



ROBOKRONOS

THE TITANS OF TECHNOLOGY

MEMBER HANDBOOK

What do we do? We design and build a robot, and compete against other robots in a game that has unique challenges each year! But it's more than just building a robot. A goal of our team is to be like a small business, but with the feel of a family. We work in "sub-team" groups that handle everything from marketing and fund raising to website design and electrical work. Even if you have no idea how to hold a wrench, there's something for you here, and we'll teach you how!

Why? Because it's FUN! Along the way, you can learn technical skills from mechanical and electrical work and computer programming, but you'll also learn about teamwork, leadership, respect, and integrity.

What are the basics? Team 4203 works with engineering and Non-Engineering Mentors. In early January we learn what this year's game will be, and from then through mid-February we design and build our robot! During March and April, we travel to competitions and have a great time meeting other teams, checking out all the different robots that have been built, and of course cheering for our robot. During the rest of the year we spend time building essential skills like computer programming, mechanical and electrical skills, and computer based graphic arts.

What do team members do? Participate - your participation (see Achievements on page) determines whether or not the team will help pay for you to travel to the competitions, where the big excitement is! But don't worry if your schedule doesn't allow a huge time commitment. You can be on the team to whatever degree your schedule allows – the only difference is that you may need to contribute more towards your to the travel costs if you go to the competitions. (As with any school team, you'll need to keep your grades up and behave appropriately.)

What's in it for you? Besides building a really cool robot, you mean? How about hands-on learning from people who do real-life engineering and business management every day? Or great experiences with a team of fun students? Or lots of college scholarship opportunities? Over \$15 million of scholarship money is available to students who participate in *FIRST* robotics during high school! It looks great on your college application and your mentors can write recommendations for you!

Where can I find more info? On the web, our team's website for additional information about our amazing team <http://robokronos.org> or at <http://www.youtube.com/watch?v=nQToslWY0Zg>. You can get information on the *FIRST* organization at www.usfirst.org. More information (and useful forums) are at www.chiefdelphi.com.

Robokronos is an equal opportunity program

Table of Contents

History / Awards.....	4
<i>FIRST</i> Robotics Competition (FRC).....	4
Our Mission Statement.....	5
Team 4203 Goals.....	5
Team Expectations.....	6
Students.....	6
Student Commitment.....	6
Mentors.....	6
Parents/Guardians.....	6
College Student & Alumni Volunteers.....	7
Team Alumni Involvement.....	7
Team Rules.....	7
Safety/Training.....	8
Participant Safety.....	8
Organization.....	8
Sub-Teams.....	8
Leadership Team.....	8
Schedule.....	9
Pre-season.....	9
Team Meetings.....	9
Sub-team Participation.....	9
Community Service and Robot.....	9
Build Season.....	10
Team Meetings.....	10
Activities.....	10
Homework Hours.....	11
Competition.....	11
Summer.....	11
Fund Raising.....	11
Fund Raisers.....	11
Parental Involvement.....	12
Family Brings A Meal.....	12
Eligibility.....	13
Ineligibility.....	13
Help Available.....	13
Studying for Exams Takes Precedence.....	13

Behavior.....	13
Disciplinary Action.....	14
Game Test.....	14
Drive Team and Pit Crew Grades: 100%.....	14
Returning Team Member Grades: 90%.....	14
New Team Member Grades: 80%.....	14
Mentors Grades: 90%.....	14
Take as many times as needed.....	15
Travel / Competition.....	15
Schedule.....	15
Uniforms.....	15
Health.....	16
Forms.....	16
Career Opportunities.....	16
Scholarships.....	16
Important Contacts.....	16
Appendices.....	16

Introduction

Welcome to *FIRST* (For Inspiration and Recognition of Science and Technology), the nation's preeminent robotics competition for high school students. The message of *FIRST* is to inspire young people, their schools, and communities with an appreciation of science and technology. You'll learn to perform high quality, well-informed work while learning and competing intensely, but treating one another with respect and kindness in the process – this is called “Gracious Professionalism.” As a member of the *FIRST* family, you will enjoy the satisfaction of knowing that you have acted with integrity and empathy. *FIRST* is not just about robots; it's about ideas and people, too.

History / Awards

Team 4203 started in the Fall of 2012 as a result of efforts by Ms. Patti Zellmer of Schoharie and Otsego Counties Cornell Cooperative Extension. Ms. Zellmer approached Paul Agoglia, suggesting that a *FIRST* Robotics team be formed in Oneonta, NY. With the aid of a small core of dedicated mentors, Paul Agoglia laid the corner stone of the foundation for the team in the fall of 2012 with the new student class. Since then, the team has recruited a strong freshman class and several mentors from Corning Incorporated, Medical Coaches and the community.

Team RoboKronos has competed in various Regional events and the Championship event. The awards and accomplishments are listed below.

2012 *FIRST*- Finger Lake Regional Rookie All Star and Construction- Judges Favorite

2013 City of Oneonta Proclamation February 5th RoboKronos Day

2014 Construction- Judges Favorite and Imagery Award

2015 Gracious Professionalism Award

2016 Rooky All-Star banner presented to Oneonta High School

FIRST Robotics Competition (FRC)

The *FIRST* Robotics Competition is an exciting, international competition that teams professionals and young people to solve an engineering design problem in an intense and competitive way. The program is a life-changing, career-molding experience—and a lot of fun! The competitions are high-tech spectator sporting events, the result of a lot of focused brainstorming, real-world teamwork, dedicated mentoring, project time-lines and deadlines. There is more to FRC than building a robot. It's a complex exercise in project management, which entails a lot of work that doesn't require a technical background.

Our Mission Statement

“Inspiring students to become leaders through engineering and the fun of *FIRST* robotics.”

FIRST redefines “Winning.” Teams are rewarded for excellence in design, demonstrated team spirit, gracious professionalism, maturity, and ability to overcome obstacles. Scoring the most points is a secondary goal. “Winning” means building partnerships that last.

FIRST Robotics Team 4203, better known as RoboKronos exists and operates because of a community collaboration. *FIRST* (For Inspiration and Recognition of Science and Technology), provides the technology and evaluation venue for the robot; Oneonta Middle and High Schools physically hosts the robot and team; local science and technology mentors guide the teens; local businesses and individuals fund the Program. Each partner is essential for the ongoing success of this *FIRST* Robotics Program. We were the first high school STEM (Science, Engineering, Technology and Math) team in Otsego County.

Team 4203 Goals

- To develop leadership and effective team participation within all of our students.
- To develop technical skills within all of our students.
- To put focus on the Engineering Design Process, and develop our team and build season around this process.
- To build fabulous, effective and inspiring robots.
- To focus on organization and communication to make our team more efficient and effective.
- To involve our team in the community, promote a sense of responsibility in our team members.
- To promote education through the Oneonta School system and through our team. Schoolwork is a priority and we will help every student succeed, in addition to providing them with education on robotics, science and technology, and increase opportunities for each student’s future education and career development.
- To eventually promote *FIRST* Lego League in middle school aged students around the greater Oneonta area.
- To promote student growth, the growth of the team, and to build the sense of family and morale within our team.
- Raise funds to support our team and keep it self-sustained for many years to come.
- To have LOTS OF FUN! Our team is a family of friends and we all love to have fun together.

Team Expectations

Mentors, parents, teachers, and alumni on Team 4203 are encouraged to be actively involved with the team. We invite you to participate in team events, meetings, and work sessions – we have a good time, and we think you will, too!

Students

Students involved in Team 4203 should be actively involved with the Team. Members will participate in design sessions, build sessions, skill building, and problem solving. Members will take on various roles that are essential to team functioning and will complete many tasks that involve designing and building a robot and participating in the competition. Depending on school and extracurricular activities, some students may be able to participate more actively than others. Students are expected to show up on time for team meetings and events. Students will put priority on their grades over any team need. Grades are important. Students must complete school work before engaging in team work sessions and activities. All members are encouraged to participate in community service and fund raising activities throughout the year. Both of these activities are vital to the success of the team.

Student Commitment

Participating in *FIRST* requires energy and time, but the effort and time spent will have a positive impact on yourself and your community. Attendance is taken at all activities and students are expected to sign in and out for each activity that they are engaged in. All students are expected to arrive on time and to stay for the required amount of time. Exceptions and special needs should be discussed with the team leader(s) prior to meetings.

Mentors

Helping the students reach their full potential is the primary reason for participating in *FIRST*. We know that mentors have families, jobs, and other important commitments outside of *FIRST*. We ask that mentors properly inform us up front of how much time they think they will be able to contribute. There are many different ways to contribute to the team, and we will find something that will fit your schedule and interests! Involvement may include anything from pre-season sub-teams and meetings, to fund raising, to community service activities, to build season work. Mentors are asked to participate outside of build season whenever possible, as it helps with team-building and getting team activities done. The rewards of putting forth this commitment are plentiful!

Parents/Guardians

Parents/guardians are an integral part of our team and important to our success. The robotics team becomes a family throughout the year because the members spend a lot of time together. The students learn about hard work, perseverance, commitment, patience, joy, defeat, computer skills, respect, engineering, writing, interviewing, business skills, money management, marketing,

production, publishing, kindness, time management, and most importantly, gracious professionalism. Having the involvement of their parents will only enhance this experience for them.

Requirements for parents/guardians are listed above. In addition, some things the team needs from parents are:

- Providing timely transportation for their student to/from team events (this may include car-pooling).
- Assisting and supporting their student in fund raising and community service activities.
- Providing accurate medical information for their student, and keeping the team leader informed of any changes.
- Participating in any team activities – it really helps to have parents present at these events! Parents are frequently needed to transport the robot(s) and students to and from demos, to provide adult supervision at car wash fund raisers, etc.
- Chaperoning team trips.

Any and all support that can be provided by you and your family is welcome. Every person has unique attributes that can be put to use for the good of our team. NEMO (Non-Engineering Mentor Organization, www.firstnemo.org) helps parents volunteer with *FIRST* even if they're not involved with the robot. NEMO has a list that shows 101 ways that parents can help a *FIRST* team at http://www.firstnemo.org/PDF/101_ways_parents_can_help.pdf

College Student & Alumni Volunteers

College students and alumni who are under age 21 and have graduated from high school fall under this category. They do not have mentor responsibilities such as direct mentoring of students or discipline of students. They support the team by sharing their *FIRST* experiences, acting as a role model to the students, and participating in any events, team meetings, and sub-teams. They also may come to competitions and the team may pay for their travel based on their level of participation.

Team Alumni Involvement

With time and as Team 4203 grows it is hoped that a number of alumni will want to stay involved with the team in some way. We welcome their involvement, whether it's in a mentoring role, attending events to cheer the team on, or simply staying in communication with the team.

Team Rules

We ask that EVERYONE treat each member of the team with respect and treat others the way that they want to be treated. We also want EVERYONE to have fun!! The most important part of the team is learning while having fun.

Safety/Training

Remember that safety comes FIRST, LAST, and ALWAYS. Always wear safety glasses when working on the robot or going into the pit area. *FIRST* requires teams to bring safety glasses to competitions – they don't require a robot, but they do require safety glasses!

You can help keep everyone be safe by making fliers, pamphlets, and DVD's about proper safety procedures. The mentors and teachers will help by offering safety training and guidelines at the beginning of the season. Every team member should try to attend this training. A student safety captain will be designated at the start of the build season. The safety captain will be responsible for making sure that EVERYONE follows proper safety procedures.

Participant Safety

All adult volunteers and mentors must follow the requirements of the Oneonta City School District.

Organization

Sub-Teams

The team is made up of sub-teams with specific tasks and responsibilities. These sub-teams include

1. Corporate, responsible for managing team growth and development
2. Marketing, responsible for promoting and presenting the team
3. Communication, responsible for facilitating communication of all kinds
4. Strategy
5. Electrical & Pneumatic
6. Software Development
7. Mechanical & Fabrication.

Each of these sub-teams will have members and a leader. The leaders of sub-teams will also be part of the leadership team. Organization charts listing descriptions of tasks and responsibilities for all sub-teams and the leadership team, will be posted on the web-site and the RoboKronos main bulletin board.

Leadership Team

The leadership of this team is a cooperative effort between mentors and student leaders. Each year's potential student leaders are selected by lead mentors and elected by the team and mentors prior to competition season. Students will demonstrate their leadership potential during pre-build season and will apply for the position at the end of pre-season. Students will maintain these

leadership roles post-season and through the summer for follow-up and planning for the next year. Students interested in applying can refer to the Leadership Manual.

Schedule

The Team Calendar is officially hosted on the team web site at <http://robokronos.org/events>. This is the most accurate and up-to-date listing of team activities.

The Robotics Team meets year-round with varying levels of involvement by the “seasons,” defined as pre-season, build, competition, and summer. Throughout the seasons, there will be events such as community service participation, demonstrations, and fund raising.

Team members are expected to participate in team meetings, work sessions, community involvement, and fund raising events during the pre-season and build season.

Pre-season

Pre-season goes from September to the end of December. During the pre-season meetings will be scheduled at the discretion of the mentors. Meetings are held at both Oneonta Middle School Tech room.

Team Meetings

New students are required to attend at least 50% of weekly team meetings to meet the achievement goal. Returning students will be required to attend two-thirds of meetings. In the pre-season, sub-teams will meet separately and establish their own agendas. Sub-team meetings cannot be counted as substitutes for full team meetings.

Sub-team Participation

All students will be required to participate in at least one sub-team during the pre-season. The student must attend a minimum of 50% of ONE sub-team’s meetings, and must declare their main sub-team by October first. If a student is on multiple sub-teams, the achievement applies to the student’s main sub-team. For example, if a student is on the electrical and mechanical sub-teams, and only attends 25% of each sub-team’s meetings, that DOES NOT add up to 50% attendance. The idea is to put quality work into at least one sub-team, and then branch out beyond that as the student is interested. (Note that the strategy sub-team may not be attended as a main sub-team.)

Community Service and Robot

Demonstrations - Making a difference, not just a robot!

The purpose of our team participating in community activities is to serve our community and to spread the word about the *FIRST* program, gracious professionalism, and Team 4203. Community activities will be posted on the forums and the calendar. Suggestions for community involvement are always welcome and encouraged!

All new students need to put in at least 3 hours of community service time and participate in at least one activity to meet the achievement goal. Returning members need to put in at least 10

hours and participate in at least 3 community service activities. This means, for example, a returning student can participate in two 4-hour activities and one 2-hour activity, and their achievement is complete.

Every new student will need to participate in one robot demonstration to meet the achievement goal. Each returning student will be required to participate in three demos and to organize a robot demonstration or community service event.

Build Season

The build season is the period of January through mid February (six weeks long). Kick off is the first Saturday in January, unless that date is also New Year's Day. Following that the team will meet Monday through Friday and Saturdays as needed. As we approach the end of build season, the needs of the build and the needs of the drivers to familiarize themselves with the operation of the robot will dictate additional meetings. Dates and times to be posted via Internet and email.

Team Meetings

Each new team member must invest at least 50 hours of time during the build season (which can include up to 10 homework hours) to meet the achievement goal. Each returning team member must invest at least 60 hours of time (which can include up to 10 homework hours) to meet the achievement goal.

A suggested schedule of participation to obtain the minimum hours would be 4 hours a day for 6 weekend days (24 hours), and 3 hours a day for 12 weekdays (36 hrs), including homework. However, students can put in hours in many ways to suit individual schedules. They must be PRODUCTIVE hours. Students will be required to do timecards on a regular basis and get a mentor to sign off on their hours, verifying that they have used the time to benefit the team.

Although this may seem like an overwhelming amount of hours, most students easily surpass this amount and fulfill this achievement.

Activities

During build season, the sub-team activity will change. The Animation, Strategy, Corporate, and Marketing sub-teams will pick up the pace during build season with presenting and marketing the team and learning the rules of the game and driving the robot. The Mechanical team will branch out into designing the drive-train and mechanisms as required by for game, and the Electrical and Software Development teams will work with the Mechanical teams to integrate a fully functional robot. Regular integration meetings between sub-teams will be held so that the team can complete tasks in a timely manner. A large central bulletin board will be maintained with design and calendar information.

Team 4203 constantly works to improve our build season process, making teamwork between the sub-teams smoother by holding regular integration meetings. Additionally, each sub-team creates "engineering notebooks" during build season, which will be available on the Internet. Each engineering notebook entry includes the names of team members participating, the date and start/stop times, the tasks accomplished, and the next tasks to do. Entries can also include lessons learned that day, photos, details, spreadsheets, CAD screenshots or drawings, etc. The purpose is

to make it easy for someone to pick up a sub-team's ideas and keep them going if no one from that sub-team is present.

Homework Hours

Each student can apply up to 10 homework hours toward their build season hours. Students are welcome to work on homework at build season meetings even if it exceeds 10 hours. These hours must be conducted in the presence of a team mentor, at a team study session, or with the team teacher(s). The idea is to provide the students with a quiet location in which to assure they are completing their assignments during the hectic build season.

Competition

Competition season is March through April when the robot and the team travel to competition sites. The regional competition is in March. If qualified the team will engage in the International competition, held at the venue selected by FRC for that year, in mid-April. This is the height of the Robotics season.

Summer

Summer season runs May through August, and meets every week for those interested, with a kickoff meeting at the start of school. Summer is a great time to get started on activities and projects prior to pre-season, skill building, and a good time to do demonstrations, fund raising and community service. The team Leadership will continue help with planning, strategizing and skill building for the next season.

Fund Raising

Fund raisers are to be approved and all ideas would need to be screened by the mentors for appropriateness.

Adult Volunteers need clearance to oversee activities involving teens.

See the Team3203FundRaising document for suggested activities.

Fund Raisers

Adults associated with the team will oversee and organize fund raisers and student members will be expected to participate in at least some of these fund raising activities. Participating in the Applebees' fund raiser is mandatory.

Team Uniforms **MUST** be worn to ALL team events (community service, fund raiser and demo) in order to receive credit for the activity. For new students, green shirts/sweatshirts attire will be sufficient.

Parental Involvement

The team does a lot throughout the entire year and can always use parent volunteers in many facets.

Parents/guardians need to:

- Attend a Parent Info Session at the beginning of the year
- Attend mandatory pre-travel meetings
- Attend one team event during the year prior to competition (fund raiser, community service, demonstration, etc.)
- Provide at least one meal during build season
- Find out about other ways to participate like organizing fundraisers or building field elements or even becoming a mentor

A section below details more fun ways that parents can be involved with the team and help out!

Family Brings A Meal

Every family is asked to bring at least one meal during the build season. There will be approximately 12 meals needed during build season. Mentors and students work very hard during this time, and it is important for them to be well nourished. The mentors are providing their time and expertise on a volunteer basis – they are not paid! A tasty meal is a wonderful “thank you” for the effort they put in.

Meals include dinner during the week (Friday), and may include lunch and may include dinner on the weekends. Meals can be very simple (like ordering pizza, subs, or Chinese food) or as elaborate as you may want. You will receive full information by email in December so that you can sign up for the meal(s) you'd like to provide.

There are additional ways (very much appreciated!) that families can help out if they choose to:

Paper products: We need plates, napkins, and cups throughout the entire pre-season. We also need plates, napkins, cups, bowls, and utensils during the build season.

Beverages: We also need families to donate beverages throughout the build season. It could be a case or two of water, a case or two of soda pop, a few 2-liter bottles of water or soda pop, juices, etc.

Snacks: During build season (when there can be some late-night sessions!), it really helps to have nutritious snacks on hand. Snack donations are always appreciated.

Eligibility

Success is an important part of *FIRST* and Team 4203. It is not restricted to the robot, game performance, or how many trophies the team is awarded. Team members are successful only when they succeed in the classroom, and then participate in team activities. All team members are expected to make school work and individual academic performance a priority over any team event or activity. To implement this concept, every student will have to maintain eligibility through school rules. Students that fall below this minimum requirement will not be allowed to participate with the team, but will need to focus on improving their overall academic performance.

Ineligibility

Students that fail to meet the minimum grade requirement established by the school will be ineligible for the Build Season. During the ineligibility period, the student will be expected to focus on improving their grades, and cannot attend any major team events or participate in building the robot. Once the student establishes a new grade average that removes them from the ineligibility list, the student will then become eligible, and will be allowed to fully participate on the team again. Parents shall inform a team leader if they receive a warning letter from the high school guidance office.

Help Available

Any student member of the team that is struggling with school work can seek help. The team will have resources available to help students with school work. The team will also have study hall time available at the beginning of any after school work session. You do not need to be ineligible or on probation to seek/receive help – just ask! If you don't know who to ask, then talk to the lead mentor for guidance. Student members that are ineligible or on probation should expect to be offered help, as we want all of our students to succeed academically as well as on the team.

Studying for Exams Takes Precedence

Academic performance takes precedence over team activities and events. Students are expected to complete all school work before participating in team events or activities. Students are expected to miss team meetings, workshops, etc. when they need to study for exams. NO EXCEPTIONS!

Behavior

Each team member is ultimately responsible for his / her own behavior. However, how team members behave will reflect on the team, the school, and the sponsors. You are expected, at all times, to be polite and respectful of everyone, and to refrain from activities that are considered disruptive. We are all role models and our goal is to present an image that is positive and in the spirit of team building – not a phony image, but an authentic attitude of appreciation and professionalism. Negative behavior such as shoving, hitting, fighting, name calling, destructiveness, stealing, or constant griping and complaining are not helpful and will not be

tolerated. Inappropriate behavior will be subject to disciplinary action up to and including suspension from the team. Additionally, team members WILL NOT engage in other activities, e.g. computer games, during meetings without permission.

Disciplinary Action

Disciplinary Action may need to be taken on an as-needed basis. This will be determined by the lead teacher and the team leader. Oftentimes, the student will be given a verbal warning. Based on the level of the offense, the student may be removed from team participation for one week, or removed from the team entirely.

Game Test

Each year, the game used in the FRC changes. It is important that every team member have a good understanding of the game and how it works. This understanding is essential when the team is working on design concepts and game strategy. In addition, everyone on the team should be able to explain the basic idea of *FIRST* and the fundamental elements of the game to judges and the general public. Passing the test is a requirement for attending competitions!

Drive Team and Pit Crew Grades: 100%

Members of the drive team and pit crew will be expected to pass the game test with a perfect score. It is essential that the drive team and pit crew fully understand the game, all of the rules, and especially all of the methods of scoring points or receiving penalties. All potential drivers, coaches, human players, and pit crew members will have to pass the written test before the drive team, backup drive team, and pit crew are selected.

Returning Team Member Grades: 90%

Returning members of the team that are not part of the drive team or pit crew will be expected to pass the game test with a 90% score or higher.

New Team Member Grades: 80%

New members of the team that are not part of the drive team or pit crew will be expected to pass the game test with an 80% score or higher.

Mentors Grades: 90%

A mentor should be versed in the rules of competition as well as specifics related to their field or expertise in order to facilitate a smooth and seamless integration of knowledge and the needs of the build, based on *FIRST* rules.

Take as many times as needed

The game test itself is viewed as a learning tool, and everyone will be allowed to take the test as many times as needed until they pass. However, all tests **MUST** be passed before our first competition (usually the Finger Lakes Regional in early March).

There are occasionally extenuating circumstances that we understand may prevent a student from fulfilling all of these achievements. In this case, it is best for the student and/or parent/guardian to bring the situation to the lead mentor's attention for consideration on how best to accommodate these circumstances. We want all students to have the ability to fulfill these achievements and have their trips funded.

Travel / Competition

Regional and National competition are spirited and exciting robotic sporting events that take place in March both here in the United States and abroad.

Permission and medical forms will be required for each student traveling with the team. Parents and family are welcome and encouraged to attend and cheer our team on. Non-chaperoning family can often get the team rate for hotel accommodations. Parents, this is a great way of attending the competition without straining the family budget any more than necessary.

Regional and Championship competitions are the high-spirited and exciting “robotics sporting events” that take place in March and April nationally and abroad.

Schedule

The regional events that we choose will be in the northeast with other northeastern teams. Anywhere between 30 and 40 teams compete at each event. The drive team and pit crew leave a day ahead of the rest of the team (Wednesday), and the actual competitions are two-day events (Friday – Saturday) with travel on Thursday.

Permission forms and medical forms will be required for each student. Parents and family are welcome and encouraged to attend and cheer our team on – non-chaperoning family can often get the team rate for travel (bus and/or hotel), so by all means inquire about traveling with the team. Chaperons will also be needed (parents, this is a GREAT way to attend the competitions without breaking your budget!). Should the team win at the Regional Competition we would plan to attend the *FIRST* International Competition, at the venue selected for that year. Again, based on Team finances, subsidies may be available to defray the cost of travel. The same rules apply, as specified above, reference student achievements.

Uniforms

All team members will be **REQUIRED** to wear team uniforms (minimum of a team shirt) at competitions, all demos, community service events, and fund raisers in order to represent the team. The exception to this is if an organization requires volunteer shirts (e. g., volunteering for marathons). Family and friends can and are encouraged to buy and wear team shirts.

Health

All students will make sure to take care of their health during the year, especially during build season. Students are not permitted to provide any form of medication to other students. Any student that becomes ill or injured during a trip should report it to the safety captain and a chaperon for appropriate action.

Forms

All students will be required to submit permission slips and emergency contact information as well as health-related forms in order to attend any of the team events.

Career Opportunities

Because someday you'll need to make real money!

As the mission of the *FIRST* program is to inspire students in science and technology fields, it is one of the team's goals to provide guidance in college and career opportunities for science and technology.

Scholarships

The Leadership group will work with the school's career counselor to publish information on the scholarships offered for *FIRST* students. Mentors will be available to write recommendation letters for any students applying to college or for scholarships. Scholarship information is also available online at <http://www.usfirst.org/scholarshipsearch.aspx>.

Important Contacts

Each team member will be supplied with list of the key leaders, mentors, teachers, and other team contacts. Please check the team website and your email regularly for important information.

Appendices

The following documents are a part of this Handbook.

Team 4203 Student Application

Team 4203 Business List

Team 4203 Leadership Application

Team 4203 Fund Raising

Team 4203 Leadership Manual

Team 4203 Contract