



May 2009		
Day	Date	Activity
Fri	1	
Sat	2	TEAMS – SAT Test Date
Sun	3	TEAMS – SAT Test Date
Mon	4	Regional Monthly Reports Due
Tue	5	
Wed	6	
Thu	7	
Fri	8	
Sat	9	
Sun	10	
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	HOLIDAY – FIRST CLOSED
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	
Sun	31	

Notes:

Designate the following 2010 Regional Planning Committee Members

- Committee Chair
- Budget/Finance
- Sponsor Recruitment/Development
- School/Team Recruitment
- Judge Recruitment Coordinator
- PR/Media Coordinator
- Volunteer Coordinator
- University/Higher Ed Coordinator
- Local Kickoff Coordinator
- VIP Coordinator
- Program Book Coordinator
- FLL Coordinator
- Team Social Coordinator

Notify FIRST Headquarters of names and Contact Info. Submit to Nmancuso@usfirst.org

BOLD BLUE – Regional Planning Committee Action



June 2009		
Day	Date	Activity
Mon	1	Regional Monthly Reports Due
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	TEAMS – SAT Test Date
Sun	7	TEAMS – SAT Test Date
Mon	8	
Tue	9	
Wed	10	
Thu	11	FRC Supplier Summit at <i>FIRST</i>
Fri	12	FRC Supplier Summit at <i>FIRST</i>
Sat	13	
Sun	14	
Mon	15	
Tue	16	
Wed	17	
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	
Tue	30	

Notes:

BOLD BLUE – Regional Planning Committee Action



July 2009		
Day	Date	Activity
Wed	1	
Thu	2	
Fri	3	HOLIDAY – FIRST CLOSED
Sat	4	
Sun	5	
Mon	6	Regional Monthly Reports Due
Tue	7	
Wed	8	
Thu	9	
Fri	10	Summer Hours – FIRST Closes at 12:30PM
Sat	11	
Sun	12	
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	Summer Hours – FIRST Closes at 12:30PM
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	Summer Hours – FIRST Closes at 12:30PM
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	31	Summer Hours – FIRST Closes at 12:30PM

Notes:

Regional Planning Committee should begin monthly meetings.

BOLD BLUE – Regional Planning Committee Action

August 2009		
Day	Date	Activity
Sat	1	
Sun	2	
Mon	3	Regional Monthly Reports Due Volunteer Coordinator names submitted to alemire@usfirst.org <i>FIRST</i> to send email to RD's, RPCC's and prior year Local Kickoff Coordinators
Tue	4	
Wed	5	
Thu	6	
Fri	7	TEAMS - FIRST to post CMP qualifying and finance terms on web TEAMS - FIRST to post all FRC Team critical dates on web Summer Hours – FIRST Closes at 12:30PM
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	Summer Hours – FIRST Closes at 12:30PM
Sat	15	
Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	Summer Hours – FIRST Closes at 12:30PM
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thu	27	2010 FRC Competition dates/locations announced on <i>FIRST</i> website
Fri	28	Summer Hours – FIRST Closes at 12:30PM
Sat	29	
Sun	30	
Mon	31	

Notes:

BOLD BLUE – Regional Planning Committee Action

September 2009		
Day	Date	Activity
Tue	1	
Wed	2	
Thu	3	
Fri	4	Summer Hours – FIRST Closes at 12:30PM
Sat	5	
Sun	6	
Mon	7	HOLIDAY – FIRST CLOSED
Tue	8	Regional Monthly Reports Due
Wed	9	TEAMS - TIMS Open for Team Info
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	
Tue	15	International MOU's due
Wed	16	
Thu	17	
Fri	18	
Sat	19	
Sun	20	
Mon	21	TEAMS – NASA Team Grant Application Registration Opens (tentative)
Tue	22	
Wed	23	Final date to nominate local Judge Advisor – send to wendy@usfirst.org Local Kickoff Main Contact Training 2PM & 8PM EST
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	
Tue	29	
Wed	30	

Notes:

Volunteer Coordinator should begin recruiting key volunteers listed below:

- Lead Robot Inspector (see note 1)
- Head Referee (see note 1)
- Master of Ceremonies
- Game Announcer
- Field Supervisor
- Judges (see note 2)
- Pit Administration Supervisor
- Registration System Supervisor
- Lead Safety Glass Advisor
- Lead Team Queuer
- Scorekeeper/Field Power Controller
- Lead Website Evaluator

Note 1: This position requires approval from FIRST HQ

Note 2: The judges will be recruited by the Judge Recruitment Coordinator but must be assigned in VIMS by the Volunteer Coordinator, ensuring close coordination between the two.

BOLD BLUE – Regional Planning Committee Action



October 2009		
Day	Date	Activity
Thu	1	TEAMS – FRC Event Registration Opens – 1 st Event TEAMS – Prequalified CMP Registration Opens
Fri	2	
Sat	3	
Sun	4	
Mon	5	Regional Monthly Reports Due
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	TEAMS – SAT Test Date
Sun	11	
Mon	12	
Tue	13	
Wed	14	New/Changed venue directions/maps for Team Manual and web – send to FRCteams@usfirst.org TEAMS – Safety Animation Contest Announced (<i>tentative</i>) TEAMS – Registration opens for Kickoff and Kit Pickup Location TEAMS – NH Kickoff Workshop Registration Opens
Thu	15	
Fri	16	Requests for NASA Machine Shops due – send to cproulx@usfirst.org Judge Advisor Assignments completed by FIRST
Sat	17	
Sun	18	TEAMS – SAT Test Date
Mon	19	
Tue	20	
Wed	21	
Thu	22	TEAMS – 2 nd Event Registration Opens
Fri	23	TEAMS – CMP Registration opens for those who did not attend in 2009
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	List of FIRST HQ workshop and registration requirements due.
Sat	31	

Notes:

BOLD BLUE – Regional Planning Committee Action



November 2009		
Day	Date	Activity
Sun	1	
Mon	2	Regional Monthly Reports Due TEAMS – NASA Grant Applications close
Tue	3	
Wed	4	
Thu	5	TEAMS – Unrestricted event registration opens
Fri	6	Final Regional VIP Format due send to wendy@usfirst.org
Sat	7	TEAMS – SAT Test Date
Sun	8	TEAMS – SAT Test Date
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	TEAMS – NASA Grant Application Winners announced
Thu	19	All FRC Playing Fields due back at FIRST for reconditioning for the 2010 season.
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	HOLIDAY – FIRST CLOSED
Fri	27	HOLIDAY – FIRST CLOSED
Sat	28	
Sun	29	
Mon	30	

Notes:

BOLD BLUE – Regional Planning Committee Action



December 2009		
Day	Date	Activity
Tue	1	NASA Machine Shop locations announced
Wed	2	Local Kickoff deadline to meet minimum number of teams registered
Thu	3	
Fri	4	Local Kickoff Info cut-off NOON EST TEAMS – 1 st event payment due TEAMS – Kit Pickup location registration closes TEAMS – Kickoff Attendance Location registration closes
Sat	5	TEAMS – SAT Test Date
Sun	6	TEAMS – SAT Test Date
Mon	7	Regional Monthly Reports Due TEAMS – Safety Animations due to Nancy Skerry at FIRST HQ
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	Name of VOLUNTEER OF THE YEAR due – email to wendy@usfirst.org
Tue	15	TEAMS – Team data for program books closes in TIMS
Wed	16	
Thu	17	TEAMS – NASA Grant Application Winners announced
Fri	18	TEAMS – FIRST HQ Kickoff Workshop Registration closes
Sat	19	.
Sun	20	
Mon	21	
Tue	22	
Wed	23	
Thu	24	
Fri	25	HOLIDAY – FIRST CLOSED
Sat	26	
Sun	27	
Mon	28	
Tue	29	
Wed	30	
Thu	31	

Notes:

Dates for shipping Kit of Parts to local Kickoffs and International sites are to be determined and will be added at a later date.

BOLD BLUE – Regional Planning Committee Action



January 2010		
Day	Date	Activity
Fri	1	HOLIDAY – FIRST CLOSED
Sat	2	
Sun	3	
Mon	4	Regional Monthly Reports Due
Tue	5	Local Kickoff Conference Call for main contacts 2PM & 8PM EST
Wed	6	
Thu	7	
Fri	8	FRC Workshops <i>FIRST</i> Place Founders Reception
Sat	9	2010 FRC Kickoff and local Kickoffs
Sun	10	
Mon	11	Local Kickoff Coordinators must mail kit pickup receipts to FRC Teams at <i>FIRST</i> HQ today. Key volunteer names (all events) to alemire@usfirst.org
Tue	12	TEAMS – FIRStawards.org opens at noon EST
Wed	13	Week one events – program book content due to wendy@usfirst.org TEAMS – Missing Parts system closes at 11:50PM TEAMS - FRC Game Q & A Opens
Thu	14	Week one events – mail VIP Invitations this week
Fri	15	Last day to submit Team Social Plans (must be approved by VP of Field Ops) to wendy@usfirst.org TEAMS – Final Event Payment and CMP Registered teams payment due.
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	Week two events – program book content due to wendy@usfirst.org
Thu	21	Week two events – mail VIP Invitations this week
Fri	22	Week one events – program books to printer (planned)
Sat	23	Judge Advisor training/certification (<i>tentative</i>)
Sun	24	Judge Advisor training/certification (<i>tentative</i>)
Mon	25	
Tue	26	Week one events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com
Wed	27	Week three events – program book content due to wendy@usfirst.org
Thu	28	Week three events – mail VIP Invitations this week <i>FIRST</i> to finalize key volunteer training dates
Fri	29	Week two events – program books to printer (planned)
Sat	30	
Sun	31	

Notes:

2010 Program Book content due from Regional Planning Committees:

- Welcome Letter
- How to Get Involved
- Judge Bios
- Sponsor Listing
- Shipping Address

BOLD BLUE – Regional Planning Committee Action



February 2010		
Day	Date	Activity
Mon	1	Regional Monthly Reports Due Key Volunteer Training this week (all events)
Tue	2	Week two events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com
Wed	3	Week four events – program book content due to wendy@usfirst.org
Thu	4	Week four events – mail VIP Invitations this week Website evaluator training 2PM & 8PM EST
Fri	5	Week three events – program books to printer (planned)
Sat	6	FTA Training at <i>FIRST</i> HQ (<i>tentative</i>)
Sun	7	FTA Training at <i>FIRST</i> HQ (<i>tentative</i>)
Mon	8	
Tue	9	Week three events - judge shirt orders due to wendy@usfirst.org & scott@logoloc.com
Wed	10	Week five events – program book content due to wendy@usfirst.org
Thu	11	Week five events – mail VIP Invitations this week
Fri	12	Week four events – program books to printer (planned)
Sat	13	
Sun	14	
Mon	15	Week one events – Provide VIP/Judge meal counts to Event Manager Trucks begin departing <i>FIRST</i> this week for Regional Events
Tue	16	Week four events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com Week one events – notify JA of any non-judges attending judge dinner
Wed	17	
Thu	18	TEAMS – Website submissions due at 11:59PM at FIRSTawards.org TEAMS – Woodie Flowers submissions due at 11:59PM at FIRSTawards.org TEAMS – Chairman’s Award submissions due at 11:59PM at FIRSTawards.org
Fri	19	Week five events – program books to printer (planned)
Sat	20	
Sun	21	
Mon	22	Week two events – Provide VIP/Judge meal counts to Event Manager
Tue	23	Week five events – judge shirt orders due to wendy@usfirst.org & scott@logoloc.com TEAMS – ROBOT Ship Date
Wed	24	Week two events – notify JA of any non-judges attending judge dinner
Thu	25	TEAMS – Judges information in TIMS closes
Fri	26	
Sat	27	
Sun	28	

Notes:

2010 Program Book content due from Regional Planning Committees:

- Welcome Letter
- How to Get Involved
- Judge Bios
- Sponsor Listing
- Shipping Address

BOLD BLUE – Regional Planning Committee Action



March 2010		
Day	Date	Activity
Mon	1	Regional Monthly Reports Due Week three events – Provide VIP/Judge meal counts to Event Manager
Tue	2	
Wed	3	Week three events – notify JA of any non-judges attending judge dinner
Thu	4	WEEK ONE EVENTS BEGIN
Fri	5	
Sat	6	TEAMS – SAT Test Date
Sun	7	TEAMS – SAT Test Date
Mon	8	Week four events – Provide VIP/Judge meal counts to Event Manager Week one events – key volunteer follow up call this week
Tue	9	TEAMS – CMP Registration closes for Week one qualifying teams Week one events – enter walk-in/substitute volunteers in VIMS
Wed	10	Week four events – notify JA of any non-judges attending judge dinner
Thu	11	WEEK TWO EVENTS BEGIN
Fri	12	
Sat	13	
Sun	14	
Mon	15	Week five events – Provide VIP/Judge meal counts to Event Manager Week two events – key volunteer follow up call this week
Tue	16	TEAMS – CMP Registration closes for Week two qualifying teams Week two events – enter walk-in/substitute volunteers in VIMS
Wed	17	Week five events – notify JA of any non-judges attending judge dinner Week one events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	18	WEEK THREE EVENTS BEGIN
Fri	19	
Sat	20	
Sun	21	
Mon	22	TEAMS – FIRST to post CMP workshops on web Week three events – key volunteer follow up call this week
Tue	23	TEAMS – CMP Registration closes for Week three qualifying teams Week three events – enter walk-in/substitute volunteers in VIMS
Wed	24	Week two events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	25	WEEK FOUR EVENTS BEGIN
Fri	26	
Sat	27	
Sun	28	
Mon	29	Week four events – key volunteer follow up call this week
Tue	30	TEAMS – CMP Registration closes for Week four qualifying teams Week four events – enter walk-in/substitute volunteers in VIMS
Wed	31	Week three events- send thank you notes to VIPs, judges, volunteers & sponsors

Notes: **OLD BLUE – Regional Planning Committee Action**



April 2010		
Day	Date	Activity
Thu	1	WEEK FIVE EVENTS BEGIN
Fri	2	
Sat	3	
Sun	4	
Mon	5	Regional Monthly Reports Due Week five events – key volunteer follow up call this week Championship Key Volunteer training this week
Tue	6	TEAMS – CMP Registration closes for Week five qualifying teams Week five events – enter walk-in/substitute volunteers in VIMS
Wed	7	Week four events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	
Tue	13	
Wed	14	Week five events- send thank you notes to VIPs, judges, volunteers & sponsors
Thu	15	FIRST Championship begins
Fri	16	
Sat	17	
Sun	18	
Mon	19	
Tue	20	
Wed	21	
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	

Notes:

BOLD BLUE – Regional Planning Committee Action



May 2010		
Day	Date	Activity
Sat	1	TEAMS – SAT Test Date
Sun	2	TEAMS – SAT Test Date
Mon	3	Regional Monthly Reports Due
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thu	27	
Fri	28	
Sat	29	
Sun	30	
Mon	31	HOLIDAY – FIRST CLOSED

Notes:

BOLD BLUE – Regional Planning Committee Action