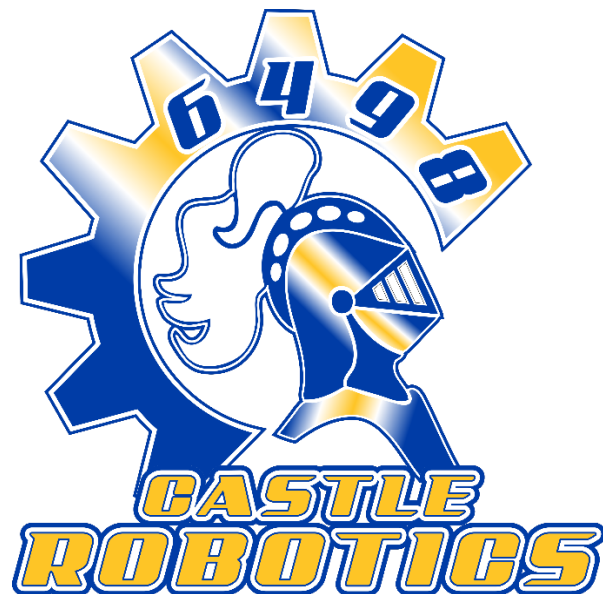


# Castle Robotics

FIRST Robotics Competition  
Team 6498



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## Team Overview

This handbook provides important information about our team, its purpose, and your responsibilities as a student member, mentor, or parent/guardian. Read it carefully to determine if the student and parent/guardian will be able to follow team **rules**, invest the **hours**, and commit to the **financial responsibility** required to participate in team functions and events.

### Our Name

#### Castle High School Robotics Club

our funding organization is

**Castle Robotics Club, Inc.**  
a nonprofit 501(c)(3) organization

We are a unique and separate robotics competition team under the international umbrella organization FIRST Robotics Organization <http://www.firstinspires.org> .

FIRST has (4) levels of competition, divided by age groups:







- 1) FIRST LEGO League Jr. (FLL Jr.)
- 2) FIRST LEGO League (FLL)
- 3) FIRST Tech Challenge (FTC)
- 4) FIRST Robotics Competition (FRC)

We are an FRC team, of which each team is assigned a team #. We are:  
**FRC 6498**

### Our Location & Contact Information

Castle High School • 3344 IN-Hwy 261 • Newburgh, IN 47630  
Meeting Location: Room 168

### Website & Social Media

	<a href="https://castlerobotics.com/">https://castlerobotics.com/</a>
	Castle Robotics FRC 6498
	<a href="https://www.instagram.com/frc6498">@frc6498</a>
	<a href="https://www.facebook.com/FRC6498">@FRC6498</a>
	<a href="https://twitter.com/Castle6498">@Castle6498</a>
	Castle Robotics

Communication within the team is primarily accomplished through messaging on Discord, our Remind app, and our parent Facebook page. **It is imperative the team has complete contact information for all students, parents/guardians, and mentors.** Please complete the appropriate information form on the team's website (see *Forms and Handbook* section in the Resources tab).

School delays and cancellations will affect the robotics schedule. Mentors will use Discord or Remind to contact everyone as soon as possible regarding schedule changes.

## **FRC 6498 History**

FRC 6498 is the robotics team for Castle High School. The team was established in Fall 2016 by Luke Oxley (student) and Lyle Oxley (mentor). Our primary team goal is to participate in the FIRST Robotics Competition (FRC), a program for students in grades 9 through 12. FIRST is a non-profit organization that inspires students interested in STEAM (science, technology, engineering, art, math).

## **Mission**

Our team's mission is to cultivate excitement, understanding, passion, and skill in STEAM fields (science, technology, art, math) through the FIRST Robotics program. We seek to encourage creativity of thought, perseverance in the face of adversity, and team-building skills for students in Warrick County School District's robotics programs. We seek to foster life skills in students through team membership, community outreach, public speaking, critical thinking, and unique experiences while demonstrating Gracious Professionalism in all we do.

## **Team Awards and Achievements**

Castle Robotics has consistently earned awards and achievements at FIRST district and state competitions, including but not limited to:

- FIRST Indiana District Competition Winner
- State Semi-Finalist
- Team Spirit Award
- Gracious Professionalism Award
- Dean's List Finalist Award
- Rookie Inspiration Award
- Highest Rookie Seed Award
- Rookie All-Star Award

## **Castle Robotics Club, Inc.**

The Castle Robotics Club, Inc. is a 501(c)(3) nonprofit run by parents/guardians and mentors. It is not associated with the Warrick County School Corporation or Castle High School. Its goal is to provide funding opportunities to help STEAM and the robotics program at Castle High School. It is the primary monetary mechanism for the Castle Robotics Organization and provides most of the organization's funding and materials. While separate from the Castle Robotics Organization, The Castle Robotics Club, Inc. works closely with the program to ensure goals are met.

## **Board of Directors (BOD) – Castle Robotics Club, Inc.**

Team mentors and parents/guardians with a child enrolled on the Castle High School robotics team compose the BOD, which oversees the Castle Robotics Club, Inc. BOD positions are elected posts. Roles for posts are defined in its Bylaws.

## **Castle Robotics Organization**

Castle Robotics Organization is the school program that makes up the school activities in the organization. The current team under the Castle Robotics Organization primarily operates on its own but also runs large events that span all programs, such as our annual kickoff event, fundraisers in the school, and community service projects. The Castle Robotics Organization's purpose is to create unity in the organization when completing large projects.

## **FIRST Robotics Competition Team**

The Castle Robotics Organization manages one team, the Castle Robotics team (FRC 6498), which competes yearly in the FIRST Robotics Competition.

## **Future Teams**

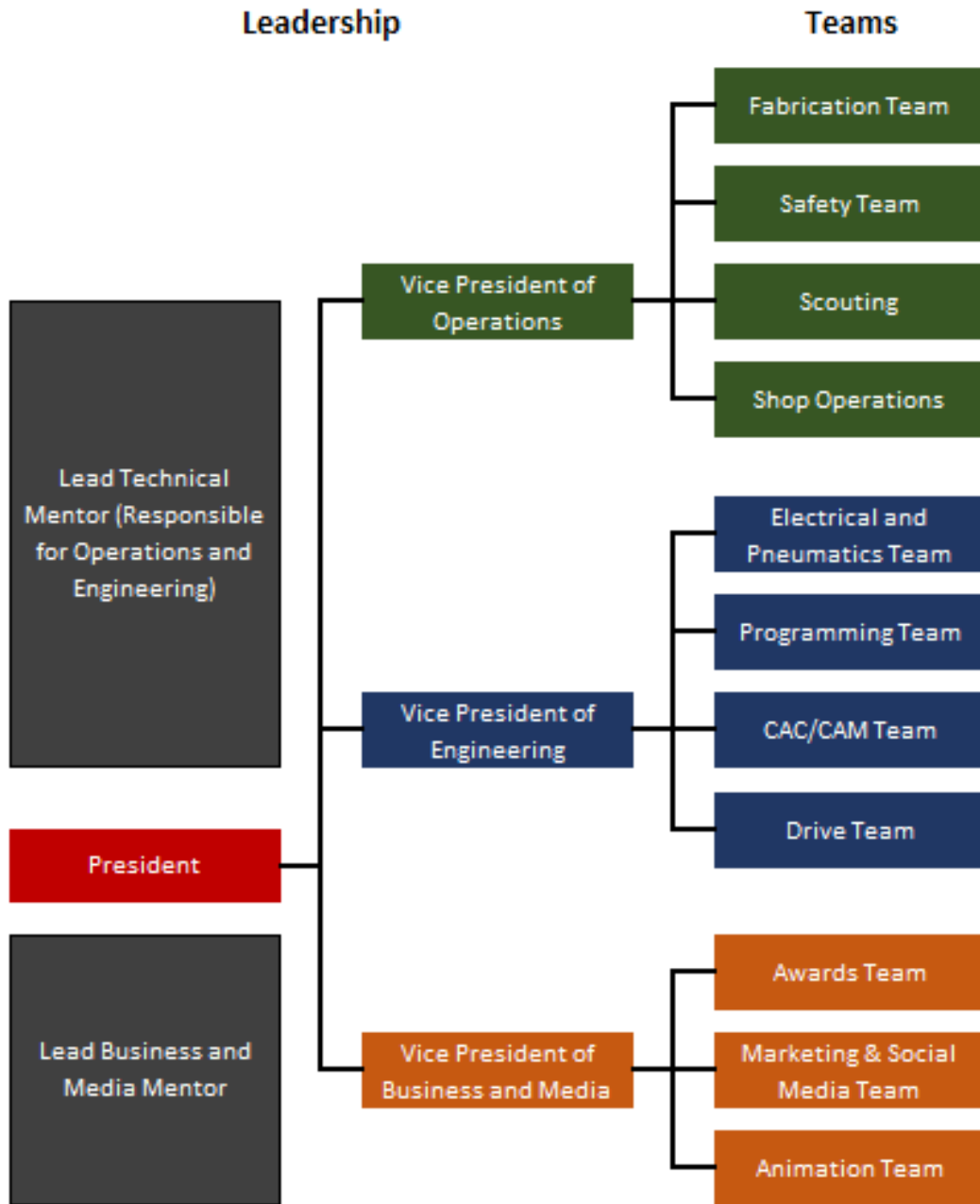
Castle Robotics welcomes and mentors new teams in Southern Indiana as they begin their journey in the FIRST Robotics program.

## **FRC 6498's Organizational Structure**

FRC 6498 is a student-led team. Under the guidance of adult mentors, students develop leadership skills and participate in team decision-making.

Castle Robotics offers leadership opportunities for both students and mentors (see Figure 1). Mentor lead positions are assigned both on a volunteer basis and by Board of Directors appointment. Student leadership positions are selected through a formal application process.

Figure 1: Castle Robotics Organizational Structure



## Schedule

### Pre-Season (September to December)

Focus on student training, community outreach, mentoring, fundraising, and award submissions:

- Full team meetings every Thursday, 6:30 – 8:00 PM
- Meetings for select groups within the team, as needed

### Build Season (Early January to Mid/Late February)

Design and build the robot, learn the season's game, prepare/submit award submissions, and prepare for competitions:

- Meet Mondays, Wednesdays, and Thursdays, 6:30 – 8:00 PM
- Meet Saturdays, 9:00 AM – 2:00 PM
- Additional meetings to complete work, as needed

### Competition Season (Mid/Late February to April)

- Select groups meet on Mondays, Wednesdays, Thursdays, and Saturdays during build season meeting times, as needed (to be announced)
- Parent/Guardian and student required meeting before the first competition
- Attend two Indiana FIRST Robotics District competitions (dates to be announced in the Fall)
- FIRST Indiana State Championship Event (early April) (we must qualify for this event)
- FIRST Championship Event (mid-late April) (we must qualify for this event)

### Post-Season (Late April to Early May)

- Team end-of-the-year banquet
- End-of-year reflections/surveys
- Discuss potential summer activities/projects
- Student officer applications distributed, collected, and evaluated for next season's officers

### Summer (June to August)

- Discuss off-season events
- Leadership meetings to plan next season

## Lead Mentors

### Lead Technical Mentor

Works closely with the President, Vice President of Engineering, and Vice President of Operations to ensure these groups have the capability to succeed.

Additionally, the lead technical mentor:

- assigns mentors to specific areas to ensure all activities are supported
- works to ensure all areas are supported with trained, capable students
- creates the Fall activity schedule with the help of the President and VPs

- assists the President and VPs with running efficient meetings and leading their teams
- ensures all groups document what they do so future teams can build on what they do this year
- helps the President manage team activities
- resolves student interaction and discipline issues (with the assistance of the Coach)

### **Lead Business and Media Mentor**

Works closely with the President and the Vice President of Business and Media to ensure this group has the capability to succeed.

Additionally, the lead business and media mentor:

- assigns mentors to specific areas to ensure all activities are supported
- works to ensure all areas are adequately supported with trained, capable students
- creates the Fall activity schedule with the help of the President and VPs
- assists the President and VPs with running efficient meetings and leading their teams
- ensures the Business and Media team documents what it does so future teams can build on what they do this year
- helps the President manage team activities
- resolves student interaction and discipline issues (with the Coach)

## **Student Officers**

Each season's student officers are selected through a formal application process. Interested students complete the *Student Officer Application* form distributed at the end of the previous season. After the application due date, Lead Mentors review submitted applications and select the best candidate for each position. A student must be a member of FRC 6498 for at least one year to apply for an officer position.

Below are the duties and responsibilities for each student officer position:

### **President**

- assists in leading team meetings
- works closely with the Lead Mentors to set direction for the team
- assists VPs (and fills in when necessary) to identify gaps/concerns and ensures their groups are successful
- serves as the official spokesperson for the team
- attends mentor meetings and Board of Director meetings, as needed
- needs to be knowledgeable of all team activities
- leads committees, as needed
- schedules robot demonstrations
- mentors other students, particularly those interested in leadership positions
- helps resolve conflicts, as needed
- ultimately responsible for the success and deliverables of the entire team



## **Vice President of Business and Media**

- works closely with Lead Business and Media Mentor and President to set the goals and direction for their groups
- works with mentors on the Business and Media teams to set priorities and task lists for their group
- needs to be knowledgeable and experienced with all the groups they oversee
- ensures all groups have documented training plans and all work is thoroughly documented
- leads meetings for the Business and Media group, as required
- leads committees, as needed, and assists on other committees related to the Business and Media groups
- identifies holes and recruits new members to fill them
- ultimately responsible for all deliverables of the Business and Media group

## **Vice President of Operations**

- works closely with Lead Technical Mentor and President to set goals and direction for their groups
- works with mentors on the Operations teams to set priorities and task lists for their groups
- needs to be knowledgeable and experienced with all the groups they oversee
- ensures all groups have documented training plans and all work is thoroughly documented
- leads meetings for the Operations groups, as required
- leads committees, as needed, and assists on other committees related to the Operations groups
- identifies holes and recruits new members to fill them
- ultimately responsible for all deliverables of the Operations groups

## **Vice President of Engineering**

- works closely with Lead Technical Mentor and President to set goals and direction for their groups
- works with mentors on the Engineering teams to set priorities and task lists for their groups
- needs to be knowledgeable and experienced with all the groups they oversee
- ensures all groups have documented training plans and all work is thoroughly documented
- leads meetings for the Engineering groups, as required
- leads committees, as needed, and assists on other committees related to the Engineering groups
- identifies holes and recruits new members to fill them
- ultimately responsible for all deliverables of the Engineering groups

## **Teams**

FRC 6498 is made up of several teams. Each student will work with at least one specific team during the season. Each team requires student members to learn specific tasks associated with that team. Some of these teams may have team leaders who help train new students and ensure their team is ready for build season.

## Operations Team Descriptions

### Fabrication Team

- members must be certified on all equipment and hand tools in the lab
- fabricates parts and builds the robot with guidance from the engineering team, as needed
- must understand how the robot functions and what needs to be done to keep it working

### Scouting Team

- observes other teams during competitions to determine which team would work well with our robot
- identifies which robot attributes to monitor and track during competitions, develops a system to track this data, and uses this data to identify which teams would work well with our team
- during non-competition seasons, does not require a large time commitment
- primarily needed only during competition season or during an offseason competition

### Shop Operations Team

- maintains the facilities and equipment of the robotics lab and inventory of parts
- manages supplies and recycling

### Safety Team

- maintains team safety plan
- serves as the Safety Captain at each competition
- works with other teams to identify ways to improve the overall safety of our club
- ensures students and mentors are following all safety rules
- ensures students have completed required safety training

## Engineering Team Descriptions

### Electrical and Pneumatics Team

- designs and assembles all electrical and pneumatic circuits
- must fully understand the function and purpose of each component and circuit on the robot
- identifies specialty components needed for the robot (i.e., sensors, vision systems, encoders) and how they can be implemented on the robot

### Programming Team

- develops the code for the robot to make it function as intended
- develops a detailed flow chart for how the robot should function and writes code that matches the flow chart
- spends time inside and outside of club meetings to learn Java programming language (training provided in the Fall)
- needs full working knowledge of the robot's electrical and pneumatic systems

### CAD/CAM Team

- works with the mechanical team to design and fabricate the robot
- works together to design individual parts of the robot and combine them into one design
- members must possess an understanding of Autodesk Inventor and AutoCAD
- spends time inside and outside of club meetings to learn Autodesk Inventor and AutoCAD (training provided in the Fall)

- fabricates designs from the CAD group on the automated equipment in the robotics lab (i.e., CNC Router, 3D printer, Tormach mill)
- takes the design from the CAD team, converts it into a useable format for the CAM equipment, and runs the equipment to make the parts
- members must possess good working knowledge of Autodesk Inventor and ideally have taken the CIM class at Castle High School (although not required)

#### **Drive Team**

- small team of students who drive the robot (2 students) and serves as a human player (1 student) during competitions
- only two students will be chosen to drive the robot for the competitions – however, backup drivers will be selected, as needed
- skills test administered in the Fall to identify the season’s drivers
- several students may be allowed to drive the robot in an off-season event, but must practice driving the robot
- students must study the game rules prior to competitions to understand how the season’s game is played
- does not require a lot of time in the Fall
- students on this team should also sign up for another team

### **Business and Media Team Descriptions**

#### **Awards Team**

- plans, produces, and applies for team FIRST awards (i.e., Impact Award, Woodie Flowers Award, Dean’s List Award, Safety Animation Award)
- utilizes writing, photograph, and video skills to accomplish tasks
- plays a significant role in our club since some awards give our team points that contribute to our overall ranking and help us qualify for State
- participates in team presentations at FIRST competitions, as needed for the Impact Award
- works closely with the marketing and social media team to plan and document outreach events for the Impact Award

#### **Marketing and Social Media Team**

- interacts with the community and creates the public face of our team in print, video, and on the web
- takes photos and video during team meetings and events
- updates and maintains the team website, social media channels, and Castle High School display cabinet
- works with the Awards team to produce the Impact Award’s video
- designs team buttons and other team swag for competitions
- develops press releases, flyers, and promotional materials to advertise events
- assists the Outreach Committee in planning and implementing outreach events
- selects pictures and creates the end-of-season display board posted in the robotics lab

#### **Animation Team**

- plans and creates the team’s FIRST Safety Animation submission (prompt opens late September and due in early December)
- produces additional animation deliverables for the team, as needed

## Student Safety & Safety Training

Your safety and the safety of others should be a top priority. All students must complete assigned FIRST safety training modules before they can work with tools/machinery in the robotics lab. Online modules will be assigned at the beginning of the off-season.

Most robotics injuries come from the misuse of a tool or not knowing how to use it. When you are unsure how to do something, ask a student officer or mentor.

Students must be certified to use heavy machinery or power tools, even if they have used similar equipment outside the team. Certification processes will be discussed during team meetings.

Students will learn safety rules during training. However, important ones to know early include, but are not limited to:

- always wear safety glasses while in the machine shop
- always use hearing protection when using loud tools
- always use gloves when handling hot metal or dangerous chemicals
- always tell a mentor if anyone gets hurt, however slight the injury may be
- always tell a mentor if you think a tool is malfunctioning - stop using it until a mentor checks it
- always wear closed-toed shoes that cover the entire foot while in the machine shop
- no shorts in the machine room

## Student Expectations

### Student Requirements

In addition to our team's student requirements, rules, and expectations for students, all Castle High School rules also apply. For example, if something is not covered in this handbook, but there is a school rule or policy, the school rule or policy still applies.

Students must meet all the following criteria to be on FRC 6498:

- follow the safety protocols for working in the Castle Robotics lab
- pass machine safety certifications required by designated team
- be in good standing in all their classes
- attend 80% of team meetings during the Fall and have excused absences for any time not at scheduled team meetings
- attend 80% of the team meetings during the build season and have excused absences for any time not at scheduled team meetings
- participate in at least one team community/outreach event
- read, review, sign, and submit the *Student Contract* after reading the *Student Handbook*
- complete the season's safety training

## Student Rules and Expectations

The following are the rules and expectations each student must follow to be a team member:

- Students must always respect each other, team mentors, parents/guardians, sponsors, and other robotics teams. Those who routinely disrespect one or more of these roles will be asked to leave the team.
- Students are expected to maintain a team-first attitude and put what's best for the team ahead of their own ambitions.
- Drug, alcohol, and illegal tobacco use is not allowed. Any student caught using or being under the influence at a team event (i.e., practice, outreach event, competition) will be expelled from the team immediately. If the incident happens while traveling, the student will be sent home at the parent's/guardian's expense.
- Information about the current season's robot is confidential. Students cannot release details to people outside the team about the current season's robot (i.e., design, strategy) via pictures, video, or oral explanations without the consent of the team's lead mentors. Releasing information includes posting to social media (i.e., Facebook, Instagram, Twitter, Snap Chat), emails, or texts to friends, family, FRC 6498 alumni, or friends on or connected with other robotic teams. This confidentiality is needed to build anticipation for the robot's release, maintain a competitive advantage, and prevent duplication/copying before the end of build season. Once the robot has been released publicly, feel free to post all the pictures and videos you'd like.
- While traveling, there will be additional rules for students to follow. Students who do not follow these rules may be sent home at the discretion of the team Coach and/or not be allowed to travel in the future.

## Castle Robotics Lab

FRC 6498's lab is in Room 168 at Castle High School. Additionally, at times, we use shared space with other Castle High School activities to practice and prepare for competitions.

All students will be assigned lab cleanup duties during pre-season and build season. When students are assigned to cleanup, they will be the last students to leave practice. If a student cannot stay until the end of practice, they must stop what they are doing 15 minutes before leaving to complete their assigned cleanup duties. Keeping the lab clean is everyone's responsibility.

Food and drink are allowed in the lab only if students pick up after themselves during each team meeting (i.e., empty and recycle water bottles, throw away trash). Students will lose this privilege if they do not clean up after themselves.

Students cannot be inside the robotics lab without a mentor or the Coach at any time.

## Lettering Requirements

Castle Robotics is a team sport at Castle High School. To earn a robotics letter/pin, students must meet all the following requirements **each season**:

## Attendance

1. Must attend FRC 6498's Kickoff Event (January)
2. Must attend:
  - A. 2 FIRST Indiana District competitions or
  - B. FIRST Indiana District competition and the State competition (if we qualify)
3. 80%+ attendance at pre-season meetings\* (September – December)
4. 80%+ attendance at build season meetings, including Saturday build sessions\* (January – April) (if a student's group is not required to attend a meeting, they will not be counted absent)

*\* Mentors may review attendance on a case-by-case basis, but the students must submit in writing a reason for needed accommodation(s) to a lead mentor*

## Outreach/Community Engagement

1. Attend at least 1 team outreach/community event per year (i.e., STEM workshop for Girl Scouts)

## Fundraising

1. Participate in at least 1 team (not individual) fundraising event or activity – this does not include:
  - a. Individual fundraising events (i.e., Friends and Family, Colonial wreath sales) or
  - b. team fundraising events that only require you to briefly show up and purchase something to support the team (i.e., Azzip Pizza Giveback Night)

## Leadership

1. Serve in a formal Student Officer role (i.e., President, Vice President of Business & Media, Vice President of Engineering, Vice President of Operations)
2. Substantially contribute to our team's success (to be determined by lead mentors)

## Mentor and Parent/Guardian Involvement

Our team's success relies on mentor and parent/guardian involvement. Mentors donate an extensive amount of time to teach students skills necessary for a successful season. Parents/Guardians can volunteer to serve as a Coordinator or member of a team committee and donate food/drinks for Saturday lunches and competition meals.

The team has several mentor roles on the technical and business and media teams that require extensive time commitment, especially during build season. For those that cannot make this commitment, there are smaller volunteer roles and committees we need parents/guardians to help with to help our team succeed.

## Mentors

Mentors volunteer their technical and non-technical expertise to teach students skills during pre-season and build season. Specifically, a mentor:

- focuses on teaching students what they know
- brings either technical or non-technical expertise to the team
- provides students the opportunity to learn directly through experiences

At times, mentor roles may require an extensive time commitment, especially during build season. If you want to become a Castle Robotics mentor, please email us or talk to a current mentor.

Most seasons, we are looking for mentors with experience in one or more of the following areas:

- CAD
- CAM
- programming (we use Java)
- electrical
- mechanical
- fabrication/assembly
- business & media (social media, marketing, photography, writing, presentations)

## Parent/Guardian and Community Volunteers

We rely on parent/guardian and community volunteers to assist the team with projects during pre-season, build season, and competitions. These volunteers do not work extensively with students to teach them new skills. Instead, they volunteer to serve as Coordinators and members of our team committees. Therefore, the time commitment is less for these roles.

Our team needs parent/guardian and community volunteers to serve as members of the following team committees:

- **Travel Committee** – helps coordinate travel and lodging for competitions
- **Food Committee** – coordinates food and supplies during build season and at competitions
- **Kickoff Event Committee** – organizes the annual kickoff event for local teams we host at Castle High School in January
- **End-of-Season Banquet Committee** – helps coordinate the end-of-season banquet and award ceremony
- **Fundraising Committee** – helps search for fundraising options and executes the fundraisers
- **Outreach Committee** – coordinates Fall outreach/community events with help from the Business and Media team

One member of each committee will serve as the Coordinator for that committee.

We recruit interested volunteers in the Fall.

## Competitions

### Competition Attendance

All team members are expected to attend and participate in competitions because they will have a well-defined role at each competition.

We also want as many parents/guardians, mentors, extended family members, and friends as possible to attend and cheer on our team. Spirit is a huge part of each competition. We need everyone's help to win the *Team Spirit Award* at each competition, so we can earn extra points toward State qualifications.

Additional information about competitions will be shared at a parent/guardian and student meeting before the first competition.

## Competition Wear

All team members must wear their team t-shirts on both days of each competition. We encourage all parents/guardians, family, and friends to wear team spirit wear (available for purchase in the Fall).

Team members nominated for the FIRST Dean's List must wear formal business attire for their competition interviews.

## Competition App – The Blue Alliance

Download FRC's [The Blue Alliance](#) app for up-to-date information during competitions, including scores, rankings, and competition schedules. The app is available on iPhone or Android devices.



## Competition Logistics

The Travel Committee and Food Committee will coordinate each competition's lodging, transportation, and food.

## Competition Travel

Students cannot drive themselves or other students to competition events – it is a district-wide rule for the Warrick County School District.

Typically, students travel with their parents/guardians to competitions, including between the hotel and competition location. If this is not possible, transportation will be coordinated by the Travel Coordinator.

Competition days typically start at 6:00 AM (hotel breakfast) and end later that evening.

## Competition Lodging

The team will stay together at one hotel for away competitions. Student families, not the team, pay for hotel costs. The cost of rooms may be offset by the student's fundraising funds. Parents/Guardians will pay for their own rooms but can get the group rate if reservations are made in advance. If a student stays in a room with their parent/guardian, there will not be a hotel travel fee.

If a student's parent/guardian attends the competition, they will stay in the same hotel room.

Students without an attending parent/guardian will sleep three or four to a room. If your student does not want to share a bed with another student, bring a sleeping bag and/or twin air mattress to be more comfortable.



## Competition Meals and Snacks

The Travel Committee and Food Committee will plan competition meals.

At competitions, the team will provide one lunch, and the other lunch is donated by parents/guardians. Other meals are paid for by the student. All food planning and costs will be communicated before the event.

Concession stands are located at all competition arenas. Food varies at each competition, but most sell soft drinks, bottled water, and snack foods (i.e., popcorn, hot dogs). No beer or alcohol is permitted at competitions.

We will ask for donations from parents/guardians for snacks to keep in the stands for students and mentors. You can bring your own snacks to competition events.

## Student Membership Dues

### Regular Membership Dues for All Students

- Membership dues are \$250.00 per student (pays for two team competition t-shirts, one polo shirt worn at community outreach events/team photos, team operating costs)

### Additional Membership Dues for Seniors (optional)

- An additional \$50 (pays for senior robotics graduation cords and photography/printing costs for senior banners hung in Castle High School's gym)
- Due the same date as regular membership dues for all students

Students can reduce the amount of their membership dues by participating in individual fundraising events in the Fall (i.e., Friends and Family, Colonial Wreaths).

Fees are non-refundable in part or in whole. Unfortunately, a student's early termination from the team, whether by their decision or due to disciplinary action, is not associated with refunds of any amount.

All team members are expected to pay student dues in the Fall (deadline provided at meetings). However, if a team member cannot meet these requirements due to financial difficulties, they should contact the Coach or a lead mentor for potential solutions.

## Fundraising

### Team Fundraising Events

As a team, we will participate in fundraising events throughout the year to raise funds for team operating costs (i.e., competition food, robot materials, technology, buttons for competitions, end-of-season banquet). We rely on students and their parents/guardians to participate in team fundraising events. Students must participate in at least one team (not individual) fundraising event to qualify for a robotics letter. The Fundraising Committee will communicate details about each team fundraising event as they arise during the year.

## Individual Fundraising Events

Students will have the opportunity to participate in individual fundraising events to reduce their individual costs for membership dues and competition hotel costs (i.e., Friends and Family, Colonial wreath sales).

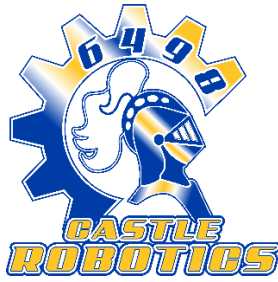
If a student participates in an individual fundraising event, the money they raise will be tracked by the Treasurer and applied toward membership dues and student hotel costs. If the student does not raise enough money to cover all membership dues, they will be billed for the remaining balance. Any funds raised over the season's needed amount will roll over into the Castle Robotics Club funds. No individual account balance will be carried over to the next season.

## Corporate Sponsor Recruitment

Our team's success depends on corporate sponsor support. Specifically, we rely on corporate sponsors to help us with competition fees, materials, technology, and team travel expenses.

We have four sponsorship levels companies can choose from with recognition benefits for each level (i.e., logo on robot, logo on team t-shirts, team thank you letter, robot demonstration with student presentation, social media thank you posts). Although we prefer financial sponsorship, we also accept in-kind donations (i.e., building materials, manufacturing services) at the same sponsorship levels.

We rely on students and parents/guardians to help us recruit corporate sponsors each year. Please share the Castle Robotics Sponsorship Levels and Recognition handout with companies you know that may be interested in sponsoring our team this season. The handout is posted in the *Forms and Handbook* section on our website under the *Resources* tab. The same handout will be distributed to students at a team meeting early in the Fall.



## Student Member Contract

**\*\* REQUIRED DOCUMENT \*\***

I, \_\_\_\_\_ certify I have closely read the entire Student Handbook.  
*print student name*

I agree, as a member of the Castle Robotics Team 6498, to:

1. follow the TEAM RULES as documented in the Team/Student Handbook.
2. meet all the TEAM EXPECTATIONS as documented in the Team/Student Handbook.
3. conduct myself in a safe and professional manner in all situations where I am acting as a member of this team.

By not adhering to this contract, I realize that my behavior may result in consequences up to and including termination of my team membership. I understand termination does not include fee refunds.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*Day's Number Month Year*

By: \_\_\_\_\_  
*Student signature*

Witnessed by: \_\_\_\_\_  
*Print parent/guardian's name*

\_\_\_\_\_  
*Parent/guardian's signature*

**Return your completed/signed form to the Student Member Contract folder on the Business and Media Team's office door by the deadline**