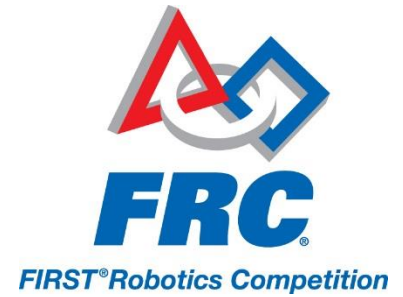




*Cascade
BEAR Bots
FRC Team 4512*



CASCADE BRUIN ROBOTICS

**Cascade Bear Bots
FRC Team 4512
Parent Handbook
2018 - 2019**

Updated January 2018

Forward

This handbook is intended to be a reference rather than a novelization.

We have a Cascade Bear Bots FRC Team 4512 student handbook that is a complement to this handbook.

The most important parts of this book are the Parent Meetings, How Parents Participate, and Costs.

The first important point we'd like you to take away from this Handbook it is FIRST's concept of Gracious Professionalism. Gracious Professionalism stands for sportsmanship above and beyond the norm. Gracious Professionalism means being as supportive to the students on other teams as we are to our own. We want ALL students to be inspired by what we can do.

The importance of Gracious Professionalism is to better ourselves by becoming responsible citizens and improving our society by example.

Years from now our team alumni will remember a great play, some adversities they overcame, when they helped out another team in need, but not so much the plastic trophies collecting dust in a school display case. We hope that alumni from other teams remember our kids as well, for the help they gave to get a robot running, as good sports, as fun to be around.

The second important point we'd like you to take away from this Handbook it is that A FIRST Robotics Team is like a small business, and has all the same department, structure etc. that a business would have.

Here is an opportunity to make a commitment to be a part of your child's team.

Parental involvement is not a requirement, but parents are an integral part of our team and are very important to our continued success. Parental support in all aspects of team involvement is vital to each team member getting the most out of the program.

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Mission Statement

Our Creed is “*We give people opportunities to learn, grow and help the community while perusing excellence in engineering*”.

We directly *involve* students in the professional field of engineering through collaboration with our volunteers and in partnership with local technical corporations. We all work together as a team to invent technology, design and build a robot to meet the FIRST robotic competition challenge, as well as help better the community around us in any way we can.

Team Objectives

FIRST is the brainchild of inventor Dean Kamen, who created, among other inventions, the portable dialysis machine and the Segway out of his concern for applying our talents for social good. It is an organization with the goal of generating interest among young people in science and engineering. Not only does FIRST support science, but it also hopes to create better people, which therefore become socially conscious engineers, by teaching its creed of gracious professionalism. Although the FIRST Robotics is about creating an innovative robot, it also calls for helping one another as much as possible. All of the FIRST Robotics teams are there for each other, whether they're helping each other with parts and materials, creating custom machined parts for each other, or simply offering advice and suggestions.

For us FIRST is about:

- Building character and citizenship through community service, sportsmanship, helping others: through Gracious Professionalism (GP)
- Being competitive and play *hard* on the field, but it is much, much more than a game.
- Exposing high school students to college and professional-level applied technology.
- Developing skills in technology, leadership, teamwork, business.
- Dedicating ourselves to continuous improvement. Ours is not a static organization. We look for new challenges and constantly experiment with improvements and new methods of operating our team and engineering.
- Expecting 100% from all participants – students, mentors, parents as a united organization, not an individual’s science fair project.
- Satisfying the needs of all participants: students for learning, mentors for personal growth, parents for involvement in student’s life and a technical challenge for all.
- Striving for quality outreach primarily through mentoring, technical support, and sweat - many teams lack mentors altogether, or may lack in one specialty, such as: computer science or mechanical engineering or even business planning.
- Contributing to quality growth and increased technical capabilities of all teams.
- Maintaining a positive, supportive attitude for our team, team members and others at all times.
- Attracting a diverse team population so we can expand each other’s minds.
- Having fun.



We are concerned foremost with our Team's health and sustainability, but we also introduce the students to broader concerns of the FIRST community that affect us. Engineering ethics teaches us that what we do has far reaching effects, and we are dedicated to making those effects positive. We support a growing vibrant FIRST community. We support our local FIRST program in Washington, and we work cooperatively with other teams to support them and receive support in return. This is why our motto is *"We give people opportunities to learn, grow and help the community while perusing excellence in engineering"*. We don't lose sight of our goal to get more students interested in science and technology. We also mentor both rookie and veteran teams to smooth their entry into FIRST and help the number of teams grow.

Team Management

Our Team brings a unique experience to students. We have a different way of involving students other than just playing with robots in an after-school club. We work in a true engineering environment with and alongside professional engineers. This is not your typical teacher/student relationship, but is run as a small business firm, with freshmen students as the new interns, seniors as the group leaders/supervisors, and mentors as the old salts/managers.

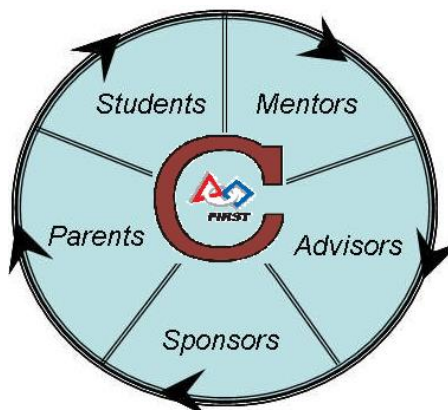
FIRST allows for a wide-range of approaches to running a team, from after-school club style with no parent or mentor involvement to teams that build at a sponsor's facility with full engineering and machining support.

Our teams approach involves ALL team member's participant equally – students, mentors, parents, advisors, and sponsors all give all they can and everyone has ownership. Students develop an appreciation for all aspects of running a business focusing on engineering and by working hands-on side-by-side with engineers, business and community professional, parents and even school district staff.

Students can have all hands are on the robot together, and all ideas are heard and debated as a team.

Because we are a student run organization, ultimate authority for the team lies with students, mentors, parents - and the team. The advisors, teachers and school district all play a supporting role in our organization. We will all thrive if all are empowered to insure our success and achieve our goals.

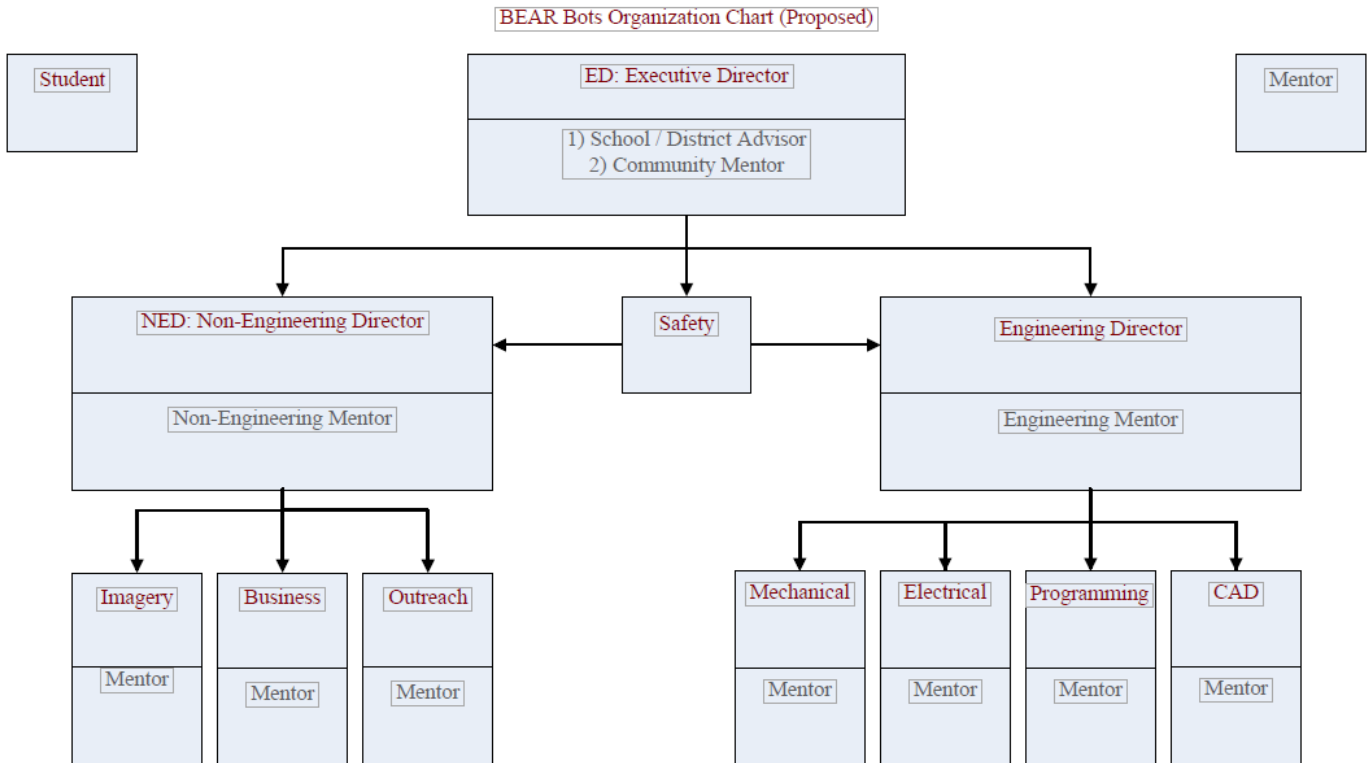
Outreach, robot designs, construction practices, the competitions we choose to attend are all up for popular debate and discussion in our practice of shared leadership. During the brainstorming sessions after Kickoff, for example, students and mentors will split into sub-groups to develop, then defend before the team, alternative design approaches. Overriding concerns such as risk, cost, detailed design time, machining capabilities, labor, skill required, etc. will be given weight in coming to a final group decision. In the event of ties, conflicts, sudden changes in circumstances, etc., decisions will be reached by the advisors and student officers, with the lead advisor making final rulings as required and bearing the responsibility.



Team Organization

Our team’s organization is Student directed and the mentors, advisors and parents are here to help support and enable them too active and learn as much as possible in what we feel is the most efficient manner and gives the students the tools and knowledge they need to excel and succeed in the college and in life.

Our Organization chart is shown below



Team Contacts (2018-2019)

Email and phone contact information is maintained separately and is available on the team contact list.

- Student Directors
 - Addie Kann
 - Daisy Cisneros
 - McKenzie Muster
 - Daniel Ramirez
 - Henry Beason
 - John Tucker

- Coaches and Mentors
 - Head Coach – Neil Palachuk – 425-210-3385 – npalachuk@everettsd.org
 - Assistant Coach – Lori Hittle - 206-999-8861– lmhi@aol.com
 - Mentors
 - Steve Hittle - Mark Klein - Gregory Cass - Barnhard Muster – Martin Cruz

- Booster/Fundraising contacts
 - Bruin Community Parents – Staff Accountant
Diane Scheuffele - 425-750-3832 - scheuffele.diane@gmail.com
 - Cascade ASBTreasurer – Pamela Chittick - 425-385-6020 - PChittick@everettsd.org

General build and meeting Schedule

The detailed team schedule and team communication page can be found on our team communication website at <http://www.everettsd.org/chs-palachuk>

Below is our general meeting schedule.

- **Pre-season meeting:** September through December
 - After school student home work sessions
Monday and Thursday from 2:00 to 4:00
 - Robotics meetings
Monday and Thursday from 4:00pm to 6:00pm

- **FRC build season:** January through April
 - After school student home work sessions
Monday through Thursday from 2:00 to 4:00
 - Robotics meetings
Monday through Thursday from 4:00pm to 8:00pm
Saturday from 10:00 am to 4:00 pm

How Parents Participate

We actively solicit parental involvement. Our team brings adults and students of all backgrounds and talents together. The following are only a few of the tasks to be done. We welcome new ideas every year and you can help define these roles.

Some involve organizing and mentoring the students while others are purely adult functions. If you head up a particular effort, please give the team a one-page summary report at the end of the year, no matter how trivial. Things will run that much smoother if we keep a record and you wouldn't believe how much easier it will be to get the new volunteer to step-up if they can see how trivial it is. It's your responsibility to train your replacement!

Here is an opportunity to make a commitment to be a part of your child's team.

Parental involvement is not a requirement but parents are an integral part of our team and are very important to our continued success. Parental support in all aspects of team involvement is vital to each team member getting the most out of the program.

Parents are encouraged to attend our monthly parent meetings. Dates will be posted on the team website and email reminders will be sent prior to each meeting.

The meeting agenda will cover items such as - Program orientation, Travel plans/expenses, fundraising efforts, Sponsor solicitation, Competitions, Year-end party etc. The Bruin Community Parent Booster Club organization and its activities and meeting schedule will also be covered.

Parents are expected to bring issues and concerns to the head coach in a timely manner.

Team office type supplies

Parents are also asked to help support the team with some of the office type supplies we use during the year. If you can help with even 1 or 2 items from this list, or anything else you can think of it would go a long way:

Printer Paper - Pens/pencils - Permanent Markers - Dry Erase Markers
Dry Erase board cleaner - Hand wipes - Clear notebook sleeves - Kleenex

Parent Meetings

Meeting are held to keep parents informed and are scheduled as required from
September to April

6:30 pm to 7:30 Location: Robotics Building

General responsibilities

CBR parents have several responsibilities. Every parent is asked to volunteer to assist the team in some way. Our need for parent volunteers is ongoing throughout the year, and includes the following:

- Bring food and snacks during FRC build season:
 - January through April
 - Monday through Thursday from 2:30pm to 8:00pm
 - Saturday from 10:00am to 4:00pm
 - (either cook or bring in take-out)
- Bring food or snacks for FRC competition events
- Assisting with fund-raising
- Join and contribute to our booster organization - Bruin Community Parents
- Helping to plan annual end of season picnic
- Assisting with community service projects
- Chaperone at competitions
- Other duties, as assigned
- Recruit other parents, retirees, sponsor mentors, etc.
- Network through friends, family, neighbors, co-workers.

Parents are asked to provide timely transportation for their student, making sure that they are at each team event on time and ready to participate. Often we will leave for a competition very early in the morning and return late at night.

Parents are expected to have the student at the designated location at the prescribed time and to pick them up promptly. We are not able to delay transportation for tardy students.

Parents are expected to provide accurate medical information and to keep mentors informed of all changes.

Technical Mentor

- General technical or engineering backgrounds, machinists, etc.
- A willingness to take a backseat and let the students experiment, but to step-in when they need to learn something new. Keep the student's hands in.
- We'll teach you what you need to know about robotics (veteran mentors and students)
- Mentoring needed for: structural, mechanical. electrical, pneumatic, control systems, CAD, computer animation,
website, safety

Non-Technical Mentor

- Work with students in any of these areas:
 - Organizational, management skills for running the team and coordinating meetings
 - Writing/English for award submissions, college scholarship essays, promotional literature, competition judge presentation materials.

FIRST

Cascade Bear Bots FRC

- Art needed to decorate the Robotics room, our pit at competitions, shipping crate, website
- Crafts to develop spirit accessories and team awards given to other teams

Booster Club (Bruin Community Parents)

- Solicit sponsors for cash donations, materials, engineering mentors, tools, machining, excess equipment, going-out-of-business tool or material clearances.
- General Fundraising
 - Pays for FIRST and off-season competitions, transportation, travel food and offsets individual student expenses
 - Special fundraisers organized for students to cover their personal travel expenses.
 - Helps students in financial need make the trips
- Looking for innovative ideas and the people to run them.

Travel/Events

- Travel arrangements (bus, airline, hotel, restaurant)
- Organize hotel rooming assignments and airline seating.
- Arrange to feed the troops on the bus and during our stay.
- Laminated cell phone contact lists (all students, chaperones)
- Trip chaperones
- Spirit preparation

Team

- T-shirts
- Team handouts for competitions
- Help organize team building exercises

Publicity and public relations

- Local carpooling for mentoring rookie teams, attending workshops or off-season events.
- Promote the team before the school board and administration.
- Teacher/mentor/sponsor/senior awards and thank you's
- Videotaping / photography for meetings, mentoring, outreach
- End of season pot-luck dinner

Competition

- Cheering
- Gracious professionalism - We cheer for other teams, especially teams that don't have many supporters in the stands.
- No booing at any time will be tolerated. If you cannot "cheer" anything good, don't cheer at all, but you should still applaud politely if not enthusiastically.

Event Volunteers

The Regionals are always in need of volunteers to keep things operating smoothly and you don't have to know a thing! They'll teach you everything you need to know. Please consider volunteering your time for the three days of our local Long Island Regional and at any of the away events we attend such as the Championship.