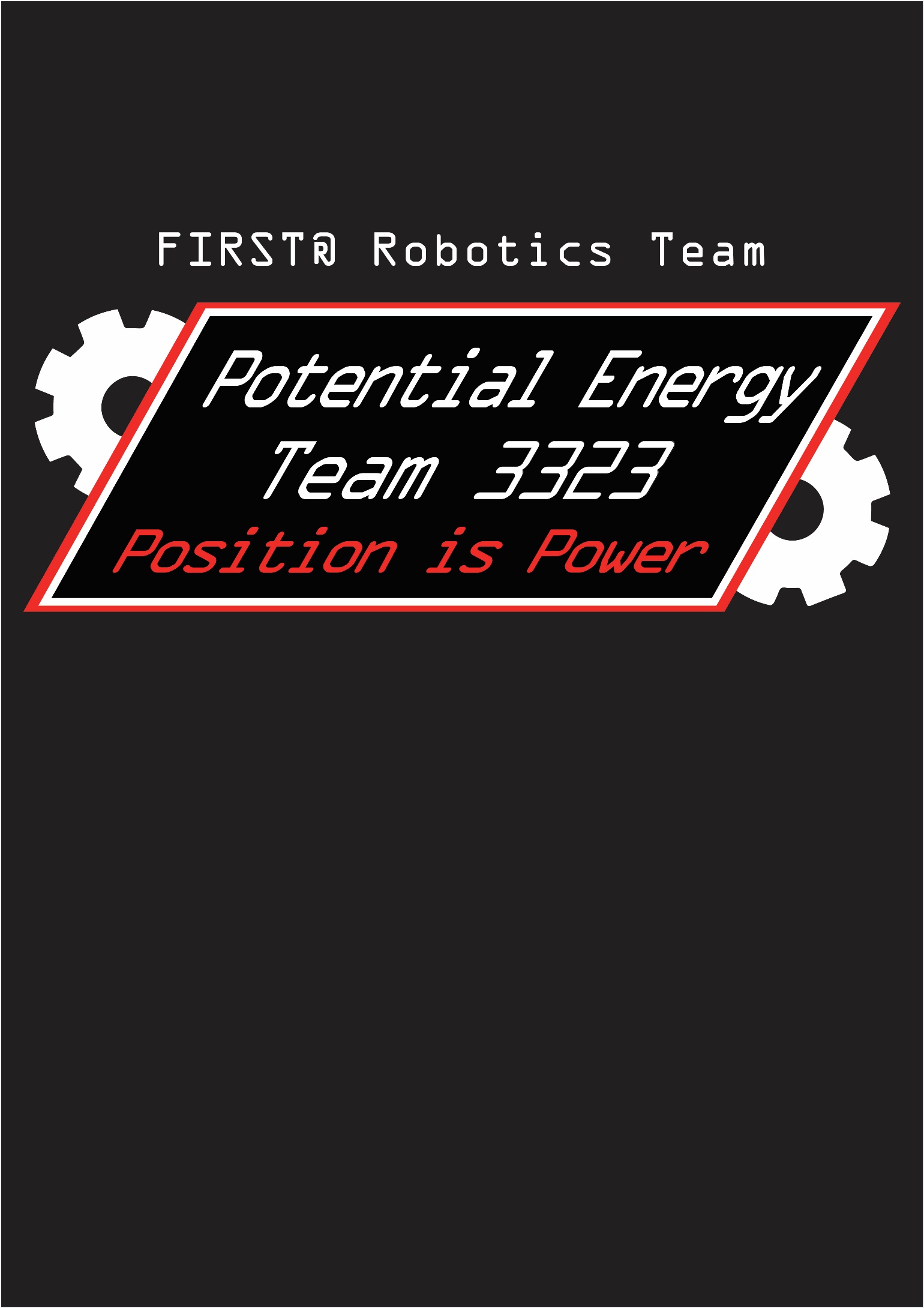
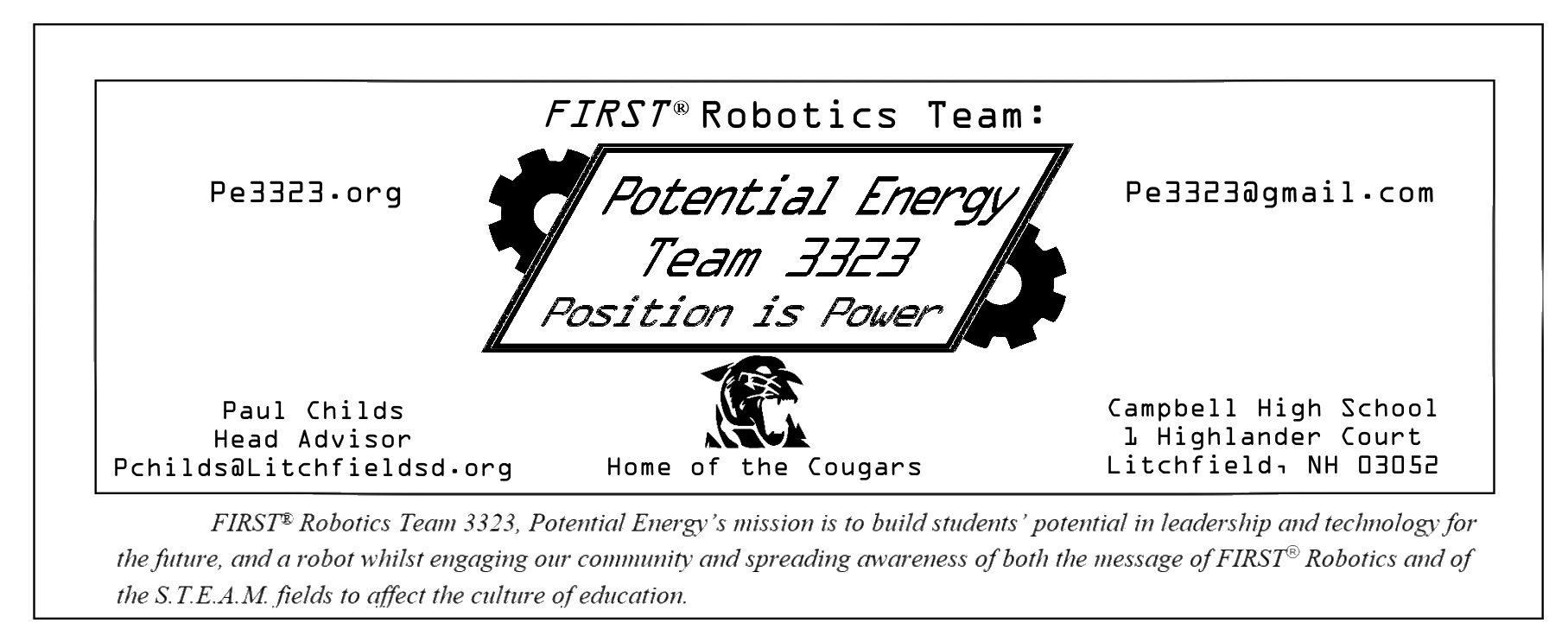
**Team Handbook**

Adapted (with Permission) from Team 509 Red Storm Handbook

Updated: **5/1/2015**

**Governing Documents**

Potential Energy *FIRST*® Robotics Team 3223 is an organization operating under the jurisdiction of the Litchfield School District. All pertinent Litchfield School District policies are the governing documents for all rules, policies and procedures to be followed. The Potential Energy *FIRST* Robotics Handbook provides information pertaining specifically to the Campbell High School Potential Energy team. Team members, mentors and parents must have signed the team handbook and the Litchfield School District Co-curricular Policy thereby agreeing to these policies.

Any person associated with the team may propose to amend the Potential Energy Handbook as necessary throughout the year. Such amendments will be approved by majority vote of the Team (all team meetings with parents). Any proposed amendment may not contradict any Litchfield School District policy, and school administration must approve all amendments and handbook revisions. Should any section of this handbook become contrary to Litchfield School District policy, those sections shall be null and void until they are either removed or updated to comply. Any recommended amendments will then be posted to the team through reasonably accessible means and all team members are responsible for becoming familiar with its contents and requirements.

**Mission Statement**

Team 3323’s Mission Statement reflects the Mission Statement of both *FIRST* and Campbell High School. Campbell High School’s mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility. The *FIRST* mission is to inspire 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.

Team 3323, Potential Energy’s mission is to build students’ potential in leadership and technology for the future, and a robot whilst engaging our community and spreading awareness of both the message of FIRST Robotics and of the S.T.E.A.M. fields to affect the culture of education. We will enhance the learning of science, technology, engineering, arts, and Mathematics while respecting the values of various families, inspire innovation, mentor responsibility, promote teamwork and create partnerships.

**Key Strategies of focus include:**

Campbell High School is a community with a passion for learning, dedicated to educational excellence for all students and staff. We are committed to high standards and exceeding our comfortable limits. We advance skills, knowledge, critical thinking, and problem solving through a culture of rigor, relevance, relationships and results. We foster habits of open inquiry and an understanding of our diverse world through a challenging curriculum that creates the connections integral to a nurturing and engaging learning environment.

We believe in educating the whole person so all members of Campbell High School embody respect, responsibility, integrity, and compassion, with a unique vision and voice. Through good citizenship and service to others, we strive to make positive contributions to the world.

* Fostering innovation in the creative process, utilizing strategies needed to maintain a highly effective team during the engineering process used to design/build the robot.
* Creating a family respectful of the team, school, local and *FIRST* communities.
* Delegating responsibility and authority to teammates, thus teaching accountability for their commitments.
* Demonstrating the application of academic subjects used in solving practical problems through mentoring and Real World Experience.
* Developing teamwork skills through brainstorming activities, assigning tasks (business and technical) to involve all aspects necessary to have an effective and professional team.
* Providing an atmosphere with freedom to accept challenges enabling self-discovery, direction and confidence, instilling pride in project completion.
* Attaining gracious professionalism by offering all involved the growth to gain from both positive and negative experiences, allowing for success in present and future endeavors.
* Providing exciting and interesting opportunities for all team members while having **fun**!

**History**

***FIRST*** - **F**or **I**nspiration and **R**ecognition of **S**cience and **T**echnology is the brainchild of Dean Kamen of Bedford, NH; an engineer, inventor and entrepreneur. Mr. Kamen was concerned with the decreasing number of students graduating from United States high schools who pursued careers in science, engineering and technology. Deciding to address this issue, he created U.S. *FIRST* which inspired high school students to become involved in science and engineering by designing and building a robot to play a “task oriented” game. U. S. *FIRST* grew tremendously and with international expansion, U.S. *FIRST* became simply *FIRST*. As the program expanded, through its Lego League and the VEX robot programs, *FIRST* became *FIRST* Robotics Competition, or FRC.

The Campbell High School (CHS) *FIRST* Robotics team plans began with the team's first faculty advisor, Mr. Patrick Kaplo. He organized and ran the team with some assistance from engineering mentors. The team competed in the Granite State Regional competition for the first time in March 2010 with the Breakaway challenge. In the fall of 2010, a few parents and other mentors stepped up to assist a new faculty advisor with the 2010-11 Logo Motion challenge.

In 2011-12 Mr. Charles Chretien took over the team as head advisor, where the team competed in its first offseason event, River Rage, and then proceeded to build a robot to compete in the 2011-12 Rebound Rumble game and competed in the Granite State Regional where the team made it to the semifinals. Mr. Chretien retained his status as an advisor to the team until the 2013-14 season, with the build season being led by Mr. Paul Childs for the 2013 game Ultimate Ascent, where the team placed the highest at the Granite State Regional in team history.

In the 2013-14 under the direction of Mr. Paul Childs we were in the Top seed alliance in the Granite State District Event. We qualified to attend the New England Regional Competition in Boston, Mass but due to inadequate finding we were unable to attend. This was a wakeup call to our team, and because of this we have exponentially increased out outreach and sponsorship programs.

This year, the 2014-15 season we now have the most members in our teams history with 33 members and are working on a proposal to the Litchfield School District and the Hudson School District to become a Hudson-Litchfield Team strengthening our already close communities, and expanding FIRST Robotics in to Hudson in a cost effective mannor.

**Team Member Opportunities**

Qualifications to be a team member are important to ensure the goals and objectives of the team are accomplished with quality and efficiency. There are minimum qualifications to be eligible for the team. Like any small technology company, team members need to have a genuine interest (but not necessarily experience) in at least one of the following areas to be effective participants:

**Engineering Department**:

Engineering

Robotics

Science

CAD

Mechanics/Fabrication

**Business Department**:

Publicity/Public Relation

Programming

Videography/Animation

Web Design and Management

Spirit Fundraising

Photography/Journalism

*FIRST* Lego League (FLL) Mentoring

All team members are expected to familiar with the team's web pages, *FIRST* website and the competition rules.

When a student joins the team, he or she should complete and return the following by the date specified in order to continue participation:

* Team Membership Information
* Student Health Information
* Photo Release/Team Handbook
* Team Membership Survey
* Student Responsibility Contract
* Parent Responsibility Contract

***What makes a good team member?***

**Grades:**

All team members are expected to maintain all their grades and class work during the entire time he or she is on the team. As a Campbell High School Potential Energy *FIRST* Team member you are held to the same standards as held by all co-curricular activity participants. Refer to the CHS Student Handbook/Co-curricular policy for the academic policy.

**Ability to Work Both Independently and as a Team Member:**

The ability to work effectively as part of the team is an asset. However, learning to work independently with little direction is also an important attribute.

**Ability to Commit to a Project:**

Team members need to dedicate themselves, because effective team membership requires many hours of a student’s free time. Careful planning and scheduling are necessary to stay actively involved and to balance team involvement with schoolwork and other activities.

**Good Attendance, Punctuality and Dependability:**

A team member needs to be available and ready to participate as much as possible. When asked to participate, responding, dependability, and punctuality are essential to team organization and efficiency.

**Good Judgment, Honesty, Integrity and Positive Behavior:**

Team members need to be role models for other students to emulate and respect. Solid behavior choices should be demonstrated at all times, in and out of school activities. All team members must behave kindly towards all other members on the team and toward the public at large. Other teams are to be treated with respect and gracious professionalism. Proper language and actions will be used at all times. Team members should attend meetings and activities **only** if they commit to being usefully occupied.

Members are also expected to fundraise, seek out new sponsors and mentors, actively serve the community and complete all assigned “Homework”

**When Team Membership is Determined:**

If a student is enrolled at Campbell High School, team membership will begin on the date all required documents are complete. Home schooled students and out of district students who live in Litchfield may also join the team in accordance with School District policies. Students may join the Robotics team at any time during the school year. All team members must re-submit membership forms annually. The faculty advisor has the final decision regarding membership, which may be appealed using the normal school district appeals process.

**Recruiting New Team Members:**

Team members may be recruited throughout the year using various strategies such as deemed appropriate by the team and Faculty advisor. Faculty members should also be encouraged to recruit team members. The team should be represented at all meetings relevant to recruiting for extracurricular activities.

**Participation:**

Scheduling is the responsibility of the faculty advisor and the executive council. Meetings will be announced, via reasonably accessible means, to the whole team so that the entire team is kept current with activities, and so that students may sample new areas of interest. Meetings are to be scheduled so that most necessary personnel, students and mentors are able to participate.

There may be occasions, especially during the robot build season, where small groups of students are asked to help out on short notice (e.g., publicity opportunity, repairs, or parts re-stocking).

***Mandatory***activities are those activities where attendance is required. These include all team activities assigned as mandatory by the faculty advisor, and all-team meetings. All-team meetings evening meetings held at the faculty advisors discretion to update and educate students, parents, mentors, and sponsors about the team’s activities, and to coordinate future activities. Parents’ participation in these meetings is valued and encouraged. All team members must meet all participation requirements as determined by the faculty advisor and team leadership.

Attendance is taken at all activities and hours recorded. It is the student’s responsibility to sign in on the logbook. A student may only sign himself/herself in. All students are expected to be on time and stay the required amount of time. A student may be excused from a mandatory activity by contacting the team leadership in advance with an appropriate reason for the absence.

**Only those hours actually spent participating appropriately will be counted** (i.e., working instead of standing around and chatting or playing on the computer). Students should also log in hours spent on their own setting up events, designing and building necessary field, activity, or robot items. They should report these hours to the attendance mentor, who will log them in. Students are on the honor system in reporting these hours. Parent hours will not be counted toward student hours.

**Students not actively participating in a meeting may be asked to leave**. If it becomes apparent that the team is not one of a student’s priorities, they will be invited to discuss continued participation with the faculty advisor. If participation is not improved, the student may be dropped from the team. Written notification will be given to the student and parent. A student must attend 3 full meetings a week during the build season (with the exemption of the week of midterms) to be considered a member Individuals who do not meet the above criteria will be reviewed on a case by case basis by the Faculty Advisor and the Xxecutive Council .

**Build Season Hours and Homework:**

Team hours during build season are determined by the Faculty Advisor working with the team and the other mentors. It is strongly recommended during build season, the team meet when mentors are available to supervise. Meals will be scheduled and provided by team parents, or otherwise arranged for all students.

**Behavior:**

A team member’s behavior is a significant part of team membership. Students represent their team, Campbell High School, the corporate sponsors, and *FIRST*. They are expected to exhibit appropriate behavior at all times. This includes behavior at school as well as at competitions, the corporate sponsor’s workplace, team events, fundraisers, community service events, and online.

The *FIRST* philosophy of “gracious professionalism” including courtesy, politeness and cooperation with fellow team members, parent volunteers, mentors, advisors and chaperones is expected. All behavioral rules established by the Litchfield School District will be followed and enforced by the team. Refer to the Campbell High School Student Handbook and relevant Litchfield School district policies for more details. All behavioral violations are to be immediately reported to team leadership, mentor or faculty advisor. If the faculty advisor is not the one notified, the person that has been notified of the behavior problem must immediately report it to the faculty advisor, who is to deal with all behavior issues.

The faculty advisor reserves the right to discipline a team member as necessary for the safety and the overall good of the team. The parents will be informed of any disciplinary actions immediately. Disciplinary action may be appealed by the normal school district appeals process.

**Health:**Each team member needs to have a completed medical form on file in the CHS office. This form must contain accurate information and be updated as the need arises. This form will be duplicated and will travel with the Team Faculty Advisor for all activities.

Parents are responsible for notifying the Team Faculty Advisor of any medical or behavioral issues that may affect a student’s participation in Team activities. Students participating on the team are required to have medical/accident insurance. It is strongly recommended that parents elect to share any IEP or 504 plans with the Faculty Advisor.

**Team Attire/Costumes:**

Each year, team attire will be available for each team member. Students will be asked to pay or fundraise for attire unless General Funds are available to cover the costs. Team attire will be worn on designated days and events. It is important not to cover or alter team attire in any way. All costumes and team attire require approval from the Faculty Advisor and Executive Council.

The team may make costumes that students wear at various competitions. These costumes should also be treated with care, not altered, then washed and returned to the faculty advisor after an event. Please remember that all student attire must adhere to policies outlined in the CHS Student Handbook.

**Team Ambassadors:**

All team members should be ambassadors for the team. It is important for the primary ambassadors (Team Captains and Team Leads) to be trained in business etiquette and presentations. Students visit corporations and present the team’s mission and accomplishments. Ambassadors may ask for financial and/or in-kind sponsorship. They will be prepared to answer questions so they are able to interface with the public. All team resources will be used in these presentations. We hope this will lead to a closer relationship with our corporate donors and, in turn, expose our students to the workings of the business world.

**Fund Raising**

**All** team members are expected to participate in fund raising activities. Fundraising is a vital part of our team and an activity with many benefits beyond the financial. Fundraising involves people skills and it can be a lot of fun. There will be several activities to participate in, something for everyone. If parents have an objection to their student participating in any fundraising event, they should speak to the faculty advisor to discuss an alternative arrangement for their student’s contribution.

Fundraising activities may include a raffle, donut, candy, t-shirt or candle sales, tag days, Pancake breakfast, light bulb, sales and letter writing campaign. Each year, Potential Energy will strive to become more innovative in their fundraising activities. **Each team member will also be responsible for finding a potential corporate donor each year.** The goal is to expand our list of corporate sponsors.

**Mentors**

The success of the team is highly dependent on skill sharing. This skill sharing process is called “mentoring.” A mentor is a close, trusted, experienced counselor or guide. Mentors work one-on-one or with a small group on selected projects. Mentors guide the work process, get their hands “dirty” only when needed, but in general, their duty is to guide the student in task management and accomplishment.

Mentors need to have good communication skills, an ability to communicate at the student level, patience, a high frustration tolerance, gracious professionalism, but most of all, they need a good sense of humor.

Team 3323 will provide appropriate instruction to mentors so they may be successful in the process. All mentors are accountable to the faculty advisor. Mentors must also follow all policies as established by the Litchfield School District.

At any event either sponsored by or participated in by Team 3323, there will be no one-on-one contact between students and adult mentors (with the exception of children and parents). This means that a single adult must always have at least two students present, and a single student must always have at least two adults present.

Students shall treat the engineers, mentors and other adults with respect at all times. When addressing them please use appropriate titles unless asked otherwise.

It is the responsibility of the faculty advisor to ensure that all mentors have undergone the Litchfield School District and FIRST Robotics processes for approving volunteers, and have also been trained in safety, and how to properly interact with team members as deemed necessary by the Faculty Advisor. As with all team decisions, the faculty advisor reserves the final decision in regards to team mentors, and if a mentor is disruptive to the team they may be asked to leave. Mentors are expected to complete a mentor responsibility contract.

**Drive Team Selection**

The Drive Team consists of a driver, operator, human player and coach. Each candidate may be required to pass a written test based on their knowledge of the game and the basics of the robot. Students wishing to drive the robot must know the rules of the game. Driving and operating practice is required to develop the necessary skills. The Drive Team is required to stay with the robot at the competitions. A major responsibility is the maintenance and repair of the robot.

**Selection Criteria:**

Some general criteria to be used when selecting the Drive Team will include sportsmanship, grades, participation, ability to fix robot, strategic understanding of the game, driving skill, leadership, tact, diplomacy and ability to negotiate under pressure. Team seniority may also be a consideration in selecting the Drive Team.

If possible, the Drive Team will be chosen during the fourth week of the build season. Selection criteria will be identified after kick-off and prior to Drive Team try-outs. It is crucial to become familiar with the robot and the rules of the game, as they will be included in the selection criteria.

**Selection Committee:**

A committee consisting of the faculty advisor and two engineering mentors will select the main Drive Team and a backup team based on a competitive selection process. The Faculty Advisor will select the two engineering or mechanical mentors for the Drive Team Selection Committee. *Note: The Drive Team selection committee will NOT include parents of team members who are interested in being on the drive team.*

The mentors who serve on this committee will be expected to meet with the faculty advisor to refine the Drive Team selection criteria and to be available to observe driver/operator/human player/coach tryouts. They may also develop a written and/ or hands-on test given to the Drive Team candidates. This committee will also decide the roles of the primary and backup Drive Teams in competitions.

***FIRST* Robotics Competitions (FRC)**

Each year, the Campbell High School Potential Energy *FIRST* team participates in at least one regional FRC venue and may participate in other offseason, and regional events. If the team qualifies for the finals or National Competition, it is understood that all team members will be required to raise funds in order to attend.

**Competition Protocol:**

Gracious professionalism is a must, as well as following all CHS, *FIRST*, and competition rules. Team members are expected to compose themselves and act professionally. Cheering and spirited encouragement are greatly encouraged and highlighted during the competitions.

**Scouts:**

The Scouting Leader will be chosen prior to the competitions. Students on this team will develop materials and methods to assess the competition, giving our team as much advantage as possible. The collection of data and the analysis of the information will assist our team in all phases of the competition. The team works to hone interviewing skills and presentations. They often speak directly to groups, judges and the media. Often they are stationed outside the pit area to greet other team members and present our image to the public. Every team member is a scout and represents Team 3323 at all events.

**PIT Etiquette:**

There will be a Pit Safety person in charge of issuing the pit passes and maintaining all safety procedures established by *FIRST* at the competitions. The Pit Safety person will be responsible for monitoring the number of people authorized to be in the pits. Safety glasses must be worn in the pits. The pit may not be left unattended whilst the team is active at a competition.

**Financial Oversight**

All funds raised, donated or expended must follow Litchfield School District protocol. All income will be given to the Campbell High School office for deposit into the Campbell High School Potential Energy *FIRST* Robotics account. Grant money obtained by the school district is deposited into a school district account. These accounts are audited to verify that accurate records are kept.

Reimbursements from the team’s general fund to anyone (advisor, mentor, chaperone, parent, or student) require approval of the appropriate pre-assigned adult coordinator and/or the faculty advisor. Expenditures become the responsibility of the individual unless and/or until approval by the adult coordinator for reimbursement or faculty advisor.

When a check needs to be issued, the requester must submit an invoice or proof of the occurred expenses in order to receive reimbursement. The request, with documentation, is given to the faculty advisor who submits the paperwork to the Campbell High School main office. A check is usually cut within two days and forwarded by the faculty advisor to the requester.

The main office provides a print out of the accounts when requested. A running balance can be provided to the faculty advisor at any time. Detailed reports should be kept by the team captain, Business Lead or his or her designee.

**Team Governance**

**Team Leads:**Team Leads will be selected at the beginning of each season. The team leads preside over the various subgroups and will be the main leaders for other students to turn to for guidance. The team’s leads will work closely with the faculty advisor and mentors representing the students and their viewpoints.

Team Leads will be elected by the majority of students or appointed by the Faculty Advisor working with the other mentors. The term, which will commence after the kickoff, will be for a period not to exceed one year. All team leads should have 40 hours of team participation.

The Executive Committee is comprised of seven main positions some of which are to be supported by committees: Team Captain, Business Lead, Lead Mechanical Engineer, Lead Electrical Engineer, Lead Software Engineer, Lead Designer and Lead Marketing & Public Relations. Each subgroup is responsible for specific functions as described below. Each of the subgroups will have a Team Lead and an Adult Mentor. Students should able to contribute to at least two subgroups, however, when possible, a student should only be the Team Lead of one subgroup.

A representative from each subgroup is required to attend every All Team Meeting. All of these subgroups are equally important to the success of the team, and are dependent on one another to allow the team to function as a whole. The listing of the duties of each committee is by no means complete, but they provide a good overview of the types of tasks each committee will be performing.

**Team Captains:**

Election of the 3 Team Captains on the Executive Council will be by the team members after receiving nomination(s) by fellow team members. To qualify for this position the team member must have been on the team for a full build season and must have shown great potential. This is a very important position with responsibilities as follows.

The Team Captain will:

* establish the lead in terms of appearance, attendance, demeanor, responsibility, and dedication to *FIRST* Robotics
* Represent the interests of teammates during competitions as the spokesperson for the team.
* Represent the team at official functions, fund raising events, awards nights, etc.
* Assemble and organize the team during work sessions and check the progress of team leads.
* generally serve by following up on all the things teammates should have done and re-delegate duties as needed
* maintain decorum within the team; take charge when teammates are out of-line; keep the team focused
* inform the advisor or acting advisor/mentor/parent of situations that are unsafe or not in the best interest of the team
* Must maintain all school prerequisites regarding grades and other issues.
* Lead and facilitate ***all*** All-Team Meetings with assistance from the Faculty Advisor.
* Be responsible for submitting awards submissions for the team.

All Team Leads will be held to a higher level of expectation relative to the responsibility they are given. Should a Team Lead fail to live up to his/her duties or the expectations of the position, the Faculty Advisor along with the adult committee advisor reserves the right to remove the that Team Lead and call for another election or appointment, if necessary.

Each of the Team Lead positions are to be supported by subcommittees responsible for specific functions. The Team Captain is supported by all other Team Leads. Descriptions of some suggested subcommittees follow. In any given year there may be additional ones, or some listed here may evolve into having different responsibilities. By dividing into specialized groups, students are able to focus on specific aspects of a project that are of particular interest to them, while offering them the opportunity to try something new. We all have many talents to discover and offer.

Commitment and follow-through are crucial to accepting any assignment. Regular communication between subcommittees is essential for the smooth functioning of the team. All groups will report to the Team Captain and/or the Faculty Advisor. Subgroups will coordinate with each other on certain projects and will communicate professionally. Students should contribute to at least two subgroups.

**Software Lead & Team** – in charge of writing the code necessary to compete with the robot, as well as design the control scheme to run the robot. The software team may also program simulations, driver station interfaces and other software that is deemed necessary

**Electrical Lead & Team -** in charge of the design, organization, and maintenance of all of the robots electrical systems and components. Also responsible for designing and building the controls station.

**Mechanical Lead & Team –** main job is to design and construct the robot during the build season. She/he also coordinates machining classes, field construction, and safety.

**Business Lead & Team –** in charge of team finances and over site of the student activities and Litchfield School District Grant account. Works closely with Marketing & Public Relations team on fundraising and other team business ventures.

**Marketing & Public Relations Lead & Team** **–** in charge of all team marketing functions including the logo, buttons, t-shirts, etc. Responsible for team website including design, updating, and monitoring and responding to questions posted on the website. Works with the business team on fundraising and business correspondence. This team will also be responsible for uploading team photographs, videography, and community relations.

**Mechanical Design Lead & Team -** in charge of the CAD drawings for all robot subsystems and main robot body. Responsible for all design awards submissions. Works closely with the mechanical team to design the robot systems.

**Classes Related to the *FIRST* Team**

All team members are encouraged to sign up for training courses offered by various teams and sponsors throughout the year. Students are also encouraged to sign up for courses relevant to their participation in *FIRST* Robotics.

**Parent Responsibilities**

Parents are an integral part of our team and are very important to our continued success. Parents are also a key factor in the motivation and dedication of their student. Supporting their son/daughter in all aspects of their team involvement is key to them getting the most out of the program. Parents are encouraged to participate in team activities whenever possible. Parents have several responsibilities. They are:

* Parents will participate as mentors, offering their guidance and expertise on various subcommittees.
* Parents are expected to assist their student in all fundraising activities.
* Parents are expected to attend mandatory meetings unless they have notified the faculty advisor in advance or their child is legally an emancipated minor.
* Parents are expected to provide transportation to/from local events, including but not limited to, after school meetings/work sessions, Saturday work sessions, and local competitions.
* Parents are expected to provide timely transportation for the student, making sure that they are at the required events on time and ready to participate. Often we will leave for a competition very early in the morning to facilitate transportation. Parents are expected to have the student at the designated location at the prescribed time. We will not delay transportation.
* Upon return from an event, parents are expected to provide transportation at the designated time. Late transportation causes an inconvenience to all involved.
* Parents are expected to provide accurate medical information and to keep the faculty advisor informed of all changes.
* Parents are also expected to provide spending money as is appropriate when we are at events or competitions.

**Travel**

Traveling as a team is exciting and is often the highlight of the year’s activities. Traveling to *FIRST* events is a **privilege** earned by team members who have maintained good grades, participated in mandatory team activities and have met all student requirements outlined in the CHS Handbook.

Students traveling as part of the team will behave professionally, following guidelines given in the Campbell High School Student Handbook and this document.

Travel will be arranged as other field trips are arranged. Parents may be asked to provide transportation on non-school days. If the budget does not allow for transportation costs, those who are approved school district drivers may provide transportation to/from the event.

**Out of Area Travel:**When out of area travel is necessary, Travel Coordinators (2 adult mentors) will work with the Faculty Team Advisor and the team captain or designee to make all travel arrangements. This group will be referred to as the **Travel Committee**.

**Planning:**

If the team or attends an event where out of area travel is required, the Travel Committee will research hotel accommodations, transportation, and sightseeing. Team members will be informed about tentative travel arrangements within a few weeks. Students will be given general information about travel dates, cost estimates and deadlines. Students must complete all requirements in participation as well as all necessary forms in order to travel.

As the travel date approaches, students will be asked to make deposits and submit signed travel forms. Unless otherwise approved by the Travel Committee, all travel expenses will be the responsibility the student and his/her family. If financially feasible, donations from the Team General Fund will be made to offset student travel costs. Scholarships for travel costs will be available for eligible students. Students and parents will be required to attend travel meetings to review details of the trip.

**Requirements for Team Travel:**

* In order to participate in a team planned trip, students must have participated in all mandatory activities and completed all requirements as set forth by the team.
* These requirements must be completed by March 1st or the end of the BAE Regional Competition, whichever comes *FIRST*
* Travelers (students and adults) must meet all qualifications of a good team member (see Qualifications)
* Travelers must meet all travel payment dates set by the Travel Committee
* Travelers must have all **signed** required permission forms in by the dates selected by the Travel Committee

**Hotel:**

Students will be organized into room groups of two, three or four, depending upon number of students and room availability. Every student will have their own bed. The Travel Committee will try to honor all requests for roommates. A chaperone will be assigned to monitor and coordinate the activities of a small group of students.

**Behavior Expectations:**

Students will behave in a gracious professional manner, as they are representing the school and the team. Everyone is expected to follow the CHS handbook, the policies of the Litchfield School District and the expectations of all adults. **Students must not leave a venue or hotel without notifying the faculty advisor or chaperone**. While on the trip, students will be asked to travel with a “buddy” and will often stay in small groups with a chaperone. **The team will travel together at all times with no variation in itineraries**.

When traveling, all students are encouraged to get all class work, assignments and readings completed *before* leaving. A note to all the student’s teachers will be sent in the beginning of the third quarter, outlining the travel plans and encouraging students and teachers to reschedule any work the student may be missing. It is the student’s responsibility to make arrangements with their teachers for all missed classroom work. Students should bring all required homework material on the trip.

**Travel Chaperones:**

Only adults who agree to travel with the team **at all times** and follow the set itinerary completely, are eligible to be chaperones. In order to keep a large group functioning smoothly, chaperones will not be allowed to take side trips to visit colleges, see friends/relatives in the area, or arrive/depart at different times. Those parents/mentors who would like to travel with their own itineraries are welcome to do so, but must make **all** travel arrangements (hotel reservations, airline reservations and meal arrangements) themselves.

Chaperones will be assigned to be responsible for small groups of students when traveling. Chaperones will be assigned to hotel rooms in groups of two. In the event of a shortage of seats (e.g. bus or airline), only one adult chaperone per family will be allowed to travel. **No alcohol consumption or smoking is allowed at any time during team travel.**

**Travel Coordinators:**

Once the decision to attend a regional or championship competition is made, the Travel Coordinators’ duties include: creation and collection of travel forms, collection of payments and establishment of due dates, reservations, confirmations, transportation - air and/or bus, hotel arrangements – including room assignments, sightseeing arrangements, restaurant and/or meal planning, liaisons with Campbell High School Potential Energy and Litchfield School Board for trip approval, chaperone identification, and coordination of all check-in and check-out procedures for airlines and hotels.

The Travel Coordinators are **not** responsible for transportation for the robot, tools, supplies, banners, costumes, etc.; arrangements for those attending only **part** of a planned trip (e.g. attending only a few days of a planned itinerary); anyone who is not a team member (e.g. siblings); Nonrefundable/Nontransferable reimbursements (e.g. airline tickets); student personal items that are lost or misplaced during a trip; homework assignments; healthcare expenses.

**Team Correspondence:**

The following address has been established for the team. Please use it to send in required team and travel forms, payments for travel, and donations from sponsors.

Potential Energy *FIRST* Robotics Team 3323

Campbell High School

1 Highlander Court

Litchfield, NH 03052

**Payments to the Team:**

Please make all checks out to Campbell High School **– *FIRST* Robotics Team**

**Team Web Resources:**

* Website: <http://pe3323.org>
* Blog: <http://potentialenergyrobotics.tumblr.com>
* Email: [pe3323@gmail.com](mailto:pe3323@gmail.com)

**Handbook Approvals:**

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor, Potential Energy, Campbell High School

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal, Campbell High School

**TEAM MEMBER INFORMATION PACKET**

Hello Parents and Students,

We thank you for your interest in joining Campbell High School’s robotics team! We are extremely excited for you to become a part of the *FIRST* community. However, and unfortunately, due to the nature of our work, working with tools on a robot, and the public and travelling nature of robotics, we must have you fill out a few forms before you fully join as a member of the team. We ask that the following things be done/forms filled out:

Student Only:

* Member Survey
* NEW Members Only: New Team Membership Information Survey
* Safety Training/Ambassador Training

Student and Parent Forms:

* Student Contact Information
* Photo Release
* Student Responsibility Contract
* Machine Shop Permission Slip
* Interest /Skills: Usage and Checklist

Parent Only Forms:

* Parent Responsibility Contract

Beyond these forms, Litchfield School District Policy requires that you sign a copy of the co-curricular participation policy, which will be provided to you as well. And for now, *FIRST* requires that all students register in their Student Team Information Management System, which can be found at <https://my.usfirst.org/stims/site.lasso>. We ask that all team members register on this site, and all parents complete an online consent form, which when the student registers information on how to do so will be emailed to the parents email inputted by the student. If this is impossible to complete, Campbell High School has computers available for students to use, and a paper consent form can be filled out in lieu of an electronic one. And lastly, consent forms for various events and field trip permission forms will be required periodically throughout the year. Thank you so much for your time!

Team 3323

STUDENT CONTACT INFORMATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT**

First Name Last Name

Advisory Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENTS/LEGAL GUARDIANS/EMERGENCY CONTACTS:**

**PARENT**

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Occupation (optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Occupation (optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Occupation (optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHOTO RELEASE

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to my photo being taken at any team activity/event and used for team publicity purposes by mail, email, newsletter or website.

Student Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMBER SURVEY

Department of Interest (Please Check One):

Business\_\_\_\_\_\_ Engineering\_\_\_\_\_\_\_ Both\_\_\_\_\_\_

Specific Interests:

Please Order any interests from greatest interest to least interest, 1 being most interest, 2 being 2nd, et cetera. Each student must have at least two areas of interest, and interests do not have to be from same department

Business: Engineering:

Marketing/ Fundraising \_\_\_\_\_ Mechanical \_\_\_\_\_\_

Accounting \_\_\_\_\_ Electrical \_\_\_\_\_\_

Web Design \_\_\_\_\_ Software \_\_\_\_\_\_

Animation \_\_\_\_\_ CAD \_\_\_\_\_\_

Photography/Videography \_\_\_\_\_ Safety \_\_\_\_\_\_

Graphic Design \_\_\_\_\_

Community relations \_\_\_\_\_

Other (Please Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

NEW TEAM MEMBERSHIP INFORMATION SURVEY

STUDENTS: Please answer the following:

What do you think *FIRST* is about?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What interests you about *FIRST* Robotics?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Why do you want to be a CHS robotics team member?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you hope to learn through *FIRST*?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How do you think *FIRST* will help you in college or your career?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How did you hear about our team?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What skills and contributions can you bring to our team, or do you want to develop with the team?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT RESPONSIBILITY CONTRACT

|  |  |  |
| --- | --- | --- |
| **Please initial each item you can honestly agree to:** | **Initials** | |
|  | **Student** | **Parent** |
| * I have read the handbook of Campbell High School, and will familiarize myself with the game rules when they are issued. | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  |  |  |
| * I realize there is no one solution to a problem and a successful team must cooperate by considering EVERYONE’S solution and ideas. I agree to cooperate on whatever solution the team may choose, even if it was not my *FIRST* choice. | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  |  |  |
| * I agree to have outstanding sportsmanship and respect the other teams at events. I realize gracious professionalism is an important part of *FIRST* and will try to show this quality for the good of the team. | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  |  |  |
| * I agree I will make an effort to be a constructive member of the team at meetings, and must make an honest effort to attend and participate in meetings. I will be responsible for arranging my transportation to and from meetings and activities. I will notify the faculty advisor or the appropriate person if I cannot attend a meeting or event; I understand if I don't, I will be unexcused. | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  |  |  |
| * I acknowledge the behavior and academic standing expected of me. I acknowledge I must abide by the school handbook and the team’s handbook to remain a part of this team. I also realize if I violate the code of conduct I will receive the consequences for those actions. | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  |  |  |
| * The equipment used during the construction of the robot can cause serious injury if not used correctly. I recognize I am not permitted to use any piece of equipment until I have been instructed by a mentor or advisor on the safe use of that specific equipment, and even then, may only operate it under the supervision of an adult. I will sign the faculty advisor’s Machine Shop Permission slip, thus verifying that I understand these terms and am allowed to use machine shop equipment. | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  |  |  |
| * I understand that I must not have a cumulative grade of "D" or below in any of my courses one week prior to competition. The faculty advisor will verify my grade eligibility. I will comply with pre-arranged absence policies and procedures to make up work missed during competitions. | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  |  |  |
| * **Most of all…**I agree to show dedication to the team and to the ideals of *FIRST* by being an active participant on the team. I understand attending meetings, contributing to team activities, participating in team subgroups, and in general, making an effort to help further this team in its mission can help me achieve this goal. |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Student’s Signature & Date Parent’s Signature Date**

PARENT RESPONSIBILITY CONTRACT

|  |  |
| --- | --- |
| **Please initial each item you can honestly agree to:** | **Initials** |
|  | **Parent** |
| * I agree not to interfere with the team’s solutions. I realize that this is a program to help extend the knowledge and experiences of the students of this team, and that the products of the team should be the result of the efforts of the students of the team. | **\_\_\_\_\_\_** |
|  |  |
| * I agree to make every effort to have my student attend all team meetings. If there is a conflict, I will make sure that the student notifies the faculty advisor of reason for their absence. I understand that carpooling is an option. I understand that my student has a commitment to this team. | **\_\_\_\_\_\_** |
|  |  |
| * I understand that if I mentor I must be a role model in safety, general attitude such as respect, and all aspects of *FIRST* culture such as Gracious Professionalism and Coopertition. | **\_\_\_\_\_\_** |
|  |  |
| * I understand that my student has the responsibility to the team. I realize that this is their team. I will do what I can to help further this team, and will encourage my student to be an active and important member of this team. | **\_\_\_\_\_\_** |

**Student's Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MACHINE SHOP PERMISSION SLIP

The following rules have been established to ensure a safe and productive environment while members of CHS Robotics team. Team members will be working in the machine shop and classrooms at Campbell High School. Please read and sign this form and return it to the faculty advisor. Failure to return this form or follow rules will result in your shop privileges being revoked.

**RULES:**

* Students are expected to act in a professional and responsible manner while in the shop/classroom
* Students may only use equipment/tools they have been trained to use
* Safety glasses are to be worn in the shop at all times
* Hearing protection shall be worn when noise levels are 85 decibels or greater for extended periods of time or when noise levels are very high for short periods, such as when using a circular saw, table saw, etc. When in doubt, hearing protection should be used or ask an adult advisor/mentor.
* An adult must be present at all times
* Common Sense is the #1 rule in the shop - if it’s inappropriate to do at home, work, or in other classrooms, then it’s inappropriate to do while in the shop/classroom at CHS
* When at another machine shop, students may not use machines alone
* No food or drinks are allowed in the shop/computer room at any times, except where specified
* No baggy clothes/jackets are to be worn while in the shop
* No horseplay or shouting while in the shop/classroom
* DO NOT talk to anyone while using a machine/tool
* Turn off machine and wait for it to come to a complete stop before leaving the work zone
* Only one student may operate a machine
* All students are responsible for cleaning up after themselves and for returning equipment to its original place
* No tools or equipment are to leave the shop at any time
* All long hair is to be tied back while using equipment
* No jewelry is to be worn while operating the equipment
* DO NOT misuse or deface any equipment or class project

By signing this form, I understand and agree to follow all the rules listed above while working at Campbell High School.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student’s Name Student’s Signature & Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature & Date

**INTEREST/SKILLS: USAGE AND CHECKLIST**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student: \_\_\_ Parent: \_\_\_ Mentor: \_\_\_**

Identify skills you have learned below. *If you would like to learn a skill, put an "X" in the "Interest In" column.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skills: | Interest In | Date Trained | | Where Learned/Comments |
| Safety: *FIRST* Aid |  |  | |  |
| *FIRST* Robotics Course at CHS |  |  | |  |
| LEGO League participant |  |  | |  |
| Other robotics courses: |  |  | |  |
| SHOP SKILLS: |  | **Date** | **Advisor Int.** |  |
| Radial arm saw |  |  |  |  |
| Band saw – wood |  |  |  |  |
| Band saw – metal |  |  |  |  |
| Drill press |  |  |  |  |
| Milling machine |  |  |  |  |
| Sheet metal break |  |  |  |  |
| Shear |  |  |  |  |
| Arbor press |  |  |  |  |
| Stationary disk sander |  |  |  |  |
| Hand belt sander |  |  |  |  |
| Arc welder |  |  |  |  |
| Cutting torch |  |  |  |  |
| Wheel grinder |  |  |  |  |
| Hand grinder |  |  |  |  |
| Soldering |  |  |  |  |
| Wire stripping & crimping |  |  |  |  |
| Material identification |  |  |  |  |
| Screw identification |  |  |  |  |
| Drill & Tap for Threads |  |  |  |  |
| Voltmeter Usage |  |  |  |  |
| Control System Identification |  |  |  |  |
| Motor & Wire Identification |  |  |  |  |
| COMPUTER/VISUAL/COMMUNICATIONS/STRATEGY SKILLS | | | | |
| CAD – Animation |  |  | |  |
| CAD – 3D Modeling |  |  | |  |
| CAD – 2D Schematics |  |  | |  |
| Controls – Programming |  |  | |  |
| Analytical Evaluation |  |  | |  |
| Presentation |  |  | |  |
| Web page design/maintenance |  |  | |  |
| Graphic Design |  |  | |  |
| Strategic Game Planning |  |  | |  |
| Videography |  |  | |  |
| Marketing |  |  | |  |
| Journalism and Publications |  |  | |  |
| Scouting for team |  |  | |  |
| Accounting/Bookkeeping |  |  | |  |
| Fundraising |  |  | |  |
| Spirit |  |  | |  |
| Sewing costumes |  |  | |  |

What other skills could you contribute to the team?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

MENTOR INFORMATION PACKET

Hello Mentor:

First of all, we want to thank you so much for your interest in becoming a mentor of Team 3323. Your time and dedication is truly valued, and we cannot possibly express our gratitude for your interest in helping our team. We just ask you to do a few things before you get started.

* Mentor Contact Information OR Contact Info Below
* EITHER of the: Parent Responsibility Contract or Non Parent Mentor Responsibility Contract
* Meet with faculty advisor and undergo any necessary training

These are the only Team required documents. However, the Litchfield School District requires that our mentors be checked in as School District Volunteers, and so we ask that you go through that process. And lastly, *FIRST* as an organization wishes to keep track of all of its volunteers, so we ask that you register and complete a *FIRST* Consent form on <https://my.usfirst.org/vims/site.lasso>. Other consent forms may be required throughout the year as the team attends different events. Again, we thank you very much for your help, and we apologize for any hassle in this process.

Team 3323

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of expertise: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (experience working with children, industry experience, other interesting info, etc.):

NON-PARENT MENTOR RESPONSIBILITY CONTRACT

|  |  |
| --- | --- |
| **Please initial each item you can honestly agree to:** | **Initials** |
|  | **Mentor** |
| * I agree not to interfere with the team’s solutions. I realize that this is a program to help extend the knowledge and experiences of the students of this team, and that the products of the team should be the result of the efforts of the students of the team. | **\_\_\_\_\_\_** |
|  |  |
|  |  |
| * I realize that in choosing to mentor the students of this team, I must do so in a way that will teach the students how to attain their goals. I will attend a mentor training session prior to mentoring students. I will ask questions that will help lead them to their answer but will be as hands-off as possible to give the students the best opportunity to learn, even if by making their own mistakes along the way. | **\_\_\_\_\_\_** |
|  |  |
| * I understand that as a mentor I must be a role model in safety, general attitude such as respect, and all aspects of *FIRST* culture such as Gracious Professionalism and Coopertition. | **\_\_\_\_\_\_** |

**Mentor Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**