



FAQ

For FIRST Student Team Information Members System (STIMS) and FIRST 2010-11 Consent, Release, Hold Harmless and Authorization to Reproduce Physical Likeness (“Consent and Release”) Form

Why does FIRST want to collect FRC student team membership and Parent/Legal Guardian information?

FIRST wants to be able to connect directly with FRC student team members. Moreover, we not only want to be in touch during the team participation years, but through college and into “work life.” Many students stay involved with FIRST post high school as volunteers, team mentors and sponsors, etc., and having direct communication with them will help us share news and opportunities about FIRST. We also want to better include parents/legal guardians in the FIRST experience, by both sharing our information and hearing from them in return! FIRST also wants to create a reporting system on FIRST participants (gender, ethnicity, time involved with FIRST, etc.) for improved understanding and statistics.

I am concerned about privacy regarding the data collected in the system.

We want to assure you that FIRST takes the privacy of data collection very seriously. Our Privacy Policy ensures data collected is both protected and used appropriately. You can review this policy at <http://www.usfirst.org/aboutus/content.aspx?id=868>

Can you tell me how my information will be used, and if it will be shared outside of FIRST?

The information collected in the STIMS will be used in various ways. As stated above, we will use it to stay in touch with student team members and parents/legal guardians with communications about FIRST. The data collected will also be helpful to us when we apply for valuable grant monies. As a 501(c) (3) public charity, we rely heavily on grant and sponsor/donor monies to help us operate. Many grant makers, foundations and sponsor/donor applications require us to share demographic and statistical information on our program participants. Requested information is provided in broad (non-individual identifiable) terms such as age, grade in school, zip code, and school attending.

Why an electronic Consent and Release Form?

We piloted the electronic Consent and Release Form in the 2010 FRC Season, and had both positive and constructive feedback, as well as very active participation. An electronic Consent and Release forms cuts down on paperwork, gives team mentors a more organized way to keep track of who has completed a Form, and as an added bonus, provides automation to the generation of the required Team Roster. Since this was such a success last year with students this year team mentors will also be able to submit their Consent and Release form through the TIMS. We think this is a win-win situation!



What if a parent/legal guardian does not have access to a computer or the internet to complete the Consent and Release Form?

That's ok! The option to fill out a hard copy Consent and Release Form still exists. Remember, this process is intended to make things easier and not more complicated.

Tip! Parents/legal guardians without internet access can often access it at a local library.

What if a parent/legal guardian has access to a computer but does not want to sign an electronic Consent and Release Form (i.e., wants to sign a hard copy Form only)?

Parents/legal guardians are not required to sign the electronic Consent and Release Form. As stated above, the option to fill out a hard copy Form is available. However, we highly encourage all parents/legal guardians to fill out the electronic Form for the reasons outlined in this FAQ, as well as to become members of our community and be included in important emails, announcements, etc. Creating a User Account in STIMS and filling out the electronic Consent and Release Form very simple a quick process.

Is the electronic Consent and Release Form different from the one that can be downloaded?

Because the printable Consent and Release Form on our website is used by, and can be accessed by all *FIRST* program participants, it includes a line to identify the program as well as role of the team member (i.e., Mentor or Coach). The electronic Consent and Release Form is specific to the FRC program at this time, so there is no need to identify role or program. Other than that, the Forms are identical.

Do team members need to fill out two electronic Consent and Release Forms - one for Kickoff and one to cover the competition events (Regional/Championship Events)?

No! Team members will only fill out one (1) electronic Consent and Release Form. The Form will cover attendance at both the Kickoff and the *FIRST* competition events. If the student is attending a Kickoff event the Form must be completed on-line by **January 7th, 2011**.

If a team member does not attend a Kickoff event and is attending a competition event during the season, the Consent and Release Form must be completed in time for it to be reflected on the Team Roster that will get submitted to the attendee's initial competition event

We encourage all team members to get into the system as soon as possible so the Form can get completed and "off their plate!"

Do team members need to fill out two hard-copy (non-electronic) Consent and Release Forms - one for Kickoff and one to cover the competition (both Regional and Championship) events?

Yes. If a team member is submitting a non-electronic (i.e., hard copy) Consent and Release Form, he/she must bring one (1) to the Kickoff attended, and one (1) copy to his/her initial Regional event. The forms will be collected at the events and sent back to *FIRST* headquarters.



How do adult Team Mentors submit their Consent and Release Forms in 2011?

New this year, FRC team mentors can submit an electronic Consent and Release Form via the Team Information Management System (not STIMS). Team mentors still have the option to submit a hard copy form by downloading it from our website and submitting one (1) copy for Kickoff attended, and one (1) at the initial Regional event.

I am a Main or Alternate Contact for the team – how do I view the electronic Consent and Release Forms, accept students on my team, and print the Team Roster?

You will access all of this information on the Team Summary page in TIMS. Scroll down to the section called “Student Team”. The area labeled “Student Team Members” has an edit/view button on the right. When you click on the button you will see:

- All the students that have applied to the team. Accept or deny the student and follow process through to completion.
- Team Member Name, Parent Name, the Consent Form Status, Consent Form Date Complete (when it was completed), and the Application Status;
- Print the Team Roster using “Print Team Roster” button. The Team Roster **MUST** accompany you to all events. Please be sure to add the requested information about these forms into the section provided on the Team Roster.

I am a Michigan Team attending a District Event and I hear there is a different form I must fill out – can you explain?

Team mentors and students attending the Michigan District Events will complete a hard copy Consent and Release Form this season. This Form covers the attendee at any *FIRST* event this season: Kickoff, District Event, a Regional event, the Michigan State Championship and the *FIRST* Championship. You only need to fill this form in one (1) time and bring it with you to your Kickoff. If you are not attending a Kickoff, bring it with you to your first season event. You may access this form at form at www.firstinmichigan.org.

Note: If you are a student team member that has already entered your information in the *FIRST* Student Team Members and Parent/Legal Guardian Information System and completed an electronic Consent and Release Form, we ask that you download the form at the above link, complete, and bring it to your Michigan Kickoff event in addition to having completed the electronic form. Again, if you are not attending a Kickoff with your team, please bring to your initial District Event.

What if I have a question about the STIMS and the Consent and Release Form Process?

We trust most questions will be addressed in this FAQ and the Help section of the STIMS. However, if there are still questions we can be contacted at the dedicated email address: frcteammembers@usfirst.org or 603-666-3906, Option 0, for assistance.