 -Cash receipts at <i>FIRST</i> exceed 35% of total by March 1 st and 100% by May 30 th .		Cash receipts at <i>FIRST</i> exceed 35% of total by January 1 st and 100% by May 1 st .		Cash receipts at <i>FIRST</i> exceed 35% of total by January 1 st and 100% by event date	
	<i>Recognition</i>	50 -Top sponsor names are in Regional electronic recognition on site		Top sponsor names are in Regional Program Book and in Regional Electronic recognition on site		All sponsor names are on the Regional Banner, in electronic recognition on site and in the Regional Program Book	
	<i>Speakers</i>	51 -A key sponsor representative speaks at an award ceremony		One key sponsor representative speaks at each ceremony		More than one key sponsor representatives speak at each ceremony.	

		Minimum Standard	✓	Better	✓	Best Practice	✓
Media/Public Relations	<i>Staff</i>	52 -Public Relations Manager role assigned		Local Public Relations/Media Relations Agency in place		Ongoing Media/PR Manager role assigned to Regional Committee Member (3 year + term)	
	<i>Media</i>	53 -Local media list developed and prioritized				Local media list developed and prioritized for target media	
						Story lines/pitches developed – includes key teams for highlighting	
				Spokespersons identified and prepared with key messages		Spokespersons identified and prepared with key messages (board members, sponsors, teams, mentors)	
	<i>Facility</i>	54 -Media Registration Desk shared with VIP Registration Desk – manual registration		Separate Media Registration Desk and VIP Registration Desk staffed with manual registration		Separate Media Registration Desk and VIP Registration Desk staffed with electronic registration	
						Media center room available and staffed	
	<i>Materials</i>	55 -Media credentials produced and distributed on site				Media credentials produced and distributed at Registration Desk	
		56 -Press kits produced and distributed to media					
		57 -Media guidelines produced and distributed to media					
		58 -Pre-Event Media Advisory produced and distributed					
		59 -Pre and or post event Press Release distributed to media list		Pre-event Press Release, in process event press release and post event press release distributed with photos			
	<i>Measurement</i>	60 -Post event media coverage summary report produced		Post event media coverage summary binder and report produced.			



RECOGNITION OF VOLUNTEERS

Overview

Recognition is key to establishing a long-lasting and fulfilling experience for volunteers, as well as ensuring the sustainability and viability of *FIRST* Robotics Competition Regional events. It is essential volunteers receive a personalized and meaningful acknowledgement of their effort. The Volunteer Coordinator, Regional Planning Committee and *FIRST* headquarters staff collaborate to recognize the following groups of volunteers:

- Event regional committees
- Event day volunteers
- Team Coaches and Mentors

The *FIRST* Robotics Competition Volunteer Recognition System chart on the following page details various recognition method, the groups or person responsible for the recognition process and a suggested time-frame. The Regional Planning Committee may choose to recognize volunteers in additional ways as desired.

***FIRST* Volunteer Service Pins**

All *FIRST* volunteers, including team mentors, Planning Committee Members, and event volunteers are eligible to receive a *FIRST* Volunteer Service Pin.

- *FIRST* provides pins to regional events at no cost
- Pins are awarded at the 1, 3, 5, 10, 15 and 20 year service milestones
- Pins are distributed at the pre event Volunteer Dinner Meeting or on the day of the event

***FIRST* Mentor/Coach Certificate and Pin**

All *FIRST* Team Mentors and Coaches are eligible to receive a *FIRST* Mentor/Coach Certificate and pin each year.

- *FIRST* provides certificates and pins at no cost
- Mentors can register under their team's account in TIMS to receive a pin and certificate
- Certificates and pins are sent to Mentors and Coaches during January, National Mentor Month

***FIRST* Online Store**

The *FIRST* Online Store offers a wide selection of *FIRST* merchandise for purchase by Regional Planning Committees and teams to recognize all categories of volunteers and sponsors.

- Clothing, awards, and specialty items with the *FIRST* logo are examples of merchandise available
- Merchandise can be customized
- The Online Store can be accessed via the *FIRST* website or at first.epromo.com



FIRST Robotics Competition Volunteer Recognition System

Audience	Recognition Method	Description	Responsibility	Time Frame
Regional Planning Committee	Letter generated by FIRST	Signed by <i>FIRST</i> President and/or Board Member thanking them for their outstanding support	FIRST	April/May
	Outstanding Volunteer Award	Determined by Committee honoring the individual, business, or organization making the most significant contribution to the program. Description of Award Criteria below. Recipient receives a trophy at the Regional Event. <i>FIRST</i> Web-site recognition	Planning Committee/ FIRST	Decided Nov/Dec Awarded At Event
Event Volunteers	Thank You Letter	Personal letter authored by Planning Committee Volunteer Coordinator and Chairperson. <i>FIRST</i> template provided, or may develop custom event letter.	Planning Committee	March/April
Event Volunteers	Volunteer Month Recognition piece	A recognition piece for display that indicates their participation as a <i>FIRST</i> Volunteer.	FIRST	April/May
Event Volunteers	Event day recognition	Volunteers should be recognized throughout the event via the public address system, signage, and personal acknowledgement by Regional Planning Committee members, etc. <i>Volunteers are provided a complimentary FIRST T-shirt, Name Badge and a Volunteer Service Pin for 1st, 3rd, 5th, 10th, 15th and 20th year of service. Note: Judges do not receive an additional T-shirt in addition to the Judge shirt assigned to them.</i>	Planning Committee/ FIRST	At Event
Event Key Volunteers	Letter of thanks	Personal letter of thanks.	Planning Committee	May
Event Judges	Judge Shirt supplied by FIRST	High quality shirt to be given to each judge at the dinner or upon arrival at the event.	FIRST/Planning Committee	At Event
	FIRST thank you gift	Token gift given in recognition of their efforts	FIRST	At Event
	Thank-you letter	Signed by the Regional Planning Committee Chairperson	Planning Committee	May
	Event Program Books created by FIRST	Name, title, organization, and brief biography outlined in Event Program Book.	FIRST/Planning Committee	At Event
	Event day recognition	Recognized in front of entire audience at opening & awards ceremonies.	FIRST	At Event
Teams	Team medallions	Annual medallions produced by <i>FIRST</i> . Gold, Silver, & Bronze given to teams at event. Gold & Silver are earned for specific awards, bronze are distributed to any team, at its first event each season. Gold and silver winners do not receive bronze medallions.	FIRST	At Event At Event Register in TIMS
Mentors and Coaches	Year of Service pins Mentor/Coach Certificates and pins	Mentors and Coaches are eligible to receive a <i>FIRST</i> Volunteer Service Pin and a Mentor/Coach Certificate and Pin		
	Program books	Five Program Books supplied per team. A Thank You to Volunteers is included in the program book.	FIRST	At Event
Team Mentors	Letter of Thanks to Team Coaches	Letter by team leader to team coaches/mentors thanking for outstanding support for season.	TEAM Initiative	May
	Team thank you	Teams identify relevant ways to thank volunteers e.g. recognition dinner	TEAM Initiative	May



Regional Outstanding Volunteer of the Year Award Criteria

The Outstanding Volunteer of the Year Award is presented to one individual, business, or organization at each regional event (and the state/regional District Championship) who consistently excels in their efforts with proven results in the following areas:

Impact to their state, town, or region, by incorporating *FIRST* programs and actively supporting *FIRST*'s mission to design accessible, innovative programs that build self-confidence, knowledge and life skills while motivating young people to pursue opportunities in science, technology and engineering.

Leadership stature established through example and involvement with the *FIRST* organization; a personal and professional resource, advocate and mentor to their peers, affiliates, participants, volunteers, communities and *FIRST* supporters.

Personal Commitment consistently displayed through selfless contributions of funds, time and energy. Motivation source is one of benefiting others as opposed to personal or professional gain.

Community involvement has resulted in positive community relations for the *FIRST* organization and its affiliates as well as an established long-term commitment to the *FIRST* mission through partnership development representing schools, universities, corporations, other non-profit groups, civic organizations, educators, professionals, parents, volunteers, civic leaders and community members.

Historical Contributions support the *FIRST* mission through length of service, commitment to program incentives, participants and supporters over an extended period of time.

Deadline for Submission of Outstanding Volunteer of the Year Name

Each Regional Committee is responsible for choosing one individual, business, or organization to receive this award for that event. This award is engraved with the recipient's name. Take care to ensure that the submitted name is spelled correctly. Supply the name to *FIRST* by no later than the date indicated in the FRC Planning Calendar (Section 17).



Sample Volunteer Recognition Letter

Note: The letter should be personally addressed to each volunteer. It is important that all event volunteers register in the Volunteer Information and Matching System (VIMS) as it has the capability to facilitate letter generation.

[Date]

[Volunteer Name]
[Volunteer Address]
[City, State, Zip]

Dear [Volunteer name],

The overwhelming success of the [enter year] FIRST Robotics Competition [your event name] Regional is but a reflection of the ever-increasing dedication and enthusiasm of our volunteers.

We could not allow the [enter year] season to come to an end without recognizing your outstanding efforts. Volunteers, Sponsors and Team Mentors are changing the lives of youth across the country and world, and shaping the future through participation in the FIRST Robotics Competition program.

The [enter year] FIRST Robotics Competition (your event name) Regional was at its best by all accounts and volunteers are the real key to our success. The guests, the teams and most of all, we, the Regional Committee, appreciate your gift of time, energy, and enthusiastic support.

We would like to take this opportunity to say a heartfelt "Thank You!" We look forward to working with you again next year.

Best Wishes,

Just as the letter is personally addressed, it should be personally signed by one of the members of the Regional Planning Committee.



Conflict of Interest and Disclosure Statement

By signing this document, I, the undersigned agree to disclose any direct relationship I may have with a FIRST Robotics Competition team. I also agree, if I do have a relationship with a competing FIRST Robotics Competition team, to disqualify myself from any discussions, judging, inspecting or refereeing in which involve my team.

In the Robot Inspection position: I will disclose to the Lead Robot Inspector any direct affiliation with a FIRST Robotics Competition team and I will not inspect or attempt to influence any other inspector in the inspection of my team's robot.

In the Refereeing and Official Scoring position: I will disclose to the Head Referee any direct affiliation with a FIRST Robotics Competition team and I will not involve myself in the refereeing/scoring decisions regarding my team.

In the Field Supervisor position: I will disclose to the Field Manager and/or Head Referee any direct affiliation with a FIRST Robotics Competition team and I will not attempt to influence robot inspectors, referees or judges or involve myself in any conversations regarding my team.

In the Judging position: I will disclose to the Judge Advisor any direct affiliation with a FIRST Robotics Competition team and will not participate in any discussions or award decisions regarding this team or otherwise attempt to influence decisions relating to awards my team might be considered for.

In the Team Queuer position: I will disclose to the Field Supervisor any direct affiliation with a FIRST Robotics Competition team and I will not attempt to influence robot inspectors, referees or judges or involve myself in any conversations regarding my team.

In the Safety Advisor position: I will disclose to the Lead Safety Advisor any direct affiliation with a FIRST Robotics Competition team and I will not involve myself in the decisions regarding my team.

In the Scorekeeper/Field Power Control position: I will disclose to the Field Supervisor any direct affiliation with a FIRST Robotics Competition team, and I will not involve myself in any scorekeeping decisions regarding my team.

Website Evaluator position: I will disclose any direct affiliation (past or present) with a FIRST Robotics Competition team and will not participate in evaluating their website, nor attempt to influence any other Website Evaluator or involve myself in any conversations regarding my team.

Name: _____
(please print)

Name: _____
(please sign)

I am not directly affiliated with any team _____ (please initial)

I am directly affiliated with team # _____

Volunteer position:

- Robot Inspector
- Referee/Official Scorer
- Judge
- Field Supervisor
- Team Queuer
- Safety Advisor
- Scorekeeper/Field Power Controller
- Website Evaluator

Relationship:

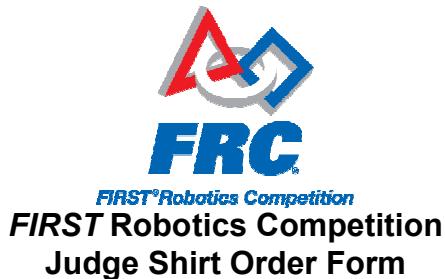
- Mentor/Coach
- Family Member
- Sponsor
- Other (please explain):

CONSENT, RELEASE AND HOLD HARMLESS

A signed Consent, Release and Hold Harmless form is required for all teams members and volunteers at an event. Teams are responsible for bringing signed forms for every member of their team to their first event. Teams may use the STIMS system for an electronic version of the form.

Volunteers must complete the paper form at this time.

The CONSENT, RELEASE AND HOLD HARMLESS form can be found on the *FIRST* website at:
<http://www.usfirst.org/roboticsprograms/frc/first-student-team-information-members-system-and-consent-form>.



Event Name: _____ Event Date: _____

Ship to Contact: _____

Ship to Address: _____
 No post office boxes, do NOT ship to Venue site

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Name of person placing order: _____ Order Date: _____
 (Please print clearly)

Phone: _____ E-mail: _____

Royal Blue Polo	Men's Sizes							Women's Sizes						
Size	S	M	L	XL	2X	3XL	4XL	S	M	L	XL	2XL	3XL	
1 per Judge 1 for JA														

E-mail order to frcjudgeshirts@branditms.com and copy kpratt@usfirst.org

OR

Fax to Attn: Scott 603-645-2504 and copy Krista 603-206-2084

Please note: The above email will result in a reply confirming receipt of your order within 24 hours, if you do not receive this email, please call Scott at 603-645-2500 to confirm.

IMPORTANT INFORMATION

Please refer to Section 7, page 7-1 for matrix to determine the budgeted number of shirts for your event. FIRST HQ will cover the cost of the allocated amount. Additional shirts over the allocation will be charged as an event expense. Orders will be shipped ground, priority shipping at the request of the event will be charged to the event.

Week 1	Week 2	Week 3	Week 4	Weeks 5	Week 6	Week 7
Due: 2/6/2012	Due: 2/13/2012	Due: 2/21/2012	Due: 2/27/2012	Due: 3/5/2012	Due: 3/12/2012	Due: 3/19/2012

Hawaii and Canada: In order not to incur air freight or VAT taxes, please place your orders directly with Krista Pratt by no later than January 20, 2012 to be included with your shipment from FIRST.



***Team Number: _____

FIRST®

MEDICAL INCIDENT REPORT – FIRST Events Please Print Clearly

SEE SECTION 14 of REGIONAL PLANNING GUIDE FOR FURTHER INSTRUCTIONS

NAME/LOCATION OF EVENT:

(FRC) (FLL) (FVC) (FIRST PLACE) (OTHER)

Type of Event: _____

DATE OF INCIDENT: _____

Event Name: _____

TIME OF INCIDENT: _____ (am)(pm)

Contact Person: _____

Phone: (_____) _____

INJURED: (Team Member) (Team Volunteer) (Event Volunteer) (Other: _____) Gender:(M) (F)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (_____) _____

If Minor, Parent/Guardian Name: _____

INJURY:

Injured Body Part: _____

Nature of Injury: _____

(Cut, Sprain, Fracture, etc.) _____

MEDICAL CARE:

Care Given: _____

DISPOSITION:

Ambulance to Hospital: _____

Personal Auto to: _____

Returned to Event

Other: _____

Refused Treatment _____ Patient's Initials

DESCRIBE HOW INCIDENT HAPPENED: (in patient's words):

WITNESS: (continue on other side if more than one witness)

Name: _____

Address: _____

Phone: (_____) _____ Employee of FIRST? (Y) (N) _____ (Use back of form for further witnesses)

WHERE ON PROPERTY INCIDENT OCCURRED:

WAS PARENT OR GUARDIAN ON-SITE? IF SO NAME: _____

DESCRIBE HOW INCIDENT HAPPENED: (in witness's words):

WHILE PERFORMING WHAT ACTIVITY:

PERSON REPORTING: _____

EVENT POSITION: _____ Phone: (_____) _____

PLEASE REVIEW ALL THREE STEPS TO REPORT THIS INCIDENT.

1. Return completed form to FIRST via fax at (603) 647-5772. (Same day please) Attn: C. Baker-Terilli
2. Mail the original to: Finance, FIRST, 200 Bedford Street, Manchester, NH 03101. (ASAP not needed)
3. If the injuries require medical treatment (including EMT, nurse, doctor or hospital) fax a completed form ASAP to USI Claims: (603) 665-6003.

Source: FIRST Finance

August 2009



NON-MEDICAL INCIDENT REPORT

Date: _____

FIRST Program & Event Location: _____

Name of person reporting incident: _____

Position: _____

Contact Info: _____

INCIDENT INFORMATION

Complainant Name:

Address:

City:

State:

Zip:

Phone:

email:

Date of incident:

Location of incident:

Description of incident:

Categories:
(check all that apply)

- Inappropriate language
- Verbal abuse
- Threatening behavior
- Inappropriate contact
- Other:

NAMES OF WITNESSES AND/OR OTHER PEOPLE INVOLVED IN INCIDENT:

1. Name: Contact info:	Volunteer: Y N Position:	Witness: Y N Involved: Y N
2. Name: Contact info:	Volunteer: Y N Position:	Witness: Y N Involved: Y N
3. Name: Contact info:	Volunteer: Y N Position:	Witness: Y N Involved: Y N

Action Taken:

By whom:

Was event Security involved: Y N If Yes, please explain:

Contact Name and Number of Event Security:

FIRST APPROVAL

Reg. Dir. or Op. Partner:	Signature:
Reg. Com. Chair:	Signature:

If this is an emergency please phone: 1-800-871-8326, ext. 437, or ext. 459

Please FAX this completed form to FIRST, 603-666-3907, Attn: D. Howland and Ginny Szymanowski or Email to the same at dhowland@usfirst.org and vszymanowski@usfirst.org

Rev. August 2009

INSURANCE CERTIFICATE APPLICATION

1. Named Insured: **FIRST** _____
2. Name and Location of Event: _____
3. Date of Event: _____ Start and end times: _____
4. Estimated Attendance: _____ (Please include teams, volunteers and spectators.)
5. Please describe all activities: _____

6. a. Name(s) and addresses of Additional Insureds: _____

- b. Name(s) and addresses of Certificate Holders: _____

Relationship of Certificate Holders to event (usually the host facility) _____

Any Special Language requested: _____

7. Who provides security for the event?
City _____ County _____ State _____ Employees _____ Private Agency _____
Does the private agency provide a certificate of insurance? Yes _____ No _____

8. Minimum number and type of medical personnel:
Paramedics _____ EMT/EMS _____ Nurse _____
▪ Distance to nearest hospital; response time in minutes? _____
▪ Is there an ambulance on site? Yes _____ No _____
Describe any other medical facilities on-site: _____
How is crowd informed of an emergency? _____

9. What organization will reimburse FIRST for associated costs upon invoicing? NA for FRC.
Legal Name: _____
Invoice Address: _____

10. To whom should the certificate of insurance be sent?

Legal Name: _____
 Mailing Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

Signature _____

Date _____

Please allow a minimum of three weeks for processing this request.
Fax to Christine Baker-Terilli 603-647-5772

No certificates may be issued if application is received less than 5 business days prior to the event!!!

This form should be downloaded from the IRS website along with instructions for completing it. (www.irs.gov)

Form
W-9
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)
	Business name, if different from above
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=dissigned entity, C=corporation, P=partnership) ► <input type="checkbox"/> Other (see instructions) ►
	Address (number, street, and apt. or suite no.)
	City, state, and ZIP code
	List account number(s) here (optional)
	Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
------------------------	--

OR

Employer identification number	
--------------------------------	--

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ►	Date ►
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FIRST**PROCEDURE FOR
EVENT INCIDENT REPORTING****Objective:**

To provide a clearly defined procedure with specific responsibilities for handling the timely reporting of accidents involving bodily injury and/or property damage incidents at a *FIRST* event.

Requirements:

There will be one individual at each event responsible for coordinating incident reporting activities. This individual needs to be available and on site during the periods that the event is open to the teams, volunteers and general public. This individual should be calm in an emergency, able to talk to witnesses without assessing fault and communicate with the insurance company if necessary. For purposes of this procedure this individual will be called the Incident Reporting Person or IRP. At most regional events the Pit Administration Supervisor will act as the IRP.

Responsibilities:

The IRP will meet each morning with the assigned emergency medical technicians (EMTs) for the event in order to introduce him or herself. At that time, the IRP will make the EMTs aware of *FIRST* Incident Reports and the reporting procedure.

The EMTs and the IRP will be on radio for immediate communication of any incident, which might occur.

It is the responsibility of the IRP to ensure the incident reports are completed for any incident that occurs at an event that requires treatment off site or more than a Band-Aid on site. If the injured person is a team member or other official event participant (other than a spectator) the IRP will also obtain the signed "Consent, Release & Hold Harmless Form" which was signed by or for the injured person at the start of the event (See Section 13, FORMS), match it to the incident report and file the report as per the procedure below.

Note: Although the majority of incidents will not result in a claim, it is better to err on the side of caution and report them. Should an incident result in a claim after the event, the documents will be on file complete with witnesses and a written report, which would be impossible to get once the event is over.

Procedure:

Should an incident occur at an event, the EMT will contact the IRP on radio to report to the incident or treatment site.

The IRP will respond immediately, bringing a clipboard, a pen and an incident report. Once the EMTs have completed treatment (or during treatment if it does not interfere with the EMTs performing their jobs) the IRP will complete the incident report, including date, time, name, address and phone number of injured party, name, address and phone number of any witnesses, information about the incident and medical care given.

The IRP should observe/inspect the accident location, if possible and note the conditions in the area: wet, dry, slippery, bumpy, etc. The more information the report contains, the better. They should note the claimant (incident victim) and witness comments, along with their own observations. **Clear and legible handwriting is a must.**

If the incident is also being investigated by local authorities, identify those authorities as part of the report (i.e., police, from what town, county, and state).

The IRP will also need to know if the injured person is a volunteer, judge, team member or spectator. If the injured individual is a team member, the team number is essential for the next step in the procedure.

For Volunteers, Judges and Team members a signed copy of the "Consent, Release and Hold Harmless" indemnity form should be on file at the event. The Volunteer Coordinator will have the forms for the

Volunteers, the Judge Coordinator will have the forms for the Judges and the Pit Admin table will have the forms for the team members. The IRP will find and pull the signed form and attach it to the Incident Report. Spectators will not have signed forms on file.

Should the signed consent form for a team member not be available from the Pit, (i.e., the team competed at an earlier regional) the IRP will determine which event was the team's first event of the season and notify *FIRST* who will then make arrangements to retrieve the appropriate form. See below for further instructions.

The completed Incident Report and signed consent form (where applicable) will be taken to the Event office immediately and faxed to *FIRST* at 603-647-5772, Attn: Finance. If a signed form is not available, please note on the cover page of the fax the team's first event. If the incident is serious, one with critical or potentially fatal injuries, the IRP must call *FIRST* immediately at 1-800-871-8326 to notify *FIRST* Headquarters. If after hours, the Event Manager or senior *FIRST* Staff person on-site will have the necessary contact information. In addition to immediately faxing the forms, the original incident report, with the signed consent form inside should be stapled together and mailed to *FIRST* within 24 hours.

In the instance of a major spectator loss or fatality, the IRP must also notify *FIRST*'s Director of Programs and *FIRST*'s Vice President of Finance at 1-800-871-8326 ext. 436. The Chief Marketing Officer must also be notified immediately at 1-800-871-8326, ext. 460 and if necessary will give instructions for appropriately communicating with the public.

It is imperative that the IRP, in all conversations with the injured, witnesses, spectators and media to respond only that: "The Incident is being investigated" without any further comment. Do not imply liability or any payment.

The IRP will cooperate with the *FIRST* insurance representative during any investigation. The *FIRST* Insurance Representative is responsible for any and all conclusions.

**FIRST
ROBOTICS COMPETITION**

**PROCEDURE FOR
EVENT SAFETY**

OBJECTIVE:

To provide a clearly defined procedure with regards to safety equipment, its deployment and use, and other safety considerations at a *FIRST* Robotics Competition event.

REQUIREMENTS:

Adults must always be vigilant in looking for unsafe conditions and acts. Unsafe conditions should be immediately reported to *FIRST* staff, event staff or facility staff. Unsafe acts should be addressed immediately by any individual by stopping or mitigating the unsafe occurrence.

One of the most ignored safety issue is the wearing of safety glasses, *must be worn at all times* while in the pits and on the field.

FIRST carries the following safety-related items to each event:

- Two (2) CO₂ fire extinguishers
 - One is to be stationed at the side of the field
 - One is to be stationed in the Pit near the Pit Administration Station
- *First aid kit*
- Two (2) containers of acid neutralizer
- Numerous pairs of safety glasses

Additionally, there is Emergency Medical Services (EMS) personnel provided at each site for emergency medical care. Typically, EMS is located near Pit Administration.

RESPONSIBILITIES AND PROCEDURES:

Safety is everyone's responsibility, but enforcement mainly resides with the adults.

Emergency Medical Services (EMS)/Emergency Medical Technicians (EMT)

- ALL medical emergencies are handled by contacting EMS on the radio. They have a pre-assigned channel on the radio. If they cannot be reached, ask the personnel at the Pit Administration table for assistance in locating EMS. All medical emergencies (for Staff, Volunteers and Teams) are to be handled by the EMS/EMTs.

Fire Extinguishers

- *FIRST* carries only CO₂ fire extinguishers. CO₂ extinguishers are relatively safe, but like anything, if not used properly, injury can result. *FIRST* CO₂ fire extinguishers should be utilized to put out any fires, which may occur on the Playing Field.
- Many venues use dry chemical extinguishers. DO NOT USE DRY CHEMICAL EXTINGUISHERS ON THE PLAYING FIELD unless the CO₂ extinguishers have been fully discharged and have not extinguished the fire. The powder makes an extreme mess and will literally shut down the event.
- Use of the fire extinguishers should be limited to those that have used them before but, in lieu of that, the following is a very brief set of instructions for their use:
 - ◆ **First, have someone call 911 for the Fire Department, then;**
 - ◆ Pull the pin that keeps the handle from operating and discharging the CO₂;
 - ◆ Remove the nozzle and hold it in one hand while holding the canister (by the handle) in the other hand;
 - ◆ Get as close as possible to the fire;
 - ◆ Aim the nozzle at the **base** of the fire;
 - ◆ Squeeze the handle mechanism to discharge the CO₂;
 - ◆ Move the nozzle around the base of the fire until it is out;

- ◆ The “pound rating” on the extinguisher is the number of seconds of discharge; be quick and accurate as possible;

Acid Neutralizer

These are kept near the Playing Field and at the Pit Administration Station. Use them in the event that a sealed battery is damaged and leaks acid gel. Read instructions before using.

Safety Glasses

It is imperative that safety glasses are worn in the pits and on the playing field. Teams are responsible for bringing their own safety glasses for all team members and guests. *FIRST* carries several dozen safety glasses for staff, volunteers, and team emergencies. Limited numbers are available for loan at the Pit Administration Station.

All individuals, regardless of age, must wear safety glasses at all time when in the Pit area, including walkways, the Pit Administration Station and while working on and around the playing field, the practice field and any other area where the use of eye protection is posted.

Children under 12

Visitors to the pit area age 12 or under must be accompanied by an adult who is responsible for supervising them at all times.

FIRST

ROBOTICS COMPETITION

PROCEDURE FOR

JUDGE ADVISOR RECRUITMENT

Objective:

1. Have trained local Judge Advisors at each *FIRST* Robotics Competition by no later than the third year. If a potential Judge Advisor meets all the requirements (see Judge Advisor Requirements below), and can attend the mandatory training session held during the preseason (usually January), this could occur as early as the second year.
2. Involve both local committees and veteran Judge Advisors in the nomination process.
3. Engage local Judge Advisors, wherever possible, as part of the local committee so that they are involved with local issues such as judge selection, sponsorship and VIP development.

Judge Advisor Requirements

1. Has been a judge at the Regional and/or Championship level for at least two years.
2. Is recommended by either the local committee or a veteran Judge Advisor and be approved by the *FIRST* Chief Judge Advisors and the Director, *FIRST* Robotics Competition.
3. Has attended at least one Judge Advisor training session in the past two years.

Note: Judge Advisor must attend training once every two years in order to remain a qualified *FIRST* Judge Advisor.

Judge Advisor Responsibilities

The Judge Advisor facilitates the judging process and award deliberations at the competitions. Judge Advisor responsibilities include:

1. Overseeing the Judge panel
2. Setting the daily schedule
3. Assigning the judging teams and tasks
4. Facilitating the discussions
5. Ensuring award criteria are met by teams for each award
6. Overseeing writing and editing of the award scripts
7. Serve as an advisory panel to the Chief Judge Advisors and *FIRST* staff.

The Judge Advisor does not vote on awards but is responsible for getting the voting done in a timely manner. This individual must be a leader, a diplomat and a facilitator to help the judges reach a consensus and a decision.

Note: Judge Advisor responsibilities will be further defined in the Judge Advisors Manual distributed to all Judge Advisors each year in January.

Judge Advisor Nomination Procedure

After the end of each Competition season, nominations for new Judge Advisors will be solicited from veteran Judge Advisors (for events they covered) and from Regional Committees. These names will be solicited by *FIRST* from June through September.

In the event that both the Judge Advisors and the Regional Committee nominate the same individual, that individual will be contacted by *FIRST* and asked if they would like to be a Judge Advisor for the following season.

In the event that the names do not match, further discussion will be required. The veteran Judge Advisor, who has worked with the individual, will be asked to comment on the committee nominee. The Regional Committee will be asked to comment on the Judge Advisor nominee. All comments will be taken into consideration by FIRST and the Chief Judge Advisors before any potential new Judge Advisor is solicited. FIRST will work with the Regional Planning Committee to form a consensus.

Note 1: *Many excellent judges may not have the skills required to be a FIRST Judge Advisor. FIRST relies on our veteran judge advisors who have experience with the nominated judges to assist us in making those determinations. FIRST requests that Regional Planning Committees not contact potential Judge Advisors to avoid any conflicts, miscommunications or hurt feelings should a nominated individual not have the skills needed to be a FIRST Judge Advisor.*

Note 2: *All Judge Advisors must attend Judge Advisor training at least once every two years. This training is mandatory for all new (rookie) Judge Advisors prior to working a FIRST Robotics Competition Regional/District event.*

Responsibilities:

1. The responsibility for contacting and recruiting the selected individual to serve as Judge Advisor resides with FIRST Headquarters.
 - a. Once the competition schedule (dates) are locked in, Judge Advisors will be assigned to events by FIRST. FIRST will then notify the Regional Planning Committees (typically by November).
2. FIRST, in conjunction with the Chief Judge Advisors, are responsible for training new Judge Advisors.
 - a. FIRST is responsible for planning, scheduling and coordinating the logistics of this training.
 - b. FIRST, in conjunction with the Chief Judge Advisors, will develop the training materials.
 - c. Veteran Judge Advisors, along with FIRST staff, will conduct the Judge Advisor training.

**FIRST
PROCUREMENT OFFICE**

**PROCEDURE FOR
PURCHASE ORDER SYSTEM**

A Purchase order form is required for **all** purchases. The form is available through the Microix System. Please see Procurement Procedure 101 for details.

Only the members of the *FIRST* Procurement Department have the authorization to commit funds for *FIRST*. Prior to any commitment, the Procurement Department must receive an approved requisition form through the Microix System.

All purchases greater than \$1,000 require a written quotation from the Supplier attached to your requisition. Purchases greater than \$10,000 requires three competitive quotes or a sourcing/cost justification be attached to the Requisitions. Any purchases greater than \$25,000 require early involvement by the Procurement Department and at the discretion of the Director of Procurement, may require the development of an RFQ or RFP to be sent to multiple Suppliers

Proper Approval Channels at *FIRST* are a product of the electronic requisition/approval system. Each Region has an Approval Workflow in the Microix System which adheres to the approval policies outlined in Procurement Procedure 101. Once a requisition moves through the entire approval Workflow, it will be moved to Procurement for processing.

All purchase orders require a receipt. Packing Slips must be forwarded to the Receiver at *FIRST* headquarters. The receiver will match the packing slip to the a purchase order, initial and date stamp the packing slip, enter the receipts to the Microix System, and forward the receiving document and the packing slip to Finance as proof of receipt. (A supplier cannot be paid without proper proof of receipt whether it is tangible or non-tangible items.) If a packing slip or a receipt is not provided by the supplier a copy of the printed purchase order marked received and signed by the individual that received the product or services, must be forwarded to the Receiver at *FIRST* Headquarters.

Approval Matrix:

Name	Title	Authorized up to:
John Dudas	President	\$1,000,000
Durkin Terry	Vice President of Finance	\$ 50,000
Roseann Stevens	Vice President of Field Operations Planning	\$ 50,000

**FIRST
PROCUREMENT OFFICE**

**Authorization for and Process of Procurement
PUR-101**

PURPOSE: To identify the authorization to commit funds for *FIRST*® and the process to do so.

REFERENCES:

Procurement Policy PUR-102 Sourcing
Procurement Policy PUR-103 Negotiation

FIRST® Travel and Expense Policy
FIN Spending Authority Chart

“Purchases Expense Report Approvals _FY2008_ Revision 1 050108”

Standard Operating Procedure “Creating a New Requisition Request for Materials or Services”

DEFINITION:

Agent: Individual authorized to commit funds on behalf of *FIRST*®

Supplier: Any individual(s) representing a company or organization intending to provide goods and/or services to *FIRST*® in expectation of a fee.

Requestor: An individual in the *FIRST*® organization with a requirement to obtain goods and/or services from an outside source.

Sourcing: The activity of locating a source of supply or a service provider

RFQ/RFP: Request for Quote/Request for Proposal

SINGLE SOURCE: Multiple Suppliers exist; however, with sufficient rationale, Procurement elects to utilize only one of these suppliers.

SOLE SOURCE: The supplier is the only available source for the product required. The product is proprietary to the Supplier.

POLICY:

Members of the Procurement Department are the only authorized agents of *FIRST*®. The Procurement Department is responsible for obtaining all products and/or outside services for *FIRST*®. All Requirements are to be communicated to Procurement via the use of an approved purchase requisition (Refer to Finance Document for approval requirements, attached). Requestors may suggest a potential supplier on the requisition form; however, the Procurement Department is responsible for sourcing all purchases and obtaining the best price, quality, delivery and terms.

*Note: The only exception to this policy is those emergency situations in which a Regional Director needs to acquire event-related goods and/or services with a value less than \$250. In these circumstances, the Regional Director should utilize a credit card and submit all backup paperwork with a *FIRST*® expense report to the Accounting Department for reimbursement on their next submittal in accordance with the *FIRST*® Travel and Expense Policy.*

The Procurement Department will source the product and/or service achieving the most appropriate agreement including but not limited to price and delivery. All purchases greater than \$1,000 require a written quotation from the Supplier. Purchases greater than \$10,000 require three competitive quotes or a sourcing/cost justification approved by the individual authorized to approve purchases greater than \$10,000 for the requester's department (See Finance Document for approval requirements, attached). Any purchases greater than \$25,000 require early involvement by the Procurement Department and at the discretion of the Director of Procurement, may require the development of an RFQ or RFP to be sent to multiple Suppliers (See “Purchasing Guidelines”, attached).

All requisitions must have the appropriate approvals in accordance with the “Finance Document for Purchases Approvals” as well as the following requirements: For any purchase of \$50,000 or greater,

the Vice President of Finance or his designee must initial the requisition indicating verification that the item(s) is within the approved budget. All unbudgeted requests for goods or services shall be sent to the Vice President of Finance or the President for review and signed approval. Any out-of-budget commitments over \$200,000 require approval by a board officer. All purchases greater than \$1,000,000 requires the approval of the Steering Committee even if already approved within the annual operating budget. The Board Treasurer may act on behalf of the Steering Committee. All contracts for a period greater than 3 years and/or greater than \$1,000,000 must be reviewed by outside counsel. Any requisition requiring review and approval by the Vice President of Finance, the President, a board officer and/or the Steering Committee requires complete documentation including but not limited to an executive summary explaining the requirement, the source selection criteria and the steps that were taken to assure the best possible value to *FIRST*®.

All Quotes and Proposals submitted by a Supplier must be directed to, and reviewed by, Procurement. The Procurement Department will be responsible for selecting the supplier and awarding the order. Selection Criteria for awarding the contract is as follows:

- The total cost of the contract including price, extraneous charges, freight, cash terms, any requirement of cash deposits as well as any special offerings provided by the Supplier
- Delivery including the geographic location of the supplier, the supplier's capability to meet the requested delivery date and the logistics required for transporting the product
- Quality of the product and/or service based on past experience, reference feedback or supplied samples
- Process Knowledge of the supplier based on past experience with *FIRST*® and the degree of complexity and time required to educate a new supplier on such process knowledge
- Possession of necessary tools to complete the contract/order such as plates, tools, screens etc. and the time and cost to recreate or relocate them.

The Procurement Department is responsible for acquiring an updated MSDS Document from the Supplier whenever it is deemed necessary. These documents shall be maintained in the Procurement Department.

From time to time Procurement may be in a position where utilizing a single source is the most appropriate decision for awarding a contract/order. Situations such as a lack of lead time to perform competitive bid processes, or where the scope of work is extremely complex and the former supplier provides knowledge and expertise that cannot easily be replaced are examples of criteria causing the selection of a single source.

A sole source supplier is selected in situations where the product desired is proprietary to that supplier or where the service provided is only offered by that supplier. In these circumstances it is critical for Procurement to have formal agreements and negotiate for the best possible outcome for *FIRST*®.

If multiple quotes are not provided, an explanation must be written on the requisition; such as "sole source for a required proprietary product" or "single source due to complexity of services required". However, any purchase greater than \$10,000 without multiple quotes, requires a complete approved "Single/Sole Source Justification" document (see example attached) prior to the award of a purchase order or contract.

Where appropriate, the Procurement Department may use negotiation as an additional tool for establishing the best outcome. See the referenced policy noted above on Negotiations. During the bid-quote and negotiating process, employees and consultants must refrain from discussing the potential business with any of the bidding suppliers unless specifically directed by Procurement, in writing, to provide more technical or specific information. This is critical to maintaining impartiality, business ethics and the best outcome for *FIRST*®.

STANDARD OPERATING PROCEDURE**NEW PURCHASE ORDER
PROCESSING LEAD TIME**

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1. The requestor creates a new purchase order using the *FIRST* approved PO Form that can be found at Finance's "wall of forms", Procurement Dept. or on the *FIRST* Intranet under business forms. (Note: For Regional Planning Committees this form can be found in Section 13 FORMS).
 2. The PO form is completed and all pertinent supplier and purchase ordering information are included on the form.
 3. The requestor shall obtain the necessary signature approval(s) based on the total purchase order dollar amount.
 4. The completed and signed purchase order is delivered to the Procurement group
Note: All purchase orders delivered to the Procurement Department before 2:00pm (EST) shall be issued a purchase order number and returned to the requestor's mailbox by 12:00pm the following business day. Delays may result if purchase orders are not entirely completed nor have the appropriate signature approval.
 5. The Procurement group will work with the Accounting Manager to obtain the correct General Ledger (G/L) account code, which will be applied to the purchase order.
 6. The Procurement group shall issue a purchase order number, make photocopies and distribute the purchase order to the following stakeholders: **Requestor, Accounts Payable and Receiving.**
 7. Upon receipt of the purchase order, the requestor will contact the supplier and forward the purchase order for the procurement of goods and services.
 8. Emergency purchases shall be handled on an "as required" exception basis only.

**FIRST
ROBOTICS COMPETITION**

**PROCEDURE FOR
TEAM SOCIALS**

Objective:

- Provide a safe outlet for students to engage in social interaction with fellow team members and members of other teams.
- Provide a meal for team members.
- Provide a known place for the students to congregate and unwind after the first full day of competition.
- Provide a fun and festive environment that adds to the overall *FIRST* experience.
- Provide a place for team leaders to engage in social interaction with fellow team leaders.
- Provide entertainment which supports *FIRST*'s core values and encourages appropriate activities and behavior.

Requirements:

Team Socials must provide a safe, secure location inside the venue or within a reasonable (preferably walking) distance from the event. There should be food for approximately 30 members per team and a *FIRST* approved entertainment or activity. Due to insurance and liability issues, DJ's and/or dancing are strictly prohibited at Team Socials. Any entertainment or activities should be of a nature to allow participants to unwind after a very busy and competitive day.

Submit entertainment plans for review to the Director of *FIRST* Robotics Competition by no later than January 20, 2006. This is necessary in order for *FIRST* to approve and obtain any certificates of insurance which may be required.

Team Socials are not planned for events unless regional sponsorship funding goals have been attained. Socials are expensive and not a required component of a *FIRST* Robotics Competition. Before the Regional Planning Committee initiates planning for a Team Social, a complete review of sponsorship status is needed. Sponsorship sufficient to cover other critical expenses must be obtained before an event starts planning for a social.

Responsibilities

It is the responsibility of the Regional Planning Committee to appoint a Team Social Coordinator (or organizing subcommittee or group) to oversee the planning of the Team Social and the supervision of the actual event.

The Team Social is an event that should last 2½ to 3 hours (max) usually on the Friday of competition. The Team Social Coordinator should be outgoing and open-minded with excellent planning and organizational skills and have a good understanding of how current high school students enjoy being entertained with appropriate good taste.

This individual works with the *FIRST* Regional Director, the Event Manager (if the Team Social is held in the same venue as the competition) and the Teams to make the Team Social a safe and successful event for all participants.

Team Social Coordinator

Find the position description for the Team Social Coordinator can be found in Organizing Your Event (Section 1) of the Regional Planning Guide.

Specifications for the Team Social Site can be found in Securing the Site (Section 2) of the Regional Planning Guide.

The Team Social Coordinator will need to determine the goal(s) and theme of the Team Social for the regional event in conjunction with input from the Regional Director and the Event Manager. A Team Social Committee, consisting of local team leaders and students (optional) may be used to plan the event.

This may be time consuming. "Buy in" by the attendees into the content of the social may provide excellent input and assist in creating a high quality event.

The Team Social Coordinator will represent the regional planning committee and will interface and interact with the Regional Director and the *FIRST* Headquarters Staff. The Team Social Coordinator will ensure that all *FIRST* attendance policies (1 adult for every 10 students attending) are adhered to in the organization and the execution of the plan for the Team Social. The Team Social Coordinator is the "go to" person on site to supervise the on-site setup of the Team Social. He/she will ensure all issues are resolved so that the Team Social is ready at the prescribed time for the regional event.

If the Team Social is being held in the same facility as the Regional Event, the *FIRST* Event Manager will work with the Regional Planning Committee to secure favorable rental and food pricing. If the Team Social is being held off site it is the responsibility of the Regional Planning Committee to secure these items. These contracts must be approved and signed by *FIRST* in order to be covered under *FIRST*'s insurance, be included on the *FIRST* web page and for the Team Social Coordinator to have access to team contact information.

1 Month Prior to the Event

- ◆ Team Social Coordinator works with *FIRST* to determine the headcount anticipated to attend the Social. If the site capacity is limited, it may be necessary to plan actions to tightly control attendance. The use of wristbands issued to team leaders may be required to insure attendance does not exceed capacity.
- ◆ Team Social Coordinator informs Team Leaders of the plans and reviews requirements of 1 adult chaperone (must be over 18 and not a student member of the team) for every 10 students attending. He/she requests the names of chaperones emailed to the Team Social Coordinator no less than two weeks prior to the event.
- ◆ Team Social Coordinator becomes familiar with the Incident Reporting Procedure found in Policies and Procedures (Section 14) of the Regional Planning Guide. The Team Social Coordinator is responsible for adhering to the Incident Reporting Procedure at the Team Social.

At the Regional Event

Wednesday:

- ◆ Arrive late afternoon to meet with the Event Manager and Regional Director to discuss the Volunteer Meeting Agenda and Team Social Attendants training.
- ◆ Attend the Wednesday night volunteer dinner to meet with the Team Social Attendants and give them an overview of what their duties will be at the Team Social.

Thursday:

Walk around the Pit area to meet the team leaders to:

- Verify headcounts of team members who will be attending the Team Social
- Verify number of students and adult attending, and chaperone names
- Ensure that Team Leaders are aware students and chaperones must arrive together at the Team Social

Friday:

- ◆ Meet with all of the Team Social Attendants mid-morning to ensure they know:
 - Where they are supposed to go
 - What time they are supposed to arrive and leave (must stay until end of event)
 - What they will be doing
 - Distribution process for wristbands or tickets to attendees, if needed
- ◆ Meet with the Regional Director on site to:
 - Determine who will be going to the Social from the Regional Committee and from *FIRST* Staff
 - Determine who will assist with problem resolution should it become necessary
- ◆ Walk through the Team Social venue with the Event Manager to:

- Check on setup and catering status
- Discuss the specifics of the Team Social to make sure they are clear
- ◆ Check with the EMTs, ensure they are all set for the event
- ◆ Obtain "Incident Report" forms from Pit Administration Supervisor to have on hand at the event

At the Team Social:

- ◆ Greet team attendees at the entrance, check for appropriate number of adult chaperones
- ◆ Walk around and mix with the teams in all areas
- ◆ Help to ensure safety of all attendees
- ◆ Be alert for any conditions arising, which could give opportunity for inappropriate behavior. It is better to prevent incidents before they happen than deal with them afterwards
- ◆ If inappropriate behavior is observed, politely interrupt and ask the participants to stop (i.e. dancing, body surfing, necking, groping, etc.)
- ◆ Try to ensure that all the participants are involved and having a good time
- ◆ Check on transportation issues; ensure team buses are parked in the designated locations
- ◆ Provide teams with directions back to their hotels, upon request
- ◆ Listen to any feedback received for improvements/changes the following year
- ◆ At the end of the event, thank the volunteers for their time

Should an Incident Occur:

- ◆ Contact the EMTs immediately
- ◆ Contact the FIRST staffer and Regional Director/Committee member on site
- ◆ Clear the area around the incident so that the EMT's can work
- ◆ Determine who witnessed the incident and ask them to wait to one side
- ◆ Determine the team number of the person(s) involved, and contact the appropriate adults associated with the team
- ◆ Complete an Incident Report and report the incident in accordance with the instructions in the Incident Reporting Procedure (Section 13 of the Regional Planning Guide)

Note: If a FIRST Staff member is on site, he/she will work with you to complete it.

Post Event:

- ◆ Send a thank-you note to each of the volunteers for their efforts. See Volunteer Recognition (Section 12) of the Regional Planning Guide for suggestions and tips.
- ◆ Prepare post event follow-up notes to capture opportunities for improvement

FIRST

**PROCEDURE FOR
OBTAINING A CERTIFICATE OF INSURANCE**

At certain events, a hosting entity may require that *FIRST* provide a certificate of insurance (COI) proving that *FIRST* has appropriate liability insurance in force.

An Insurance Certificate Application must be filled out by the *FIRST* representative responsible for the event (see Section 13 for this form). The completed form should be received by the Finance Department no later than three (3) weeks prior to the event. Applications submitted less than five (5) days prior to the event will not be considered – in that case, no COI can be issued, and ***the event may have to be cancelled.***

In cases where special insurance requirements are demanded in the contract with the event host entity (such as waiver of subrogation, special wording, or anything other than naming the host as an additional insured and/or certificate holder), the application and the pertinent contract language must be submitted to the Finance Department ***at least three (3) business weeks before the contract is signed.*** The reason is that *FIRST*'s insurance provider may not be willing to issue a COI that meets the host's requirements, and *FIRST*'s management may not be willing to expose *FIRST* to the added liability and significantly diluted insurance protection resulting from the requirements. Every named additional insured reduces the amount of general liability coverage available to protect *FIRST*. There may be specific situations having significant risks that *FIRST* cannot be exposed to.



FIRST Regional Planning Guide

On-site Checklists

Judge Assistant Event Checklist

This list is a guideline of actions and activities that may need to be performed at each event. Every event is different. Each Judge Advisor has their own style and will have different expectations of the Judge Assistant. The responsibilities of the Judge Assistant may include items not on this checklist and may not include items that are listed.

Judge Assistant - If at all possible, on Thursday afternoon, go over this list with your Judge Advisor to determine clearly what activities are expected of you as the Judge Assistant.

Judge Advisor - Be sure to contact your Judge Assistant at least 2 weeks prior to the event to be sure all items needed for the room have been ordered and are ready for the event.

Thursday afternoon:

- Go to Volunteer Registration and receive your name badge and check out a radio. Announce your name and position (Judge Assistant) to the Event Manager and determine the location of the Judges Room and get the room unlocked and open. You may need to contact the Event Manager to get missing setup features and/or material.

Verify set up of Judge Room

- ◆ U-shaped table arrangement
- ◆ Verify sufficient seating for all Judges
- ◆ Trash cans
- ◆ Additional tables (as able) for:
 - Judges shirts and name badges
 - Laptop and printer (near outlet and with two chairs)
 - Regional/District Chairman's Award submissions (the Judge Advisor may bring these or you may need to print them off of box.com-ask your JA)
 - Breakfast/lunch set-up (if applicable): check with the Event Manager to see where the Judges will be eating

Verify Regional/District Committee supplies

Note: Check this list carefully and make changes depending on local event requirements.

- ◆ 2 Full pads of flip chart paper and one flipchart stand

Note: Post-it Self-Stick pads are preferred. If standard pads are being used, Fun Tack putty should also be supplied.

- ◆ 1 multi-pack box of colored markers (5-6)
- ◆ Ball point pens (one for each Judge)
- ◆ 1 ream white printer paper
- ◆ 3 Sharpie black markers (fine point)



FIRST Regional Planning Guide

On-site Checklists

- ◆ 2 boxes 1" round stickers (1 box in red/orange/1 box in blue/green)
- ◆ 1 box white labels of sufficient size to cover 1" round stickers
- ◆ 1 stapler with box of staples
- ◆ 1 box paperclips
- ◆ Clipboard for each Judge
- ◆ Pre-printed Judges name badges (from Volunteer Coordinator)
- ◆ List of Judges recruited for event along with their shirt sizes
- ◆ *FIRST* Judge Shirts (shipped in advance to Planning Committee)

Note: Judge Assistants wear a Volunteer Coordinator shirt

Verify *FIRST* supplied items

*Note: items supplied for district events will vary. Refer to the MOU for a list of specific items *FIRST* will provide.*

- ◆ Judge road case items
 - Laptop Computer
 - Printer
 - Toner for printer
 - Paper for printer
 - *FIRST* Judge Workbooks (Judge road case)
 - Judge Gifts
 - *FIRST* Dean's List Certificates & Folders
 - Envelope for 'Consent & Release' forms
 - Envelope for 'Conflict of Interest' forms
- ◆ 25 Event Program Books (obtain from Pit Admin.)
- ◆ Safety glasses, one pair for everyone in the room (may have to obtain from Pit Admin.)

Set up perimeter tables in Judges Room as follows:

1. Table near an electrical outlet with two chairs should have:
 - ◆ Computer printer and paper
 - ◆ Laptop Computer (hooked up to printer and functioning)
 - ◆ All office supplies listed above
2. Once the Laptop and Printer are set up, the following items will need to be printed:
 - ◆ 'Consent & Release' forms (*1 for each Judge*)
 - ◆ 'Conflict of Interest' forms (*1 for each Judge*)
 - ◆ Regional/District Chairman's Award Submissions for event (*URL provided by FIRST. Print each one for your event*)
 - ◆ 'Chairman's Award Feedback' forms (one for each submission)
 - ◆ Judges 'CA Evaluation' form for each Chairman's Award Submission
3. Table on perimeter of room:



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On-site Checklists

- ◆ Judges Name Badges (Obtain Judges badges and list of Judges recruited by Planning Committee from Volunteer Registration)
- ◆ Judge Stickers (two different colors needed)

At each Judges place setting at the U-shaped table add:

- ◆ One ball point pen
- ◆ One clipboard
- ◆ One pair of Safety glasses
- ◆ One copy of the Match Schedule
- ◆ One FIRST Judge Workbook
- ◆ One event Program Book
- ◆ One 'Consent & Release' form
- ◆ One 'Conflict of Interest' form
- ◆ One Judge Gift ***PLEASE, DO NOT GIVE OUT EXTRA JUDGE GIFTS TO ANYONE.**
(One Judge Gift does go to you, the Judge Assistant). Please put extra gifts back in the Judge road case.
- ◆ One Pit Map (obtain from Pit Admin.)

Additional room set-up

- ◆ Set up flipchart pads at top of U-shaped table
- ◆ Place one flipchart pad on each flipchart stand
- ◆ Place multi-pack of markers near flipchart stand
- ◆ Place Team Yearbook copies on Judges conference table (if they were printed out by JA)

Any time after 2 PM

- ◆ Go to Pit Admin. and obtain the latest list of teams competing
 - Compare to teams listed in Judge Workbooks
 - Cross out any teams who are not competing in each Judge Workbook
 - Add any new teams who are competing in each Judge Workbook
 - Advise Judge Advisor of any changes

Check the Judges Viewing area at the playing field for correct number of chairs.

Verify Friday's schedule with Event Manager (Judges breakfast time, opening ceremonies, Judges lunch, award script deadline, awards ceremony time) so that you may inform Judge Advisor. Locate and check out the Chairman's Award (CA) Interview room, Confirm that there is a table with enough chairs for the CA Judges to sit behind it and three chairs in front of the table for the team presenters. *Note: Only the CA Judges and the three team members presenting are allowed in the CA interview room.*

Gather materials to take to the FIRST Judges Dinner meeting:

- ◆ Judge shirts
- ◆ List of Judges recruited by the Planning Committee (this should have the Judges and their shirt sizes listed)



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On-site Checklists

- ◆ Event Program Books with Inserts (take a couple for the Judges to look at if they want, they will get them in the morning)
- ◆ Be prepared to tell them a time for when to meet on Friday
- ◆ Return the radio to the Volunteer Center before leaving the building

JUDGES DINNER

- ◆ Set up Judges Shirts by size on table provided
 - *Note: Shirts come in both men's and women's sizes. Be sure to separate accordingly and distribute appropriately*
- ◆ Ensure that there is sufficient seating for Judges/dinner guests
- ◆ Greet/welcome Judge Advisor
- ◆ Apprise Judge Advisor of changes in competing teams and review Friday schedule
- ◆ After dinner, distribute Judges shirts to Judges who are on the list after they show a photo ID. Check them off the list as they receive the shirt
- ◆ Verify with each Judge their name and affiliated organization for the opening ceremony introductions in the morning

Note: Judges who are not on the list cannot receive a shirt at the Judges Dinner. These Judges are 'unscreened' and they must report to the Volunteer Registration desk on Friday morning to complete a volunteer application before they can report to the Judge room.

- ◆ Inform Judges on how to find the Judge Room and parking on site
- ◆ Pack any remaining Judge shirts to be returned to the Judge room

Walk-in or Substitute Judges

It is highly likely for a Judge to cancel at the last minute and send a replacement without the knowledge of the Planning Committee. Therefore, a procedure is in place to address these situations.

For those instances those Judges will be considered "walk in" volunteers. When they arrive at Judges Dinner, they will **not** receive a Judge Shirt. They will be instructed to check in on Friday morning at the Volunteer Registration Desk, where they will complete the volunteer application. Once the appropriate check-in steps are taken, they will be sent (or delivered) to the Judge room with a badge supplied by Volunteer Registration and receive the Judge shirt.

Friday

Morning:

Prior to Breakfast

- Arrive on site at agreed time to unlock Judge room
- Check out radio from Event Office
- Verify sufficient seating for Judges viewing on the Field
- Meet with Event Manager
 - Go over the opening ceremony details as it applies to the Judges
 - Get timing for the days script deadlines
- ◆ Obtain copies of the tournament chart from Pit Admin
- ◆ Distribute tournament chart to each Judge place-setting in Judges room

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- ◆ Greet Judges as they arrive
- ◆ Distribute shirts to those Judges who were not at the dinner (must show ID) and are on the Planning Committee Judge list
- ◆ Distribute shirt to substitute Judges who have completed an application at the Volunteer Registration Desk
- ◆ Let Judge Advisor know who substitute Judges are, they will have to be paired with a screened Judge.

Prior to Opening Ceremonies:

- ◆ Hand out Judges Name Badges (they will need to wear them both days)
- ◆ Remind Judges to sign 'Consent & Release' form
- ◆ Put 'Consent & Release' forms in envelope provided and return to Judge road case
- ◆ Collect 'Conflict of Interest' forms and give to Judge Advisor (these forms can be thrown away after the event is concluded)
- ◆ Confirm with Judge Advisor that all Judges are present
- ◆ Complete the Judges Introduction list, adding the names and organization affiliations of last minute substitutions
- ◆ Communicate with Event Manager any changes in Judges and present Judges introduction list
- ◆ Communicate with Judges and Judge Advisor on the opening ceremony details
- ◆ Take the Regional/District Chairman's Award Judges to the CA Interview room to confirm that setup is correct
- ◆ Work with the CA Judges to create a schedule for the team interviews (5 min. team presentation, 5 minutes for Q&A with the Judges, and 5 min. Judge deliberation). Add in breaks for the Judges.
- ◆ Take the CA schedule to Pit Admin. and request they make an announcement asking each CA team to send one representative to come to the desk and sign-up for their interview time
- ◆ Bring Judges to playing field in time for opening ceremonies

During Opening Ceremonies and prior to Lunch:

- ◆ Return all remaining Judge and Judge assistant shirts to the Judge road case
 - ◆ Return all remaining Judge gifts to the Judge road case
 - ◆ Obtain the Website Award winning team number from the Event Manager to add to scripts
 - ◆ Obtain the Woodie Flowers Award winner and script from the Event Manager
 - ◆ Assist the Judge Advisor in keeping Judges on schedule
- Note: If Judges are needed back in the room by 12noon then start searching the event area at 11:45am to get them headed back to the room*
- ◆ Confirm lunch time with Event Manager

Lunch and Afternoon:

- ◆ Remind Judge Advisor to ask all Judges to stay for the awards ceremony



FIRST Regional Planning Guide

On-site Checklists

- ◆ Assist Judge Advisor with nominee procedure as needed
- ◆ Assist Judge Advisor with writing/typing award scripts
- ◆ Radio Event Manager when the scripts are completed
- ◆ Give 3 copies of the award scripts to the Event Manager (if electronic submittal is not acceptable)
- ◆ If using the *FIRST* laptop, save the script on the laptop under the “Event Name” Award Scripts
- ◆ Confirm Award Ceremony start time and when Judges are needed on the field
- ◆ Remind Event Manager of any Judges who will not be attending the awards ceremonies
- ◆ Review/verify Saturday schedule with Event Manager (Judge breakfast/opening ceremony/lunch/script due/awards ceremony)
- ◆ Confirm Saturday start time with Judge Advisor
- ◆ Notify Event Manager (in case breakfast or lunch times need to be adjusted)
- ◆ Have Judges on Field at specified time prior to the Awards Ceremony

After the awards ceremonies:

- ◆ Thank the Judges for their efforts
- ◆ Get room ready for following day
- ◆ Return radio to Event Office

Saturday Morning

Prior to Breakfast

- ◆ Arrive on site at agreed time to unlock Judge room
- ◆ Check out radio from Event Office
- ◆ Meet with Event Manager
 - Go over the opening ceremony details as it applies to the Judges
 - Get timing for the days script deadlines
- ◆ Greet Judges as they arrive
- ◆ Confirm with Judge Advisor all Judges are present

Prior to Opening Ceremonies:

- ◆ Verify sufficient seating for Judges viewing on the field
- ◆ Bring Judges to playing field in time for opening ceremonies

During Opening Ceremonies and Prior to Lunch:

- ◆ Assist the Judge Advisor in keeping Judges on schedule

Note: If Judges are needed back in the room by 12noon then start searching the event area at 11:45am to get them headed back to the room.

- ◆ Confirm lunch time with Event Manager
- ◆ Remind Chairman’s Award Judges that Feedback forms must be completed for each submission

Lunch and Afternoon:



FIRST Regional Planning Guide

On-site Checklists

- ◆ Remind Judge Advisor to ask all Judges to stay for the awards ceremony
- ◆ Obtain Seeding Report from Qualification Rounds from Scorekeeper (this will give you winner for Highest Rookie Seed Award. (12:15pm)
- ◆ Assist Judge Advisor with nominee procedure as needed
- ◆ Assist Judge Advisor with writing/typing award scripts
- ◆ Contact the Event Manager when the scripts are completed
- ◆ Give 3 copies of the award scripts to the Event Manager (if electronic submittal is not acceptable)
- ◆ Confirm Award Ceremony start time
- ◆ Remind Event Manager of those Judges who will not be staying for the Awards Ceremonies
- ◆ Take all Chairman's Award Feedback forms to Pit Admin. for distribution (there should be one for each team who submitted including the winner)
- ◆ Have Judges on Field at specified time prior to the Awards Ceremony

After Awards Ceremonies:

- ◆ Thank all the Judges for their efforts
- ◆ Repack the *FIRST* Judge road case with:
 - Printer
 - Laptop
 - Paper, toner, or Judge gifts if applicable
- ◆ Throw away all of the Judges Workbooks for your event, both used and unused
- ◆ Collect office supplies to be returned to the Local Planning Committee.
- ◆ Throw away the used flipchart papers with awards notes scribbled on it
- ◆ Clear the Judge room of debris and place in wastebaskets
- ◆ Notify Event Manager via radio that Judge Room is clear and road case can be removed
- ◆ Return radio to Event Office

THANK YOU from *FIRST* for all your help during the Competition.



FIRST Regional Planning Guide

On-site Checklists

Team Social Coordinators Event Checklist

1 Month Prior to the Event:

- ◆ Team Social Coordinator works with *FIRST* to plan the headcount anticipated to attend the team social. Refer to the Procedure for Team Socials in Policies and Procedures (Section 14) of the Regional Planning Guide
- ◆ Team Social Coordinator informs team leaders of the plans and reviews requirements of 1 adult chaperone (age 18 or over, not a student member on the team) for every 10 students attending. He/she requests that the names of chaperones be emailed to the Team Social Coordinator no less than two weeks prior to the event
- ◆ Team Social Coordinator becomes familiar with the Incident Reporting Procedure found in Policies and Procedures (Section 14); the Team Social Coordinator is responsible for procedure at Team Social

At the Event

Day 1:

- ◆ Arrive late afternoon to meet with the Event Manager and Regional Director to discuss the Volunteer Meeting Agenda and Team Social Attendant training
- ◆ Attend the Wednesday night volunteer dinner to meet and meet with the Team Social Attendants to give them an overview of what their duties will be at the team social

Day 2:

- ◆ Walk around the Pit to meet the team leaders to:
 - Verify headcounts of team members who will be attending the team social
 - Verify number of students and adult attending
 - Verify chaperone names
 - Ensure that team leaders are aware students and chaperones must arrive together at the team social

Day 3:

- ◆ Meet with all of the Team Social Attendants mid-morning to ensure they know:
 - Where they are supposed to go
 - What time they are supposed to arrive and leave (must stay until end of event)
 - What they will be doing
 - Distribution process for wristbands or tickets to attendees, if needed
- ◆ Meet with the Regional Director on site to:
 - Determine who will be going to the Team Social from the Regional Committee and from *FIRST* Staff
 - Determine who will assist with problem resolution should it become necessary
- ◆ Walk through the Team Social venue with the Event Manager (if held on site) to:
 - Check on setup and catering status
 - Discuss the specifics of the team social to make sure they are clear
- ◆ Check with the EMTs, ensure they are all set for the event
- ◆ Obtain "Incident Report" forms from the Pit Administration Supervisor to have on hand at the event

At the Team Social:

- ◆ Greet team attendees at the entrance, check for appropriate number of adult chaperones



FIRST Regional Planning Guide

On-site Checklists

- ◆ Walk around and mix with the teams in all areas
- ◆ Help to ensure safety of all attendees
- ◆ Be alert for any conditions arising which could give opportunity for inappropriate behavior. It is better to prevent incidents before they happen than to deal with them afterwards
- ◆ If inappropriate behavior is observed, politely interrupt and ask the participants to stop (i.e., dancing, body surfing, necking, groping, etc.)
- ◆ Try to ensure that all the participants are involved and having a good time
- ◆ Check on transportation issues; ensure team buses are parked in the designated locations
- ◆ Provide teams with directions back to their hotels upon request
- ◆ Listen to any feedback received for improvements/changes for the following year
- ◆ At the end of the event, thank the volunteers for their time

Should an Incident Occur:

- ◆ Contact the EMTs immediately
- ◆ Contact the *FIRST* staffer and Regional Director/Committee member on site
- ◆ Clear the area around the incident so that the EMTs can work
- ◆ Determine team number of the person(s) involved, and contact the appropriate adults associated with the team
- ◆ Determine who witnessed the incident and ask them to wait to one side
- ◆ Complete an Incident Report and report the incident in accordance with the instructions in the Incident Reporting Procedure in Policies and Procedures (Section 14) of the Regional Planning Guide

Note: If a FIRST Staff member is on site, he/she will work with you to complete it.

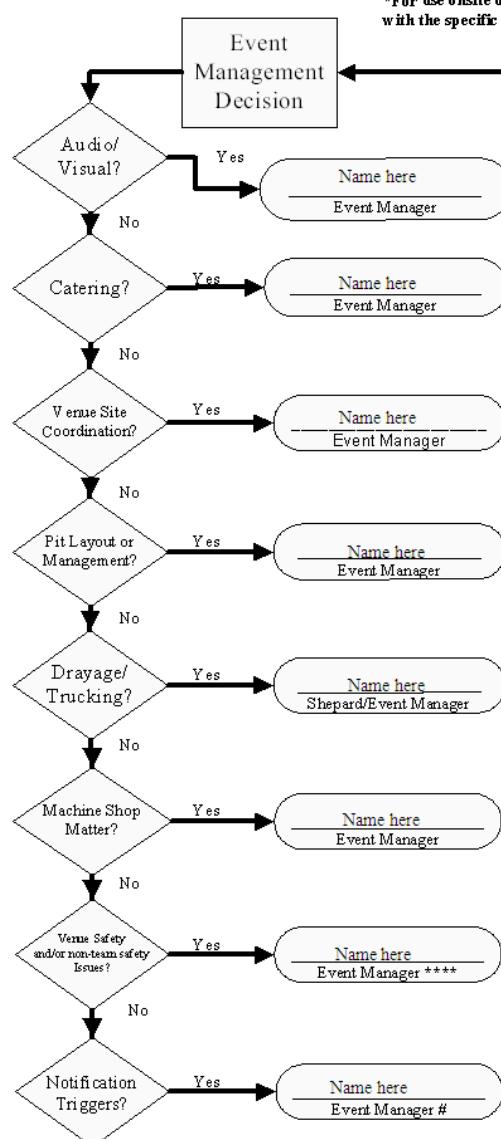
Post Event:

- ◆ Send a thank-you note to each of the volunteers for their efforts (See Section 1, Recognition of Volunteers for suggestions and tips.)
- ◆ Prepare post event follow-up notes to mark opportunities for improvement

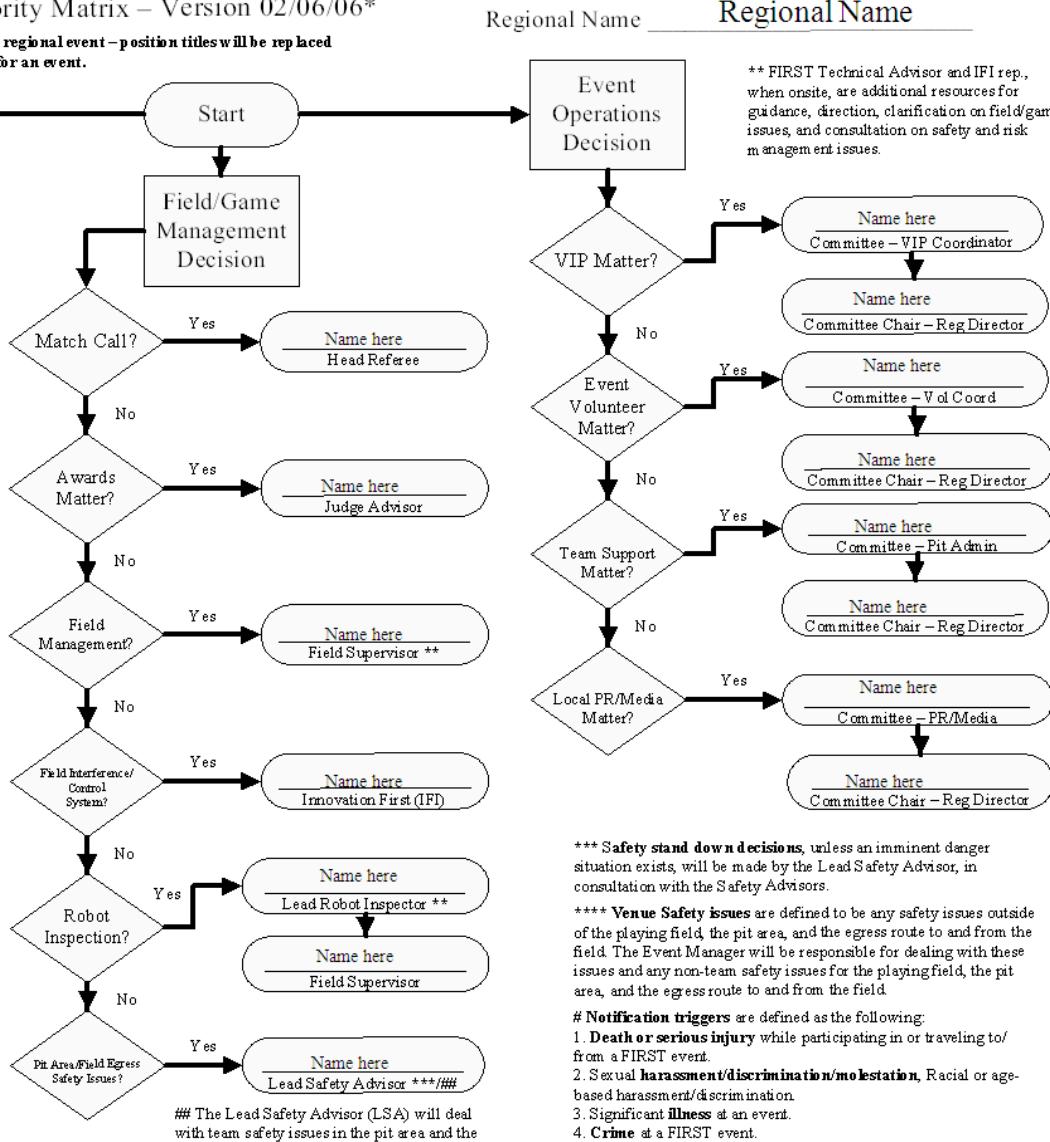
THANK YOU from *FIRST* for all your help during the Competition.

FIRST Regional Planning Guide

FIRST Robotics Competition Decision Authority Matrix – Version 02/06/06*



On-site Checklists



Local Kickoffs

Overview

A *FIRST* Robotics Competition Local Kickoff is a joint effort between the Local Kickoff Coordinator, the Regional Planning Committee/Regional Director, and *FIRST* headquarters. In order to ensure that teams attending Local Kickoffs are participating in organized and effective events, *FIRST* has set guidelines for all sanctioned Local Kickoffs.

To be considered a *FIRST* Local Kickoff:

Local Kickoff organizers must register their event with *FIRST* by the deadline and provide *FIRST* with all requested information in a timely fashion.

At least 10 teams must pick up their Kit of Parts at the Local Kickoff.

The *FIRST* Kickoff broadcast must be shown to attendees.

The Kit of Parts must be kept confidential and only be distributed AFTER the conclusion of the *FIRST* Kickoff broadcast.

Kickoff Coordinator/Co-Coordinator

This individual will work closely with *FIRST* headquarters and the Regional Planning Committee/Regional Director for their area. The Kickoff Coordinator/Co-Coordinator will:

- Sign a Non-Disclosure Agreement
- Participate in Local Kickoff training.
- Find and reserve a location for the Local Kickoff
- Obtain any equipment necessary to screen the broadcast
- Decide if a field or field elements will be constructed and recruit build volunteers if needed (see Field construction below)
- Decide if workshops will be offered and organize workshops if they are to be held
- Arrange for someone to be available to sign for and receive multiple shipments during the weeks prior to kickoff.
- Inventory the Kit of Parts shipments as soon as possible after delivery and report any missing or extra items to *FIRST* Headquarters.
- Arrange for someone to be available to sign for a FedEx package in the final days just prior to kickoff.
- Recruit volunteers to assist in preparations for and execution of the Local Kickoff
- Ensure all Local Kickoff volunteers enter their information into the Volunteer Information Management System (VIMS).
- Register participating teams at the Local Kickoff event,
- Distribute packets of information and Kits of Parts to registered teams
- Return all Kit of Part Receipts to *FIRST* immediately after the Local Kickoff.
- Store extra/unclaimed Kit of Parts elements in a secure location and ship as directed by *FIRST* headquarters.
- Complete the post kickoff survey.

The Kickoff Coordinator must be able to be reached by phone during kickoff and Kit of Parts distribution.

Location

All Local Kickoffs will take place in a public setting. Meeting locations should have a space large enough for all attendees to view the broadcast and video equipment for receiving and displaying the broadcast. If workshops are planned, breakout rooms would be beneficial.

Shipping locations must have a loading dock for delivery, an area accessible to teams and vehicles for Kit of Parts (KOP) distribution and must have a secure location for KOP storage between delivery date and distribution day.

Kit Shipping

The Kit of Parts (KOP) and Local Kickoff materials will arrive in multiple shipments from a variety of carriers over several days. Someone must be present to sign for and receive multiple shipments. If a shipment is refused by the site or if no one is present to sign for the delivery, it is the Kickoff Coordinator's responsibility to arrange another delivery time. Only teams that have paid or have made arrangements with Finance for payment will receive a KOP. No kits may be released to anyone prior to the completion of the *FIRST* Kickoff broadcast.

Field Construction

Many events choose to build a field or field elements for their event. Due to the confidential nature of the game prior to kickoff, the individual(s) recruited to construct field elements and anyone else viewing or having access to the field design documents or constructed field elements will be required to sign a Non-Disclosure Agreement. FRC strongly discourages recruitment of team mentors as field builders.

Workshops

Workshops are an optional addition to a Local Kickoff. If the Kickoff Coordinator decides to hold workshops, the Kickoff Coordinator will be responsible for all details related to the workshops.

Robot Quick Build Session (RQBS) – the RQBS is a workshop outline designed to walk rookie teams through an initial robot build to the completion of a running robot in under five hours. Participation in the RQBS is not required. If a RQBS is available for the current season, *FIRST* headquarters will alert the Kickoff Coordinator. Due to the confidential nature of the game prior to kickoff, the team of instructors recruited to run the RQBS and anyone else viewing or having access to the RQBS documents will be required to sign a Non-Disclosure Agreement.

Registration Packets

FIRST will send Registration Packets containing Kit of Parts (KOP) receipts directly to the Kickoff Coordinator. Only teams who have paid or who have made arrangements with Finance for payment will receive a packet and a KOP receipt. A team may not pick up a KOP without a KOP receipt.

Registration at Kickoff

Teams must sign into the Local Kickoff and present a copy of their Team's TIMS roster.

Kit of Part Receipt

A Kit of Parts (KOP) Receipt will be included in each team's registration packet. This receipt must be signed by an adult team member aged 18 or older and be handed in when the team receives their KOP. No KOP will be given out without a KOP Receipt. The Kickoff Coordinator for the Local Kickoff must collect all KOP Receipts and return them to *FIRST* immediately following the Local Kickoff.

Surrogate Kit Pick Up

There may be instances when a team registered for a Local Kickoff is unable to attend. In this event, teams must use their TIMS account to designate another team to pick up their Kit of Parts (KOP) as a surrogate. *FIRST* will notify the Kickoff Coordinator of any surrogate teams. The designated surrogate team will complete a separate KOP receipt for each KOP they receive.

Training

Training for Kickoff Coordinators will generally be held in mid to late September of each year. A follow up training call for late breaking news and last minute questions will be held just prior to kickoff. Check the Regional Planning Calendar for specific details.

May 2010		
Day	Date	Activity
Sat	1	
Sun	2	
Mon	3	Regional Monthly Reports Due
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thu	27	
Fri	28	
Sat	29	
Sun	30	
Mon	31	HOLIDAY – FIRST CLOSED

Notes:

Designate the following 2011 Regional Planning Committee Members

- Committee Chair
- Budget/Finance
- Sponsor Recruitment/Development
- School/Team Recruitment
- Judge Recruitment Coordinator
- PR/Media Coordinator
- Volunteer Coordinator
- University/Higher Ed Coordinator
- Local Kickoff Coordinator
- VIP Coordinator
- Program Book Coordinator
- FLL Coordinator
- Team Social Coordinator

Notify FIRST Headquarters of names and Contact Info. Submit to Nmancuso@usfirst.org

BOLD BLUE – Regional Planning Committee Action

June 2010		
Day	Date	Activity
Tue	1	Regional Monthly Reports Due
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	
Tue	8	Regional Directors Meeting at FIRST
Wed	9	Regional Directors Meeting at FIRST
Thu	10	Regional Directors Meeting at FIRST
Fri	11	
Sat	12	
Sun	13	
Mon	14	
Tue	15	
Wed	16	
Thu	17	
Fri	18	
Sat	19	
Sun	20	
Mon	21	
Tue	22	
Wed	23	
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	
Tue	29	
Wed	30	

Notes:

BOLD BLUE – Regional Planning Committee Action

July 2010		
Day	Date	Activity
Thu	1	Regional Monthly Reports Due Volunteer screeners on line Senior Mentor contracts begin
Fri	2	
Sat	3	
Sun	4	
Mon	5	HOLIDAY – FIRST CLOSED
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	
Tue	13	
Wed	14	
Thu	15	
Fri	16	Summer Hours – FIRST Closes at 12:30PM
Sat	17	
Sun	18	
Mon	19	
Tue	20	
Wed	21	
Thu	22	FRC Supplier Summit at FIRST (Thursday/Friday)
Fri	23	Summer Hours – FIRST Closes at 12:30PM
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	Summer Hours – FIRST Closes at 12:30PM
Sat	31	

Notes:

Regional Planning Committee should begin monthly meetings.

BOLD BLUE – Regional Planning Committee Action

August 2010		
Day	Date	Activity
Sun	1	
Mon	2	
Tue	3	Regional Monthly Reports Due <i>FIRST</i> to send email to RD's, RPCC's and prior year Local Kickoff Coordinators
Wed	4	
Thu	5	TEAMS - FIRST to post CMP qualifying and finance terms on web TEAMS - FIRST to post all FRC Team critical dates on web
Fri	6	Summer Hours – FIRST Closes at 12:30PM
Sat	7	
Sun	8	
Mon	9	
Tue	10	Volunteer Coordinator names submitted to adamdounis@usfirst.org
Wed	11	
Thu	12	
Fri	13	Summer Hours – FIRST Closes at 12:30PM
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	Summer Hours – FIRST Closes at 12:30PM
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	TEAMS – TIMS opens at NOON EST for Team Profile information
Fri	27	Summer Hours – FIRST Closes at 12:30PM
Sat	28	
Sun	29	
Mon	30	
Tues	31	

Notes:

BOLD BLUE – Regional Planning Committee Action

September 2010		
Day	Date	Activity
Wed	1	Regional Monthly Reports Due
Thu	2	
Fri	3	Summer Hours – FIRST Closes at 12:30PM
Sat	4	
Sun	5	
Mon	6	HOLIDAY – FIRST CLOSED
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	
Tue	14	Volunteer Coordinators bi-weekly phone calls begin Volunteer Survey released www.volunteersurvey.org
Wed	15	VIMS goes live (tentative) 2011 FRC Competition dates/locations announced on FIRST website
Thu	16	
Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	Final date to nominate* local Judge Advisor – send to wendy@usfirst.org Local Kickoff Main Contact Training 2PM & 8PM EST
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	International MOU's due TEAMS – FRC Event Registration Opens – 1 st Event TEAMS – Prequalified CMP Registration Opens

Notes:

***Judge Advisors** must be approved by FIRST HQ and be certified by FIRST bi-annually.

Volunteer Coordinator should begin recruiting key volunteers listed below:

- Lead Robot Inspector (see note 1)
- Head Referee (see note 1)
- Master of Ceremonies
- Game Announcer
- Field Supervisor
- Judges (see note 2)
- Pit Administration Supervisor
- Registration System Supervisor
- Lead Safety Glass Advisor
- Lead Team Queueer
- Scorekeeper/Field Power Controller
- Lead Website Evaluator

Note 1: This position requires approval from FIRST HQ

Note 2: The judges will be recruited by the Judge Recruitment Coordinator but must be assigned in VIMS by the Volunteer Coordinator, ensuring close coordination between the two.

BOLD BLUE – Regional Planning Committee Action

October 2010		
Day	Date	Activity
Fri	1	Championship Volunteer Registration opens
Sat	2	
Sun	3	
Mon	4	Regional Monthly Reports Due
Tue	5	
Wed	6	
Thu	7	Registration to hold Local Kickoff opens
Fri	8	TEAMS – NASA Team Grant Application Registration Opens
Sat	9	SAT Test Date
Sun	10	
Mon	11	
Tue	12	New/Changed venue directions/maps for Team Manual and web – send to FRCteams@usfirst.org
Wed	13	Local Kickoff Coordinator training 2PM & 8PM EST
Thu	14	TEAMS – Safety Animation Contest Announced (<i>tentative</i>) TEAMS – Registration opens for Kickoff and Kit Pickup Location TEAMS – NH Kickoff Workshop Registration Opens
Fri	15	Requests for NASA Machine Shops due – send to cproulx@usfirst.org
Sat	16	
Sun	17	
Mon	18	Name of Judge Coordinator due to wendy@usfirst.org
Tue	19	
Wed	20	Judge Advisor Assignments completed by FIRST
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	
Thu	28	All FRC Playing Fields due back at FIRST for reconditioning for the 2011 season. TEAMS – 2nd Event Registration Opens TEAMS – CMP Registration opens for those who did not attend in 2010
Fri	29	List of FIRST HQ workshop and registration requirements due.
Sat	30	TEAMS – NASA grant applications close 11:59PM EST
Sun	31	

Notes:

BOLD BLUE – Regional Planning Committee Action

November 2010		
Day	Date	Activity
Mon	1	Regional Monthly Reports Due
Tue	2	
Wed	3	
Thu	4	TEAMS – Unrestricted event registration opens
Fri	5	Final Regional VIP Format due send to rstevens@usfirst.org
Sat	6	SAT Test Date
Sun	7	
Mon	8	
Tue	9	
Wed	10	
Thu	11	TEAMS – FRC awards submission site opens at NOON EST
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	VIP Invitation blank stock orders (lots of 50) due send to wendy@usfirst.org
Wed	17	
Thu	18	
Fri	19	Head Referee Recruitment Deadline
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	TEAMS – NASA Grant Application Winners announced (tentative)
Thu	25	HOLIDAY – FIRST CLOSED
Fri	26	HOLIDAY – FIRST CLOSED
Sat	27	
Sun	28	
Mon	29	
Sun	30	

Notes:

BOLD BLUE – Regional Planning Committee Action

December 2010		
Day	Date	Activity
Wed	1	NASA Machine Shop locations announced
Thu	2	Local Kickoff deadline to meet minimum number of teams registered TEAMS – Event Registration Closes
Fri	3	Local Kickoff Info cut-off NOON EST TEAMS – 1 st event payment due TEAMS – Kit Pickup location registration closes TEAMS – Kickoff Attendance Location registration closes
Sat	4	SAT Test Date
Sun	5	
Mon	6	Regional Monthly Reports Due TEAMS – Safety Animations due (online?) to Nancy Skerry at FIRST HQ
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	Name of VOLUNTEER OF THE YEAR due – email to wendy@usfirst.org
Tue	14	TEAMS – Team data for program books closes in TIMS
Wed	15	
Thu	16	TEAMS – NASA Grant Application Winners notified (tentative)
Fri	17	TEAMS – FIRST HQ Kickoff Workshop Registration closes
Sat	18	
Sun	19	.
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	HOLIDAY – FIRST CLOSED
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	31	HOLIDAY – FIRST CLOSED

Notes:

Dates for shipping Kit of Parts to local Kickoffs and International sites are to be determined and will be added at a later date.

BOLD BLUE – Regional Planning Committee Action

January 2011		
Day	Date	Activity
Sat	1	NATIONAL MENTORING MONTH Mentor Certificates mailed this month
Sun	2	
Mon	3	Regional Monthly Reports Due "My Site" and International Kit of Parts shipping this week
Tue	4	Local Kickoff Conference Call for main contacts 2PM & 8PM EST
Wed	5	
Thu	6	
Fri	7	FRC Workshops FIRST Place Founders Reception
Sat	8	2011 FRC Kickoff and local Kickoffs
Sun	9	
Mon	10	Local Kickoff Coordinators must mail kit pickup receipts to FRC Teams at FIRST HQ today. Key volunteer names (all events) to adamdounis@usfirst.org FIRST to finalize key volunteer training dates
Tue	11	All events – Volunteer T-shirt orders due to adamdounis@usfirst.org
Wed	12	Week one events – program book content due to wendy@usfirst.org TEAMS - FRC Game Q & A Opens
Thu	13	Week one events – mail VIP Invitations this week
Fri	14	Last day to submit Team Social Plans (must be approved by VP of Field Ops) to wendy@usfirst.org
Sat	15	Lead Robot Inspector Training @ FIRST HQ
Sun	16	
Mon	17	
Tue	18	
Wed	19	Week two events – program book content due to wendy@usfirst.org
Thu	20	Week two events – mail VIP Invitations this week
Fri	21	Week one events – program books to printer (planned) "Thank your Mentor Day"
Sat	22	Judge Advisor training/certification in Saint Louis SAT Test Date
Sun	23	Judge Advisor training/certification in Saint Louis
Mon	24	
Tue	25	Week one events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com
Wed	26	Week three events – program book content due to wendy@usfirst.org
Thu	27	Week three events – mail VIP Invitations this week FIRST to finalize key volunteer training dates
Fri	28	FTAA Recruited and assigned in VIMS Week two events – program books to printer (planned) TEAMS – Final Event Payment and CMP Registered teams payment due.
Sat	29	FTA Training @ FIRST HQ
Sun	30	FTA Training @ FIRST HQ
Mon	31	Key Volunteer training (January 31 st thru Feb 3 rd , all events.)

Notes:

2011 Program Book content due from Regional Planning Committees:

- Welcome Letter
- How to Get Involved
- Judge Bios
- Sponsor Listing
- Shipping Address

BOLD BLUE – Regional Planning Committee Action

February 2011		
Day	Date	Activity
Tue	1	Regional Monthly Reports Due Key Volunteer Training this week (all events) Week two events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com Key Volunteer training (January 31 st thru Feb 3 rd , all events.)
Wed	2	Week four events – program book content due to wendy@usfirst.org
Thu	3	Week four events – mail VIP Invitations this week Website evaluator training 2PM & 8PM EST
Fri	4	Week three events – program books to printer (planned)
Sat	5	
Sun	6	
Mon	7	
Tue	8	Week three events - judge shirt orders due to wendy@usfirst.org & scott@logoloc.com
Wed	9	Week five events – program book content due to wendy@usfirst.org
Thu	10	Week five events – mail VIP Invitations this week
Fri	11	Week four events – program books to printer (planned) MI TEAMS – 3rd District Event Payment Due
Sat	12	
Sun	13	
Mon	14	
Tue	15	Week one events – Provide VIP/Judge meal counts to Event Manager Trucks begin departing FIRST this week for Regional Events
Wed	16	Week four events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com Week one events – notify JA of any non-judges attending judge dinner Week six events – program book content due to wendy@usfirst.org
Thu	17	TEAMS – Website submissions due at 11:59AM TEAMS – Woodie Flowers submissions due at 11:59AM TEAMS – Chairman's Award submissions due at 11:59AM TEAMS – FIRST Dean's List Award submissions due at 11:59AM Week six events – mail VIP Invitations this week
Fri	18	Week five events – program books to printer (planned)
Sat	19	Week ZERO Events
Sun	20	
Mon	21	Week two events – Provide VIP/Judge meal counts to Event Manager
Tue	22	Week five events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com TEAMS – ROBOT Ship Date
Wed	23	Week two events – notify JA of any non-judges attending judge dinner
Thu	24	TEAMS – Judges information in TIMS closes
Fri	25	
Sat	26	
Sun	27	
Mon	28	

Notes:

2011 Program Book content due from Regional Planning Committees:

- Welcome Letter
- How to Get Involved
- Judge Bios
- Sponsor Listing
- Shipping Address

BOLD BLUE – Regional Planning Committee Action

March 2011		
Day	Date	Activity
Tue	1	Regional Monthly Reports Due Week three events – Provide VIP/Judge meal counts to Event Manager Week six events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com
Wed	2	Week three events – notify JA of any non-judges attending judge dinner
Thu	3	WEEK ONE EVENTS BEGIN
Fri	4	
Sat	5	
Sun	6	
Mon	7	Week four events – Provide VIP/Judge meal counts to Event Manager Week one events – key volunteer follow up call this week
Tue	8	TEAMS – CMP Registration closes for Week one qualifying teams Week one events – enter walk-in/substitute volunteers in VIMS
Wed	9	Week four events – notify JA of any non-judges attending judge dinner
Thu	10	WEEK TWO EVENTS BEGIN
Fri	11	
Sat	12	SAT Test Date
Sun	13	
Mon	14	Week five events – Provide VIP/Judge meal counts to Event Manager Week two events – key volunteer follow up call this week
Tue	15	TEAMS – CMP Registration closes for Week two qualifying teams Week two events – enter walk-in/substitute volunteers in VIMS
Wed	16	Week five events – notify JA of any non-judges attending judge dinner Week one events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	17	WEEK THREE EVENTS BEGIN
Fri	18	
Sat	19	
Sun	20	
Mon	21	TEAMS – FIRST to post CMP workshops on web Week six events – Provide VIP/Judge meal counts to Event Manager Week three events – key volunteer follow up call this week
Tue	22	TEAMS – CMP Registration closes for Week three qualifying teams Week three events – enter walk-in/substitute volunteers in VIMS
Wed	23	Week six events – notify JA of any non-judges attending judge dinner Week two events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	24	WEEK FOUR EVENTS BEGIN
Fri	25	
Sat	26	
Sun	27	
Mon	28	Week four events – key volunteer follow up call this week
Tue	29	TEAMS – CMP Registration closes for Week four qualifying teams Week four events – enter walk-in/substitute volunteers in VIMS
Wed	30	Week three events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	31	WEEK FIVE EVENTS BEGIN MI TEAMS – Michigan State Championship Payment Due

Notes:

BLUE – Regional Planning Committee Action

April 2011		
Day	Date	Activity
Fri	1	
Sat	2	
Sun	3	
Mon	4	Regional Monthly Reports Due Week five events – key volunteer follow up call this week
Tue	5	TEAMS – CMP Registration closes for Week five qualifying teams Week five events – enter walk-in/substitute volunteers in VIMS
Wed	6	Week four events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	7	WEEK SIX EVENTS BEGIN
Fri	8	
Sat	9	
Sun	10	
Mon	11	Week six events – key volunteer follow up call this week
Tue	12	TEAMS – CMP Registration closes for Week six qualifying teams Week six events – enter walk-in/substitute volunteers in VIMS
Wed	13	Week five events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	14	
Fri	15	TEAMS – Payment due for Championship Qualifying Teams
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	Week six events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	FIRST Championship begins
Thu	28	
Fri	29	
Sat	30	

Notes:

BOLD BLUE – Regional Planning Committee Action



May 2011		
Day	Date	Activity
Sun	1	
Mon	2	Regional Monthly Reports Due
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	SAT Test Date
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	HOLIDAY – FIRST CLOSED
Tue	31	

Notes:**BOLD BLUE – Regional Planning Committee Action**

June 2011		
Day	Date	Activity
Wed	1	Regional Monthly Reports Due
Thu	2	
Fri	3	
Sat	4	SAT Test Date
Sun	5	
Mon	6	
Tue	7	Regional Directors Meeting at FIRST HQ
Wed	8	Regional Directors Meeting at FIRST HQ
Thu	9	Regional Directors Meeting at FIRST HQ
Fri	10	
Sat	11	
Sun	12	
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	Senior Mentor Contracts end

BOLD BLUE – Regional Planning Committee Action

Notes:
Designate the following 2013 Regional Planning Committee Members

- Committee Chair
- Budget/Finance
- Sponsor Recruitment/Development
- School/Team Recruitment
- Judge Recruitment Coordinator
- PR/Media Coordinator
- Volunteer Coordinator
- University/Higher Ed Coordinator
- Local Kickoff Coordinator
- VIP Coordinator
- Program Book Coordinator
- FLL Coordinator
- Team Social Coordinator

Notify *FIRST* Headquarters of names and Contact Info. Submit to gmuller@usfirst.org

BOLD BLUE – Regional Planning Committee Action

June 2012		
Day	Date	Activity
Fri	1	
Sat	2	
Sun	3	
Mon	4	
Tue	5	Regional Directors Meeting at <i>FIRST</i>
Wed	6	Regional Directors Meeting at <i>FIRST</i>
Thu	7	Regional Directors Meeting at <i>FIRST</i>
Fri	8	
Sat	9	
Sun	10	
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	

July 2012		
Day	Date	Activity
Sun	1	
Mon	2	
Tue	3	
Wed	4	HOLIDAY – <i>FIRST CLOSED</i>
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	
Tues	31	

Notes:

Regional Planning Committee should begin monthly meetings.

BOLD BLUE – Regional Planning Committee Action

August 2012		
Day	Date	Activity
Wed	1	
Thu	2	
Fri	3	
Sat	4	
Sun	5	
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	
Tue	14	
Wed	15	
Thu	16	Kickoff Coordinator names submitted to nskerry@usfirst.org
Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tues	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tues	28	
Wed	29	
Thurs	30	
Fri	31	

Notes:

BOLD BLUE – Regional Planning Committee Action

September 2012		
Day	Date	Activity
Sat	1	
Sun	2	
Mon	3	HOLIDAY – FIRST CLOSED
Tue	4	
Wed	5	Ask an Expert Call - Choosing a FRC competition
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	Ask an Expert Call - Teams in Transition from FTC to
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	
Tue	18	
Wed	19	Ask an Expert Call - FRC Team Mentor Orientation 101
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	Ask an Expert Call - FRC Robot Transportation
Thu	27	Initial Regional event registration opens at noon , Initial District event registration opens at noon
Fri	28	
Sat	29	
Sun	30	

Notes:

***Judge Advisors** must be approved by *FIRST* HQ and be certified by *FIRST* bi-annually.

Volunteer Coordinator should begin recruiting key volunteers listed below:

- Lead Robot Inspector (see note 1)
- Head Referee (see note 1)
- Master of Ceremonies
- Game Announcer
- Field Supervisor
- Judges (see note 2)
- Pit Administration Supervisor
- Registration System Supervisor
- Lead Safety Glass Advisor
- Lead Team Queueer
- Scorekeeper/Field Power Controller
- Lead Website Evaluator
- **Control System Advisor (CSA)**

Note 1: This position requires approval from *FIRST* HQ

Note 2: The judges will be recruited by the Judge Recruitment Coordinator but must be assigned in VIMS by the Volunteer Coordinator, ensuring close coordination between the two.

BOLD BLUE – Regional Planning Committee Action

October 2012		
Day	Date	Activity
Mon	1	Kit of Parts drive system option opens in TIMS at noon Regional Monthly Reports Due
Tue	2	
Wed	3	Deadline to apply to host local kickoff , Ask an Expert Call - FRC Scholarship Call
Thu	4	Teams - Registration for kit and kickoff opens in TIMS
Fri	5	
Sat	6	SAT Test
Sun	7	
Mon	8	
Tue	9	Volunteer Coordinator bi-weekly phone calls begin
Wed	10	Ask an Expert Call - Community Outreach for FIRST Programs
Thu	11	Safety Animation award submissions open in STIMS, Second District event registration opens at noon
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	
Wed	17	Local Kickoff Coordinator training call , Ask an Expert Call - Quick Build Sessions at Kickoff
Thu	18	Kit of Parts drive system option closes in TIMS at noon
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	
Thu	25	Second event registration opens at noon, FIRST Championship waitlist registration for veteran teams that DID NOT compete at the 2012 FIRST Championship opens at noon
Fri	26	
Sat	27	
Sun	28	
Mon	29	
Tues	30	
Wed	31	

Notes:

BOLD BLUE – Regional Planning Committee Action



FIRST Regional Planning Guide

Section 17

November 2012		
Day	Date	Activity
Thu	1	Unrestricted Regional event registration opens at noon Regional Monthly Reports Due
Fri	2	
Sat	3	SAT Test
Sun	4	
Mon	5	
Tue	6	
Wed	7	Ask an Expert Call - Technical Assistance and FRC
Thu	8	Chairman's award, FIRST Dean's list award, Woodie Flower's award, & Entrepreneurship award submissions open in STIMS, FIRST Championship waitlist registration for veteran teams that DID compete at the 2012 FIRST Championship opens at noon
Fri	9	Submission for Volunteer of the Year Award Due
Sat	10	
Sun	11	
Mon	12	
Tue	13	
Wed	14	Ask an Expert Call - Control System/Driver's Station & Beta Test Observations for FRC Teams
Thu	15	Local Kickoff shipping address due
Fri	16	
Sat	17	
Sun	18	
Mon	19	
Tue	20	
Wed	21	
Thu	22	HOLIDAY – FIRST CLOSED
Fri	23	HOLIDAY – FIRST CLOSED
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	Ask an Expert Call - The Jr Varsity Model for FRC
Thurs	29	Deadline to meet minimum team registration at local kickoff
Fri	30	Team registration for kit and kickoff closes in STIMS

Notes:

BOLD BLUE – Regional Planning Committee Action

December 2012		
Day	Date	Activity
Sat	1	SAT Test
Sun	2	
Mon	3	Regional Monthly Reports Due
Tue	4	
Wed	5	
Thu	6	Kickoff registration closes, Regional, District and Championship registration closes at noon
Fri	7	Initial Event Registration payment due
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	Safety Animation Award submissions close
Fri	14	Deadline to provide key Kickoff volunteer names and contact information
Sat	15	Kit Distribution phone training
Sun	16	
Mon	17	
Tue	18	
Wed	19	.
Thu	20	Team Profiles exported from TIMS into event program books
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	HOLIDAY – FIRST CLOSED
Wed	26	
Thu	27	
Fri	28	
Sat	29	
Sun	30	
Mon	31	

Notes:

Dates for shipping Kit of Parts to local Kickoffs and International sites are to be determined and will be added at a later date.

BOLD BLUE – Regional Planning Committee Action



FIRST Regional Planning Guide

Section 17

January 2013		
Day	Date	Activity
Tue	1	NATIONAL MENTORING MONTH HOLIDAY – FIRST CLOSED
Wed	2	Regional Monthly Reports Due Kickoff Coordinator training call Surrogate kit pickup paperwork due to FIRST
Thu	3	Kickoff Kit Distribution volunteer training call
Fri	4	
Sat	5	FRC Kickoff
Sun	6	
Mon	7	Local Kickoff Coordinators - must mail kit pickup receipts to FRC Teams at FIRST HQ today Key Volunteers names (all events) to adamdounis@usfirst.org or kmyers@usfirst.org
Tue	8	
Wed	9	Week one events – program book content due to box.com
Thu	10	Week one events – Mail VIP Invitations this week
Fri	11	Last day to submit Team Social Planes (Must be approved by VP of Field Ops) to rstevens@usfirst.org
Sat	12	
Sun	13	
Mon	14	
Tue	15	
Wed	16	Week two events – program book content due to box.com
Thu	17	Week two events – Mail VIP Invitations this week
Fri	18	
Sat	19	
Sun	20	
Mon	21	“Thank your Mentor Day”
Tue	22	
Wed	23	Week three events – program book content due to box.com
Thu	24	Week three events – Mail VIP Invitations this week
Fri	25	Second Regional, Unrestricted Regional and FIRST Championship registration payment due FTAA Recruited and assigned in VIMS
Sat	26	SAT Test
Sun	27	
Mon	28	
Tue	29	
Wed	30	Week four events – program book content due to box.com
Thurs	31	Week four events – Mail VIP Invitations this week

2013 Program Book content due from Regional Planning Committees:

- Welcome Letter
- How to Get Involved
- Judge Bios
- Sponsor Listing
- Hi Res Logos (sponsors \$10K+)
- Shipping Address



FIRST Regional Planning Guide

Section 17

February 2013		
Day	Date	Activity
Fri	1	Regional Monthly Reports Due
Sat	2	
Sun	3	
Mon	4	
Tue	5	
Wed	6	Ask an Expert Call - Getting Ready for your FRC Competition Week five events – program book content due to box.com
Thu	7	Week five events – Mail VIP Invitations this week
Fri	8	
Sat	9	
Sun	10	
Mon	11	Volunteer Coordinator weekly phone calls begin Week one events – Provide VIP/Judge meal counts to Event Manager
Tue	12	
Wed	13	Week six events – program book content due to box.com Week one events – Notify JA of any non-judges attending Judges dinner
Thu	14	Week Two events – Mail VIP Invitations this week
Fri	15	Week zero events
Sat	16	
Sun	17	
Mon	18	Week two events – Provide VIP/Judge meal counts to Event Manager
Tue	19	Stop Build Day
Wed	20	Judges' Information exported from TIMS into Judge books Week seven events – program book content due to box.com Week two events – Notify JA of any non-judges attending Judges dinner
Thu	21	Chairman's award, FIRST Dean's list award, Woodie Flower's award, & Entrepreneurship award submissions close Week seven events – Mail VIP Invitations this week Teams – Judges information in TIMS closes
Fri	22	
Sat	23	
Sun	24	
Mon	25	Week three events – Provide VIP/Judge meal counts to Event Manager
Tue	26	
Wed	27	WEEK ONE Week three events – Notify JA of any non-judges attending Judges dinner
Thurs	28	

Notes:**BOLD BLUE** – Regional Planning Committee Action



FIRST Regional Planning Guide

Section 17

March 2013		
Day	Date	Activity
Fri	1	WEEK ONE Regional Monthly Reports Due
Sat	2	
Sun	3	
Mon	4	Week four events – Provide VIP/Judge meal counts to Event Manager
Tue	5	Teams – CMP Registration closes for week one qualifying teams
Wed	6	WEEK TWO Week four events – Notify JA of any non-judges attending Judges dinner Week one events – send thank you notes to VOP's volunteers and sponsors
Thu	7	
Fri	8	
Sat	9	SAT Test
Sun	10	
Mon	11	Week five events – Provide VIP/Judge meal counts to Event Manager
Tue	12	Teams – CMP Registration closes for week two qualifying teams
Wed	13	WEEK THREE Week five events – Notify JA of any non-judges attending Judges dinner Week two events – send thank you notes to VOP's volunteers and sponsors
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	Week six events – Provide VIP/Judge meal counts to Event Manager
Tue	19	Teams – CMP Registration closes for week three qualifying teams
Wed	20	WEEK FOUR Week six events – Notify JA of any non-judges attending Judges dinner Week three events – send thank you notes to VOP's volunteers and sponsors
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	Week seven events – Provide VIP/Judge meal counts to Event Manager
Tue	26	Teams – CMP Registration closes for week four qualifying teams
Wed	27	WEEK FIVE Week seven events – Notify JA of any non-judges attending Judges dinner Week four events – send thank you notes to VOP's volunteers and sponsors
Thu	28	
Fri	29	
Sat	30	
Sun	31	

Notes:

BLUE – Regional Planning Committee Action



April 2013		
Day	Date	Activity
Mon	1	Regional Monthly Reports Due
Tue	2	Teams – CMP Registration closes for week five qualifying teams
Wed	3	WEEK SIX Week five events – send thank you notes to VOP's volunteers and sponsors
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	
Tue	9	Teams – CMP Registration closes for week six qualifying teams
Wed	10	WEEK SEVEN Week six events – send thank you notes to VOP's volunteers and sponsors
Thu	11	Teams – Payment for Championship Qualifying Teams
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	Teams – CMP Registration closes for week seven qualifying teams
Wed	17	Week seven events – send thank you notes to VOP's volunteers and sponsors
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	FIRST Championship
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	
Tues	30	TIMS closes

Notes:

BOLD BLUE – Regional Planning Committee Action

May 2013		
Day	Date	Activity
Wed	1	Regional Monthly Reports Due
Thu	2	
Fri	3	
Sat	4	SAT Test
Sun	5	
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	HOLIDAY – FIRST CLOSED
Tue	28	
Wed	29	
Thu	30	
Fri	31	

Notes:

BOLD BLUE – Regional Planning Committee Action

Off Season Events

Overview

Invitational Tournaments are off-season events based on the *FIRST* game from the previous season that are sponsored by local teams or organizations. *FIRST* does not participate in the coordination, set up or staffing of Invitational Tournaments. *FIRST* does offer sponsors of Invitational Tournaments the loan of an official *FIRST* competition field if one is available and if required documentation is provided and transportation requirements are met.

Field Agreement

Fields are reserved on a first-come, first-served basis. The borrowed equipment must be returned to *FIRST* within 5 days of the conclusion of the Invitational Tournament to ensure the fulfillment of other scheduled requests for the equipment. Any damage to the cases, carts, playing field components or electronics will be charged to the hosting organization or individual.

Insurance Requirement

Proof of insurance must be provided to *FIRST* before the playing field will be released. An insurance certificate for at up to \$119,000 insuring the 'property of others' must be obtained for the use of the field. (\$7,500 for the field, and up to \$71,500 for the electronics.) The insurance certificate must name *FIRST* or US *FIRST* as an "additional insured" and must insure the playing field and all of its components, including the travel cases, from the time they leave *FIRST* in Manchester, NH until the time they are returned to *FIRST* in Manchester, NH. In order to borrow the electronics, an event must have a *FIRST* FTA certified in the current year at the event to set up and run the electronics.

Required Documentation

The following documents must be signed and returned to *FIRST* before a field will be scheduled for an Invitational Tournament.

Invitational Tournament Financial Responsibility Agreement
Invitational Tournament Hold Harmless Agreement
Invitational Tournament Field Transportation Charges Agreement

These forms and the Post Event Criteria and Considerations document can be found on the *FIRST* website at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=436> along with an order form for game pieces which are not supplied with the field.

Shipping/Trucking Requirements

A 24 foot truck and an adequate number of restraint devices (8-12 heavy duty load straps or 6 load bars) are required for field pickup. *FIRST* recommends the use of a Common Carrier, however private pickup may be arranged with prior permission from *FIRST*. Pickup and delivery day and time must be scheduled in advance with *FIRST*. Loading dock hours are Monday-Friday 8:00AM-4:00PM. The approximate weight of all the cases is 4,000 pounds.

Contacting *FIRST*

To schedule the loan of a field, contact Wendy Trommer at wtrommer@usfirst.org or 1-800-871-8326 x433. To have your event advertised on the *FIRST* web site send the details to frcteams@usfirst.org.

Additional Information

To learn more about hosting an event, please read *How to Host an Off Season Event*, written by Chris Fultz and Andy Baker, found on the *FIRST* website at:

http://www.usfirst.org/uploadedFiles/Robotics_Programs/FRC/Events/2011/How%20to%20Host%20an%20Off-Season%20FRC%20Event%20%28May%202011%20Edition%202%29.pdf.



INVITATIONAL TOURNAMENTS

Overview

Invitational Tournaments are off-season events based on the *FIRST* game from the previous season that are sponsored by local teams or organizations. *FIRST* does not participate in the coordination, set up or staffing of Invitational Tournaments. *FIRST* does offer sponsors of Invitational Tournaments the loan of an official *FIRST* competition field if one is available and if required documentation is provided and transportation requirements are met.

Field Agreement

Fields are reserved on a first-come, first-served basis. The borrowed equipment must be returned to *FIRST* within 5 days of the conclusion of the Invitational Tournament to ensure the fulfillment of other scheduled requests for the equipment. Any damage to the cases, carts, playing field components or electronics will be charged to the hosting organization or individual.

Insurance Requirement

Proof of insurance must be provided to *FIRST* before the playing field will be released. An insurance certificate for at up to \$105,000 insuring the 'property of others' must be obtained for the use of the field. (\$45,000 for the field, \$60,000 for the electronics.) The insurance certificate must name *FIRST* or US *FIRST* as an "additional insured" and must insure the playing field and all of its components, including the travel cases, from the time they leave *FIRST* in Manchester, NH until the time they are returned to *FIRST* in Manchester, NH. In order to borrow the electronics, an event must have a *FIRST* FTA certified in the current year at the event to set up and run the electronics.

Required Documentation

The following documents must be signed and returned to *FIRST* before a field will be scheduled for an Invitational Tournament.

Invitational Tournament Financial Responsibility Agreement
Invitational Tournament Hold Harmless Agreement
Invitational Tournament Field Transportation Charges Agreement

These forms and the Post Event Criteria and Considerations document can be found on the *FIRST* website at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=436> along with an order form for game pieces which are not supplied with the field.

Shipping/Trucking Requirements

A 24 foot truck and an adequate number of restraint devices (8-12 heavy duty load straps or 6 load bars) are required for field pickup. *FIRST* recommends the use of a Common Carrier, however private pickup may be arranged with prior permission from *FIRST*. Pickup and delivery day and time must be scheduled in advance with *FIRST*. Loading dock hours are Monday-Friday 8:00AM-4:00PM.

Contacting *FIRST*

To schedule the loan of a field, contact Wendy Trommer at wtrommer@usfirst.org or 1-800-871-8326 x433. To have your event advertised on the *FIRST* web site send the details to frcteams@usfirst.org.

Team Forums

Overview

This section of the Regional Planning Guide contains suggestions and recommendations for holding a team forum. Team Forums as they were held in the past are no longer feasible. Regional Planning Committees who wish to hold team forums to obtain feedback from teams about their specific event are welcome to do so.

Location

FIRST recommends Team Forums take place in a public setting open to all local team mentors. A facilitator should moderate the forum and keep it on schedule while a note-taker keeps track of the feedback received from the teams.

Timing

Team forums should be held after the *FIRST* Championship and before schools close for the year to maximize participation of all local teams.

Main Contact

This individual will work closely with the Local Planning Committee and Regional Director for their area to keep them informed of all aspects of the event. The main contact will find and reserve the location for the forum and identify the number of teams that can be accommodated, and how many adult representatives may be sent by each team. If the team forum is planned for a period of 4 hours or more, it is suggested the Team Forum Main Contact also arrange for a meal (usually pizza) for the participants. A registration site should be set up so that the number of teams attending is known in advance. This site should include the following information.

- Date of Team Forum
- Time of Team Forum
- Location of Team Forum
- Number of Representatives
- Team Forum Capacity (Number of teams)

The local planning committee will absorb all costs associated with having a local team forum. *FIRST* recommends asking for the use of a participating high school or college auditorium or asking local business partners and team sponsors if they have facilities available..

The main contact should select a Team Forum Facilitator to lead the local team forum. The Team Forum Facilitator will lead the participants through the agenda, discussion topics and keep the forum on schedule.

A Note-keeper is needed to record the comments and the consensus reached for each agenda item.

An Assistant Facilitator may be needed to act as a timekeeper and to help the Note-keeper.

Team Forum

A Team Forum should not exceed four (4) hours in length.

Post-It Note Feedback – This method allows the Team Forum participants to express themselves in a constructive manner without disrupting Team Forum proceedings. This method also allows the Facilitator to get a quick read of the participants and determine which topics will be the most pressing or emotionally charged.

- a. Topic Sheets – Create a topic sheet for each issue you intend to discuss with each issue on a separate flip chart page. Headings may include:
 - ◆ *Hotels*
 - ◆ Food
 - ◆ Volunteers
 - ◆ “Your Choice” – To capture other topics that do not fall under more specific headings as the ones outlined above

Divide each topic sheet in half: one side labeled “***Pro’s***” and the other side labeled “***Con’s***”.

- b. Participant Post-it Notes – As the Team Forum participants arrive at the beginning of the meeting, hand them some of Post-It notes to go around the room. Ask them to fill out one “***Pro***” and one “***Con***” for each Topic Sheet that is posted to the wall.
 - c. Cluster Analysis – As the Team Forum gets under way, asks the Assistant Facilitator to cluster the similar and/or like-kind responses on each of the topic sheets and within the Pro’s and Con’s sections. The Assistant Facilitator should write down the topics that received the most clustering and hand this list to the Facilitator. The Facilitator can refer to the post-its as needed throughout the discussion periods.
 - d. Formal Review of the Clusters – If the discussion during the Team Forum does not address the major topics, the Facilitator can do a formal review of them with the participants after FIRST Regional Issues discussions. The goal is to get as concrete and specific answers as possible that will help in planning your event for the coming season.
- A. **FIRST Regional Staff** – The FIRST Regional Directors, Executive Advisory and Regional Planning Committees formulate these questions in order to drill down further on specific matters of regional support, event planning, fundraising and other logistical information.
- B. **FRC Team Leaders and Mentors** – These questions come directly from the Team Forum participants (during the Team Forum) in two ways: via post-it Notes they filled out at the beginning of the Team Forum and an Open Session Period. The Post-it Note Feedback is outlined above.

Open Session Period – for those teams who may have additional information they would like FIRST Regional staff to hear; drill down concerns and issues from the team perspective that FIRST may or may not have heard. The goal is to allow FRC teams to speak about any issue, both positive and negative. The duration of the Open Session period should be approximately 30 minutes at the end of the Team Forum.

Facilitator Role at the local Team Forum:

Registration:

Facilitators may want to mingle with the crowd as they come in, introduce themselves and help direct them to the sheets with topics and post it notes

Regional Issues

1. The facilitator will introduce the General and Regional Issues
2. Times will be assigned for each of these issues
3. Facilitators will remind Regional Directors and Regional Coordinators to remain neutral prior to this session beginning.
4. Facilitator will encourage dialogue between the participants and the Regional Director.
5. This may be a more heated discussion and facilitator must encourage participants to see conflict as a good way to see both sides of an issue.
6. At no times should a person feel unheard or dismissed. All comments will be recorded, and the facilitator may need to remind the group of this from time to time.

7. This is an important time for the facilitator to encourage participation from even the quiet participants who may have held back in the headquarters issues.
8. The assistant facilitator should be keeping time and helping to move the discussion along.

Wrap Up

1. Be able to bring closure to the discussion at the designated time.
2. Thank participants for attending and their input
3. Reiterate what will done with the information collected
4. Give an approximate date as to when they will see an outcome and changes or ideas, which will be adopted as a result of this feedback.

Facilitator Guidelines:

Facilitation is a process through which a person helps others complete their work and improve the way they work together.

A Facilitator needs to have a distinct role other than leader or manager

Facilitators' task at a *FIRST* Local Team Forum:

1. Help people focus on the specific question at hand and articulate their feelings on it
2. Help people concentrate and be clear in the here and now and not spend time reflecting on "*how it used to be in the good ole days*". Bring people back to the present day if they get into historical facts or stories.
3. Help people communicate their thoughts on the topics being discussed by making clarity statements such as, "so you are saying..."
4. If people are getting heated about a subject, acknowledge that you can feel and understand their concerns and that their thoughts are being captured.
5. Encourage all present to become engaged in the process. Ask leading questions and how a change being discussed will affect others
6. Encourage participants to think outside the box and acknowledge their thoughts and ideas
7. Encourage participants to articulate a shared vision and common mission of *FIRST* in the future.
8. Encourage discussion on things that are new and things that remain the same and how they will affect their teams and sponsorship.
9. Active listening is a very important facilitation skill, remember that you are there representing *FIRST* and always keep gracious professionalism in mind.

Facilitators:

1. **Task** - The single most important thing a facilitator does is to help people be clear about their task. Explain to the audience why the forum is taking place and why you have been selected to be the facilitator.
2. **Self** - Facilitators must know themselves and how they impact the group. They must use themselves as an instrument and representative of *FIRST* to help the group work together and offer substantial feedback. Their own opinions do not have a role in these forums.
3. **Group** – The facilitator must understand the group dynamics and help them experience conflict as a productive, normal and necessary occurrence. The facilitator needs to be able to control the loud talkative type who often takes over the entire conversation and include the quiet person in the group. Hopefully the Regional Directors will be able to help, as they will know the people better.
4. **Process** – The facilitator will reiterate how important this process is to *FIRST*. They will review the guidelines so that all participants are aware of what is taking place. They will make sure that each participant is treated with respect and courtesy. It is important that

people interrupting and talking out of order are gently reminded to speak only when it is their turn. Each person's idea needs to be acknowledged and given equal value.

A Facilitator must:

1. Recognize and acknowledge differences in the group such as rookie vs. veteran team members.
2. Respond to all different styles, bringing the quiet people into the discussion. This can be done by speaking slower and softer to them and realize that they back away from conflict.
3. Help people see conflict as differences of opinion and not a personal issue. Conflict is a healthy sign that individuals in the group care about the quality of their work and wish to find solutions to their problems.
4. Be clear about what the group will produce. Let them know that they are not wasting their time and all the information is being documented and brought back to *FIRST*.
5. Ground rules for behavior – these should be clear ahead of time. Be sure that you stick to these rules and don't bend or break them for certain people who have stronger personalities. If you do this, it will detract from your image as a competent facilitator.



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Program Books

Section 20

Overview

FIRST Headquarters supplies FRC Program Books for each Regional (and District State/Region Championship) event. The program books are a compilation of information provided by FIRST Headquarters and the Regional Planning Committee for that specific event. These program books are distributed to the teams, Judges, and VIP's. In addition, a limited number will be available at the Pit Administration desk for the public.

Content

The content of the program books provides a consistent format with regional specific information. This information is supplied by various members of FIRST Staff, FRC Teams (through the Team Information Management System), by outside vendors (contracted by FIRST) and by the Regional Planning Committee.

- Standard Content (supplied by FIRST HQ)
 - Cover art & list of FIRST sponsors and partners
 - Welcome Letter from Dean Kamen
 - Description of Game and Field Drawing
 - Description of Awards given at the Event
 - Map of existing FRC teams & event locations
 - Scholarship information for FRC teams
 - FRC Schedule
 - Thank you from FIRST Volunteer Resources Department
 - Suppliers and Contributors to the FRC Kit of Parts (inside back cover)
 - Listing of FIRST Founding Sponsors and FRC Official Suppliers
 - Blank 'Notes' pages (may apply)
- Pages unique to each event
 - Welcome Letter from Regional Planning Committee (RPC to submit to FIRST HQ)
 - Local Regional Sponsor Listing (RPC to submit to FIRST HQ)
 - Local sponsor recognition pages (RPC to submit to FIRST HQ)
 - Event Judge Listing (RPC to submit to FIRST HQ)
 - How to Get Involved with the Event Letter (RPC to submit to FIRST HQ)
 - Event Team Spotlights (supplied by FIRST)

Responsibilities

The Regional Director, or designated Program Book Coordinator on the Regional Planning Committee, is responsible for coordinating all the regional input and submitting it to FIRST Headquarters by no later than the specified deadline.

Regional content consists of:

1. Regional Welcome Letter, generally written by the Regional Chairperson
2. Regional Sponsor Listing and logos if applicable:
 - Sponsors of \$10K and above can have their logos printed
 - Sponsor logos must be supplied in the format shown under **Digital Submission Requirements** below, no other formats will be accepted.
3. Regional Judge Listing
 - Should include the following: name, title, company/affiliation, and one or two sentences about their relationship or interest in FIRST or something that makes them unique that teams would find interesting
4. How to Get Involved (please use the template, found at the end of this section).
5. Sponsor recognition pages (full page recognition for \$100K and above, ½ page recognition for \$75K and \$50K).



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- Sponsor recognition pages must be supplied in the format shown under **Digital Submission Requirements** below, no other formats will be accepted.

Note: FIRST HQ is not able to edit the material submitted by the Regional Committees for all the Regional events. Instead, this content shall be submitted to FIRST after final edits are made. Whatever submitted will be printed without changes.

FIRST Headquarters will provide all of the standard content as listed above.

Digital Submission Requirements

Acceptable File Formats: Sponsor recognition pages may be submitted in .eps, .tif, .jpg, or press quality .pdf formats. All fonts and graphics must be 100% embedded within the PDF. Graphics and photos should be set at 300 dpi. If saving as a JPEG use the highest quality option available. If saving as an EPS make sure all fonts are converted to paths (outlines). Program Books will be printed in black and white. If a color logo or advertisement is submitted, it will be converted to grayscale.

Sponsor Recognition pages

Program book page trim size is 8.5" w x 11" h. For uniformity, live area for art should be .5" away from edge. (No bleed ads accepted.)

- Actual Full Page Advertisement size is 7.5" w x 10" h.
- Half Page Horizontal Advertisement size is 7.5" w x 5" h.
- Half Page Vertical Advertisement size is 3.75" w x 5" h.

Logos

- Same digital requirements as for Sponsor Recognition pages above.
- 72 dpi graphics copied and pasted from Web sites can NOT be accepted as they are too grainy to be published.
- All Digital files 10 MB or larger should be compressed using a compression program such as WinZip (PC) or Stuffit (Mac) before emailing as an attachment. The FIRST email server cannot accept files in excess of 10 MB.

Program Book Quantities

FIRST will communicate a deadline to the Regional Planning Committees for submitting Program Book quantities. The maximum allocation for one single event is 1200 books. The maximum allocation for double field events with one program book will be 2000 books. That being said, the quantities needed are estimated based on the following formula:

- 5 books per team (team count is based on event capacity)
- 25 books for the judges
- 275 books for the Pit and VIPs

For example, an event with a 50 team capacity would receive 550 program books (250 for teams+25 for judges+275 for Pit/VIPs).

Deadlines

Due to our need to lock down the layout and page counts of each book, deadlines are firm and will not be extended. FIRST will communicate the submission deadlines for the books and will coordinate with everyone to get the most accurate and up to date information available.

Note: The Program Book deadlines for current FRC season can be found on the FRC Regional Planning Calendar (RPG Section 17).

Language:

Program books are printed in English. If the native language of the Regional Event is something other than English, FIRST will send the Regional Director/Program Book Coordinator the FIRST HQ standard



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content/templates and the Regional Planning Committee will need to arrange to have the book translated and formatted into the language they desire.

[Regional Planning Committee Templates]

How to Get Involved with the *FIRST* Robotics Competition

Check out the *FIRST* website (www.usfirst.org), and decide how much time you have to give. Then sign up! We look forward to having you with us.

If you are interested in starting a *FIRST* Robotics Competition team...

Learn everything you can about *FIRST* and the *FIRST* Robotics Competition before committing to forming a team. Find a local team or two, talk to them, and follow their progress through a season. Attend at least one regional competition (like the ***name of your regional event***) to gauge the impact of the competition for yourself. Plan to meet with the team leaders and students, speak with their sponsors, and see robots first-hand.

Once you're ready to start an FRC team at your school, start developing partnerships that will supply your team with mentors and sponsors. Local manufacturing and technology companies are ideal sources of mentors and sponsors, as are local technical schools, colleges, and universities. Many local chapters of professional science and engineering organizations support *FIRST* through volunteer help from their engineers, scientists, and technologists. If you are unsure where to start, please contact ***name, company, phone and e-mail***.

If you are interested in becoming a Team or Regional Event Sponsor...

Companies can support *FIRST* in a variety of ways, including:

- Providing financial support
- Involving employees as mentors or volunteers
- Providing equipment and facilities
- Offering scholarships
- Providing internships

Please contact ***name, phone and e-mail*** to request more information or to set up a presentation to your company.

If you are interested in mentoring a team...

If you are interested in becoming a *FIRST* mentor, talk with the *FIRST* Regional Director close to you and request information on mentors in your area. Local mentors are likely to know about new teams forming in the area. Rookie teams especially benefit from strong professional mentoring. For more information about mentoring opportunities, please visit the *FIRST* website at www.usfirst.org.

If you are interested in volunteering...

Each *FIRST* Robotics Competition event depends on a large number of volunteers with a broad spectrum of talents to support operating needs and competition demands. Besides volunteer opportunities during the competition event, the Regional Planning Committee is seeking volunteers to help the committee make each year's event better. Volunteers can:

- Be a mentor or coach
- Organize and event or program
- Help out at a competition

If you would like to volunteer to help at an event, visit the *FIRST* website at www.usfirst.org. If you would like to participate in the Regional Planning Committee, please contact ***name, phone and e-mail***.

If you are interested in making a donation...

If you would like to make a donation to *FIRST*, please note this important information:

FIRST is a 501 (C) (3) Public Charity

Funds received will be used to support *FIRST* programs



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Donations to FIRST are tax deductible to the extent provided by current IRS tax laws and regulations.

FIRST's Federal Tax ID (FEIN) is #22-2990908

You can specify that you would like your donation to help the teams and regional event at **your regional name**.

Thank you for your generosity!

[Template for Sponsor Listing]

Instructions: Add regional name, delete dollar amounts and benefits line (they are for your information only) and list each sponsor at the appropriate level.

FIRST Robotics Competition (enter name) Regional

PRESENTING SPONSOR (\$150,000) *Submit logo if available
(can have 1 full page recognition in program book)

XYZ Company Logo

LEAD SPONSOR (\$100,000) *Submit logo if available
(can have 1 full page recognition in program book)

XYZ Company Logo

REGIONAL SPONSOR (\$75,000) *Submit logo if available
(can have ½ page recognition in program book)

XYZ Company Logo

COMPETITION SPONSOR (\$50,000) *Submit logo if available

XYZ Company Logo

LEADER IN TECHNOLOGY SPONSORS (\$25,000) *Submit logo if available

XYZ Company Logo

CAPTAIN OF INNOVATION SPONSORS (\$10,000) *Submit logo if available

XYZ Company Logo

FRIEND OF THE FUTURE SPONSORS (\$5,000) *Logo will not be printed

XYZ Company Name

ROBOT BOOSTERS (\$2,500) *Logo will not be printed

XYZ Company Name

FAN SPONSORS (\$500) *Logo will not be printed

XYZ Company Name



[Sample Welcome Letter]

Welcome to the 10th Annual FIRST Robotics Competition BAE Systems/Granite State Regional

BAE Systems welcomes you – whether you are a student, coach, mentor or guest – to the 5th annual Granite State Regional FIRST (For Inspiration and Recognition of Science and Technology) Robotics Competition.

We are as intrigued as you are by the design and performance of every team robot you will see today on the playing field. The diversity in design and collaborative behavior exhibited in each robot team serves as a reminder that students must learn the skills to contribute in a world that embraces continuous change. BAE Systems supports FIRST because it provides the learning environment within which students engage those challenges, seek solutions, and drive them to reality.

FIRST represents a partnership of teachers, administrators, parents, and volunteers. Their combined efforts help to give the world its future engineers, scientists, technicians, inventors, and business people. For your contribution of those countless hours, enduring patience and ever-solid advice, we thank you!

We salute all the students who will participate in this exciting event. Undoubtedly, you are juggling many important activities in order to be part of the 2013 FIRST Robotics Competition. Please accept our sincere wish for each of you to have great success – whether you place in this competition or not. You are the future of our great nation!

Again, welcome to Manchester. The competition you are about to witness is the most energizing technology event for high school students in the world. BAE Systems promises to make the two-day event so much fun you'll want to always be part of FIRST!

Aaron Penkacik
Granite State Regional Co-Chairman

Sue Peckham
Granite State Regional Co-Chairman

[Sample Judge Listing]

Please list in alphabetical order by last name

Bruce Eteson - Chief Technology Officer at BAE Systems Network Enabled Solutions. He has electrical engineering degrees from Worcester Polytechnic Institute and has developed complex multifunctional systems throughout his career.

Eugene Huang - a White House Fellow in the United States Department of the Treasury. Previously, Eugene served as the Secretary of Technology for the Commonwealth of Virginia under Governor Mark R. Warner, where he was the youngest cabinet member ever in Virginia's history when he was appointed at the age of twenty-eight.

Brenda Jones - a Dimensional Validation Engineer at General Motors. She has her bachelor's degree in mechanical engineering and her master's degree in industrial engineering. She is a mentor on FRC Team 211.

Kathryn Thornton - a professor and Associate Dean at the University of VA School of Engineering and Applied Science. Prior to joining the faculty of the University, she was an astronaut and veteran of four space flights including the first Hubble Space Telescope Service Mission.

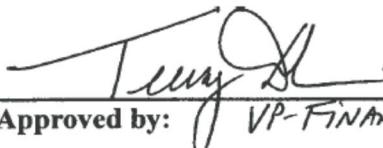


Organization – Wide Policies & Procedures

Lobbying

Orig Date: 3-25-10
Revision # 0

Approved by:



Terry J. Shull
VP-FINANCE

March 26, 2010
Date

USER-FRIENDLY ABSTRACT

- Lobbying by Board Members, Management staff, field personnel and local committee members on behalf of FIRST® and STEM education is encouraged.
- FIRST® is required by U.S. Federal and State laws to monitor and report lobbying efforts carried out on its behalf.
- Lobbying at the State and local level requires compliance with regulations unique to each locale.

POLICY

The FIRST® Board of Directors encourages, and its Management heartily supports, efforts to expand public awareness of, and funding for, STEM education. Supporting legislation that promotes STEM at the U.S. Federal, State or local level through lobbying represents a powerful opportunity to educate elected officials and the public about the importance of STEM and to secure essential funding for FIRST® teams, schools, coaches, and programs.

DEFINITIONS

The Internal Revenue Service (IRS) defines “Lobbying” as follows:

1. Any attempt to influence any legislation through an effort to affect the opinions of the general public or any segment thereof (grass roots lobbying), and
2. Any attempt to influence any legislation through communication with any member or employee of a legislative body or with any government official or employee who may participate in the formulation of legislation (direct lobbying).

Saturday, March 20, 2010

Section 21 – FIRST Policy on Lobbying and Political Campaign Activities



Organization – Wide Policies & Procedures

However, attempting to influence legislation does ***not*** include the following activities:

1. Making available the results of nonpartisan analysis, study, or research.
2. Examining and discussing broad social, economic, and similar problems.
3. Providing technical advice or assistance (where the advice would otherwise constitute the influencing of legislation) to a U.S. governmental body or to a committee or other subdivision thereof in response to a written request by that body or subdivision.
4. Appearing before, or communicating with, any legislative body about a possible decision of that body that might affect the existence of the organization, its powers and duties, its tax-exempt status, or the deduction of contributions to the organization.
5. Communicating with a government official or employee, other than:
 - a. A communication with a member or employee of a legislative body (when the communication would otherwise constitute the influencing of legislation), or
 - b. A communication with the principal purpose of influencing legislation.

Also excluded are communications between an organization and its bona fide members about legislation or proposed legislation of direct interest to the organization and the members, unless these communications directly encourage the members to attempt to influence legislation or directly encourage the members to urge nonmembers to attempt to influence legislation, as explained earlier. Source: IRS U.S. Dept of the Treasury Pub. 557 (06/2008).

REPORTING RESPONSIBILITY

All lobbying efforts by anyone acting on behalf of FIRST® must be reported to the VP–Field Operations, the VP-Finance or the FIRST® President within 30 days, giving specific dates and details of the activities so that the costs of these efforts may be determined and properly reported to the IRS. Lobbying efforts may include: volunteer efforts; media advertising; publications; broadcasts; e-mail; public statements; website postings, and grants to other organizations for lobbying purposes. If you are in doubt about whether or not your actions constitute lobbying, contact VP-Finance or his designee. Failure to report lobbying efforts may result in FIRST® being severely fined.

Anyone planning to lobby on behalf of FIRST® at the State or local level (using the IRS definition as a general guide) must **notify the VP-Field Operations and VP-Finance in advance**. Each state has unique lobbying definitions, regulations, and reporting requirements that must be understood before lobbying efforts may take place. Individuals who violate lobbying laws may incur personal liability and fines.

FIRST® Board Members, Officers, and other representatives (as appropriate) will be required to disclose annually any lobbying activities carried out on behalf of FIRST® or using its resources.

Saturday, March 20, 2010

Section 21 – FIRST Policy on Lobbying and Political Campaign Activities



Organization - Wide Policies & Procedures

Political Campaign Activities


Approved by: VP-FINANCE

Orig Date: 3-25-10
Revision # 0

March 26, 2010
Date

USER-FRIENDLY ABSTRACT

FIRST® is recognized by the Internal Revenue Service as a 501(c)(3) Not-for-Profit, operated for public benefit within the parameters of its stated mission. As such, FIRST® may not participate in Political Campaign Activities. Doing so could result in the loss of its Not-for-Profit status.

POLICY

Political Campaign Activities carried out on behalf of FIRST® or using its resources are not allowed.

DEFINITION

A Political Campaign Activity is any activity that supports or opposes any candidate for elective Federal, State, or local public office, *including website links to any material favoring or opposing a candidate for public office, and any biased or partisan communications posted on any FIRST® website.* It does not matter if the candidate is elected. A Political Campaign Activity does not include encouraging participation in the electoral process, as long as that activity does not directly or indirectly support or oppose any candidate.

REPORTING RESPONSIBILITY

Although Political Campaign Activities are not allowed, they may inadvertently occur without authorization or prior knowledge of FIRST® representatives. Situations may arise where Political Campaign Activities are carried out by persons or organizations who are involved in FIRST® programs, but who are not acting on behalf of the FIRST® organization itself.

An example is someone handing out campaign flyers at a FIRST® event. **In this example, FIRST® would be engaging in a Political Campaign Activity even though no one representing FIRST® authorized it.** Situations such as this may occur unexpectedly; the VP-Finance or his designee should be contacted for guidance if there is any possibility that a Political Campaign Activity will or may have occurred.

Regardless of the circumstances, the FIRST® President must immediately be informed of any activity that might be construed to be a Political Campaign Activity at a FIRST® event or in a situation where FIRST® is represented. The circumstances will be documented and an assessment will be made to determine the appropriate actions to be taken.

FIRST® Board Members, Officers, and persons having primary responsibility for FIRST® events will be required to confirm annually in writing that no Political Campaign Activities have been carried out on behalf of FIRST® or using its resources.

Saturday, March 20, 2010

Section 21 – FIRST Policy on Lobbying and Political Campaign Activities