

Apple Pi Robotics

A Connecticut 4-H Club

Guilford, CT



FIRST Robotics Team 2067 Handbook



Revised Sept 2012

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Governing Documents

The Mentor Committee reserves the right to amend the Apple Pi FIRST Robotics Handbook as necessary throughout the team year. Such amendments will be approved by majority vote of the Mentor Committee. Any recommended amendments will then be shared with all team members.

All rules in this handbook will comply with the 4-H Volunteer Handbook- "People Building"

Mission Statement

Team 2067, Apple Pi Robotics' mission is to embody the tenets of the FIRST Robotics program to inspire STEM learning.

Key Strategies of focus include:

- Demonstrating the application of mathematics, physics and science used in solving practical problems through mentoring.
- Developing teamwork skills and brainstorming activities.
- Aim to achieve excellence in striving for awards at competition, while practicing "Gracious professionalism" at all times.
- Providing exciting and interesting opportunities for all team members while having fun!

Team Key Elements

The key elements to sustaining the team year over year are:

- 1) Team members – we strive to maintain a diverse group of highly motivated team members working together to make the team successful.
- 2) Team Mentors – A minimum group of mentors is required with diverse skills to keep the team successful.
- 3) Financial Plan – a sustainable plan that includes an expenditure budget for the year, and a fundraising plan comprised of a mix of corporate, local businesses/organizations, and team led fundraising
- 4) Meeting locations – including a shop to build, rooms for general meetings and space to practice.
- 5) Affiliation with a school or youth organization – Insurance coverage and 501-(C)(3) status.
- 6) A season plan – an outline of the basic elements of training, fundraising, and executing the build and competition season.

Team Member Qualifications

Certain qualifications must be met to become a team 2067 member. These qualifications are important to ensure the goals and objectives of the team are accomplished. Goals and objectives are announced at team meetings so attendance is necessary. The minimum qualifications to be eligible for the team are outlined below.

1. A team member must be enrolled in the 4-H program in the 9th through 12th grades.
2. First, team members need to have a genuine interest (but not necessarily experience) in at least one of the following areas to be effective participants:

Technical/Science related:

Science
Engineering
Robotics
Programming
Mechanics/Fabrication

Non-technical related:

Publicity/Public Relations
Fundraising
Spirit
Website
Videography/Animation

FIRST Lego League (FLL) mentoring

3. When a team member joins the team, he or she should **complete and return the forms at the end of this document by the date specified in order to continue participation.**
4. Apple Pi Robotics is a yearlong program and the team member must commit to put in an outlined number of required hours working with the team during the year. Students who can commit the most time will get the most influence in decision making, and will get the greatest reward from the team experience. This is not to discourage students who have other commitment during the winter such as other sports or other activities, many successful team members have other parallel commitments.
5. Building and competing successfully with the robot is a team effort which requires commitment, cooperation and interest. Team members must be willing to work with a diverse group of team members and adults and be willing to abide by team decisions made according to set processes.

What makes a good team member?

Grades:

Schoolwork comes first; FIRST comes second. Study skills, classroom assignments, grades, and classroom/school involvement are positive learning habits that are necessary both for school and for technology-related activities.

Ability to Work Both Independently and as a Team Member:

The ability to work effectively, smoothly and respectfully as part of the team is an asset both for individual members and for the team. However, learning to work independently with little or no direction is also an important attribute.

Ability to Commit to a Project:

Starting a project and following it through to the end is critical to team performance. Team members need to dedicate themselves, because effective team membership requires many hours of a team member's free time. Careful planning and scheduling are necessary to stay actively involved and to balance team involvement with schoolwork and other activities.

Safe Working Practices:

All team members must observe safety procedures instituted by the team mentors or advisor. This is absolutely required to participate in build activities. The **Safety Captain** will be the primary enforcer of the safety rules.

Good Attendance, Punctuality and Dependability:

These traits are indicators of a team member's commitment to their education, future, and the team. A team member needs to be available and ready to participate as much as possible. *If a team member (mentor or student) agrees to take on an action for the team it is imperative that it be completed or quickly communicated that the action cannot be completed as expected.*

Good Judgment, Honesty, Integrity and Positive Behavior:

Each team member is an ambassador of our team. Team members need to be role models for other team members to emulate and respect. 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.*

Community Involvement and Service:

Team members are encouraged to perform community service. The FIRST mission is to change the way America's young people regard science and technology and to inspire an appreciation for the real-life rewards and career opportunities in these fields. Team members maintain a year-round partnership with the community, school, sponsors, and other organizations by volunteering to support the spirit of FIRST.

Participation

The FIRST Team requires many hours after the normal school day. Team and subcommittee meetings, events, and activities will be scheduled regularly and as far in advance as possible. Scheduling is the responsibility of the team coordinator, the team captain, and subcommittee chair people. Meetings will be announced via e-mail and the team calendar (website or Gmail access).

Attendance may be taken, as a measure of minimum commitment.

All team members are expected to participate in fundraising events.

Team membership will be determined for travel purposes before the "ship" date (bag and tag). Team members eligible to travel to competitions are expected to have had met a minimum level of participation during build season. It has usually been clear who those team members are, but will be decided by a consensus of the mentors.

Travel Assignments:

When we travel, you are expected to get all class work, assignments and readings *before* we leave. Getting these assignments is your responsibility. Please allow teachers several days to get these assignments ready for you. Team members should bring all required text and materials on the trip. Upon your return to school, all the assignments are due and must be turned in to your teachers.

Behavior

A team member's behavior is under scrutiny at all times. It is very important that you understand that you represent our community, our corporate and community sponsors, and our team. You are expected to exhibit appropriate behavior at all times. Team members shall always act in the best interests of the team as a whole, and working toward the team goals at all team meetings and events.

The FIRST philosophy of "gracious professionalism" includes courtesy, politeness and cooperation with fellow team members, parent volunteers, mentors, advisors and chaperones. Team members are expected to be involved and pro-active at all events and team meetings.

It is expected that team members' conduct always meet this standard, and that team members will always "pitch in" and be aligned to the team objectives for any meeting or event, or as expressed in social media. If a team member consistently is in conflict with this expectation the team member may be asked to withdraw from the team.

Health/Safety

Each team member needs to have a complete 4H field trip/medical form on record. This form must contain accurate information and be updated as the need arises. This form will be duplicated and taken with us to all events.

Team/School Attire/Property

Team shirts will be worn on designated days and days of events. It is important not to cover or alter the shirt in any way (although the tradition of wearing team buttons is fine). The care and cleaning of these shirts is the team member's responsibility.

Team property such as computers, tools, instruments etc. must be treated properly to ensure their continued good working ability. When checked out by the team member its whereabouts and condition will be the responsibility of the team member who checked it out until it is returned to a team mentor. Any items not returned to the team will be billed to the team member who signed it out.

Team Communication/E-Mail

Team Meetings and Events, and Notices will be communicated by being on our team website (applepirobotics.org) calendar and by a broadcast Email. It is intended to have events have at least a week notice, however there will often be times when changes occur with as little as a day's notice. It will therefore be necessary to monitor your email on a daily basis.

If you and your parents do not have the ability to receive e-mail, please let the team coordinator know so arrangements may be put in place to keep you informed. If your e-mail address changes, please inform a mentor.

Website

The World Wide Web has become a powerful tool and influence in the world today. The goal of our website <http://www.applepirobotics.org/> is to be a tool for communication between team members and to the community at large.

The team needs a team member to manage and monitor the website each year. Our website is still evolving. We are trying to use it as a communications tool to post calendar events of meeting times, required forms and messages as reminders of competition event dates and scheduled events.

All team members are encouraged to view the site regularly and become active participants/users. Any suggestions for additions, deletions, improvements or changes are welcome and should be discussed with the webmaster through the *Suggestions* thread on the forum.

Telephone

Occasionally phone communication will be used to contact all team members in the fastest way possible to assure maximum understanding of the message to be communicated. Phone trees will be used to distribute information quickly and obtain immediate feedback.

Team Leadership Positions

There are several positions of leadership within the team structure that require elections/documentation for the selection of team members to these positions.

Election of Team Captain(s)

Each spring Co-Captains are elected to represent and lead the team members for the next team year. Co-Captains shall preside over the various team member subcommittees and will be the main leader of other team members. The Captain(s) will work closely with the Mentor Committee and mentors, representing the team members and their viewpoints. **Team Captain's** must demonstrate they have a commitment to "lead by example" and a take charge attitude. A Captain's attendance and leadership at most team meetings will be expected. Should a Captain fail to live up to his/her commitment, the Mentor Committee reserves the right to remove the Captain and call for the election of a new team captain if necessary.

To be a candidate for Team Captain, the following prerequisites are necessary:

- Must have at least one year experience in the Apple Pi FIRST Robotics program.
- Must have a nominee/recommendation (a team member that will be willing to stand up and explain why they feel the candidate is worthy of the position).
- Must maintain all school prerequisites regarding grades and other issues.
- Must be able to attend and lead a majority of the team meetings, especially during build season.
- Must make a commitment to attend and represent team members at Mentor Committee meetings.

The election procedure of a Team Captains is as follows:

- All members of the team will be asked to attend the elections on a set date.
- The candidates will have until that date, to find a nominee to introduce the person to the group and to prepare a presentation or speech to the group.
- Once all candidates have been introduced by their nominees, they will have to make their presentation to the group.
- An anonymous ballot voting system will be used and the votes will be tallied by at least 3 members of the Mentor Committee, involving no team members. The results will then be announced after the votes are counted.
- An absentee ballot may be submitted in writing to a mentor prior to the election. No call ins or text votes.
- Only team members whom have been members before February robot ship date of that year may vote.
- Elections will follow the spirit of "Gracious Professionalism". Negative campaign propaganda of any type will not be tolerated. The Mentor committee may terminate membership of those who violate this election rule.

Drive Team Selection

Selection Expectations:

Some general expectations of 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.

The Drive Team will be chosen prior to the first competition. Selection criteria will be identified after kick-off and prior to Drive Team try-outs. This is the time period when it is crucial to become familiar with the robot and the rules of the game, as they will be included in the selection criteria.

Drive team members are expected to be sole focused on the competition at events. They will stay together and always be near at hand during competitions. Team members who are not ready to abide by this should not apply for the drive team.

Drive Team:

The Drive Team consists of a driver, operator, human player and coach. Primary and backup drive team members will be selected each season.

Each candidate may be required to pass a written test based on their knowledge of the game and the basics of the robot and a hands-on driving test using one of the full-sized robots. Team members wishing to drive the robot must demonstrate knowledge of the game rules. Driving and operating practice is required to develop the necessary skills. Testing methodology will be at the discretion of the Drive Selection Team and is likely to change somewhat from year to year depending on availability of field pieces and practice space or field.

Selection Committee:

The Selection Committee will consist of mentors and students who are not personally interested nor have any potential or perception of conflict of interest in selecting from the candidates, the selection committee members will be selected by the Mentors.

The First member of the Drive team selected will be the coach position, which may be a student or Mentor. Once selected, the Coach will also serve on the selection committee.

The selection committee will then select the primary drive team and their back-ups.

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Safety Captain

The position of Safety Captain is important in the FIRST Robotics program. The success of the FIRST Robotics season depends not only on building a functional, award winning robot, but in doing so without injury to the team members and mentors involved. Completing a task safely often involves wearing protective equipment. The Safety Captain has to be successful in promoting safe practices while keeping the cooperation of the team members involved. A Safety Captain must be committed to keeping team members safe and winning their cooperation in the process. This is a job that requires patience, tact and a sense of humor. The Safety Captain will also be responsible for leading a committee to decide how to work towards winning a safety award at regional competition. Team members wishing to hold the position of Safety Captain should indicate so to a Mentor.

Webmaster

Our website is an important communication tool. The Webmaster has to be committed to keeping the website updated in a timely manner and must have the skills to work with the technology involved or be willing to learn the necessary skills for website upkeep.

Subcommittee Chairs

Chairs of subcommittees will be determined by the Team Captain(s) based on interest and experience.

FIRST Robotics Competitions (FRC)

Each year, the Guilford 4H FIRST team will participate in an FRC venue.

When attending a competition requiring travel, hotel and meal expenses, team members will be expected to pay for their portion of the costs incurred by the group as a whole.

Schedule:

All competitions take up three days (excluding travel) and generally follow the same schedule:

Thursday: The Drive Team and selected pit crew members arrive at the event early to set up the pits, unpack the robot and start the robot inspection. This is a busy time. The remaining team members need to cooperate and follow the requests made by the Mentors.

Friday: This is the start of seeding rounds. It is expected that all team members are together as a team and support the Drive Team as they compete. Activities are scheduled and brief informational meetings are held as needed. These communication meetings are required for all team members.

Saturday: Seeding rounds are completed and final competitors are announced. Finals matches are played. Afterwards, an award ceremony is held. All team members are expected to attend. All team members are expected to help clean up, pack and crate the robot and move the pit supplies to vehicles.

Regional Events:

There are currently approximately 50+ regional events held in the U.S. and internationally. Which regional events we attend is dependent upon location and timing of the events, and whether or not we will be attending the Championship event. The Mentor Committee will decide which competition(s) the team will go to.

Championship Event:

The Championship Event is very similar to a regional event in many ways, but on a much larger scale. There will be teams from all over the world!

Travel is usually late Tuesday afternoon or early Wednesday morning. Availability, school calendar and host city site determine the travel schedule. As always, team members will travel in groups at all times. At no time will a team member be without a "buddy" and they will always keep the mentor or chaperone informed as to their whereabouts. Team members may not leave the event area without a Mentor or chaperone. Team members are expected to be back at the hotel at the predetermined time for team meetings.

Our trips are more than just robotics competitions, as we make efforts to provide educational and cultural experiences during non-competition times (evenings and possibly the day before and/or after a competition). The nature of these experiences depends upon availability and cost of the experience.

Competition Protocol:

There are certain practices that we have found to be very successful and have earned us many rewards and the respect of the FIRST community.

Cheering: Cheering is more than yelling at the top of your lungs. True cheering is enjoying the event and celebrating the excitement of the moment. Organization is the key to this being a powerful tool. Your spirit leaders will give you direction and guidance for this activity. You are not expected to be cheering 100% of the time, however, when we are cheering, all team members are expected to stand and cheer to the best of their ability.

Award Ceremony: During the ceremony we will applaud the teams that win awards. We applaud to show our respect towards what they have accomplished.

Pit Etiquette:

Space is limited in the pits and safety is the first priority. The Safety Captain will be in charge of maintaining all safety procedures established by FIRST at the competitions. The Safety Captain will be responsible for monitoring the number of people authorized to be in the pits.

Things We Do At An Event:

- Our team will be on time for all competitions.
- Our team will accept all decisions by a referee or judge.
- Our focus will be only on affairs the team is there for.

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 met the criteria to be determined by the Mentor Committee.

Team members traveling as part of the team will behave professionally, following guidelines and instructions provided by the mentors.

Procedure:

During the early Fall months, the Mentor Committee will consider various regional/national FIRST competitions to attend. Final decisions will be voted upon before the beginning of each school year. Team members will be informed about **tentative** travel arrangements in October. Team members will be given general information about travel dates, costs and deadlines. During the next few months, team members should be participating in mandatory and voluntary team activities, as a minimum number of hours of participation may be required for travel. Do not wait until the last few weeks to get your hours in (see Requirements for Team Travel). As the travel date approaches,

team members will be asked to make deposits and submit signed travel forms. Team members and parents will be required to attend travel meetings to review details of the trip.

While on the trip, team members will be asked to travel with a “buddy” and often stay in small groups with an adult chaperone. The team will travel together at all times with **no variation in itineraries**. In addition to FIRST competitions, time will be made available for sightseeing and other fun activities. Team members will be assigned roommates for hotel stays and roommate requests will be considered.

Requirements for Team Travel:

- Travelers must have all **signed required permission forms** in by the dates selected by the Travel Coordinators
- Team members under 18 may not travel in a private vehicle without written parental permission.
- Travelers (team members and adults) must meet all qualifications of a good team member (see Qualifications)
- Travelers must meet all travel payment dates set by the Travel Coordinators
- Team members must have a valid picture ID (School Team member ID, drivers license/permit, Passport or CT issued identification) by the date selected by the Travel Coordinators
- Insurance card (or photocopy)

Air Travel:

- Attire: Team shirts will be worn while traveling and at competitions.
- Departure: A designated time and place will be announced. Be on time.
- Security: Airport security is tight. Follow airport directions for baggage claim and boarding bus to the hotel.

Hotel:

Team members will be organized into room groups of two, three or four team members depending upon number of team members and room availability. A chaperone is assigned to monitor and coordinate activities. Room keys are distributed at a designated location. Your chaperone will be available for questions.

Behavior Expectations:

Team members will behave in a professional manner as they are representing their school and the team. Everyone is expected to follow the team member handbook, the policies of the Guilford School District and the expectations of the faculty advisor, mentors and chaperones. Team members must not leave a venue or hotel without notifying the faculty advisor or chaperone. Team members will utilize the buddy system.

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 team members when traveling. Team members will be assigned to these small groups by the Travel Coordinators.

Mentor Committee

The Mentor Committee is composed of the active mentors, the team captain(s). Its purpose is to guide the team throughout the year to accomplish technical, educational, financial, and marketing goals. It is responsible for setting regular meetings, making policy decisions, and making sure good documentation exists on financials, team decisions, team member contracts and the robot build process. The committee and funding will function using a August 31 to September 1 fiscal year. It will appoint a team of adults to oversee financial records and publish regular reports. *The Mentor Committee may deal with confidential or difficult decisions during the year. Members are expected to maintain confidentiality, honesty, and gracious professionalism.*

Approval as a mentor is dependent upon acceptance by the mentors at large and official vetting and approval by 4H.

The Mentor Committee will have **3** elected positions:

President – is in charge of coordinating meetings and logistics of the team; this person coordinates with all other representatives.

Vice President - To assist the President as needed in the administration of team affairs and to substitute for the President in all areas when the President is unavailable.

Treasurer – an adult whose function is to provide periodic detailed summaries of all income and expenses representing the financial condition of the team. The Treasurer will report income and expenditures at monthly Mentor Committee meetings.

The President, Vice President and Treasurer are each 1-year positions to be elected at the end of each season by the Mentor Committee. There is no limit on the number of terms.

Team Member Subcommittees

Descriptions of some of the current 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, Team Members are able to focus on specific aspects of a project that are of particular interest to them, while offering them the opportunity to demonstrate leadership and 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 Mentor Committee or Team Captain(s). Subcommittees will coordinate with each other on certain projects and will communicate professionally. Team Members may contribute to more than one subcommittee.

Public Relations Team:

The **Public Relations Team** takes the lead for communications to outside organizations, newspapers and sponsors. Written communications may include a team resume to be distributed at competitions, newspaper articles, thank you letters, brochures for fundraising and public awareness events as well as weekly updates during the six-week build process. All team members are encouraged to try their hand at writing during their career as an Apple Pi team member and to contribute their ideas for publicity.

Promoting FIRST Robotics, its programs and the Apple Pi team is also handled by this group. There are endless opportunities to promote the team and to make new partnerships within the community. Some activities include scheduling field trips, bringing in guest speakers, procuring food donations and raffle prizes, and expanding the mentor program of FIRST Lego League.

All public communications must be reviewed by at least one mentor prior to submission.

Media Team:

The team members on this team should have an interest in using cameras and editing using computer software. Throughout the year, the **Media Team** may have multiple tasks to accomplish:

- Website generation and maintenance of <http://www.applepirobotics.org>. Members of this group need to have internet access at home and have or be willing to learn basic HTML, PHP, and MySQL.
- Create a video that will document all aspects of the Apple Pi Robotics FIRST experience. A shortened version of it may be used to help with publicity or fundraising efforts.
- Record the activity of our robot during practices and all competitive matches. This will enable the team to analyze its performance, as well as the strategies used to play the game.
- Film the performance of other team robots. This can be helpful for formulating game strategies.
- Still photos as deemed appropriate for team event recording and support of website needs.
- If Autodesk software expertise exists within Apple Pi members, a team may be formed to create a 30-second animation video that addresses the published Animation Award subject of the year. The final result may be submitted to FIRST for judging with all other Regional Competition entries.

Spirit Team:

The **Spirit Team** is responsible for designing and acquiring the team attire, including costumes, t-shirts and buttons. They are responsible for trading materials and give-aways, team banners and flags. The **Spirit Team** coordinates with the Public Relations Team in organizing community activities such as the Guilford Fair Day Parade, public awareness demonstrations, and community service events.

Business and Fundraising Team:

The **Business and Fundraising Team** is responsible for planning and carrying-out fundraising activities. The proceeds from some fundraising events directly benefit the team members that participate, while money from other events is added to the team's general fund.

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 team member participating in any fundraising event, they should speak to a mentor to discuss an alternative arrangement for their team member's contribution.

Fundraising activities may include raffles, events, donut, candy or candle sales, car washes and letter writing campaigns.

This team is also responsible for developing a strong corporate sponsorship program. The Business and Fundraising Team is trained in business etiquette and presentations. Team members visit

corporations and present the team's mission and accomplishments and may ask for financial and/or in-kind sponsorship. They will be prepared to answer such questions as "How can my company help the team?" All team resources will be used in these presentations - short DVD clips, brochures, website references. We hope this will lead to a closer relationship with our corporate donors and, in turn, expose our team members to the workings of the business world.

Mechanical Build Team:

The **Mechanical Build Team** has several functions depending on the time of year. First and foremost, committee members are responsible for knowing the current year's game manual, including robot specs and game rules. This team focuses on developing the mechanical aspects of the robot including the drive train, chassis and game piece handling hardware. The mechanical team works in concert with the electrical team during the test and debug phase of the build cycle. They are also responsible for maintaining the mechanical hardware used on the robot. Build Team members will be responsible for inventory of mechanical parts, storage and labeling, and sign-out maintenance.

Electrical Build Team:

The **Electrical Build Team** has several functions depending on the time of year. First and foremost, committee members are responsible for knowing the current year's game manual, including robot specs and game rules. This team focuses on the implementation of all electronics on the robot. Programming of the robot is also handled by the electrical team. They are responsible for maintaining the controls and programs associated with the robot. The electrical team works in concert with the mechanical team during the test and debug phase of the build cycle. Build Team members will be responsible for inventory of electrical parts, storage and labeling, and sign-out maintenance.

Scout Team:

The **Scouting Leader** will be chosen prior to the competitions. Team members 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.

Off-Season Activities

Apple Pi Robotics is a year round team. After our last FIRST competition, the team becomes active in other areas. Foremost are the local competition events, where all team members have the opportunity to drive, operate, coach and be the human player. Other activities may include team building events such as hiking or softball games, fundraising, community service events and demonstrations for service groups.

College and Career Opportunities/Scholarships

The Apple Pi FIRST Robotics program is an excellent way to explore technological careers including, but not limited to, engineering.

There are many scholarship opportunities associated with the FIRST program. Please visit the FIRST website at www.USFirst.org for current scholarship information.

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 motivation and dedication of their team member. Supporting their son/daughter in all aspects of their team involvement is key to them getting the most of the program. Parents are encouraged to participate in team activities whenever possible.

Parents have several responsibilities. These include (but are not limited to):

- Parents are expected to support their team members interest in the FIRST programs.
- Parents can participate as mentors, offering their guidance and expertise on various subcommittees.
- Parents are expected to assist their team member in all fundraising activities.
- Parents are expected to attend parent mandatory meetings.

REQUIRED FORMS AND PERMISSIONS SLIPS:

APPLE Pi ROBOTICS TEAM PARTICIPATION SHEET

This information is for use only by Apple Pi members for communicating and organizing the Apple Pi Robotics Team #2067

NAME..... Tel #..H.....
First MI Last

Street Town..... Zip code.....

Email address..... Cell Phone#.....
(Print clearly)

Please mark the appropriate category.

TEAM MEMBER...().....MENTOR...().....PARENT...().....SUPPORTER...() OTHER
(list).....

SPECIAL INTERESTS

Robotics...()	Mechanics/Fabrication...()	Website...()
Engineering...()	Electronics...()	Programming...()
Fund Raising...()	Accounting...()	Budgeting...()
Grant writing...()	Secretary...()	Treasurer...()
Publicity...()	Providing food...()	Help where needed...()
Transportation...()	Chaperone...()	Woodworking...()
		Spirit...()

SPECIAL skills...(such as welding).. Please list.....

HELPFUL

COMMENTS.....
.....
.....
.....
.....
.....

When completed *please RETURN this sheet to Diane Vandegren*, Mentor, APPLE Pi Robotics Team #2067.

Apple Pi Robotics Family Information Form

Parent Information: (If addresses or phones are all the same write same for parents)

Name Team member		
Email		

Name Father		
Address		
Phone	Home	Cell
Email		

Name Mother		
Address		
Phone	Home	Cell
Email		

Occupations/Employers:

Father _____ Mother _____

Parent's Helpful Skills: (F, M)

Programming _____	Mechanical Skills _____	Accounting Skills _____
Marketing Skills _____	Administrative Skills _____	Fundraising _____
Word processing/Computer _____	Team Building _____	Electronics _____
Videography _____	Website Development _____	

Sponsor and Fundraising Ideas:

I can provide the following.... (yes/no)

Food donations during build season
Transportation to events
Mentoring
Special Topic Presentation
Other

4-H New Haven County and
F.I.R.S.T. Field Trip Permission Form

Grade 9- 10- 11- 12- (circle one)

I give permission for my child, _____ to participate in all general F.I.R.S.T. activities which may include short field trips to various businesses, other schools and other places that will enhance the F.I.R.S.T. experience.

Name: _____
Father
Mother

Address: _____

Home/business/cell phone:(H) _____ (B) _____ (C) _____

If neither parent can be contacted, give the names of two people we may contact in case of emergency:

Name: _____ Phone: _____

Name: _____ Phone: _____

Does the team member have allergies? Yes _____ No _____

Special information you wish the chaperones to know? _____

Is the team member taking or will the team member need any medication/inhaler? Yes _____ No _____

Name of medication/inhaler and dosage: _____

Medication administration form on file in nurse's office Yes _____ No _____

In the event that neither parent can be reached, I grant authority to the staff and chaperones to act in a medical emergency and secure medical treatment at a nearby facility:

Family physician:	Phone:
Medical insurance information	
Company:	ID#
Parent Signature:	Date:

APPLE-Pi Robotics
F.I.R.S.T. SAFETY CONTRACT*

1. I will use **safety glasses** and any other necessary safety equipment at all times in designated work areas.
2. I will use **caution** and **common sense** while working.
3. I will be responsible for proper **care and maintenance of tools** and equipment.
4. Before using any tools or equipment in the shop, I will first get the **permission** from an adult in charge.
5. I will wear suitable attire to use shop equipment (i.e. **no sandals, baggy clothing, loose jewelry** or **hair**, etc.)
6. To prevent accidents, I will always **clean up** after using any tools in the shop.
7. I will use all tools for their **intended purpose**.
8. I will look out for the safety of my fellow Apple Piers and always encourage safe conduct.

*Any breach in the safety contract will be dealt with by the method agreed upon in advance by the team.

Team member Signature	Date
Mentor Signature	Date

Safety Rules Contract for Apple Pi Robotics

Safety is the responsibility of every individual in the workshop. This includes personal safety and the safety of others. Your responsibility is to understand and carry out the safety practices taught to you by the adults in the workshop. You should develop a good attitude toward safety in all areas of life.

The following rules and regulations will be observed in the workshop.

1. **No Running** is ever allowed in the workshop. Walk and work slowly. There will be no fooling around which could cause safety hazards.
2. Team members and all who use the shop will respect the work of others.
3. Report all injuries to a team mentor, no matter how slight. Do not improvise on first aid.
4. Team members are not to adjust or move any parts or knobs found on any piece of equipment in the workshop or change any computer settings without prior approval.
5. Do not use any piece of equipment until you have been instructed in its proper use and you have permission to use the equipment.
6. Talking to or interfering in anyway with a person while he or she is operating a machine may cause a serious accident. Do not distract from anyone's concentration while they are working.
7. Report any danger or strange noises coming from equipment to an adult.
8. *Never* leave a machine running unattended.
9. The person who uses a piece of equipment has the responsibility to clean it thoroughly when they are finished. Good housekeeping is essential in a safe shop environment.
10. Be especially careful when handling all chemicals such as inks, solvents, paints, developing chemicals etc.
 - A) ALWAYS use safety glasses.
 - B) Keep away from flames.
 - C) Handle safely.
 - D) Dispose of properly.
11. Never throw or toss objects of any kind in the shop.
12. Clean up all spilled liquids immediately.
13. Know the locations of emergency power shut offs. Power shut offs for emergency use only!
14. No food, drinks etc in the shop area.
15. Know the locations of the first aid station and the fire extinguisher.
16. Safety Captain will point out any unsafe situations or actions directly to team members. Listen to him/her!
16. Team members who cannot act in a mature manner in following the total safety program will be removed from the team, for a length of time.

I have read and understand the above rules and regulations. I will practice these directions faithfully. I the team member consider this as a contract between myself and the others using this workshop.

Team member's name (print) _____

Team member's signature _____ Date _____

Mentor's signature _____

Apple Pi Team Member Contract

I _____,

Agree to uphold the ideals and mission statement of Apple Pi Robotics as set forth in Apple Pi Robotics Team 2067 handbook.

Signed _____

Print _____

Date: _____