

TEAM HANDBOOK



Table of Contents

Team 1592 Mission Statement.....	Page 1
About FIRST (For Inspiration & Recognition of Science & Technology).....	Page 1
Team Goals.....	Page 1
Team Objectives	Page 2
Team Marketing Strategy.....	Page 3
Team Requirements	Page 4
Team & Parent Expectations	Page 6
Parent Information	Page 7
Team Roles.....	Page 8
Safety Guidelines.....	Page 8
Frequently Asked Questions	Page 9
Helpful Websites	Page 11
Contact Information	Page 11
Current Team Sponsors.....	Page 12
Forms.....	Page 13

Team 1592 Mission Statement

The mission of the Bionic Tigers shall be to promote interest in and knowledge of science and technology throughout Cocoa High School, Holy Trinity Episcopal Academy, and the community; and to develop leadership, business, teamwork, communication and other life skills.

About FIRST

FIRST (For Inspiration and Recognition of Science and Technology) is a non-profit organization founded in 1989 by Dean Kamen to inspire young people to be more involved in science and technology. It does this by bringing professional engineers into the schools as mentors to assist high school students all over the country to learn about science and technology through the construction of a robot designed to master a different challenge each year. Dean Kamen's main hope is that one day children will revere science and technology as they now do music and sports. The organization provides robot kits to each team to use for the purpose of building a robot to meet each year's challenge. The competitions are not just about winning, but are designed to build a strong sense of teamwork and to encourage students to develop strategies for problem solving in a real-world environment. FIRST coined two phrases you'll often hear at competitions – Coopertition and Gracious Professionalism. Coopertition is a cross between cooperation and competition, which by definition is teams helping other teams even when competing. Gracious Professionalism is doing the right thing even when no one else is watching, just because it is the right thing to do. For more information about FIRST, visit their website www.usfirst.org.

Team Goals

The goal of the Bionic Tigers is to further strengthen our sense of team work, to continue practicing our gracious professionalism, and to inspire others within our community to get involved in science and technology programs. It's not all about winning; it's about being part of a team and working together to create something spectacular.

Team Objectives

- Bring positive recognition to Cocoa High School, Holy Trinity Episcopal Academy and the Community
- Develop community awareness of the importance of Science & Technology Careers
- Develop awareness of technology-related careers
- Provide hands-on experience in engineering and technology-related fields
- Develop an interest in robotics among younger students within our community

Team Activities designed to meet our objectives:

- Bring positive recognition to Cocoa High School, Holy Trinity Episcopal Academy and the Community
 - Provide press releases regarding our activities
 - Build a competitive robot for FIRST competitions
 - Provide links to streaming video of our competition matches from our website
 - Provide DVD copies of team video documentary to members of the community
- Develop community awareness of the importance of Robotics, Science & Technology to our future
 - Provide press releases regarding our activities
 - Demonstrate our robot in community settings
 - Participate in community events such as parades and not-for-profit fundraisers
 - Teach engineering, science and math activities to local organizations
 - Conduct Community Involvement Night
 - Provide DVD copies of team video documentary to members of the community
- Develop awareness of technology-related careers
 - Maintain a FIRST scholarship bulletin board with promotional materials from colleges
 - Arrange career-shadowing and internship opportunities for students with our corporate partners
 - Participate in local STEM awareness activities

- Provide hands-on experience in engineering and technology-related fields
 - Provide individualized training in lab safety procedures and proper use of tools and equipment
 - Arrange career-shadowing and internship opportunities for students with our corporate partners
 - Engineer/Mentors demonstrate procedures and then allow students to perform tasks
 - Conduct workshops with industry experts on software programs (CAD, Easy C, etc.)
- Develop an interest in robotics among younger students within our community
 - Teach engineering, science and math activities to local organizations
 - Encourage middle school siblings of team members to participate as "honorary" members
 - Conduct a robot naming contest in elementary school classrooms
 - Mentor Lego League teams at local elementary and middle schools
 - Host FLL Lego League competitions

Team Marketing Strategy

- Contact local businesses
 - Provide sponsorship letters and team video documentary on DVD
- Conduct Community Involvement Night
 - Invite local business owners, chamber of commerce members, city council members, local not-for-profit organizations, community at large
 - Provide dinner and team spirit memorabilia for participants
 - Conduct silent auction to encourage participation and fundraising
 - Conduct presentation demonstrating need for Science & Technology careers in US
 - Demonstrate robot using previous year's game
 - Present team video documentary produced by students & provide DVD copy for participants
 - Provide competition schedule to participants
 - Solicit support from participants
- Participate in and/or organize Outreach events
 - Show of team spirit and willingness to help in the community

- Recruit new team members
 - Demonstrate robot at local middle schools
 - Create advertisements to post in classrooms
 - Broadcast streaming video of our matches from competitions on team website
 - Broadcast streaming video of our matches from competitions on classroom televisions
 - Start new and mentor existing Lego league teams
 - Demonstrate robot at school in the cafeteria during lunch and on school news
 - Broadcast videos of team activities on the school news
 - Coordinate combined activities with the middle school Lego League team
 - Invite middle school Lego League team to attend Florida regional competition

Team Requirements

New students join the team each year. Because this is truly a year-round activity which starts in May and runs through April, it can be overwhelming at first. However, this handbook should help walk you through the process. It is very important that students, mentors and parents check their respective email, Shutterfly (www.bionictigers.shutterfly.com) and the team website (www.FirstTeam1592.com) frequently. As with any after-school activity, there are requirements for participating on the team and rules to live by:

Financial and Hourly Requirements:

- Because travel arrangements must be made in advance and down payments made to secure travel and hotels, all fundraising must be completed by Jan 1st. Any money raised after this date, will apply to the following year.
- Traveling to multiple out of state competitions is expensive. On average, it costs around \$700 per student¹ to travel to two competitions each year. This amount covers any transportation expenses and cost of a hotel room for the duration of the competition. The team budget cannot support all travel expenses but instead, offers a travel stipend to the students to help offset the cost.

¹ Data is an average of past years' experience and could be more or less depending on current prices and competitions attended.

- Veteran members are required to contribute a minimum of 20 hours of Outreach participation(10 hours for rookie students) in order to be eligible for the team travel stipend. Once these hours are reached, the student will be paid on an hourly rate of \$6.00/hr for team participation up to a total of \$325 per student.
- Each student and their family will be responsible for the balance of his or her travel expenses. Members have three options for raising money: corporate sponsors, fundraising events or personal payments. Each student is provided enough opportunities between finding sponsors and fundraising that most times no personal payments are necessary.
- There are MANY opportunities for fundraising throughout the year. All money raised will be deposited into each child's travel account and at NO time will money be distributed to students directly. Any money raised by an individual above the required amount, will go into the general budget to enable the team to grow.

*** See Travel Policy for a more in-depth explanation of rules. ***

Academic & Discipline Requirements:

- Students on the team must maintain a **minimum** of a 2.0 GPA, and must not have a disciplinary problem. Since Robotics is an EXTRA-curricular activity, students are expected to make their schoolwork their main priority. Because participation on the team is a privilege not a right, the team maintains a "Three Strikes You're Out" policy. Any combination of three F's or discipline referrals and you are off the team. Any money raised will be forfeited.
- During the robot build season, power tools are in use. Proper training on each tool must be documented prior to its use and a safety pledge signed by every team member. Any student found misusing tools will be removed from the robot lab and placed on probation.
- Any disruptive behavior, foul/demeaning language, or disrespect towards other team members, parents and/or mentors will not be tolerated.
- Any behavior that results in expulsion from school will automatically result in expulsion from the team as well. Any money raised will be forfeited.
- Any student who does not adhere to the above rules will be suspended and/or removed from the team. Any money raised will be forfeited.

Lettering Requirements:

As with other sports and clubs within CHS, students can Letter in Robotics. This is a completely voluntary goal that awards a student's commitment to the team. Each student that meets the following requirements will be awarded either a pin and/or letter according to the number of years on the team. The first year on the team, a pin will be awarded; the second year on the team a letter and pin will be awarded; each additional year the student will be awarded a pin.

➤ Requirements:

- Participate in 40 hours of Outreach
- Contribute 150 hours of Team Time/Outreach during off season activities
- Contribute 125 hours of Team Time during build season
- Hold a position of leadership on the team
- Attend one or more competitions
- Maintain a minimum 2.5 GPA
- Display appropriate attitude as expected of a Bionic Tiger team member

Team and Parent Expectations:

➤ **Team members** are expected to:

- Maintain a minimum 2.0 GPA – attending academic help sessions and participate in tutoring where necessary, and asking for help when needed
- Attend at least two meetings per month during the fall season and two meetings a week during the build season
- Maintain a positive attitude towards FIRST and team activities
- Receive training prior to the use of any equipment
- Check the team bulletin board in the lab, email, and/or the team websites at least twice a week for updates
- Communicate any concerns with a team mentor as soon as possible
- Treat every team member, mentor, volunteer, parent and teacher with respect at all times, regardless of how they treat you
- Accept responsibility for all actions, lack of action and decisions without making excuses
- Promote all team fundraising activities even if not personally participating
- Participate in team Outreach events to help promote FIRST, the team, and better the community

- **Parents** are expected to:
- Support student in maintaining a minimum 2.0 GPA by being available to the student for help and/or arranging tutoring where necessary
 - Attend Parent Booster Team (PBT) meetings whenever possible
 - Maintain a positive attitude towards FIRST and team activities, promoting them in the community whenever possible
 - Check email and/or the team websites at least twice a week for updates
 - Treat every team member, mentor, volunteer, parent and teacher with respect at all times regardless of how they treat you
 - Promote all team fundraising activities even if not personally participating
 - Make payments or participate in fundraising and/or sponsorship drives so that the students travel account stays on track to meet all financial deadlines
 - Turn ALL forms in by the designated deadline
 - Support the team by attending all local competitions and promoting it to others in the community
 - Providing support for student fundraising efforts by participating personally or helping the team locate participants and/or sponsors

Parent Information

Parent Booster Team (PBT) - There is a monthly Parent Booster Team meeting, which all parents are encouraged to attend. PBT meetings are held monthly in the robot lab at 6:30 pm and last approximately one hour. An advanced notice will be sent out each month detailing the date and agenda. All parents are encouraged to attend to help plan activities and keep on top of what's going on with the team.

Website – Team information can be located at our team member website – www.bionictigers.shutterfly.com. This site is updated regularly and contains important information regarding activities, deadlines, requirements, and contact information. An e-mail link is available should you need help with the website or have difficulty finding the information you need.

E-mail – Regular updates will be sent out using a team e-mail distribution list containing information about upcoming events, deadlines, fundraising opportunities, competition information, and general team progress.

Team Roles

There are three main teams on which members may participate, under which are multiple sub-teams. Students often find it possible to participate on more than one team in the fall. However, once build season begins in January, we attempt to have the majority of the Project Management and Computer/Multimedia work completed so that all efforts can be focused on the robot. Teams to select from are:

- **Project Management/Administrative:** Includes setting task completion schedules, managing team information, organizing and managing fundraising and community service activities, preparing essays and presentations for various awards, planning travel arrangements for competitions and events and other team business.
- **Computer/Multimedia Team:** Includes the production of a computer animation for competition, creating a top-of-the-line website, photography and videography of the team's progress and events and documenting team activities on Shutterfly.
- **Robot Team:** Includes designing and fabricating the drive & power train, robot mechanisms, robot manipulator system, control system, electrical system, playing field construction, robot testing, and programming.

Safety Guidelines

- Avoid any kind of horseplay in the lab
- Keep the work area clean and put tools and materials away in the proper place
- Report any injuries to a mentor right away, no matter how small
- All members must have permission and training from a mentor before using any tools
- Goggles and other safety gear must be worn at all times
- Long hair must be tied back from the face, jewelry must be removed from arms and hands, loose clothing must be tucked in, and any ties or scarves must be removed from around the neck
- No liquids may be brought near the equipment.
- No open-toed shoes are allowed in the lab at any time

Frequently Asked Questions

What does FIRST stand for?

For Inspiration and Recognition of Science and Technology.

What is the mission of FIRST?

FIRST designs accessible, innovative programs to build self-confidence, knowledge and life skills while motivating young people to pursue opportunities in science, technology and engineering. There are three levels of participation in *FIRST*: FLL – *FIRST* Lego League which involves students ages 9 to 13 in a robotic competition utilizing Lego Mindstorms kits. FTC – *FIRST* Tech Challenge which involves students ages 14-18 in a robotic competition utilizing VEX robotics kits. FRC – *FIRST* Robotics Competition involves students ages 14-18 in a robotic competition utilizing industry materials and engineer mentors.

Who is Dean Kamen?

Dean Kamen founded *FIRST*, and continues to be its driving force. *FIRST* uses techniques to motivate the next generation to want to learn about science and technology. Dean has personally recruited scores of the top leaders of American industry, education and government in this crusade. He encourages students to strive to become “science and technology heroes.”

Who is Woodie Flowers?

Dr. Woodie Flowers is a Professor of Mechanical Engineering at the Massachusetts Institute of Technology. Dr. Flowers designs the *FIRST* Robotics Competition specifics each year with *FIRST* founder Dean Kamen. Dr. Flowers also acts as the emcee of the *FIRST* Robotics Competitions. He has served as a national advisor to the *FIRST* Robotics Competition since its inception.

What is the Chairman's Award?

The Chairman's Award is given annually to the team that best exemplifies and demonstrates the values that *FIRST* emphasizes. Since its inception, the *FIRST* Robotics Competition has been about partnership among people, the impact it has on their lives and appreciation of science and technology. The Chairman's Award recognizes a team's commitment and efforts toward achieving this goal. It remains *FIRST*'s most prestigious award.

What is Gracious Professionalism?

With Gracious Professionalism, fierce competition and mutual gain are not separate notions. Gracious professionals learn and compete like crazy, but treat one another with respect and kindness in the process. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended. Booing or trash talking is never acceptable. Team members should always be supportive and encouraging to all participants, volunteers and spectators at any *FIRST* event.

What is Coopertition®?

Coopertition is displaying unqualified kindness and respect in the face of fierce competition. Coopertition is founded on the concept and a philosophy that teams can and should help and cooperate with each other even as they compete.

What is *FIRST* Lego League?

Also known as FLL or Jr. Robotics, and was created for students in upper elementary and the middle schools in order to introduce them to the world of robotics. Each year in September, FLL teams accept the Challenge, which engages them in hands-on robotics design and authentic scientific research. After eight intense weeks, the FLL season culminates at high-energy, sports-like tournaments. FLL is a worldwide program for children created in a partnership between *FIRST* and the LEGO Company.

Can I see competitions from home?

Most regional competitions are televised when NASA is a sponsor. To find out if an event is webcast, go to: <http://robotics.nasa.gov> or <http://www.usfirst.org>. You may also be able to view the competitions on NASA's cable station.

Where Can I find out more about *FIRST*?

To read more about *FIRST* and all it entails, visit www.usfirst.org.

Helpful Websites

www.bionictigers.shutterfly.com – Team Member website

www.firstteam1592.com – Team 1592 public website

www.team801.org – Horsepower Team 801, our sister team

www.usfirst.org – FIRST website

www.chiefdelphi.com – The main information source for anything related to robotics

www.brevard.k12.fl.us - The website for Brevard Public Schools

www.thepinkteam.org - Team 233 website, formerly our mentor, and a role model

www.first.wpi.edu - FIRST's robotics information website

Contact Information

Team sponsor, primary mentor and Cocoa High School liaison:

Trish Roberts roberts.patricia@brevardschools.org (321) 794-1620

Team primary mentor and Holy Trinity Episcopal Academy liaison:

Kelly Rain ktrain@cfl.rr.com (321) 543-6029

Team primary mentor and robot build:

Nathan Gelino nathan.j.gelino@nasa.gov (517) 282-7848

Team primary mentor and programming:

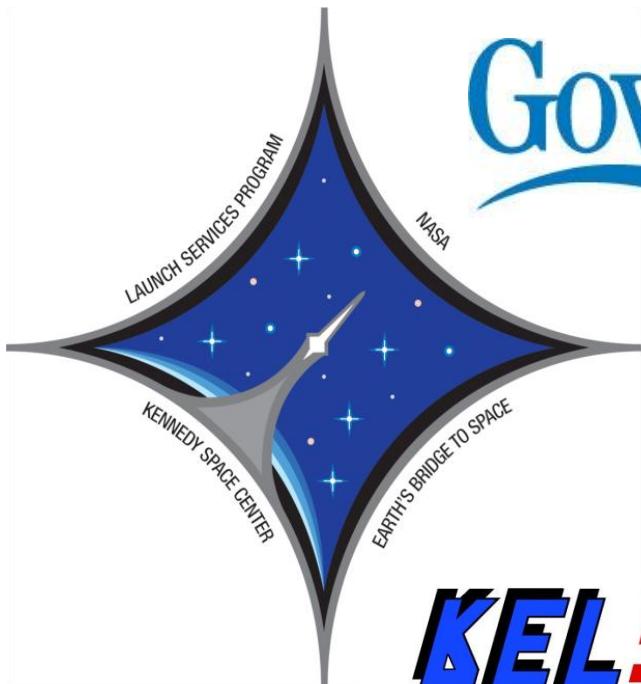
Dustin Dyer dustin.e.dyer@nasa.gov (706) 308-6686

Team primary mentor and fundraising/outreach:

Shel Van Guilder shel.vanguilder@hotmail.com (321) 213-1773

*Complete contact information can be found on our Shutterfly team member website.

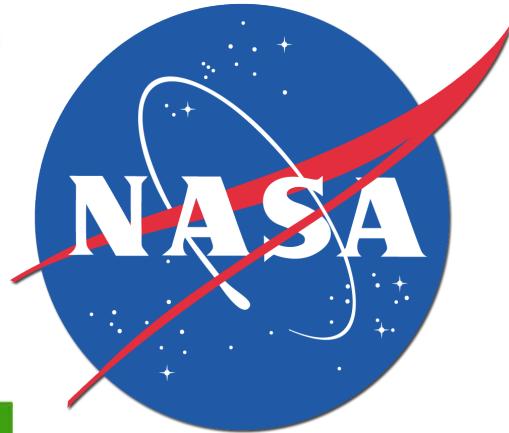
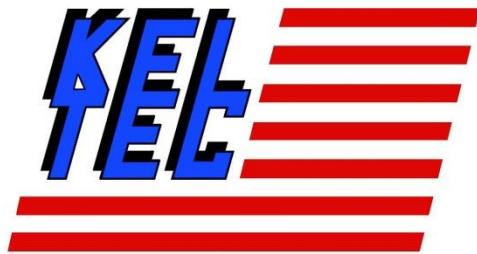
Current Sponsors



GovConnection®

tools for higher learning™

QinetiQ
North America



Forms

Parent Permission and Responsibility Statement for Off-Campus Activity	Page 14
Student Medical Release for Out-Of-County or Overnight Travel	Page 15
Teacher Approval for Fieldtrip	Page 16
Statement of Insurance on Privately Owned Vehicles	Page 17
Cocoa High School Sponsorship Letter.....	Page 18
Holy Trinity Episcopal Sponsorship Letter	Page 19
Safety Pledge	Page 20
<i>FIRST</i> Consent and Release Agreement	Page 21
Travel Policy Agreement.....	Page 22
Student Agreement	Page 23

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

PARENT PERMISSION AND RESPONSIBILITY STATEMENT FOR OFF-CAMPUS ACTIVITY

School Name	Date
Student's Name (please print)	Grade / Class
Activity / Event: _____ List activity (ies) in detail or attach an outline that details all activities occurring during the trip.	
On _____	Date(s) of Event _____
Teacher(s)/Sponsor in Charge _____	

TRANSPORTATION BEING PROVIDED (check all that apply)

- Walking - School Bus - Commercial Carrier (bus) - Privately Owned Vehicle

- Leased Vehicle - County Vehicle - None - Other _____
(Describe)

DRIVERS OF PRIVATE OR LEASED VEHICLES (check all that apply)

- Student (other than self) - Parent or Volunteer - Teacher or Staff Member - Other _____
(Describe: student will drive self, aunt, uncle, etc.)

TYPE OF ACTIVITY (Check all that apply)

- Field Trip To _____ (Describe activity) - On Campus Activity

Parents should direct questions concerning the activity to the School Office or the following school personnel:

1. Name _____ Telephone: () _____ - () _____
Teacher – Sponsor in Charge (School Number) (Mobile Phone)
ALL THE ABOVE TO BE COMPLETED BY THE SCHOOL

ALL THE ABOVE TO BE COMPLETED BY THE SCHOOL

- PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS**

 1. I understand that participation in this activity is voluntary, that it is not required, and that it exposes my child to some risk(s).
 2. When the school does not provide transportation, the parent or guardian and student are responsible for transportation to and from the off-campus activity.
 3. The parent or guardian and student understand that the school district, its officers, agents or employees are not responsible for the student during the time he/she is traveling to or from the off-campus activity, unless the school is providing transportation.
 4. The parent or guardian, and student will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold the School Board of Brevard County harmless for any injury or accident or property loss involving the student.
 5. Parent or guardian permission for the student to participate in the above activity (ies) may be withdrawn by written notification to the principal or by a change in the student's schedule approved by the principal or designee.
 6. I understand that my child will be involved in activities off school property; therefore, neither the School Board of Brevard County, or its employees and volunteers, will have any responsibility for the condition or use of any nonschool property.
 7. In the event of medical emergency, I/We authorize the teacher or chaperone in charge of the Off-Campus activity to seek emergency medical treatment for my child at my expense.

Some field trips may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable or unforeseeable causes. Your signature signifies permission for your child to participate in these activities when supervised by a sponsor(s) and that you will indemnify/hold the School Board of Brevard County harmless for any accident or injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while your child is engaged in the water related activity (ies).

Students Signature (Optional for Elementary School) - Date

Parent/Guardian Signature (Required for all) – Date

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

STUDENT MEDICAL RELEASE FORM FOR OUT-OF-COUNTY OR OVERNIGHT TRAVEL

School Year _____

Name of Student (Please print) _____

Address _____

Home Phone (____) _____ - _____ Date of Birth ____ / ____ / ____ Place of Birth _____

Parent's Work Phone (____) _____ - _____ Other Emergency Phone (____) _____ - _____

This agreement to travel and participate in activities or events sponsored by the Brevard County schools is entirely voluntary on our part. It is also agreed that we will abide by all the rules set down by the School Board of Brevard County and the school.

The School Board of Brevard County, its school principals, and its teachers desire that students and parent(s) or guardian(s) of students have a thorough understanding of the implications involved in a student's participating in a voluntary extracurricular activity. For this reason, it is required that each student in the Brevard County schools and his/her parent(s) or guardian(s) read, understand, and sign this agreement prior to the student being allowed to participate in any out-of-county or overnight school trips.

1. I/We, the undersigned, as parent(s) or guardian(s), give my/our consent for the student identified herein to participate in activities as a representative of his/her school.
2. I/We will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold the School Board of Brevard County harmless for any injury or accident or property loss involving the student.
3. I/We understand that all school officials will complete required accident insurance forms, after which all claims under insurance policy, or policies, for injuries received while participating in school events, shall be processed by the student, his/her parent(s), or guardian(s) through the company agent handling the student's insurance policy and not through the school officials.
4. I/We hereby accept financial responsibility for equipment or instruments lost, stolen, or damaged.
5. I/We authorize the school to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel. I/We also agree that the expenses for such transportation and treatment shall not be borne by the school district or its employees.
6. I/We accept full responsibility and hereby grant permission for my/our son/daughter to travel on any school related trip by bus or privately owned motor vehicle driven by a licensed driver employed or not employed by the district. This statement remains in effect until the end of this school year unless cancelled by me/us in writing to the school.
7. Some extracurricular activities may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable and unforeseeable causes. I/We give permission for my child to participate in these activities when supervised by a sponsor(s) and I will indemnify and hold the School Board of Brevard County harmless for any accident or injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while my child is engaged in the water related activity (ies).

Student's Signature _____

Mother's or Guardian's Signature _____

Date _____

Father's or Guardian's Signature _____

(OFFICIAL SEAL)

State of Florida, County of _____ . Sworn to and subscribed before me this _____ day of _____, 20 _____ by
 _____, who is personally known to me or who has produced _____ as identification.

Signature of Notary Public _____

Typed, Printed, or Stamped Name of Notary _____

My Commission Expires _____

Notary Public Commission Number _____



COCOA HIGH SCHOOL
TEACHER APPROVAL FOR FIELD TRIP

Name of Student: _____

Teacher Sponsoring Trip: _____ Date of Trip: _____

Destination: _____

Periods that will be missed (circle all that apply): 1 2 3 4 5 6 7

Period	Subject	Teacher	Letter Grade	Conduct S/U	Number of Absences	Permission Y/N
1						
2						
3						
4						
5						
6						
7						

- Students must have at least a 2.0 GPA from previous grading period in order to be eligible to attend the field trip.
- Teachers may request that assignments/tests being missed be turned in prior to attending the field trip.
- Student is responsible for obtaining and completing make-up work.
- Teachers may deny permission if student is failing their class.
- Students must receive permission from their teachers in order to be able to attend the field trip.

Student Signature

Date

Parent Signature

Date

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

STATEMENT OF INSURANCE ON PRIVATELY OWNED VEHICLES

Required by F.S. 1006.24(4)

School Year _____

School _____ Date _____

The School Board of Brevard County, Florida requires proof of insurance coverage in force on all private vehicles used for the transportation of school sponsored groups on all in-county and out-of-county trips. The groups that may be transported include, but are not limited to, students, coaches, sponsors, faculty, and chaperones. This form is to be completed for each private vehicle used for the transportation of school sponsored groups. It is valid for the school year in which it is filed. If the insurance policy expires or is cancelled during the school year, a new statement must be submitted.

DRIVER INFORMATION

Driver's Name _____ Age _____

Address _____ Phone (____) _____ - _____

Florida Driver's
License: Type _____ Number _____

VEHICLE INFORMATION

Vehicle Make _____ Year _____ Model _____

License Tag _____ Expiration Month / Year _____ / _____

INSURANCE INFORMATION: THE SCHOOL BOARD OF BREVARD COUNTY RECOMMENDS THE VEHICLE OWNER CARRY A LIMIT OF \$200,000 COMBINED SINGLE LIMIT OR \$100,000/\$300,000 BODILY INJURY LIMIT.

Name of Insured(s) _____ Policy Number _____

Insurance Company _____

Policy period: From _____ To _____

The vehicle owner's policy provides the recommended limits of liability coverage. Yes No

Insurance Agent _____

Address _____ Telephone (____) _____ - _____

I certify that insurance policies, subject to their terms, conditions, and exclusions are at present in force with the company indicated and that the information above is correct.

Signature of Owner/Insured _____ Date _____

This information above has been verified.

Signature of Principal or Designee _____ Date _____

Cocoa High School

2000 Tiger Trail
Cocoa, FL 32926-5599



Dear Community Leader:

Engaging students in math, science, and technology is one of the most important factors in creating tomorrow's workforce. *FIRST* (For Inspiration and Recognition of Science and Technology) is a program that addresses this issue. Through hands-on activities, mentoring, presentations, and behind-the-scenes field trips, students discover the world of design and engineering. The students are then challenged to design and build a robot in a 6-week build season. During that time our team, working with local engineers and machinists, designs and fabricates a robot to compete in a robot vs. robot challenge that is every bit as intense and exciting as a traditional sporting event. The Team will present their design to their peers and community in regional competitions around the county, then hopefully, the World Championship in St. Louis, Missouri.

FIRST is a not-for-profit organization that designs fun, motivational programs to help young people aged 6-18 discover and develop a passion for science, technology, engineering, and math (STEM) through challenging robotics competitions. The mission of *FIRST* is to inspire youth to be science and technology leaders of tomorrow by engaging them in exciting mentor-based programs that build their skills, inspire innovation, and foster well-rounded life capabilities including self-confidence, communication, and leadership. www.usfirst.org

FIRST Robotics Team #1592, The Bionic Tigers (www.firstteam1592.com), will be offered to students from Cocoa High School and Holy Trinity Episcopal Academy as an after-school activity. Participants are typically students in grades 9-12 that have expressed an interest in the program. Most of the students are very dedicated and put in over 200 hours during the build season, excluding school hours, just to get the chance to travel to competition to see how well they have designed and built their robot. The cost for these competitions runs over \$700 per student and there are 40 students.

Team #1592 currently has two corporate partners, NASA Launch Services and QinetiQ Corporation that contribute thousands of dollars to fund this project. Their contributions are enough to cover the cost of fabricating our robot and to help with registration costs for regional competitions. The team now has to raise enough money for the students to travel. We would like to request your assistance in providing this opportunity to the students of Cocoa High School and Holy Trinity Episcopal Academy.

Your gift of any donation is listed below:

Partner: \$10,000 Large logo on the robot and on team banner and everything below

Platinum Sponsor: \$ 5,000 Small logo on the robot, and everything below

Gold Sponsor: \$ 1,000 Large logo on team t-shirt and everything below

Silver Sponsor: \$ 500 Small logo on team t-shirt and everything below

T-Shirt Sponsor: \$ 100 Recognition on our team web page and name listed on team t-shirt

A team member will be contacting you personally in the next few weeks to discuss this partnership. Thank you for your consideration, and we look forward to partnering with you.

Sincerely,
The Students and Mentors of Team #1592

Contact: Trish Roberts, Faculty Advisor
321-794-1620 cell 321-636-1218 fax
Roberts.patricia@brevardschools.org

All donations are tax deductible and handled through the Brevard Schools Foundation.

Tax ID #: 592895156

All checks should be made payable to: "Brevard Schools Foundation"
Notation: "Cocoa High Robotics Team #1592"

Dr. Stephanie Soliven, Principal
Brian T. Bingeli, Ed.D., Superintendent
Phone: (321) 632-5300 • FAX: (321) 636-1218

An Equal Opportunity Employer



Holy Trinity Episcopal Academy

Dear Community Leader:

Engaging students in math, science, and technology is one of the most important factors in creating tomorrow's workforce. *FIRST* (For Inspiration and Recognition of Science and Technology) is a program that addresses this issue (www.usfirst.org). Through hands-on activities, mentoring, presentations, and behind-the-scenes field trips, students discover the world of design and engineering. The students are challenged to design and build a robot in a 6-week build season. During that time, our team, working with local engineers and machinists, designs and fabricates a robot to compete in a robot vs. robot challenge that is every bit as intense and exciting as a traditional sporting event. The Team will present their design to their peers and community in regional competitions around the country, and then hopefully, the World Championships in St. Louis, Missouri.

FIRST Robotics Team #1592, The Bionic Tigers (www.firstteam1592.com), is offered to students from Holy Trinity Episcopal Academy and Cocoa High School as an after-school activity. Participants are typically students in grades 9-12 that have expressed an interest in the program. Most of the students are very dedicated and put in over 200 hours during the build season, excluding school hours, just to get the chance to travel to competition to see how well they designed and built their robot.

Team #1592 currently has two corporate partners, NASA Launch Services and QinetiC, that contribute thousands of dollars to fund this project. We are seeking additional funding to help cover the cost of fabricating our robot, registration costs for regional competitions, equipment purchases and scholarships for students. We would like to request your assistance in providing this opportunity to the students of Holy Trinity Episcopal Academy and Cocoa High School.

Recognition of your gift of any donation is listed below:

Partner:	\$10,000	Large logo on the robot and on team banner and everything below
Platinum Sponsor:	\$ 5,000	Small logo on the robot, a plaque, and everything below
Gold Sponsor:	\$ 1,000	Large logo on team t-shirt and everything below
Silver Sponsor:	\$ 500	Small logo on team t-shirt and everything below
T-Shirt Sponsor:	\$ 100	Recognition on our team web page

A team member will be contacting you personally in the next few weeks to discuss this partnership. Thank you for your consideration, and we look forward to partnering with you.

Sincerely,

The Students and Mentors of Team #1592

Contact: Kelly L. Rain, Ph.D., School Liaison
krrain@cfl.rr.com
(321) 984-0708

All donations are tax deductible.

Tax ID #: 59-0823947

All checks should be made payable to:
Holy Trinity Episcopal Academy

Notation: Robotics Team #1592

Catherine A. Ford, Headmaster
Telephone 321.723.8323 • www.htacademy.org

Upper School: 5625 Holy Trinity Drive • Melbourne, FL 32940 • Fax 321.308.9077
Lower School: 50 West Strawbridge Avenue • Melbourne, FL 32901 • Fax 321.723.2553

SAFETY PLEDGE

It is understood that each student (has been / will be) given proper instructions in the use of the equipment and in the correct safety procedures concerning the equipment before she or he will be allowed to operate it. The student must assume responsibility for the following safety practices. We therefore, ask that the student subscribe to the following pledge:

I will follow all safety rules.

I will never operate tools or equipment without first having permission from the faculty advisor or engineer mentor in charge.

I will not ask permission to use a particular tool or piece of equipment unless I have been instructed in its proper use.

I will not participate in horseplay in the robot lab.

I will immediately report any accident or injury, not matter how minor, to the faculty advisor or engineer mentor in charge. I understand that I am using this equipment at my own risk and the school will not be held responsible for accidents or injuries.

Student signature _____ Date _____

Parent or Guardian signature _____ Date _____

Faculty Advisor/Engineer Mentor _____ Date _____

UNITED STATES FOUNDATION FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY
(*FIRST*®)

CONSENT AND RELEASE AGREEMENT

Participant Name: _____
If Participant is under 18 years of age, Parent/Guardian Name: _____
Participant Date of Birth if under 18 years of age [MM/DD/YYYY]: _____
Participant Address: _____
Participant Email (If Participant is under 18 years of age, Parent/Guardian Email): _____
Participant Team Number _____

The Participant identified above ("Participant") desires to participate (as a team member, coach, mentor, judge, or in some other manner) in the *FIRST*® Robotics Competition, *FIRST* Tech Challenge, *FIRST* LEGO® League, Junior *FIRST* LEGO League, or another *FIRST* program (the "Programs"). As a condition of allowing Participant to participate in a Program, United States Foundation for Inspiration and Recognition of Science and Technology ("*FIRST*") requires that the Participant (by his or her Parent/Guardian if under 18 years of age) agree to the terms of this Consent and Release Agreement.

1. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that participation in the Program will expose Participant to risks of injury including, without limitation, injury from: building, lifting, and using electrical/mechanical robots and robot components; using tools; other participants; dancing and other associated activities. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that *FIRST* does not select, employ, supervise or otherwise exercise authority or control over the coaches, mentors, and other participants in the Program. Participant, if 18 years of age or older, acknowledges and agrees that he/she is primarily responsible for his/her safety. The Parent/Guardian of a Participant under 18 years of age acknowledges and agrees that the Parent/Guardian is primarily responsible for the Participant's safety and that the Parent/Guardian will monitor, as appropriate considering the age of the Participant and other factors, the Participant's participation in the Program.
2. **In consideration for *FIRST* allowing the Participant to participate in a Program, Participant (and the Parent/Guardian of a Participant under 18 years of age for and on behalf of the Participant and the Parent/Guardian) assumes all risk of such participation and hereby releases *FIRST* and (except as expressly provided below) all of *FIRST*'s directors, officers, employees, volunteers, and agents from any and all claims for any injury of any kind to the Participant (and the Parent/Guardian) or other damages that may occur as a result of the Participant's participation in the Program, including without limitation any injuries or other damages that may be caused by the negligence of *FIRST* or negligence of any of *FIRST*'s directors, officers, employees, volunteers, or agents (including without limitation negligently failing to adequately investigate or screen coaches, mentors, volunteers, etc.), and agrees not to file any lawsuit or otherwise make any claim against *FIRST* or any of *FIRST*'s directors, officers, employees, volunteers, or agents for any such injury or other damages. The Participant (and the Parent/Guardian of a Participant under 18 years of age) does not hereby release any claims against any individual person who intentionally causes injury to the Participant.**
3. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that photographs, videotapes, and other recordings will be made of participants in the Programs, including the Participant. Participant (and the Parent/Guardian of a Participant under 18 years of age) consents to those photographs, videotapes, and other recordings and the use thereof (i) as part of a record of the Program and (ii) to promote *FIRST* and the Programs.

Participant (and the Parent/Guardian of a Participant under 18 years of age) has read this document and understands that this Consent and Release Agreement includes a waiver of the right to make injury claims that is intended to be legally binding. By signing below, Participant (and the Parent/Guardian of a Participant under 18 years of age) agrees to this Consent and Release Agreement.

Signature (of Participant if 18 years of age or older or Parent/Guardian if Participant under 18)

Printed name of person signing

Date

1592 Team Travel Policy

Students will have opportunities to support the team through TEAM activities, and OUTREACH activities. TEAM activities are defined as anything that furthers the team's efforts, such as: time spent on preparation for outreach events, team meetings, subgroup (i.e., Electrical, Programming, Mechanical) meetings, business, marketing, recruiting, website design, award writing, planning, etc. OUTREACH activities are defined as participation at any events that provide direct contact with and education of the public regarding the mission of FIRST.

In order to fulfill the primary mission of FIRST and encourage students to be active in our team efforts to educate the public regarding our program as well as STEM opportunities for students, a minimum of 20 OUTREACH hours will be required for veteran students (10 OUTREACH hours for rookie students) to travel with the team to regional competitions. OUTREACH hours will have to be completed by January 1. An exception to this policy will be the Orlando Regional, which will be viewed as an opportunity to recruit new students, and thus all students interested in attending will be provided transportation and supervision assuming they meet school criteria for travel and missing school (e.g., GPA, behavior).

For the upcoming season, families should plan that travel costs will be approximately \$700 per student. To help meet these costs, the team will provide an opportunity for students to earn a travel stipend of up to \$325 per student. This stipend can be earned by documentation of additional hours earned through either TEAM and/or OUTREACH activities. For each hour of either TEAM or OUTREACH activity completed, students can earn \$ 6 towards travel costs. Hours will have to be verified and signed off by a team mentor. Students will be required to travel with the team in order to use any stipend money earned. If a student does not end up traveling with the team or going to competition, any stipend monies earned will not be returned to the student.

It is expected that the travel stipend will not cover the full cost of students' travel expenses. In order to assist families in reducing any remaining obligation after the travel stipend is applied, numerous fundraising opportunities have been planned for the Fall. For all fundraising activities, any profits earned will be divided amongst the students participating in that event, and credited towards his/her travel costs. If a student does not end up traveling with the team or going to competition, any fundraising monies earned will not be returned to the student.

Students may also raise funds for the team through solicitation of corporate sponsors. Any money donated to the team from a corporate sponsor will be credited towards the travel expenses of the student responsible for generating that donation. If an individual student is able to earn more than is required to cover his/her travel expenses, the team will pay for his/her team shirt. Any additional monies will be used by the team to cover other team expenses.

Student signature _____ Date _____

Parent or Guardian signature _____ Date _____

Bionic Tigers Team #1592
Team Expectations for Members

In order to participate in the Bionic Tigers Robotics Team, both the student and his/her parent(s) or guardian(s) need to understand membership criteria.

1. The student agrees to cooperate with teachers, mentors, volunteers and classmates in a manner showing respect for all persons and adhere to the rules stated in the Team Handbook. The Bionic Tigers further expects behavior appropriate to the workplace, including demonstration of “gracious professionalism” to not only teammates but other FIRST Robotics competitors.
2. The parent(s) agree to sign a Release and Consent form allowing use of the student’s photograph, video image, writing, voice recording in Bionic Tigers publications and presentations. Parents also agree to sign a similar release for FIRST officials for any event attended by their child.
3. The student will obtain prior approval from the Bionic Tigers and school administration when representing The Bionic Tigers for any fundraising efforts, program presentation or assembly, or attendance at a team fieldtrip. The student is responsible for collecting faculty approval for fieldtrips on a Teacher Approval for Field Trip form and also signed Parent Permission and/or Medical Release forms by the deadline given.
4. The student agrees to participate in the amount of fundraising activity required to travel with the team without having to pay out-of-pocket expenses. The Bionic Tigers is a nonprofit group that seeks sponsor support and member effort to meet its budget. If travel expenses are not met before Jan 1, the student/family is required to pay the difference to the team in order to travel.
5. The parent agrees to donate supplies requested when possible such as sodas or refreshments during build season.
6. The student agrees that participation in robotics competitions is contingent on behavior, maintaining academic responsibilities, and earnest effort invested in the team. Team effort is determined by club attendance, accumulated hours worked, required participation in team community service and public relations activities, and follow through on assigned tasks.
7. The student agrees to stay informed about team activities by regularly visiting the team website (www.bionictigers.shutterfly.com) and consistently checking for new club emails.
8. The student agrees to behave in a manner that promotes safety and follow rules that ensure a safe work environment. This includes but is not limited to wearing protective equipment, such as safety glasses, gloves, etc. that is appropriate to the task, using tools or operating machines only after proper instruction and authorization, and reporting any unsafe conditions or acts to an adult mentor.

We understand that representing Cocoa High School, Holy Trinity Episcopal Academy and the team's corporate sponsors through involvement in The Bionic Tigers Robotics Team is considered both an honor and a privilege. Only students meeting requirements established by the team, school, instructional services and/or District will be eligible to serve as a representative of the school. As such, we understand that Bionic Tigers membership is a privilege, not a right.

Student Signature _____ Date _____

Parent Signature _____ Date _____