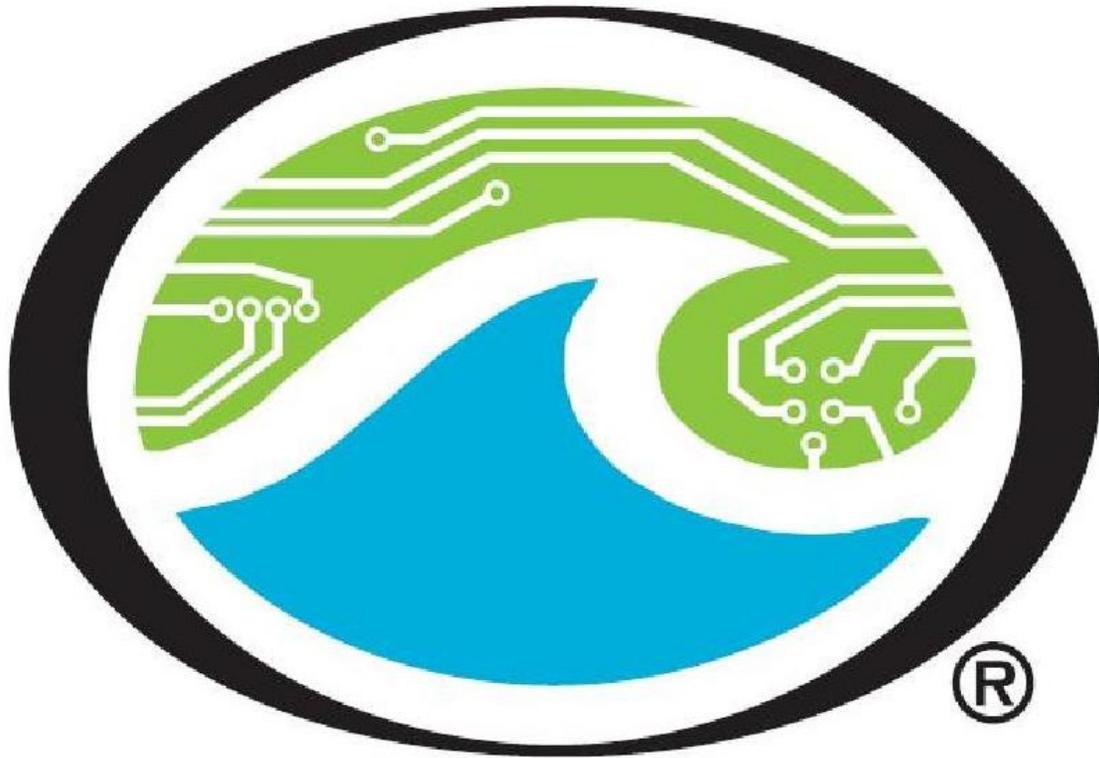


*Wave Robotics*



*FIRST Robotics Team 2826*

**Team Policy Handbook**

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## DOCUMENT PURPOSE

This policy handbook is used to establish expectations and basic policy for the Wave Robotics team members.

This policy handbook is current as of the date in the header of this document. This is a living document and a work in progress. There may be changes, additions and deletions to the handbook throughout the year. All updates will be reported to the Oshkosh FIRST Board of Directors and the team members. For contact information and an updated calendar, please reference our website: [www.waverobotics.com](http://www.waverobotics.com) or see a lead team member.

**Disclaimer:** Wave Robotics is recognized as a class E organization under the Oshkosh Area School District (OASD). As a class E organization, this document may supersede OASD code of conduct. All relevant policies not expressed in this document default to OASD policy.

## WAVE ROBOTICS MISSION

We are FIRST Team 2826 Wave Robotics, a family of students, mentors and supporters who inspire and educate to learn, have fun and prepare for the future for the betterment of our team, FIRST and our communities.

In addition, Wave Robotics strives to:

- Inspire students to explore, experience, and appreciate technology, math, science, and engineering through hands-on participation in team activities.
- Prepare students for leadership roles through shared decision-making on our team.
- Promote the ideals of FIRST in all that we do.
- Increase community and state awareness of engineering education opportunities.
- Promote teamwork skills.
- Introduce students to positive role models.

Most importantly, students in the Wave Robotics program gain inspiration. Many Wave Robotics alumni plan to pursue science, technology, and engineering majors. Others have begun technical careers in the workforce or military, putting into practice many of the skills they acquired while a member of the team. This is proof that FIRST is inspiring and that being a member of our team is rewarding.

Wave Robotics offers students the opportunity to get involved in marketing, business development, communications, design, fabrication, CAD, scouting, programming, and multimedia projects as they develop their skills. Along with students being inspired, engineers and teachers are having fun while sharpening their design, teaching and leadership skills. This group of mentors works closely together and learns from one another.

## WAVE ROBOTICS PARTNERSHIPS

### **This partnership is between these major multi-year organizations:**

Oshkosh Area Community Foundation	Since 2008
Oshkosh Corporation	Since 2008
Triangle Manufacturing	Since 2008
Bemis	Since 2008
Oshkosh Area School District (OASD)	Since 2009
Oshkosh Recreation Department	Since 2009
Schneider Electric	Since 2011
Folske Electric	Since 2014

### **Mentors and team members of Wave Robotics include:**

- Students located in Winnebago county
- Employees of corporate sponsors and organizations
- Oshkosh Area School District and Unified Catholic Schools teachers
- Parents of students
- Volunteers from the community

### **The partners on this team provide the following:**

#### **Corporate Sponsors**

- Engineer/Professional mentoring
- Materials and supplies
- Vehicles (transportation to some events)
- Financial support
- Meeting and testing facilities

#### **Oshkosh Area School District**

- Students & supporting teachers
- Partial travel costs of teachers
- Meeting, design, & production facilities

## **FIRST OVERVIEW**

**WHAT IS FIRST?** FIRST is a non-profit organization that was founded to inspire and excite young people about science and technology by bringing together professional mentors and high school students from around the country. FIRST is an acronym which means “For Inspiration and Recognition of Science and Technology.”

**THE VISION:** Dean Kamen, founder of FIRST, imagines a day when the act of invention—the work of scientists, engineers and technologists—is as revered in the popular culture as music, athletics and entertainment are today. The FIRST vision is to inspire in young people, their schools and communities, an appreciation of science and technology and an understanding that mastering these can enrich the lives of all.

**HOW IT WORKS:** Through a large, successful and growing community of educators, parents, community leaders, engineers, volunteers and sponsors, FIRST builds alliances that inspire and prepare the talent pool, workforce, leaders and capable, technologically literate citizens of tomorrow. FIRST designs accessible, innovative programs that build self-confidence, knowledge and life skills while motivating young people to pursue opportunities in science, technology and engineering.

**HIGHER EDUCATION:** Each year, hundreds of scholarships totaling millions of dollars are available to students participating in FIRST. Students are encouraged to apply for these scholarships.

## FIRST ROBOTICS COMPETITION

**THE GOAL:** The FIRST Robotics Competition challenges teams of students and their mentors to design and build a robot in a six-week timeframe, using a standard “kit of parts.” The team has to analyze the game and strategize what type of robot would perform well. Typical teams meet months in advance of the building period to learn basic skills and become better prepared. The goal isn’t simply to build a robot; as the robot is a vehicle for learning much more. The ultimate goal is building a collaborative team, a supportive community and a solid strategy for problem solving during the competition.

**WINNING:** FIRST redefines winning for these students. Scoring the greatest number of points is terrific, but winning comes with excellence in design, demonstrated team spirit, gracious professionalism, the ability and maturity to overcome obstacles. Winning means building partnerships with other students, with professionals, between school and businesses and among communities.

## TEAM CREDO

The function of this Team Credo is two-fold. First, it delineates the necessary personal character traits of all Wave Robotics team members. Second, it identifies those things that are of great importance to the Wave Robotics organization as a whole that will lead to a cohesive team and a successful season.

Wave Robotics team members will exhibit the following traits at all times:

### ***Respectful***

- of all students on our team.
- of the engineers and teachers on our team.
- of the sponsors who graciously provide us with the resources we need.
- of yourself, both as an individual and as a member of this team.
- of the team as a whole and its image as a veteran member of the FIRST Robotics community.

### ***Well Behaved***

- by acting in a safe and appropriate manner at all times.
- by exhibiting a positive reflection of yourself, the team, FIRST, OASD, UCS and our sponsors.

### ***Dedicated***

- to learning as much as possible while a member of the team.
- to creativity in every aspect of your involvement with FIRST and the team.
- to teamwork by providing ideas and contributing time and energy to the success of the team.
- to having fun in all that we do as a team.

### ***Enthusiastic***

- by being motivated to excel on the team while encouraging others.
- by being supportive of the team as a whole both at home and at competitions.
- by spreading the word about FIRST and all that it has to offer.

### ***Inspired***

- about science, technology, and engineering.
- about learning and sharing our knowledge with others.

As a team member, you agree to abide by this team credo and will do your best to model those traits that embody the vision of FIRST and reflect positively on the Wave Robotics team and its sponsors.

## STUDENT INVOLVEMENT

Wave Robotics students have many ways to be involved with the team. During the fall they participate in the team events and meetings. Starting in January, students are required to become more active members of the team and really get involved in the FIRST program. These opportunities are available for students:

- Mechanical Design
- Parts Fabrication & Assembly
- Media Publications
- CAD and 3D Animation
- Electrical Design/Software Development
- Marketing, Publicity, & Public Relations
- Fundraising
- Strategy, Robot Operation & Game Play

## TEAM SESSIONS

During the “Pre Season” (between start of school and kickoff) and “Post Season” (between end of competitions and start of school) team members will be working at these times:

Tuesday	6:00 – 7:00pm – Team meeting
	7:00 – 9:00pm – Work time

During the “Build Season” (between kickoff and competition season) sessions will be typically available six days a week. If a session is offered it will run during the following times:

Weekdays:	5:30pm – 9:00pm
Saturdays:	10:00am - 4:00pm
Sundays:	1:00pm – 5:00pm
Tuesday	6:00 – 7:00pm – All Team Meeting*

During the “Competition Season” (between the start of competition season and the last official FIRST competition) sessions will be typically available four days a week. If a session is offered it will run during the following times:

Weekdays:	5:30pm – 9:00pm
Saturdays:	10:00am - 4:00pm
Sundays:	1:00pm – 5:00pm
Tuesday	6:00 – 7:00pm – All Team Meeting*

***\* These meetings are important and all team members are required to attend.***

**Times and places for meetings are subject to change.** Please see calendar on the website for the most current information. Both students and mentors are encouraged to attend any meeting or activity.

## ATTENDANCE EXPECTATIONS

Being a team member in the Wave Robotics program requires active involvement. During the “Pre Season” students are encouraged to attend all Tuesday<sup>1</sup> meetings & sessions in order to achieve the maximum amount of progression for the remainder of the season.

During the “Build Season” and “Competition Season”, team success is dependent on increased participation from all team members. Mentors are committed to dedicating multiple hours of their time and students need to be respectful of this by agreeing to commit their time as well. Wave Robotics has established an attendance points system which will allow students to manage their time being accountable for their own actions. The attendance points system will be implemented from the beginning of the Build Season end of Competition Season (Defined as either the second regional or championship event depending on team performance). Students will be responsible for utilizing the Wave Robotics time keeping system to log hours.

Students will start with 0 points during the start of the build season. A point is assessed to a student’s total if the following occur:

Student misses Kickoff Day

Student misses a Tuesday meeting<sup>1</sup>

Student does not make the weekly (Sunday-Saturday) hour requirements<sup>2,3</sup>:

Build Season: 10 Hours logged hours per week

Competition Season: 5 Hours logged per week

To help give feedback and follow up with students, point accruals will be made available per student or parent request. If a student accrues a certain point threshold the following actions will take place:

Verbal Warning: 5 Points: See Step One under Disciplinary Procedure.

Written Warning: 8 Points: See Step Two under Disciplinary Procedure. Student will still be able to participate in team functions and activities.

Removal from Program: 10 Points

<sup>1</sup> If a student has missed more than three consecutive Tuesday team meetings without notification to the Student Advisor they will be considered to have quit the program and will be dropped. This will be enforced from the date the student is registered with the program through the end of competition season.

<sup>2</sup> If a student forgets to clock in or out, they can list the correction in the comment section the next time they clock in. Habitually forgetting to utilize the clock in system properly will result in a student being re-trained on the process and may result in loss of logged hours as per determined by the Student Advisor.

<sup>3</sup> During the Build Season, Wednesday night sessions may be made available and are considered as non-mandatory sessions and will not count towards a student’s hour requirements.

## COMMUNITY INVOLVEMENT

The Wave Robotics team keeps active in the local community, as they host and participate in events, make demonstrations and support other math and science-related programs for the area's students. Some of the community involvement opportunities that a student will be able to participate in include:

- FIRST LEGO League mentoring
- FIRST LEGO League Sectional Tournament
- Tech Adventure, Science Saturday, and Maker Camp events
- Demonstrations to community, schools, and sponsors
- Other approved Wave Robotics community events (new events may be suggested).
- Mail Carriers Food Drive

Students who wish to travel to Wave Robotics competitions must earn their spot by contributing to the teams' goal of making FIRST loud by being dedicating their time in team approved community involvement events. This will include volunteering for at least one shift at the Oshkosh Lego League regional\* and volunteering additional hours as follows:

Attend one regional competition: 10 Hours

Attend multiple regional competitions: 15 Hours

Attend championship event: 20 hours

*\*Students who volunteer for more than one shift at these events may apply additional hours towards their community involvement goal.*

Community service hours are accumulated from June 1<sup>st</sup>-May 31<sup>st</sup>. All community service activity hours must be logged through the Service Hours Entry form located on our website. Students will have until the second Tuesday in October to submit any retroactive community service hours. Following this time period, students must submit their service hours within two weeks of performing the approved community service activity.

## EXPECTED TEAM MEMBER BEHAVIORS AND RESPONSIBILITIES

The Wave Robotics Team Policy Handbook identifies and explains a wide variety of activities and events in which the team engages. It also lays the foundation for the level of commitment and conduct that is expected of a member of the Wave Robotics Team, including students and adults. It is up to the team member to read this policy handbook and understand their privileges, responsibilities, choices, and consequences.

Participation in the Wave Robotics Team is a privilege, not a right. As such, there are certain responsibilities that fall on the shoulders of the team member. This is an opportunity for members to demonstrate a desire for learning, leadership, cooperation, peer mentorship, and teamwork. It is also a time when members need to be responsible for their actions on both an academic level and an interpersonal level.

Of high importance, your attitude and actions reflect on your fellow students, teachers, mentors, and, most importantly, Wave Robotics partners and sponsors.

## UNIFORMS

Our uniform is an important part of our image and thus must be maintained with dignity and care. There are several parts to our uniform that may be worn for different occasions.

The competition uniform for Wave Robotics is the current year's team t-shirt, pants/jeans (no shorts, athletic pants or leggings), closed toed shoes, and safety glasses—when in the pits.

For professional occasions we wear the current year Wave Robotics Team dress apparel with tan/brown khaki pants and dark shoes or sneakers. This is worn when we represent the team for interviews, when speaking to the press, or when presenting information about the team to local businesses and community groups.

Other Wave Robotics apparel is allowed and encouraged in settings where permitted.

Note that following the OASD dress code guidelines is expected and may carry serious consequences. While at any robotics function, you are a part of the team and its image.

**Appropriate Use:** It is important to remember that when you are wearing team apparel, you are representing the entire team as well as the team's sponsors. Your attitude and actions reflect on your fellow students, teachers, mentors, and, most importantly, the Oshkosh Area School District, and all our sponsors.

## FACILITY USE

It is understood that Wave Robotics uses donated facilities for many of our meetings, build season, drivers practice, and other events. Everyone has the responsibility to take ownership for the respectful use and care of any facility in use. Use of these facilities is absolutely critical to the existence and success of our program.

- Students must be supervised by at least 2 designated adults. Students are not allowed to enter the buildings without the adults present. The adults must be present during the entire duration of the activity and remain until all members of the group have left the property.
- Activities while “having fun” that could potentially damage the facilities is not allowed.
- Food and drink in the facilities is a privilege. As such it is expected that each individual will throw away their garbage and clean up any messes that are made. It is everyone’s responsibility to keep the facilities clean. Food and drink can only be consumed in classroom space provided not in the lab.
- All tools and materials must be put away in the designated areas before you leave the area for the session.
- All buildings and grounds are completely smoke and tobacco free.
- Do not touch property that does not belong to you or the team. Remember that these are other people’s work space and they are very gracious to lend them to us.

Failure to comply with the above policies will be brought to the attention of the student advisor and handled on an individual basis. Anyone found in violation of this facilities code of conduct may not be allowed to use the facility in the future.

Damage to facilities or property there in may lead to financial responsibility for replacement or repair.

## SAFE BEHAVIOR

Many activities in Wave Robotics can cause harm if the proper safety protocols and training is not established and followed. Students cannot engage in any team activities using tools or materials prior to being qualified by the safety exam. Once a student is qualified, a minimum of two people, at least one being an adult must be present in the area where the tools are being used.

In any shop or competition pit areas, long pants and closed-toed shoes and socks are required. Jeans should not have holes in them or be drop bottom. Long items such as lanyards and necklaces as well as metal hand jewelry are also prohibited. Long hair should be secured at all times.

While tools are being used, even if you are simply in the area of use and not directly using the tool, personal protective equipment must be worn. At a minimum this includes safety glasses with side shields. Hearing protection and safety shoes may be required when necessary.

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When working in a shop or pit environment, safety is the first priority. If you see unsafe behavior, please attempt to correct it immediately.

## GRADE REQUIREMENTS AND TEAM OPPORTUNITIES

We have adopted the OASD Code of Conduct by reference. In addition to these policies, students must maintain a “C” average in their classes and have no failing grades in order for that student to be eligible for participation on the team. For these reasons, students will be subject to regular grade checks throughout the school year in order to verify their grade status. Students **will not** participate on the team or travel with the team if the grade checks indicate non-compliance.

All students are required to travel and lodge with the team per the ORD / OASD code of conduct and Wave Robotics Team Policies and Handbook. Questions / concerns may be directed to the Student Advisor and any exceptions and will be handled on a case by case basis with approval of the Student Advisor.

Failure to follow rules and policies will lead to disciplinary action and possible removal from team.

### ***Grades are a Priority***

This grade requirement is strict and is not trivial. Students should put their grades before **any** team needs. There are no exclusions or exceptions to this requirement. Grades will be checked two weeks before each competition. Students whose grades fall below a “C” average or who have failing grades will be required to bring **ALL** grades back up to a “C” minimum in order to return to the team.

### ***Assistance***

In order to help the students meet this requirement, study time and peer/teacher tutoring will be available for students who are in need of assistance.

### ***Travel***

Students need to get a pre-planned absence form filled out before travel. Students must make up work prior to departure.

### ***Opportunities***

There are many **REWARDS** for being a Wave Robotics team member:

1. Scholarships
  - There are **MANY** scholarships available for **FIRST** team members. Check out [www.firstinspires.org](http://www.firstinspires.org) for details.
2. Internships
  - The experience Wave Robotics team members are exposed to opens doors for internships within many high-tech companies.
  - Many of our sponsors hire college-aged interns to work at their facilities. If you are interested in more information, please contact a mentor.

### 3. Experience

- Many corporations across the nation are participating in FIRST and want to hire FIRST students. Being on a FIRST team will expose students to these corporations, provide them with opportunities to meet some of the mentors who work for these corporations, and help teach the skills that these companies desire.

## PLAN OF ASSISTANCE/PROBATION

There are several reasons why you would be placed upon probation and a plan of assistance. A Plan of Assistance is method of identifying a behavior and outlining the steps to correct the behavior within a specified time length of probation. The plan is a corrective method designed to assist the student and keep him or her eligible for the team.

**Academics:** If we identify you are having academic difficulties that may affect your GPA in a negative manner, you may be placed on probation with a Plan of Assistance. This written document (Plan of Assistance) will be provided and signed by the student and shared with the parents. This document will contain suggestions for improving grades, a timeline for the correction and a clear explanation as to what is expected.

You also will be placed upon a Plan of Assistance if you receive the grade of “F” in any class during any grading period regardless of grade point average. Two “F’s” may result in dismissal from the team.

**Unacceptable Actions:** A Plan of Assistance may be created for a student with consistent unacceptable behavior. The document will contain suggestions for correcting the behavior. Included will be the outcomes and consequences associated with noncompliance.

## STUDENT INTERPERSONAL RELATIONSHIPS

In the event that a relationship develops or is ongoing, there are certain guidelines that must be adhered to at all times when engaged in team activities local and away.

***Hand holding, hugging, kissing and other expressions of affection are prohibited at all times. The couple must also travel in a group at all times. Couples may not wander off or sit alone. In other words, they should not appear as a couple but as part of the team. Common sense should prevail at all times.***

***While traveling with Wave Robotics, male/female students and/or those engaged in a relationship may only sit by each other during daylight hours.***

If students are found to violate this policy, disciplinary procedures and protocols as outlined in this document will be followed.

## DISCIPLINARY PROCEDURE

Students who abided by the guidelines established in this policy handbook will experience the pride and camaraderie of being involved in a national robotics team. Disciplinary procedures are outlined in the Oshkosh Area School District's Code of Conduct and Wave Team Handbook. Those who choose to ignore their responsibilities as a member of this team will be subject to the steps that follow.

- Step 1      The student will be advised by an adult team member as to the unacceptable actions and asked to make appropriate changes to remedy the situation. The student advisor and OASD will be notified of the situation.
- Step 2      The student's parents will be contacted and a meeting will be scheduled with the parents, student, and appropriate mentors/administrators to discuss the situation. The student may not return to the team or participate in team activities until the meeting has taken place. Once the meeting takes place the student can be reinstated.

The Wave Robotics Team will follow the OASD Code of Conduct for disciplinary actions and appeals.

## COMPETITIONS

Our team will attend two regional competitions and we may go to the World Championship Event if we qualify. Please see the Community Involvement section for travel requirements for students.

**Regional Events:** Which regional events we attend is dependent upon location and timing of the events. We will try to do the Wisconsin Regional and another where we can best showcase our team and are exposed to a variety of quality robots. The regional events we attend are typically within driving distance.

Most regional events follow this set pattern: On Thursday, arrive, set up pit, unpack and inspect robot, practice with robot on field, scouting begins. On Friday, seeding matches take place and scouting is under way. On Saturday, opening ceremonies take place, seeding matches finish, scouting takes place until finals, finals are played and awards handed out, pit and robot are packed, team returns home.

Prior to our arrival, all students will be given a schedule that outlines their responsibilities every hour of each day. All students are expected to follow this schedule as closely as possible. Their schedule should be kept with them at all times.

At the conclusion of the competition, there is an award ceremony where trophies are passed out. When this is complete, the pit crew and drivers pack up the robot for shipping back home or to the next competition. This should be around 5:00pm. The team returns home after the awards ceremony. We will stop for dinner on the way home.

**Championship Event:** The championship event is very similar to a regional event in many ways but on a much larger scale involving all four of FIRST's programs.

**Other Team Events:** There are other events in which teams can test or demonstrate their robots. These are great opportunities to see how our robot will compete, as well as see the creative endeavors of other teams. Wave will attend select events like these at the agreement and participation interest of the team as a whole.

## 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. Sitting in the stands looking bored, playing video games, carrying on personal conversations while others are cheering is not good for the team image and is not permitted.

**Award Ceremony:** During the ceremony we will applaud the teams that are winning awards. When we applaud we will stand to show our respect for what they have accomplished.

**Greetings:** There are certain persons in the FIRST organization that we make an effort to greet on a personal level. If you see a VIP, a judge or any other person enters the area and you have not said hello, make an effort to go to where they are and greet them. If they are engaged in a conversation with another person, please be respectful at all times.

**Litter:** If you see a mess (paper or trash), you should make an effort to pick it up. That goes for the area you are sitting as well as any other location in the arena.

### **Things We Do Not Do At An Event:**

- Wearing of personal music devices is forbidden while in uniform or at an event.
- Excessive texting or phone conversations that are not related to the competition
- Excessive reading or wandering that prevents you from being engaged in the competition
- Uniforms may not be altered or worn in any manner not approved by the mentors.
- Students may not play cards or any other games at the event.
- Our team will not engage in negative behavior toward another team or team member.
- Our team will not display displeasure over any decision by a referee or judge.
- Team members will not exchange negative remarks to each other, no matter what the situation.

## TRAVEL

Traveling as a part of our team is very exciting and rewarding and is often the highlight of a student's memories of their time on the team. A great deal of planning and organization is required to coordinate all the associated activities. A strong effort is made to make the travel to be an educational/cultural experience as well as to enjoy the basic nature of the competition. Safety is always the major concern. A student may be exempted from travel due to disciplinary reasons from the mentors, parents or principals. All team members are expected to attend all events they are registered for. Failure to attend an event will result in forfeiture of funds deposited for said event. Inappropriate behavior may result in dismissal from the team.

Students must ride one way on team provided transportation. If a parent would like to transport a student one way they will need to contact the student advisor one day prior to travel and turn in the: The 353 Exhibit H Non Use of School Provided Transportation Form. Students must be signed in or out at the event by a parent or legal guardian of the student. Students should not be in attendance unless signed in with the team.

Parents/ legal guardians who have filed proper paperwork may sign students out prior to awards to aid departure time not signed with the team should be kept at a minimum.

### **Approximate cost for events:**

<b>Regional Competition events</b>	<b>\$150.00-350.00</b>
<b>Championship Event</b>	<b>\$400.00</b>

**Note:** These amounts are estimates and are subject to change, depending on number of persons attending event, transportation available, and hotels reserved. This amount is calculated off of a non-subsidized cost (from either team fundraising, or student fundraising).

**Please be aware that there may only be an opportunity to go to the Championship Event depending upon performance at Regional Competitions.**

**Gathering for Travel:** We will meet at the designated location for team travel. Please be sure to arrive on time, as we will not wait for students

**Packing:** Packing efficiently is critical. That means you should bring only the clothes and items that are necessary and required.

**Student Self Medication:** A student must have an OASD Student Self-Medication/Self-Treatment Request form completed, approved, and on file with the Wave Robotics Student Advisor in order to self-administer medication.

**Bus:** Often, we use buses as our mode of transportation. Storage space is limited, so please bring only essential and required items. Do not open windows without permission. If having a snack or drink, dispose of the trash when finished. When leaving the bus make a check of the area to make sure all belongings have been accounted for. ***While traveling with Wave Robotics, male/female students and/or those engaged in a relationship may only sit by each other during daylight hours.***

**Personal property rights:** While traveling for events, circumstances may arise where personal effects may need to be searched for items violating OASD and Wave Robotics policy. Only the OASD student advisor or the OASD appointed advisor designee has the right to inspect personal items, and then only with express permission by the OASD. Compliance with this policy is not optional and failure to comply will follow Wave Robotics and OASD Code of Conduct disciplinary protocol.

## HOTEL

**When we travel we often stay at a hotel for several nights. Students will be organized into room groups of either three or four students, depending on quantity of students and room availability. Students may be allowed to select roommates of their choice. There are no co-ed rooms; rooms are either male or female. Each room will have a mentor assigned to monitor and coordinate activities includes room inspections.**

**Check-in:** When we enter the hotel students will go to a designated location to wait for keys. At that location students will need to be very quiet as to not disturb the other guests. The room captains will be given the room keys to distribute. Often each person will have a key. If this is not the case, each room will need to designate who has the key.

Students will proceed to the rooms as soon as key distribution is complete. If your room is not ready your luggage will be put in another room until your room is ready. Upon entering your room you should complete the room inspection form and have it ready for the mentor.

Often there is free time in the hotel to get snacks, play in the game room or swim. If there is a pool, a chaperone must be present in order for students to swim or use the hot tub. Appropriate attire is required. Please check with a chaperone if there are any questions.

## **FUNDRAISING AND FINANCIAL OUTLINE**

A great deal of financial support is needed to participate in the projects in which the Wave Robotics Team is involved. The team is fortunate to have excellent sponsors, but students must still raise a fair share of money to travel to the competitions. The following is a description of how the team is funded:

### **Costs covered by the Wave Robotics Program:**

- FIRST Competition entry fees
- Material costs for robot construction
- Playing field cost
- Shipping of robot/supplies to competition sites
- Entry fees for promotional activities
- Trailer to transport robot/supplies

### **Costs covered by Wave Robotics Team Members**

- Cost of competition travel
- Cost of apparel (included in registration fee)
- Cost of any additional Personal Protective Equipment as necessary
- Meal costs at competition events
- Individual competition expenses

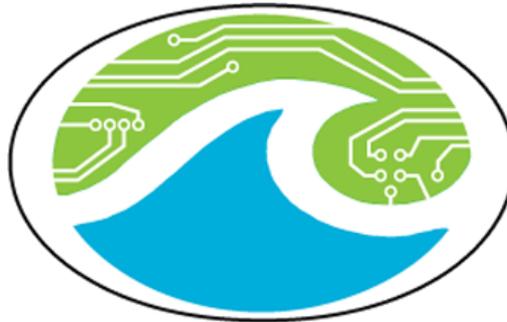
### ***Team Member Fundraising***

Each year, every team member has opportunities to raise funds to pay their share of the travel to FIRST Competitions. A variety of fundraisers are held over the course of the year to help raise money. Members will need to pay an amount out of their pocket to make up the difference of what was not fundraised. Proceeds from select team fundraisers will be distributed among those who contributed based on total number of hours worked. Others are based on individual sales.

### ***Parent Fundraising Involvement***

We encourage parents to get involved in fundraising. Any of the student fundraising activities can have parents working them too. In addition, parents are encouraged to help solicit donations from potential sponsors (perhaps their own employers), help write grants, or set up fundraisers. There are also fundraisers in which volunteers need to be at least 18 years of age.

## TEAM MEMBER CONTRACT



### WAVE ROBOTICS

By signing this sheet I verify the following:

I have read through the policy handbook and understand the privileges and responsibilities that being a member of this team involves.

I understand that participation on the Wave Robotics Team is a privilege.

I understand that the consequences of my actions can ultimately lead to my removal from the team.

I understand that being a part of FIRST Robotics can provide me with knowledge and skills that will benefit me for a lifetime.

I understand that I have a wide variety of opportunities available to me while on this team and I am welcome to take advantage of them as I see fit.

I agree with the philosophy FIRST upholds – “FIRST inspires in young people, their schools and communities an appreciation of science and technology, and of how mastering these can enrich the lives of all.”

I understand that, as a member of the Wave Robotics Team, my actions reflect on the affiliated schools, sponsors and supporters of our team.

I agree to act with gracious professionalism in all that I do while a member of this team.

\_\_\_\_\_  
Legibly Print Team Member's Name

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Parent's Signature (Student Only)

\_\_\_\_\_  
Date