



ORGANIZING YOUR EVENT

Committee Organization – Getting Started

FIRST is a volunteer driven organization requiring much of the activity to be handled by local committees. There are several key functions that are done locally. The success of a regional event is directly correlated to the strength of the local committees.

FIRST strongly recommends that you form two groups: a **Regional Executive Advisory Board** (REAB) and a **Regional Planning Committee** (RPC).

Regional Executive Advisory Board

The regional executive advisory board will be responsible for strategic and financial support, and for the promotion of all FIRST programs in their region. The Regional Director will recruit the advisory board, with support from the Director of Regional Operations and the FIRST HQ.

This board will develop a strategic plan and goals for fundraising and sponsorship of events and teams to ensure the long-term stability for the programs. They will develop relationships and partnerships with businesses, government, education leaders for sponsorship, mentors, etc. The Regional Director will facilitate the development of a business plan for the area and identify funding needs and potential sponsors based on targets that include all FIRST programs and events.

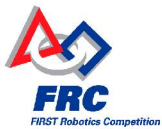
The Regional Executive Advisory Board should consist of five to fifteen very high profile state or regional personalities. They can be CEOs, public figures, media or well-connected local organizers. Their main function is to utilize their connections within the community to allow FIRST to raise funds for both the events and team support. FIRST has found it to be most effective when fundraising or promoting programs if the introduction can be made at a high level in a company, university or foundation. This is best done by personal contact. They can also use their influence to promote the FIRST programs with other VIP's. The Regional Executive Advisory Board should function to support all the FIRST programs, FIRST Robotics Competition (FRC), FIRST Tech Challenge (FTC) and the FIRST LEGO League (FLL) and Junior FIRST Lego League (JFLL) programs.

The types of persons to be invited to join the Regional Executive Advisory Board are the '*movers and shakers*' in the local community. If appropriate, one individual may be asked to be the Chairperson and can then invite others to join. Typically, the Regional Executive Advisory Board would be comprised of individuals from some of the following:

- ___ CEOs of locally based businesses
- ___ University Presidents or Deans of Engineering
- ___ Presidents of Foundations
- ___ Local radio or television personalities
- ___ Local sports figures
- ___ Well connected local personalities

It is not necessary for the Regional Executive Advisory Board to meet as a group, although it is most effective if one to two group meetings are held each year. Their function is to make telephone calls, or write letters to their peers and contacts recommending that they support FIRST by sponsoring the event or a team. The Regional Director and the appropriate Planning Committees will provide follow up.

The Regional Executive Advisory Board works most closely with the Regional Director and the Regional Operating Committee (ROC). The ROC will be chaired by the Regional Director and will include representatives of the FIRST Robotics Competition Planning Committee, FLL Operational Partners and the FVC Affiliate Partners. The ROC, which will meet monthly, (live or via teleconference) will coordinate plans, opportunities, challenges and general FIRST activities in the region, and will work with the REAB on financial needs to support those plans.



Regional (State) Operating Committee

The Regional (or State) Operating Committee will be responsible for coordinating the development (establishing the groundwork) and growth (expanding numbers of participants) of all *FIRST* programs in a designated state or market. It will be chaired by the Regional Director and will include representatives of the *FIRST* Robotics Competition Planning Committee, FLL Operational Partners and the FVC Affiliate Partners. The committee will be responsible for ensuring that *FIRST* program events held within the region are conducted in accordance with *FIRST* program standards.

The operating committee which will meet monthly will communicate plans, opportunities, challenges and general activities to all planning committees. It will look for collaboration to best coordinate fundraising between programs. They will develop a state or market cohesive marketing and Public Relations plan to ensure a unified presence in the state or market.

The operating committee will provide input to a state (or regional) executive advisory board..

In some cases, there may be two or more Operating Committees within a state. These will be defined by a geographical area characterized by a community of interest regarding education, economic development, or workforce preparation or a geographic area that enjoys the attention and support of a philanthropic community. Examples of these are, California, which will have a northern and a southern operating committee, Pennsylvania, which will have an eastern and western operating committee

Regional Planning Committee

The Regional Planning Committee will be responsible for organizing and executing the event in cooperation with *FIRST*, and for supporting local teams. Building a committee of the right people is critical and will be the function of the Chairperson. *FIRST* strongly recommends that within the Regional Planning Committee, each member be assigned a specific area of responsibility in the regional planning process as shown below. Sub-committees of two or three people are recommended, where possible, for most functions.

The Regional Planning Committee will work closely with the Regional Director and *FIRST* in organizing and staffing these and other competition-related areas. *FIRST* recommends that regional planning meetings begin no later than September, although July/August is preferable (see *FRC* Regional Planning Calendar – Section 17). Monthly meetings usually suffice through December, but bi-weekly are better in January and February.

The Regional Planning Committee should consist of the following positions:

	<u>NAME:</u>	<u>COMPANY:</u>	<u>PHONE# / FAX#</u>
Regional Director (a defacto member of the Regional Planning Committee)		<i>FIRST</i>	
Chairperson(s)			
Finance/Budget Usually a single individual			
Sponsor Recruitment & Development Best as a sub-committee			
School/Team Development & Support Best as a sub-committee			



Judge Coordinator

Can also serve as, your local Judge Advisor if nominated by committee and approved by *FIRST* Headquarters and a Lead Judge Advisor

Volunteer Coordinator

Can be one person or a sub-committee

**University/Higher Education
Coordinator**

Can be one person or a sub-committee

**Public Relations/Media
Coordinator**

A single person works best here

Program Book Coordinator

A single person works best here

Team Social Coordinator

Best as a sub-committee

Optional position, see Job Description for more information

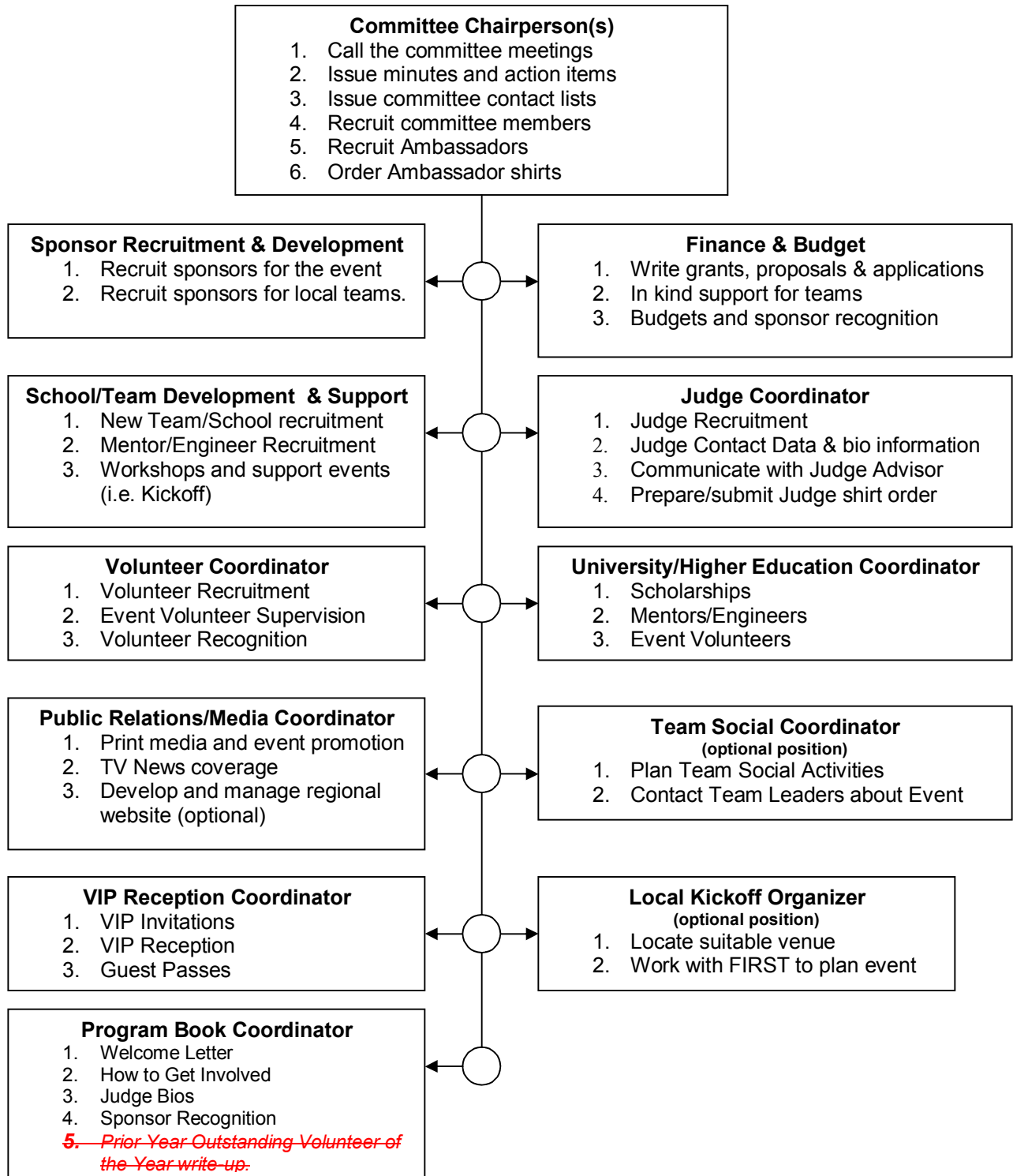
VIP Reception Coordinator

Local Kickoff Organizer

Optional position, see Job Description for more information

The Regional Planning Committee Chairperson should issue, and keep updated a directory of the Regional Planning Committee members with their contact data and sub-committee assignments indicated. Ensure that all committee members enter their contact information in the on-line *FIRST* Volunteer Information and Matching System (VIMS); the Committee Chair will enter a committee position assignment for each committee member. VIMS has the capability to produce a roster of committee members. See Staffing A Regional Event (Section 6) for more information about VIMS.

**FIRST Robotics Competition
Regional Planning Committee Organization/Position Function Chart**



The organizational structure shown is one example. The Regional Committee may determine actual organization structure.



Summary Planning Committee Job Descriptions

Below is a short description of each of the Regional Planning Committee functions. Job Descriptions are in alphabetical order, not order of importance.

Committee Chairperson(s)

The Committee Chairperson is the **key** committee level position and is in charge of the regional committee. The primary responsibility of the Committee Chairperson is to work with the *FIRST* staff in planning, organizing, staffing and executing a regional *FIRST* Robotics Competition. It will be this person that usually forms the committee by selecting the remaining committee members and then will lead and guide the committee to the successful completion of the regional event. Building a committee of the right people is critical and will be the function of the Chairperson. The success of starting a regional event is directly correlated to the strength of the local committee.

An individual with significant regional visibility and contacts would be an asset. Organizational and planning skills are critical. The ability to run effective and efficient meetings will greatly assist the Chairperson.

The Chairperson works with the Regional Planning Committee, the Regional Director and the Director, *FIRST* Robotics Competition in controlling costs or adjusting event content, as required, in order to be consistent with *FIRST* quality standards.

The Committee Chairperson will also be responsible for recruiting Regional Ambassadors (if any) and ordering the Ambassador shirts required for the event.

Finance/Budget

This person will be responsible for tracking the required amount of sponsorship funds committed against the regional budget and for preparing a monthly budget report for the committee and Regional Director. This individual is also responsible for ensuring that the committee follows the appropriate *FIRST* financial policies, as found in Budgets and Financial Policies (Section 4) of the Regional Planning Guide.

This person works with the Director, *FIRST* Finance to ensure that invoices are sent to sponsors as required and monitors status of payment. He/she also work with the Regional Planning Committee to ensure that any local purchases for goods and/or services are in accordance with the *FIRST* Purchasing Policy found in Policies and Procedures (Section 14) of the Regional Planning Guide.

Judge Coordinator

This is a key committee position, held by an individual with many contacts in the business and/or academic community. This individual (if qualified and nominated by committee and then approved by *FIRST*) may be the actual Judge Advisor for the local event but is *not always* the judge advisor. For clarification (refer to the Judge Advisor Recruitment Procedure in Section 14. This individual works closely with the *FIRST* Regional Director and the Regional Executive Advisory Board to recruit judges in accordance with the guidelines for Judges in Section 6 and 7 of the Regional Planning Guide. New events will work with the *FIRST* Regional Director and *FIRST* Headquarters to obtain a core of experienced judges. *FIRST* Headquarter **will contact and assign the judge advisors for all events** after approval by the Lead Judge Advisory Panel and/or the Director of the *FIRST* Robotics Competition.

Recruitment of judges should begin in September and be completed by mid January, keeping in mind that executives frequently have their schedules booked that far in advance. It's always a good idea to have one or two extra judge candidates standing by in case of a last minute cancellation from someone on the judging panel. *FIRST* recommends one judge for every 4-5 teams participating in the event, plus 2 or 3 veteran judges to judge the Regional Chairman's Award.

Once an individual agrees to be a judge at an event, the Judge Coordinator needs to obtain a brief (50 word) biography for the *FIRST* Program Books. Forward all the contact information on the judge to the *FIRST* Headquarter and copy the *FIRST* Regional Director responsible for the event. Contact information needs to include a complete address (business is fine), phone number, fax (if available), and e-mail



address. This information is **crucial** for sending out the Judge Handbooks, notification of hotel and event information and later for thank you notes and/or gifts sent to all judges. Edit bios longer than 50 words before sending to *FIRST*. Judge Coordinator communicates any changes in the panel to both *FIRST* Headquarter and the Judge Advisor.

This committee member is also responsible for placing the order for the shirts for the Judges' Room. Find more information about this process in Judges (Section 7) of the Regional Planning Guide.

Local Kickoff Organizer

Not all Regional Planning Committees will have this position; the Committee Chairperson should contact *FIRST* Headquarters in August/September if the Regional Planning Committee is interested in holding a local kickoff in January. If a local kickoff is agreed upon, the Local Kickoff team will be responsible for locating a suitable venue. The team will work with Sponsor Recruitment & Development to find a sponsor for the event and with the School/Team Development sub-committee to obtain local team support and attendance at the kickoff. This group will also work with *FIRST* Headquarters to coordinate the event and broadcast.

Public Relations/Media

The individual in this role will be responsible for working with the regional committee to create, coordinate and execute a plan to publicize the regional event to the maximum extent possible -- prior to and on site during the competition. The individual in this role will have the opportunity to leverage materials and contacts developed by *FIRST* as well as to work closely with local sponsors, teams and media. This person will function as the contact person for all invited local media on site during the regional event. All national public relations and media coordination will be managed through *FIRST*, but may require local coordination or support.

Program Book Coordinator

This individual will be responsible for obtaining the required Program Book content from the various responsible committee members and communicating these items to *FIRST* Headquarters on or before the due dates.

School/Team Development & Support

This committee will work to support existing teams and develop new teams in the region consistent with the annuals goals of *FIRST* Headquarters. The members will work with all existing teams to ensure that they will all return. A target for new schools each calendar year should be set in accordance with the Regional Planning Committee. They may enlist the assistance of veteran teams to mentor rookie teams and provide workshops. This committee will support new schools and teachers with materials, timelines and information to make the first year a success and to help the team build a sustainable program. It will also match rookie teams with existing teams that can provide mentorship, as building a robot from the kit of parts can be a daunting first year challenge. It will also work with the Sponsor Recruitment & Development sub-committee to help secure any possible funding assistance for existing and new teams. The committee will work with the organizer of the local kick-off (if there is one) to provide team support.

The School/Team Development & Support coordinator should have mentored at least one team in the Robotics Competition, so as to be equipped to answer the myriad of questions of what the program is all about and the impact this program can have in the community. This person will interface and interact with administrators and educators in the local, county and state education school systems as well as with corporate executives in the region. The School/Team Development & Support Coordinator should be adept at making and giving presentations about the *FIRST* Robotics Competition program to diverse groups.

The School/Team Development & Support Coordinator will also handle inquiries for more information and will also coordinate team visits to schools inquiring about the *FIRST* Robotics Competition Program or other *FIRST* programs.

Sponsor Recruitment & Development



This committee acts as the major support for the Regional Executive Advisory Board in helping it close the “deal” for financial support for the event and local teams. The committee members are also responsible for developing their own leads and making contacts while coordinating with the Regional Executive Advisory Board and the *FIRST* Development Director. If they are working with a major, national company it is important to clear that with the *FIRST* Development Director to ensure that *FIRST* presents a uniform face to that entity.

This committee is responsible for grants, proposals, and in-kind support, and works with the budget and sponsor recognition guidelines. The financial success of the region depends on matching the fundraising with the budget. It is the responsibility of this committee to work with the Executive Advisory Board and the Regional Planning Committee to leverage all possible contacts to ensure that sufficient funds are secured to cover the budget agreed upon by the Regional Planning Committee. The committee will provide the Regional Finance/Budget Coordinator all necessary information for invoicing and sponsor recognition letters so that the information can be forwarded to the Director of *FIRST* Finance.

Team Social Coordinator

This person will be responsible for planning, coordinating and organizing the Team Social, including the entertainment. This individual will work with the Chairperson and the Finance/Budget committee to determine the amount available for a Team Social, and with the Sponsorship Recruitment & Development sub-committee to try to find a sponsor for the Team Social. All other costs for the event **must** be covered before funds can be allocated to the Team Social. The Team Social Coordinator will comply with *FIRST* requirements on the content, and the guidelines contained in the Team Social Policy (Section 14). He/she will be the primary team contact for the Team Social. This individual will work with the Event Manager (if on site) and *FIRST* Regional Director to confirm arrangements as event draws near. The Team Social Coordinator will also work with the Volunteer Coordinator to recruit, train and supervise the Team Social Attendant volunteers.

The Team Social is an event that should last 2½ to 3 hours (max) usually on the Friday of competition. This person should be outgoing and open-minded with excellent planning and organizational skills. A good understanding of how current high school students enjoy being entertained, with appropriate good taste, will be an asset.

This individual works with the *FIRST* Regional Director, the Event Manager and the Teams to make the Team Social a safe and successful event for all participants.

University/Higher Education Development

This committee will create and support partnerships with regional universities and schools of higher education. The main goals are to acquire scholarships, build a partnership bridge between teams and the engineering departments at schools of higher education and/or professional engineering organizations, such as ASME, IEEE, NSBE, SME, SWE, etc., and provide mentors for the high school teams. This committee will also enlist students and faculty from universities and other schools to support *FIRST* and as volunteers at the event. It will work with the Judge Coordinator’s committee to recruit judges from the faculties.

VIP Reception Coordinator

The VIP Reception Coordinator will plan and manage the VIP Reception and tours during the event. This individual will design and send out the invitations to all VIPs, create and manage disbursement of badges and passes for VIPs, and track attendance of VIPs at the event, as well as follow-up with them after the event. The VIP Reception Coordinator will work closely with the Chairperson and Budget/Finance to set a budget for the reception. This person should also work with the entire committee to ensure that all appropriate VIPs get invited.

Volunteer Coordinator

The Volunteer Coordinator is a KEY committee position and has the primary responsibility for staffing the event. The Volunteer Coordinator may recruit all of the volunteers for an event or develop a team to recruit volunteers. The Volunteer Coordinator works closely with the Regional Planning Committee,



FIRST Regional Director and FIRST Volunteer Resources Manager at headquarters to ensure that all positions are filled in a timely manner with qualified individuals. He/She may also work with other members of the committee to recruit volunteers from local companies, organizations and universities. The Volunteer Coordinator is the primary contact for all volunteers prior to the event and on site.

The Volunteer Coordinator should be thoroughly familiar with Staffing An Event (Section 6), of the Regional Planning Guide. This section includes an overview of the volunteers needed (see On Site Staffing Requirements), dress code, minimum age requirements, consent forms and information regarding the on-line FIRST Volunteer Information and Matching System (VIMS).

Volunteer recruitment should begin in September with a focus on key volunteers. The Volunteer Coordinator should ensure that all event volunteers enter their contact information in VIMS. The Volunteer Coordinator will enter the position assignment for each volunteer in VIMS when confirmed. Entering the positions assignments for key volunteers is required prior to the event, others may be entered before or after the event.

It is important the Volunteer Coordinator communicate with volunteers prior to the event. Provide the volunteer with a confirmation of assignment: position description, information regarding the Wednesday evening Volunteer Meeting, venue directions, a map and tentative schedule(s).

The Volunteer Coordinator has the responsibility of recognizing event volunteers as described in Volunteer Recognition (Section 12). For a more detailed position description of the Volunteer Coordinator role, please refer to Staffing a Regional Event (Section 6) in the Regional Planning Guide. The FIRST Volunteer Resources Manager will provide a Volunteer Coordinator's Manual to all Volunteer Coordinators to assist in planning.

PLANNING ROLES AND RESPONSIBILITIES

Regional Director

- Help recruit Regional Executive Advisory Board and Regional Planning Committee
- Attend committee meetings (can be via teleconference)
- Ensure event meets FIRST Quality Standards
- Participate in planning and communication
- Ensure communication to/from FIRST
- Advise on best practices
- Provide assistance with fundraising and promotion
- Ensure timeline/goals are on schedule
- Support the Volunteer Coordinator with recruitment efforts

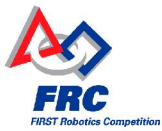
Regional Executive Advisory Board

- Develop senior level contacts with potential sponsors
- Fundraising/Sponsorship
- Support and promotes the program
- Advise on Judges and VIP selection

Regional Operating Committee

- Communications between all FIRST programs

Regional Planning Committee:



Regional Coordination:

- Overall responsibility for the event
- Overall planning and communication
- Setting budget and monitoring expenses to budget
- VIP/Media invitations
- Event site recommendations

Recruitment:

- Volunteers to staff the event on-site
- New *FIRST* teams
- Judges
- Nominate Judge Advisor (3rd year) to *FIRST* Headquarters

Note: A Judge Advisor needs two years experience as a judge before being nominated as an advisor, so new events may not have a local advisor until third year or possibly fourth year. All Judge Advisors are contacted and assigned by *FIRST* Headquarters.

Event Manager:

Regional Coordination:

- Site assessment and design
- Vendor Contracts
- Direct planning and communication
- Logistics/Facilities coordination
- Catering and A/V coordination
- Drayage

On-site Event Management:

- Logistics
- Information control
- Daily execution/schedule
- Event Assistant direction

FIRST Headquarters

Regional Coordination:

- Participate in planning and communication
- Competition awards and criteria
- Program Content and Quality Standards
- Monitor timelines/goals
- Program books
- Hotel contracts
- Volunteer training materials

Development:

- Planning timeline
- *FIRST* VIP's
- Monitor fundraising process
- Support materials

Recruitment:

- Judge Advisors
- Experienced panel judges (New Events)
- *FIRST* VIPs
- Key technical volunteers

Team Support:

- Team recruitment assistance
- Surveys
- Registration
- FRC Team Manual



A Regional Planning Timeline is provided to assist your Regional Planning Committee in their efforts. This timeline is generic; you may opt to add other action items to this timeline (i.e., budget). Your Regional Planning Committee leaders will work in conjunction with the Event Manager for the *FIRST* Robotics Competition (provided by *FIRST*), as well as your *FIRST* Regional Director. The *FIRST* Regional Director, in conjunction with the Regional Planning Committee Chairperson will prepare monthly progress reports which will be submitted to the *FIRST* Director of Regional Operations and *FIRST* Staff.

Onsite Event Roles and Responsibilities

The overall responsibility for the Regional Event belongs to the Regional Committee Chairperson(s).

The *FIRST* Regional Director will be the senior *FIRST* person on site and will assist the Regional Committee Chairperson wherever necessary. In the event that there is no Regional Director on site, the responsibility will belong to the highest ranking *FIRST* Staff member.

The Event Manager will coordinate all the daily logistics and facilities coordination with the Regional Committee Chairperson(s).

The Field Technical Advisor will coordinate Robot Inspection and the field and scoring setup. This individual will be responsible for robot and game rules interpretation.

The Judge Advisor will be responsible for all for the judging activities and has the primary responsibility for the Judge room, activities and decisions therein. The Judge Coordinator should provide support and communication to the Regional Planning Committee for the Judge Advisor..

The Regional Planning Committee Volunteer Coordinator will be responsible for all volunteers on site.

The Head Referee trains the referees, provides interpretation and clarification of rules, directs the actions of the referees, and makes final decisions regarding approval in cases of dispute.

The Lead Robot Inspector trains the robot inspectors, provides interpretation and clarification of rules, oversees the robot inspection process, and makes final decisions regarding approval in cases of dispute.

The Lead Safety Advisor trains the safety advisors, provides interpretation and clarification of the safety guidelines, directs the actions of the safety advisors.

The Lead Team Queuer trains team queuing.

For more detail on this, please see the Decision Authority Matrix found in Event Information (Section 15). A detailed Decision Authority Matrix with actual names must be prepared, and be available, at each event.

Regional Planning Timeline

Please print and use the calendar included in section 17. This calendar shows all relevant dates for the *FIRST* Robotics Competition. In addition to the calendar, monthly e-mails with a rolling three-month listing of critical dates will be sent to all Regional Directors and Regional Planning Committee Chairs during the first week of each month from *FIRST* Headquarters. Please share this information with your Regional Planning Committees.

Introduction to the Memorandum of Understanding

As the number of *FIRST* Robotics Competitions has grown, it has become obvious that there needs to be a document that allows new people to better understand the scope of what it takes to organize locally to support *FIRST*.



The following Memorandum of Understanding has been developed to give an overview of the whole process, and to help answer the questions that arise. It spells out the basic organization and policies that *FIRST* uses to run events locally.

The other sections of the Regional Planning Guide give much more detail about how to do the various functions, but this overview has been found to be very helpful for new committees to quickly understand the overall scope of what they are undertaking.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is not intended as a legal document, but as a way to ensure that there is clarity between the main *FIRST* organization and the local organizations with respect to Roles and Responsibilities and Policies and Procedures.

The organization of a regional competition is more than the effort that it takes to make it happen; it is also about how we have a measurable impact on the schools and the community. While this MOU is primarily concerned with the organization of the FIRST Robotics Competition (FRC), the scope of work of the Executive Advisory Board and the Planning Committee also includes:

- 1) Working with, and assisting, the local *FIRST* LEGO League (FLL) and the *FIRST* Tech Challenge (FTC) through the Operating Committee as in explained in the *FIRST* Field Model.
- 2) Articulating the role of *FIRST* as a tool to achieve district and school-wide plans to improve technology education, update curricula and create seamless high school-middle school links
- 3) Targeting underserved constituencies (both ethnic and economically marginal)
- 4) Setting annual expansion goals to increase the number of schools in their area that participate in *FIRST* programs
- 5) Finding ways to record and measure the impact of the programs

The detailed information necessary to run an FRC Regional Competition is contained in the Regional Planning Guide. This is published on the *FIRST* website at: <http://www.usfirst.org/4vol/resourcectr/regplanguide/>.

The Guide has been primarily focused on the details necessary to run an FRC regional competition. FLL and FTC publish separate documents that describe their annual competitions. By definition the Guide has been written for the current year and, therefore, will be subject to update each year.

As *FIRST* has expanded dramatically in recent years, it has become necessary to develop a 'model' for the FRC competitions that ensures all of our FRC teams experience a consistent, high quality event wherever they compete. This can only be ensured if each event follows a consistent set of guidelines. It is *FIRST*'s intention to heavily support the new events in their inaugural year, train volunteers to take over the critical jobs, and for them to become independent the following year. This does place a heavy responsibility on the committees to recruit volunteers who will return in following years. Generally this is not a problem. Many of our volunteers have returned year after year. We have many who have earned their 5-year and 10-year pins, and they are key to our success.

Organization

Three groups are involved in the organization of a local *FIRST FRC Competition*. The local community is required to form two committees, one to raise the necessary financing and community support, and the other to be responsible for the detailed planning of the FRC event and team recruitment and support. *FIRST* supplies overall direction through the Regional Director and detailed support for a number of functions from *FIRST* Headquarters in Manchester, NH.

Regional Executive Advisory Board (REAB)

The primary functions of this committee are to facilitate obtaining the funding necessary to run the competition, and to promote *FIRST* within the community. Their second role is to help increase the number of local teams for all *FIRST* programs, and to assist those teams to obtain funding and support. This is done through their connections in the local community.

Regional Planning Committee

The primary function of this committee is to organize the FRC competition, including recruiting judges and volunteers. The committee is responsible for the pre-event publicity, arranging a VIP reception, setting and controlling a budget. The Chair of the committee is 'in charge' of the event and responsible for ensuring that the *FIRST* guidelines are followed, and that all required dates, as specified in the regional



Planning Guide, are met. This committee, through sub-committees, assists the REAB with fundraising, and supports and recruits local teams. The Committee Chair will also participate in the local Operating Committee to ensure a liaison with the FLL State Partner, or local FLL organization and the FTC Affiliate.

FIRST

FIRST assigns a Regional Director to each area. They have the responsibility for the success of the *FIRST* programs within their areas. They are the senior *FIRST* contact with the local committees. Their role is to ensure the commonality across regions, share best practices, be the mentors and coaches for new (and existing) committees, and help with team recruitment, PR, State and Government relations, etc. They are responsible for communications with the committees and the interpretation of the policies and procedures. Their work is supported by the fundraising at each regional event, and must be included in the budget and fundraising targets.

FIRST is also responsible for specific functions, as described in the Roles and Responsibilities that follow.

Roles & Responsibilities

Finance:

FIRST assumes all financial responsibility for the event. *FIRST* is the registered 501(c)(3) public charity. It is a *FIRST* Policy that individual regional competitions will not form their own 501 (c) (3) organizations. All donations from sponsors for the event will be submitted to *FIRST*. If needed, *FIRST* Finance will provide prompt invoices to the sponsors for their donations. Upon receipt of the donation payment, *FIRST*'s Development Office will send the appropriate acknowledgement that also serves as the donor's tax receipt for IRS purposes. *FIRST* will pay all associated invoices due for the FRC event.

While *FIRST* welcomes major, 'sole' sponsors of the FRC Regionals, financial risk can be mitigated by soliciting numerous "co-sponsors" of the event. This approach has proven successful in economic downturns with the committees being faced with replacing a contributing sponsor or two but not the entire budgeted needs. Having co-sponsors also creates new business partnerships and relationships that in turn can lead to additional technical mentorship and growth

Budget:

FIRST will provide a generic FRC model for the local budget. The planning committee will appoint one member to be in charge of their budget. The overall level of the budget, and the details, needs to be developed between the planning committee and the executive committee who will have to raise the funds. *FIRST*, unlike other national non-profits does not mark up the services provide or contracted for nor does it charge a fixed overhead fee. *FIRST* does, however, expect the local committees to work with the primary budget goal of covering all 'local' costs of the FRC Regional events. The local budget is expected to contain the funding for the regional support provided by *FIRST* while the Headquarter support is covered through other non-local revenue sources including, but not limited to, the Teams' registration fees. A budget report will be submitted monthly to the Regional Director, as part of the planning committee monthly report.

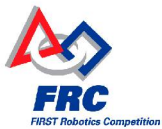
Site Selection:

The site selection is made by *FIRST*, specifically by Steve Krawic of ShowReady Events, *FIRST*'s Event Management firm, in consultation with both the Regional Executive and Planning committees and the Director of the Robotics Competition. ONLY Steve Krawic, on behalf of *FIRST*, will conduct ALL negotiations with the venue. The venue contract will be arranged and negotiated by *FIRST* and signed by them. Venue required liability insurance coverage for the event is procured by *FIRST* nationally.

Dates of Event:

FIRST will try to work with a local committee on date requests for local concerns, such as school testing, placement of other closely located regionals, etc. However, in reality *FIRST* is usually very restricted by the limited dates offered by the venues involved and the need to plan a seasonal schedule with all regionals in mind. This means that they may not necessarily be able to commit to the date you have requested.

Production Setup:



FIRST will provide the Production Setup and the overall setup of the event. Field setup will be the responsibility of the locally recruited Field Supervisor. The Production Setup is critical to the 'quality' of the FRC event and cannot be supplied locally.

FIRST equips trucks that go from event to event with all the equipment for setup including the Playing Field, Production Setup etc. Event setup takes place on the Wednesday prior to the event. Volunteer participation on that day is critical. FIRST provides an Event Manager, who is responsible for the daily organization throughout the Competition and liaison with the site management.

Catering:

All catering contracts for the event will be arranged by FIRST, again specifically Show Ready Events. This will include all arrangements for the volunteers, VIP's, judges etc. The committees are responsible for setting the budget that they want to spend on food, again based on the ability to cover the costs and Show Ready Events will then work with the committees to allow them to select menus that match their budget.

Sponsor Recognition:

FRC Sponsor recognition categories are defined in the RPG by FIRST to maintain consistency across events. The REAB, in recruiting sponsors, will need to use the standard categories. Event naming is recommended by the committees and approved by FIRST. The planning committee will recognize the sponsors at the event, in accordance with the amount of their annual donation. Past practice has been provide recognition by means of a PowerPoint slide presentation shown at the ceremonies and at various times throughout the event.

Volunteers:

The Volunteer Coordinator on the planning committee will recruit all volunteers. The 'key volunteer' positions are defined in the Regional Planning Guide and are critical to the success of the event. FIRST will provide training modules. The Volunteer Coordinator and the Committee Chairpersons are responsible for ensuring that these key volunteer positions are trained in advance of the event. For the first year of new competition, FIRST will provide substantial help in running the event. This will include 'on-the-job' training of people for the key volunteer positions. For the second year, FIRST will provide very limited help, and it is essential that the key volunteers, and preferably, a backup volunteer, are available throughout the first event.

Judges:

The judge positions are very critical to the event in two ways. Firstly, they represent an opportunity for future funding and support, and secondly, they represent models to which the students can aspire. For these reasons, their selection is critical. Judge selection is a responsibility of the local Regional Planning Committee. They should represent the current sponsors, and especially, the potential future sponsors. They should also represent the local community by their diversity. It is important that they represent a good mix of male to female, minorities and a spread of ages and backgrounds. The planning committee needs a member who acts as the judge coordinator. At the actual event the Judge Advisor will be responsible for organizing the judges. FIRST will provide an experienced Judge Advisor until a local qualified Judge Advisor can be trained. The committee needs to nominate a suitable person to be trained to take over the job by the third year.

Signed by:

FIRST Director of Regional Operations

FIRST Regional Director

Chairperson REAB

Chairperson(s) Planning Committee