

Bellarmino College Preparatory  
**Team 254 - The Cheesy Poofs**

**Team Handbook**  
**2020 - 2021**



**Bellarmino College Preparatory Robotics  
Team 254 – The Cheesy Poofs**



TEAM 254 HANDBOOK

## **Welcome!**

Welcome to Team 254! We are excited to invite you onto the team as a fully-fledged Cheesy Poof. This handbook contains the key policies, goals, and expectations of Team 254 and its members along with other information you will need.

The success of Team 254 in robotics and its numerous other activities are all thanks to the dedication of our members. Your participation is essential to fulfilling our program's goals. Every member's commitment and responsibility keeps our team running smoothly. We hope that on Team 254, you will acquire skills that you will continue to use throughout college and in your future career.



## **Coronavirus Handbook Updates**

*Last updated mid-August 2020*

Unfortunately, robotics will have to meet virtually until state & county guidelines permit us to gather on campus. Regardless, we will remain flexible and are confident we can have a productive and fun year!

### **Current Fall Plans & Virtual Meetings**

*Please note: Our fall plans for FRC and VEX are flexible and may continue to change as we gain feedback from students, learn from our meetings, and receive updated guidelines.*

- Virtual meetings will take place either through Microsoft Teams or RingCentral.
- Whole Team Meetings
  - Weekly whole team meetings will occur every Tuesday @ 2:54 pm for 10-20 minutes.
  - These meetings are mandatory for all students to keep up to date on upcoming dates, meetings, deadlines, etc.,
- FRC
  - As usual, FRC will focus on training, workshops, and projects in the fall.
  - We will be hosting both team-wide and technical subteam workshops. Workshops for different technical subteams will be staggered, to allow students to explore multiple subteams.
  - Based on your experience and assigned subteam, expect to either attend 2-3 workshops/meetings per week or fewer workshops along with more assigned work.
  - Exact schedules and workshop details will be shared in the future.
- VEX
  - VEX will consist of a mixture of online workshops, take-home kits, and teams building robots from home.
  - VEX teams will brainstorm robot designs and CAD their robots individually. When teams complete their CAD, team members will be able to pick up parts from the lab to assemble and test their robots from home.
  - In addition to asynchronous work on design, assembly, documentation, etc. VEX teams will virtually attend 2 individual team meetings and 1 all-teams meeting each week.
- Team Bonding Activities
  - Because students may miss out on the opportunity to hang out and interact with each other in the lab, we will be planning online team activities for students to get to know each other and have some fun.
  - Possible activities include game nights, icebreakers, etc.

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- Sign-ins & Attendance Tracking
  - Our sign-in systems ([hours.team254.com](https://hours.team254.com) & [vexhours.team254.com](https://vexhours.team254.com)) now allow students to sign in & out from home to log their hours. Students must enter a description of what they worked on when signing out.
  - Students can sign-in anytime, including when working independently, but must be focused entirely on team-specific activities while signed-in.
- Engagement
  - When attending virtual meetings, builds, or workshops, students are expected to remain focused & attentive, as they would in the lab.
  - Students should be prepared to have their cameras on, participate, ask & answer questions, and remain involved at all times during meetings.

### **Modifications to Eligibility & Expectations**

- Regardless of whether we are meeting virtually or in person, active participation is still expected for the duration of the school year.
  - Members are expected to regularly attend all workshops, builds, and meetings for their program or subteam.
  - In addition to synchronous meetings, members may be expected to work on assigned asynchronous projects or tasks.
- Requirements for Team Support Hours, Lab Safety Training, and Tool Training won't be enforced until everyone can safely return to the lab.
- Mandatory Team Events:
  - Chezy Champs and Bell VEX are canceled for this year.
  - It has yet to be determined if our other usual mandatory events, including FRC Kickoff, will occur.



## **Mission Statement**

We aim to equip a community of students passionate about science and technology with the skills and initiative to become the next generation of leaders and create positive change in their respective career fields.

## **About**

Team 254 gives students the opportunity to become fully immersed in an environment of dedicated, like-minded students interested in engineering while acquiring the necessary skills to achieve their future goals. Not only do members acquire technical skill sets, but they also learn the fundamentals of other corporate tasks, such as project management, leadership, team building, marketing, etc. More important than any competitive success or awards, the students of Team 254 grow academically, intellectually, and socially. In line with the mission of Bellarmine College Preparatory, Team 254 inspires and motivates our students to avidly pursue their academic, career, and personal goals both during their time on the team and in their futures.

## **Team History**

Team 254 was founded in 1998 in partnership with NASA Ames Research Center. After Broadway High School's closure in 2000, Team 254 moved to Bellarmine College Preparatory. While the team's student members changed, The Cheesy Poofs have continued to flourish. Notable accomplishments and events include:

- 1999: 254 begins competing in the FIRST Robotics Competition
- 2001: 254 moves from Broadway High School to Bellarmine College Preparatory
- 2004: 254 wins the FRC Chairman's Award, FIRST's most prestigious award, and becomes a member of the FIRST Robotics Competition Hall of Fame
- 2009: 254 begins competing in the VEX Robotics Competition
- 2011: 254 wins the VEX Excellence Award, VEX's most prestigious award
- 2011: 254 wins the FRC World Championship
- 2014: 254 wins the FRC World Championship
- 2017: 254 wins the FRC World Championship
- 2017: 254 wins the first FRC Festival of Champions in history

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- 2018: 254 wins the FRC World Championship
- 2019: 254 is a Finalist at the FRC World Championship
- 2020: 254 wins the FRC Chairman's Award for the Central Valley Regional

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## **What We Do**

Team 254 members participate in two robotics programs, FRC and VEX. In addition, our team has several important nontechnical sub-teams that work on non-robot related tasks. Students may select to participate in either FRC or VEX (not both) when joining the team and must commit to that program for the full school year. Students may also choose to join one or more nontechnical sub-team in addition to or in place of joining FRC or VEX.

### **The *FIRST* Robotics Competition (FRC)**

The FIRST Robotics Competition comprises of more than 3800 teams worldwide and releases an annual challenge requiring teams to design, build, and program robots to compete in 3 vs. 3 games.

Members work with faculty advisors and mentors to design and build advanced robots to compete in the FIRST robotics competition. During the Fall semester, the FRC team focuses on building skills needed for the Spring semester build and competition season. The team also competes in offseason tournaments with the prior year's robot during the Fall.

During the Spring semester, after the game is revealed in January, the team works together on a single robot design, with subteams existing for each aspect of the robot. FRC robots are built using computer-aided designs and advanced metalworking equipment. Over the course of an intensive 6-8 week period, Team 254 builds multiple identical robots: a competition robot and one or more additional robots for driver practice and programming.

All members can participate in any part of the design or build process.

The FRC team meets from 6:00 to 9:00 p.m. on Monday and Wednesday, 6:00 to 10:00 p.m. on Friday and from 1:00 p.m. to 10:00 p.m. on Saturday. However, specific build dates may change, and additional dates may be added at the discretion of team leadership and mentors. Members are required to attend these build sessions for the entire duration of each build.

### **The VEX Robotics Competition (VRC, VEX)**

The VEX Robotics Competition releases an annual game challenge. The challenge requires teams to design, build, and program robots with the VEX robotics platform to compete in fast-paced, technically challenging 2 vs. 2 games.

For VEX, members are split up into smaller 5-8 person VEX teams headed by student captains and moderated by mentors, faculty advisors, and student leaders. Throughout

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the school year, members compete in a series of tournaments with the goal of qualifying for the VEX State and World Championships.

Challenges for the VEX competition are released in late April and the teams build throughout the school year, beginning in August or September. Members can participate in any part of the design or build process.

The VEX teams meet Monday, Tuesday, and Thursday from 3:00 to 6:00 p.m., and 1:00 to 6:00 p.m. on Fridays. However, this is subject to change based on the discretion of team leadership and mentor availability. Members are required to attend these build sessions for the entire duration of each build.

Each VEX team must successfully pass a design review moderated by student leaders and mentors in order to begin building their robot. Furthermore, teams pass subsequent design reviews in order to perform major robot changes at the discretion of the VEX Technical Lead. It is the responsibility of VEX Captains to schedule design reviews. Also, each team must document their progress daily in an engineering notebook, which will be presented to judges at VEX tournaments.

### **Nontechnical Sub-teams**

Sub-teams support the remainder of the team through completing vital non-robot tasks, so that the team runs smoothly in all areas. Students can choose to join a sub-team through their application. Each sub-team is managed by one or more leaders who will work with students on sub-team projects.

Once students join a subteam, they are responsible for completing action items delegated to them. Leaders will take note of students' participation and contributions on their sub-team and inform the mentors. If the student is found to be lacking, this feedback may lead to the mentors warning students and their parents about their performance level. Students are allowed and encouraged to join and participate in multiple sub-teams, as long as they fulfill all of their obligations.

The functions of each sub-team are listed below:

#### **Business**

Members of the business subteam share numerous responsibilities: public relations, outreach, grant writing, and team finances. They maintain Team 254's public image and engage our audiences through our blogs, Chief Delphi, and various social media platforms. They coordinate & plan outreach events by communicating with other teams and community organizations. As an example, the outreach team may mentor FLL teams, volunteer at local STEM events, and host our annual Engineering Day for middle schoolers. Members attract potential sponsors or donors through raising awareness, creating sponsorship material, and writing grant applications. They also



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maintain the team budget, business plan, and financial statement through tracking all incoming donations and team expenses.

#### **Graphic Design and Media**

Members work on graphic design, photography, and video editing for the team. They take photos at builds or important team events, and create videos, such as robot reveal or season recap videos. Using graphic design, members design team apparel, flyers, displays, handouts, robot sponsor decals, and more. The media subteam is also responsible for supporting the media needs of the other sub-teams, such as through creating templates and maintaining professional team documents. Students on this sub-team also learn to use industry-standard tools in the Adobe Creative Suite and other programs to create media materials for the team.

#### **Documentation and Submissions**

Responsible for written content required by any of the sub-teams, this sub-team takes photos and video footage to document team events for use in videos, publicity materials, and award submissions. Members write and enter submissions for several FIRST and VEX awards such as the FIRST Chairman's Award and the VEX Excellence Award. They also write materials for the team's website and document the FRC builds and events through the blog.

#### **Web Development**

Members maintain the team website to contribute to the team's public image, communication, and success in various website competitions. The team also develops and maintains web applications to assist with internal and external team functions. The website also hosts the team's blog, spreading news of team events outside the team and keeping members updated through the Build Blog. A variety of team information, documents, and tutorials are free to access on the website as well, acting as resources for anyone on or off the team.



## **Joining the Team**

Team 254 Membership is open to all students attending Bellarmine. All interested students are invited to attend the informational meetings and workshops, held at the beginning of the school year in the Fall semester, to talk with team members, and learn about all the aspects of the team. Prospective members must submit an application to join the team.

Members from the previous year must also reapply by submitting a returning member application to rejoin the team. Decisions regarding acceptance of returning members are based on the member's prior year's level of participation, behavior during tournaments and builds, and overall dedication to the team.

Following the announcement of the team roster, new and returning students invited to join the team must turn in the completed Student and Transportation Liability contracts (last 2 pages only) at the end of this handbook to a faculty advisor.

## **Eligibility & Expectations**

In order for students to be eligible to participate and remain on the team, they must:

- Turn in the completed contracts at the end of this handbook by the announced deadline.
- Maintain academic eligibility.
  - Academic eligibility requires students to maintain a GPA above a 2.0.
- Comply with the rules established in the Team 254 handbook, and by Bellarmine College Preparatory.
- Actively participate with the team for the duration of the school year.
  - Members are expected to regularly attend all builds throughout the entire school year. Must attend the full duration of builds.
  - Members who have or would like responsibility or leadership roles on the team should expect to come to all builds and cleanups, year-round.
- Participate in mandatory team activities, some of which include Chezy Champs, Bell VEX tournament, whole team meetings, etc.
- Complete lab safety training by the announced deadline.
- Complete basic (Green) tool training by the announced deadline.
- Complete at least 15 team support hours per semester. team support hours are scheduled during the year to maintain lab organization.

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- o Students completing more than 15 hours in the Fall semester may apply the extra hours toward the Spring semester requirement.
- Sign-in immediately upon entering the lab for build and sign-out with a mentor when leaving at the end of build.
- Not misrepresent their role on the team in any way that could violate the integrity standards at Bellarmine.
- While in the lab, students should be entirely focused on the task at hand, or actively seeking out more work. Students spending time on their phones, playing video games, or who are otherwise distracted may have their build hours canceled, be temporarily suspended, or be dismissed from the team.

Team 254 expects that all members behave maturely and professionally at all times and comply with the standards of Bellarmine College Preparatory. Members whose behavior is below the standards of Team 254 will face disciplinary action.

All team members must remember that whenever they are engaged in a team-related activity, whether online or in-person, they are representing Team 254. Their actions will reflect upon the team, Bellarmine College Preparatory, and our sponsors. Team members should treat their teammates, members of other teams, and the general public with kindness and respect at all times.

At competitions, those who are not Team 254 members but are cheering for or representing the team, such as parents or friends, must also adhere to these guidelines.

Not following the expectations and requirements outlined above, or failure to, can result in a RoboJUG, a temporary suspension from robotics activities, or removal from the team.

- RoboJUGs are served in the robotics lab outside of build time under the supervision of a faculty advisor or mentor, and may consist of lab organization and maintenance tasks. However, no robotics credit hours or team support hours are earned while completing a RoboJUG.

## **Team Dues**

Team dues are \$200 per member per year to help offset the costs associated with the robotics program. This is billed to the member's family by Bellarmine. Each student will receive one team t-shirt and a laser-engraved name-tag (unless they already have a name-tag from a prior year). Please contact a faculty advisor if you are unable to financially meet this requirement.

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## **Team Participation**

### **Team Meetings**

The team holds meetings outside of regular robotics build times. Whole team meetings are held at 2:54 pm on Tuesdays in the Robotics Lab and it is mandatory that members attend these meetings.

Other project groups and sub-teams will also have meetings as announced. Certain meetings will be declared “Critical Meetings” as a prerequisite for attending competitions or other events.

### **Mandatory Events**

During the year, team members are also required to attend the following events:

- Mandatory Returning Member Meeting – After announcement of the team roster.
- Bellarmine VEX Tournament – Volunteer or Participant
- Chezy Champs FRC Tournament - Volunteer or Participant
- FRC Kickoff – Beginning of January (FRC team only)
- VEX Kickoff – End of April or Early May (VEX team only)

The team leadership may announce other mandatory events during the year. Students who cannot attend a mandatory event should speak with a faculty advisor at least one week in advance of that event.

### **Communication**

All members are required to have an active email address that is registered with the team. They must also check emails sent to this address daily. Messages will be communicated to members through Slack, emails, meetings, and blogs.

### **Team Website and Calendar**

The team website is located at [team254.com](http://team254.com). All members must create a website account with the team and are encouraged to subscribe to the Team Calendar through the Members Portal. Members must also have at least one parent create an account on the team website to receive important parent-specific communications.

### **Email Group**

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When a parent or member creates an account on the team website, that member will be added to the team mailing list and will begin receiving email updates from Team 254.

Only students and parents who are registered on the website will receive team emails. Failure to check email is not an excuse to miss required activities or deadlines.

### **Slack**

Members are required to join the team's Slack workspace at [team254.slack.com](https://team254.slack.com). Accounts are created for each student as soon as they join the team. Slack is available as both a desktop and mobile app. Team announcements, group chats, and private messaging are all available through Slack, so it's a vital tool for team communication. Failure to check Slack is not an excuse to miss required activities or deadlines.

### **Team Blog**

Team 254 maintains a blog on the team website that members are required to check daily throughout the FRC build season. Please read the blog before messaging a student leader for more information regarding build progress, tournaments, or anything else that may have been featured on the blog. Failure to read the blog is not an excuse to miss required activities or deadlines.

### **Identity**

Team 254 is well known throughout the robotics community and has a very distinct identity associated with it.

### **Identity Standards**

Team 254 has developed a set of comprehensive identity standards to help maintain and preserve our strong team identity. The policies outlined in the identity standards are binding and must be followed for all team appearances and communication. For more information, see the Identity Standards posted on the team website.

### **Social Media Code of Conduct**

This code of conduct covers all public forms of communication which includes but is not limited to Facebook, Twitter, Youtube, Discord, Chief Delphi, Twitch.

Before you post, chat, or even voice chat to any public forum, make sure you ask yourself:

- Is what I am about to contribute Kind
- Is what I am about to contribute Humble
- Does what I have to say contribute Meaningful Discussion to the topic at hand

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### Why is this important?

- As a member of 254, any medium of communication you use to interact on social media reflects on our team, Bellarmine, and yourself.
- Understand that teams come from all walks of life and have varying levels of support. Our aim is to contribute to the FIRST community, not bring others down.
- Would what you are writing be viewed positively by our team, school, sponsors, your parents or potential future employers?
  - FRC is a great resume builder! Many Alumni hire FRC students for internships and full-time job offers. Don't let that be ruined by a snarky post or comment.

### When in doubt: Ask a Mentor or Faculty

- Anyone of us would be more than willing to help shape your post to fit these guidelines and provide tips.

### What are the consequences?

- If you are found in violation of any of the three points above:
  - Strike 1: A Mentor/Faculty will reach out and talk to you
  - Strike 2: Ban from posting on ALL forms of social media
  - Strike 3: Team Expulsion

## **Dress Code**

The dress code must be maintained at competition, all off-season events, and robot demonstrations. Maintaining the dress code is encouraged on the school days before and after a robotics competition in order to raise awareness at school. For more detailed information, see the Identity Standards.

## **Photography and Media**

All members must be willing to be photographed and appear in team-related publications.

## **Outreach**

The team participates in numerous demonstrations and other outreach events throughout the year. This is an important way to interact with and enrich the community while also spreading our message and brand. Outreach is important on Team 254, and attendance is open to anyone on the team.

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## **Submissions & Publications**

To maintain the team's high standards of quality and imagery, the leadership team, including faculty advisors and mentors, must approve any documents or media pertaining to the team prior to their release. This includes award submissions, publicity materials, news articles, pictures, videos, posts to social media, discussion forums, and the website.

## **Confidentiality**

Team 254 prides itself on its competitive excellence and on being a source of inspiration and mentorship for other teams. The team shares ideas and design concepts with other teams and offers help to anyone who asks for it. However, the team believes that helping others work through the engineering process is much more effective than giving away fully-formed solutions and designs.

Members are not permitted to disclose any ideas, designs, documents, photos, or videos to anyone not affiliated with Team 254 without the explicit approval of the leadership team. Confidentiality is taken very seriously and disciplinary action will be taken when a member fails to maintain the team's trust.

## **Facilities**

### **Bellarmino Robotics Lab**

The Bellarmino Robotics Lab serves as the primary workplace for all robotics activity on the team. Team 254's on-site robotics lab is located at Bellarmino next to the Sobrato Theater and the track. The lab complex features a workspace area, a machine shop, a full-sized VEX field, a 70% size FRC field, and outdoor shipping containers for storage.

### **Rules & Guidelines for the Robotics Lab**

All members must complete lab safety training and basic tool training, and turn in a signed lab safety contract. Members must follow all rules outlined in the safety training including (but not limited to) those listed below.

- No member is ever to work without a mentor or faculty advisor on site. For safety, a mentor or faculty advisor must be in the machine shop when machine tools are in use.
- Food and drinks are allowed at team facilities only in the workspace area. No food or drink is allowed in the machine shop or on the FRC field.

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- When finished using a tool, it must be returned to its designated location in the lab. At the end of every work session, all tools and materials must be put away. The cleanup checklists should be followed at the end of each build
- Members must attend builds for their full duration. If a member is unable to stay for the full duration of a build, they must communicate with a mentor ahead of time for an excused absence.
- Members must sign out with a mentor or faculty advisor before leaving the lab.
- If a power tool malfunctions or breaks, it must be reported to a mentor or faculty advisor immediately.
- Electrical devices may never be powered by daisy-chained cords or power strips.
- Always wear safety glasses and other pertinent safety equipment when operating power tools or are near somebody operating power tools.
- Loose hair and long or loose clothing must either be tied back or removed before a member is permitted to use any machine tools.
- Members must partake in a robotics related activity if they are in the lab. If a member is caught not participating in the build they will be asked to leave the lab. Horseplay and games will not be tolerated.
- Members may not remove any equipment or material from the robotics lab for use at another location, including home use.
- All members must abide by the guidelines set forth by the Bellarmine transportation form. Any questions about a student's transportation status should be directed to a faculty advisor.
- Faculty and mentors always have the final word in any situation where safety is at stake.
- All applicable Bellarmine College Preparatory rules apply when and where robotics work is being done.

Failure to comply with the established robotics lab safety rules will result in disciplinary action.

## **Travel & Competition**

### **Eligibility**



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All members are encouraged to attend local tournaments. Eligibility for overnight robotics tournaments is determined by the faculty advisors & mentors. They will look at a member's participation, skills, and contributions throughout the semester.

## **Expense**

Certain competitions require travel which will be billed to members for airfare, hotels, buses, meals, etc. Students on financial aid will get assistance to pay for the travel costs, however, if they cancel, they may be responsible for any cancellation fees.

Members who withdraw from a travel tournament will only be refunded if another member takes their spot.

## **Roles & Responsibilities**

Prior to competition, members will be divided into roles needed for the particular tournament, such as drivers, pit crew, scouts, strategy, alliance readiness, videography, etc. It is vital to the success of the team that members maintain the roles that they are given.

When at competition, members are encouraged to watch matches, meet other people, and look at other team's robots. members are not permitted to engage in unrelated activities without express permission from a mentor.

## **Behavior**

Behavior that is deemed below the standards of Team 254 will result in disciplinary action. Severe infractions may result in an immediate flight or bus trip home at the expense of the team member, and/or dismissal from the team.

## **Transportation**

### **Local Events**

Events within Santa Clara county may not have transportation scheduled by the team. For these events, it is the member's responsibility to arrange transportation.

### **Travel Tournaments**

For events outside of the local area, Bellarmine will arrange all transportation, accommodation, and meals (as required) to and from the tournament. Members are responsible for the travel costs and will be billed directly by Bellarmine. Team members may be required to arrange their own transportation to the airport.

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Members who withdraw from a travel tournament will only be refunded if another member takes their spot. Students on financial aid will get assistance to pay for the travel costs, however, if they cancel, they must pay any cancellation fees.

All student members participating in a travel tournament must travel with the team.

Members must sign up in advance for all travel tournaments.

### **School Absences**

If a member will miss school due to a robotics event, it is that member's responsibility to inform teachers of an absence at least one full week ahead of time and arrange for the completion of missed work.

If a student misses school due to illness, they may not attend any robotics function later that day.

Students may not miss school the day after a tournament due to fatigue or postponed homework. Any such absences will be unexcused.

## **Team Leadership**

Team 254 is managed by a leadership team consisting of student leaders, adult mentors, and faculty advisors. The leadership team's duties go beyond those of regular members. This team makes administrative decisions, plans events, and manages projects. Every member of the leadership team puts in hundreds of hours of work behind the scenes to ensure that the team operates smoothly.

### **Leadership Meetings**

The leadership team meets weekly year-round. Leadership meeting attendance is restricted to the leadership team, however, students are encouraged to approach the leadership team with any and all relevant concerns.

### **Leadership Team Selection**

At the end of each school year, a selection committee consisting of mentors, faculty advisors, and alumni will choose next year's leadership team. The selection process is based on previous leadership experience, dedication, expertise, and a written application. Leadership roles are updated as needed and published every year. Any team member may apply to be a team leader.

## **Leadership Roles & Responsibilities**

### **Team President**

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The team president is responsible for keeping team unity, making sure the leadership team functions as designed, running all team meetings, and being a team spokesperson.

#### **FRC Technical Director**

This leader oversees the overall robot design process and technical aspects of FRC as well as organizing workshops and ensuring that team members are adequately prepared for the season.

#### **FRC Program Manager**

This leader oversees the FRC build schedule and daily build tasks as well as allocating team resources to ensure progress and timeliness for all subsystems.

#### **FRC Operations Director**

This leader is responsible for FRC competition preparation including scouting, pit construction, and FRC team member participation at tournaments.

#### **FRC Technical Lead**

This leader oversees the design process concerning one or more particular subsystems of the robot. The FRC Technical Lead reports to the FRC Technical Director and assists in organizing workshops and ensuring that team members are prepared for the season. There may be one or more Technical Leads selected each year.

#### **VEX Technical Director**

This leader is responsible for organizing VEX build-related activities, managing and organizing VEX Captains, and ensuring members get the most out of the technical aspects of VEX.

#### **VEX Operations Director**

This leader is responsible for VEX competition preparation including scouting, pit construction, and VEX team member participation at tournaments.

#### **Software Director**

This leader is responsible for the programming and electronic functions of FRC and VEX robots.

#### **Media Director**

This leader and his sub-team create all publicity and robot-related media, including merchandise, and maintain the team's Identity Standards.

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### **Documentation Director**

This leader and his sub-team are responsible for the creation and archiving of all team content including website content, team document preparation, award submissions, and the team blog.

### **Public Relations Director**

This leader and his sub-team are responsible for maintaining and improving the team image, identity, and presence within the community, and maintaining the team's outreach program.

### **Outreach Director**

This leader and his sub-team are responsible for coordinating and organizing appearances and robot demonstrations at outreach events.

### **Web Development Director**

This leader and his sub-team are responsible for website functionality, enhancements, and team databases. They work with the Documentation & Submissions Director to manage and maintain website content.

### **Business Development Director**

This leader and his sub-team manage the team as a business by using a comprehensive annual operational plan, planning and securing grants and funding from sponsors, and managing in-kind resources.

### **Finance Director**

This leader and his sub-team are responsible for team part orders, business plan, and documentation of all revenues and expenses. The Finance Director is also responsible for Chezy Champs material and equipment inventory and loans/rentals.

### **Contacting Leaders**

Leaders, faculty advisors, and mentors can be reached by messaging them through Slack or sending an email to the contacts listed on the leaders and mentors pages on the Team 254 website.

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## **Authority of the Handbook**

The rules and policies outlined in this handbook are binding and must be followed by all team members. The handbook may contain appendices including the Team Identity Standards. These documents are binding as well. The leadership team has the authority to modify this handbook at any time. Team members will be notified of any modifications. All students must acknowledge the Authority of the Handbook by signing the Student and Transportation Liability contracts on the next two pages. Signed contracts must be returned to a faculty advisor by the announced deadline.



## **Student Contract**

By signing below I acknowledge and understand all points listed below:

- I have read the handbook describing Team 254: The Cheesy Poofs and agree to comply with the policies outlined within.
- Participation in the program requires fulfillment of the team support hours requirement, attendance at all builds for the full duration of each build, and attendance at mandatory events, and I will comply with these requirements.
- The equipment used during the construction of the robot can cause serious harm injury if not used correctly. I understand that members are not permitted to use any piece of equipment until they have been instructed on its safe use and are not permitted to use any piece of powered equipment without adult supervision.
- As long as my parents have signed the Bellarmine liability release/consent form, I will only travel in Bellarmine provided group transportation or in a vehicle driven by an adult mentor, faculty advisor, approved parent or student, or myself to any robotics function.
- I agree and consent to allow my photographs, name, or comments to appear in media related to Team 254.
- I understand that violation of any of the Team 254 policies is punishable up to and including dismissal from the team.

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Print Student Name

Bellarmino Student ID

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Student Email

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Student Signature

Date

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Parent Signature

Date



## Transportation Liability Contract

A Yes or No must be checked for each line item.	Yes	No
My son has permission to operate a family-owned motor vehicle to and from any school-sponsored robotics activity inside Santa Clara County.		
My son may transport other students to and/or from any school-sponsored robotics activity inside Santa Clara County.		
My son may travel in a vehicle operated by a Bellarmine parent or guardian to and/or from any school-sponsored robotics activity.		
My son may travel in a vehicle operated by another Bellarmine student to and/or from any school-sponsored robotics activity inside Santa Clara County.		
My son may ride in a privately owned vehicle operated by a faculty advisor or adult mentor to and/or from any school-sponsored robotics activity.		
My son has permission to use public transportation while accompanied by a school official or to travel to or from any school-sponsored robotics activity.		
I, as a Bellarmine parent/guardian, am willing to drive my son and other students to a Bellarmine sponsored robotics activity when my son or other students are participating in that activity.		

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Bellarmine Student ID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*Note: This is not the Bellarmine Transportation Form, and is only for mentor and faculty advisor reference when Bellarmine contracted transportation is not provided.