

2015-2016 TEAM HANDBOOK

**OUR 25TH SEASON OF
FIRST® ROBOTICS COMPETITION**



Our Sponsors

Managing Partners

DELPHI



KOKOMO SCHOOL CORPORATION
Creating a Better World Through Education

Gold Kat Level Sponsors



Silver Kat Level Sponsors

**KOKOMO
PUBLIC SCHOOLS
EDUCATION FOUNDATION**



Additional Sponsors

Kokomo Lions Club

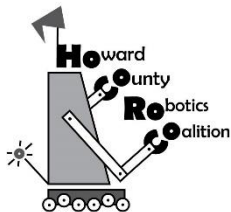


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Current team schedule available at: <http://www.technokats.org/calendar.php>

Purpose

The purpose of this handbook is to be an information source and communication tool for members of *FIRST* Team 45, the TechnoKats Robotics Team, its supporters, and their families, and a reference tool for other *FIRST* Robotics teams. It includes information on the team, leadership opportunities, financial information, and team member expectations. Safety training information is included in a separate Safety Manual.

A Student-Led Team

The TechnoKats is a student-led team. This means that students, under the guidance of adult mentors, have the responsibility of leadership roles, develop leadership skills, and take part in decision making.

Community Partnership

FIRST Team 45, the TechnoKats, is a partnership between the Kokomo School Corporation and community sponsors and organizations. Mentors, sponsors, and team members are expected to uphold the values of *FIRST*.

Current Managing Partners:

Kokomo School Corporation

- Provides teacher mentors
- Provides facilities and transportation to events
- Provides various resources

Delphi Electronics and Safety

- Primary financial sponsor
- Provides finances for travel, entrance fees, parts, and materials
- Provides engineer mentors

Current Gold Kat Level Sponsors:

Duke Energy

- Provides warehouse space for the team workshop
- Provides material storage and practice field areas

AndyMark, Inc.

- Provides materials and time
- Provides engineering mentors
- Provides opportunities for student employment fundraising
- Provides opportunities for student internships

Foresite

- Provides funding
- Provides engineering mentors and support

Current Silver Kat Level Sponsors:

1Up! Software

- Provides website space and support

Kokomo Public Schools Education Foundation

- Provides financial support

Additional Sponsors

- Provide funding or in-kind donations

There are several levels of sponsorship available, appropriate for both individual and businesses. For more information on sponsorship opportunities, contact business@technokats.org.

The Team also partners with our community and the *FIRST* community in a variety of ways, including:

- New Year's Eve Ball Drop
- Relay for Life
- Support for Kokomomentum
- Participation in Delphi Excellence Day
- Support for Bona Vista
- Support for the Community Foundation & Bridges Outreach
- Support, volunteering, and fundraising for various community organizations
- FIRST Lego League Qualifying Tournament Host
- FRC District Competition Host
- Co-hosts the Indiana Robotics Invitational Tournament
- Supports rookie FRC and Lego League teams
- Founding member of the Howard County Robotics Coalition

FIRST

FIRST was founded in 1989 to inspire young people's interest and participation in science and technology. Based in Manchester, NH, the 501 (c) (3) not-for-profit public charity designs accessible, innovative programs that motivate young people to pursue education and career opportunities in science, technology, engineering, and math, while building self-confidence, knowledge, and life skills.

FIRST's Vision

"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology heroes."
~ Dean Kamen, Founder

FIRST's Mission

Our mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Find out more at <http://www.usfirst.org/>

Overall Team Goals

- Inspire students in the areas of science, technology, engineering, and math
- Prepare students for leadership roles
- Promote the ideals of *FIRST*
- Increase community and state awareness of STEM education opportunities
- Promote teamwork
- Mentor students through positive role models
- Boost the level of competition in *FIRST* by providing technical assistance and organizational mentoring to other *FIRST* teams

Annual Goals are set at the beginning of each competition season

History of TechnoKats

Kokomo High School's robotics team has participated in the *FIRST* Robotics Competition since its inception in 1992. In that year, the Delco Electronics/Kokomo-Center Schools "DEKCS" partnership formed the Science Kats, one of 28 teams to compete in the inaugural *FIRST* competition. Since then, *FIRST* has grown to include over 2,000 high school teams in countries around the world. Today, the TechnoKats are one of seven remaining original, or Legacy, teams.

During the past 25 years, the team has grown and developed. The team adopted its current name, the TechnoKats, Delco became a division of Delphi, and other sponsoring partners have joined the team. In 1998, Duke Energy joined the team's sponsors, and the team moved into its current shop at Duke Energy. In 2000, the team started the first off-season event, Hoosier Havoc, which later came to be known as the Indiana Robotics Invitational (IRI). In 2004, two team mentors started robotics supplier AndyMark, Inc. In 2011 the team began hosting a FLL Qualifying Tournament, and in 2015 hosted one of the first Indiana District Events. During its 25 year history, the team and has assisted in starting and supporting numerous other FRC teams throughout Indiana and the U.S. Team alumni have gone on to become mentors of teams across the U.S. Through high levels of competition, volunteer activities, and sponsoring new programs and competitions, the TechnoKats have made a name for themselves in Howard County and in the *FIRST* community.

The team is proud of this history. The TechnoKats have a strong tradition of competing at a high level in *FIRST*, while also being a model team by demonstrating gracious professionalism and being innovative within the *FIRST* community. The TechnoKats continually strive to uphold the *FIRST* values and to improve ourselves.

TechnoKats alumni have gone on to work as engineers, scientists, and entrepreneurs in various fields. Alumni work in the automotive industry for such companies as Lockheed Martin, Delphi, and GM. Others work in robotics fields, aerospace, information technology, consumer electronics, and health care. It is certain that being a TechnoKat played a role in their career choices.

The success, stability, and longevity of the team is a direct result of the strong partnership between Delphi and Kokomo Schools, the support of the community, and the dedication of mentors, sponsors, and students.

Awards

Although we are proud of our past achievements and awards, the development of character and of skills is much more important. Numerous leadership opportunities are available to TechnoKats team members, and the *real* successes are seen when students succeed in finding how they can make this world a better place because of their choice in a technical-related career.

Past Awards:

1992 National Competition Finalist
1992 Ultimate Keeper Award
1994 Chairman's Award Finalist
1995 Chairman's Award Finalist
1998 National Competition Champion
1998 National "Technical Excellence" Award
1998 Great Lakes Regional Runner-Up
1998 Great Lakes Regional "Best Play" Award
1999 National Competition Runner-Up
1999 Midwest Regional "Outstanding Defense"
2000 National "Xerox Creativity" Award
2000 Midwest Regional Champion
2000 Great Lakes Regional Runner-Up
2000 Scholarship: \$20,000 Kettering University, Vinny Cothorn
2001 National Competition #1 Seed & Division Finalist
2001 Midwest Regional GM Industrial Design Award & Finalist
2001 W. Michigan Regional Leadership in Controls Award & Finalist
2001 Scholarship: \$20,000 Kettering University, Philip Lundberg
2002 Championship Competition #4 Seed & Division Semi-Finalist
2002 Championship Autodesk Animation Technical Excellence Award
2002 Midwest Regional Chairman's Award Winner
2002 Midwest Regional Runner-up
2002 Indiana Vocational Education Excellence Award
2003 Championship Competition #3 Seed
2003 Midwest Regional Champion
2003 Midwest Regional Judges Award for Exemplary Sportsmanship
2003 St. Louis Regional Sportsmanship Award
2003 Pittsburgh Regional Sportsmanship Award
2003 Championship Woodie Flowers Award Winner, Andy Baker
2004 Championship Competition, Division Finalist
2004 Midwest Regional Champions
2004 Midwest Regional Sportsmanship Award
2005 Championship Competition, Division Semi-Finalist
2005 Midwest Regional Engineering Inspiration Award
2005 Midwest Regional Safety Award
2005 Boilermaker Regional Judges' Award for Outstanding Excellence
2005 Scholarship: \$30,000 Delphi/Purdue University FIRST 2005 Scholarship, Austin Butler,
2005 Scholarship: \$2,000 Boilermaker Regional Scholarship, \$1,000 IRI Scholarship, Greg McCoy,
2006 Boilermaker Regional Chairman's Award
2006 Boilermaker Regional Woodie Flowers Award, Mark Koors
2007 St. Louis Regional Motorola Quality Award

2007 St. Louis Regional Champions
2007 Boilermaker Regional Motorola Quality Award
2007 Championship Volunteer of the year award, Mark Koors
2008 St. Louis Regional Finalist
2008 St. Louis Regional Engineering Inspiration Award
2008 Boilermaker Regional Finalist
2008 Boilermaker Regional Industrial Design Award
2009 Washington DC Regional General Motors Industrial Design Award
2009 Washington DC Regional Winner
2009 Boilermaker Regional Chairman's Award
2009 Boilermaker Regional Finalist
2009 Boilermaker Regional Xerox Creativity Award
2010 Boilermaker Regional Champions
2010 Boilermaker Regional Motorola Quality Award
2011 CAGE Match, \$1,000 Art Anderson Memorial Scholarship winner, Glenda Hernandez
2012 Boilermaker Regional Website Award
2012 Queen City Regional Winner
2013 Regional Woodie Flowers Winner, Mark Carmain
2013 CAGE AndyMark Award for Awesomeness, Alan Anderson
2014 Boilermaker Regional Innovation and Control Award
2014 Arkansas Regional Safety Star of the Day Award, Cameron Ellison
2015 Kokomo District Gracious Professionalism Award
2015 Kokomo District Underwriters Laboratory Hard Hat Safety Award
2015 Dean's List Semi-Finalist, Kyle Heaton
2015 Boilermaker District Team Spirit Award
2015 Indiana State Finals Underwriter Laboratory Hard Hat Safety Award
2015 Indiana State Finals Woodie Flowers Winner, Alan Anderson

Team Leadership

TechnoKats offer many leadership opportunities for both students and mentors. The chart on the following pages shows the current leadership opportunities. There are many leadership and volunteer opportunities available.

The TechnoKats encourage students to take on leadership roles throughout their time on the team. The TechnoKats is a Student-Led Team. This means that students, under the guidance of adult mentors, have the responsibility of leadership roles, develop leadership skills, and take part in team decision making.

Specific responsibilities and expectations for each role are included in Appendix A.

Mentor lead positions are assigned both on a volunteer basis and by Steering Committee appointment. For more information on a mentor lead role, contact steering@technokats.org.

Student lead roles are assigned through an application and voting process, an application and appointment process, or on a volunteer bases. For more information on a student lead role, contact the lead mentor for that area: for technical areas, robin.townsend@technokats.org and for business areas joy.dewing@technokats.org.

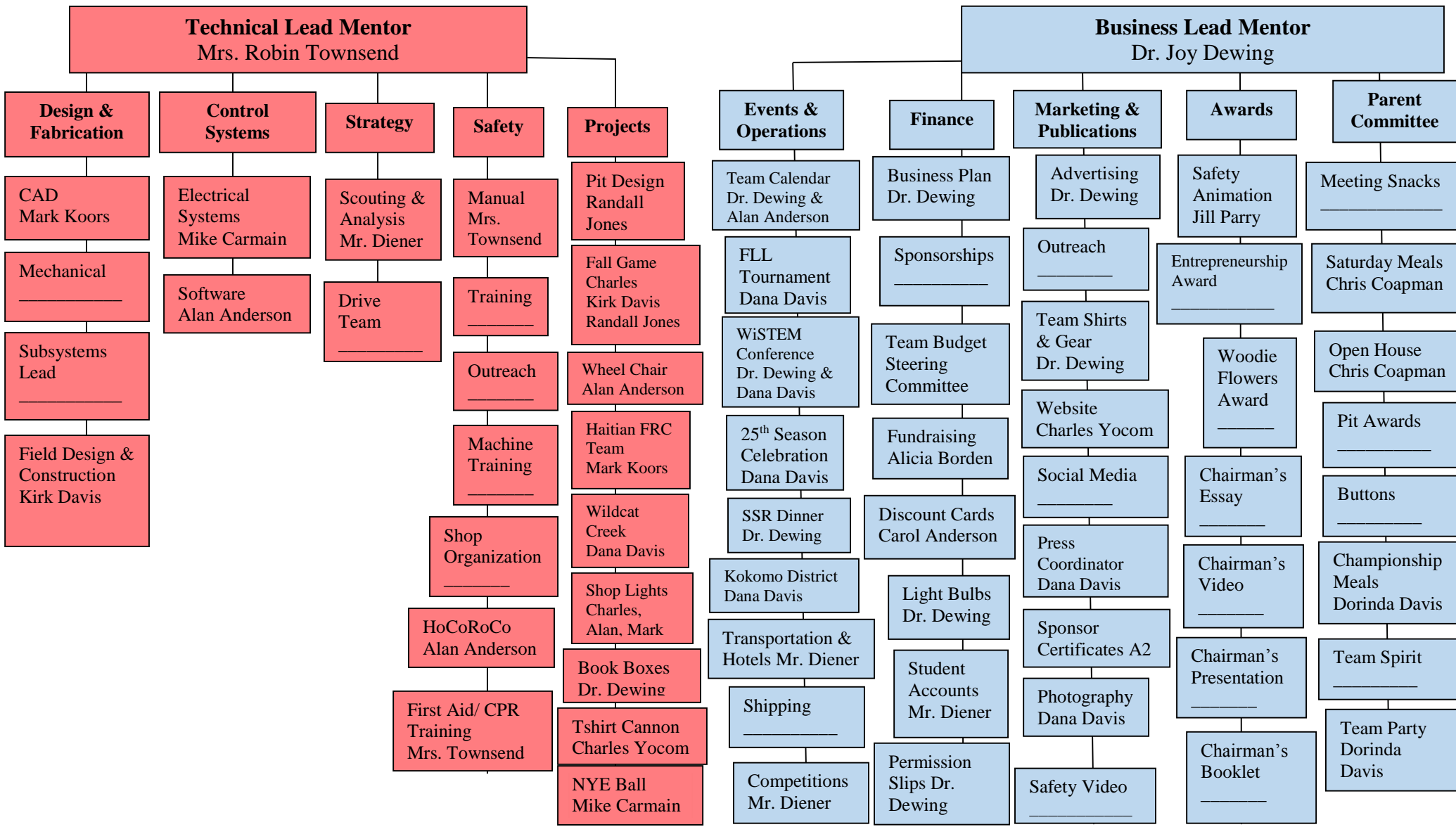
Steering Committee

The team is overseen by a Steering Committee made up of the Lead Delphi Mentor, the Lead Teacher, and a third team mentor. The steering committee was created so that no one person would have control of the team. The responsibilities of the Steering Committee include:

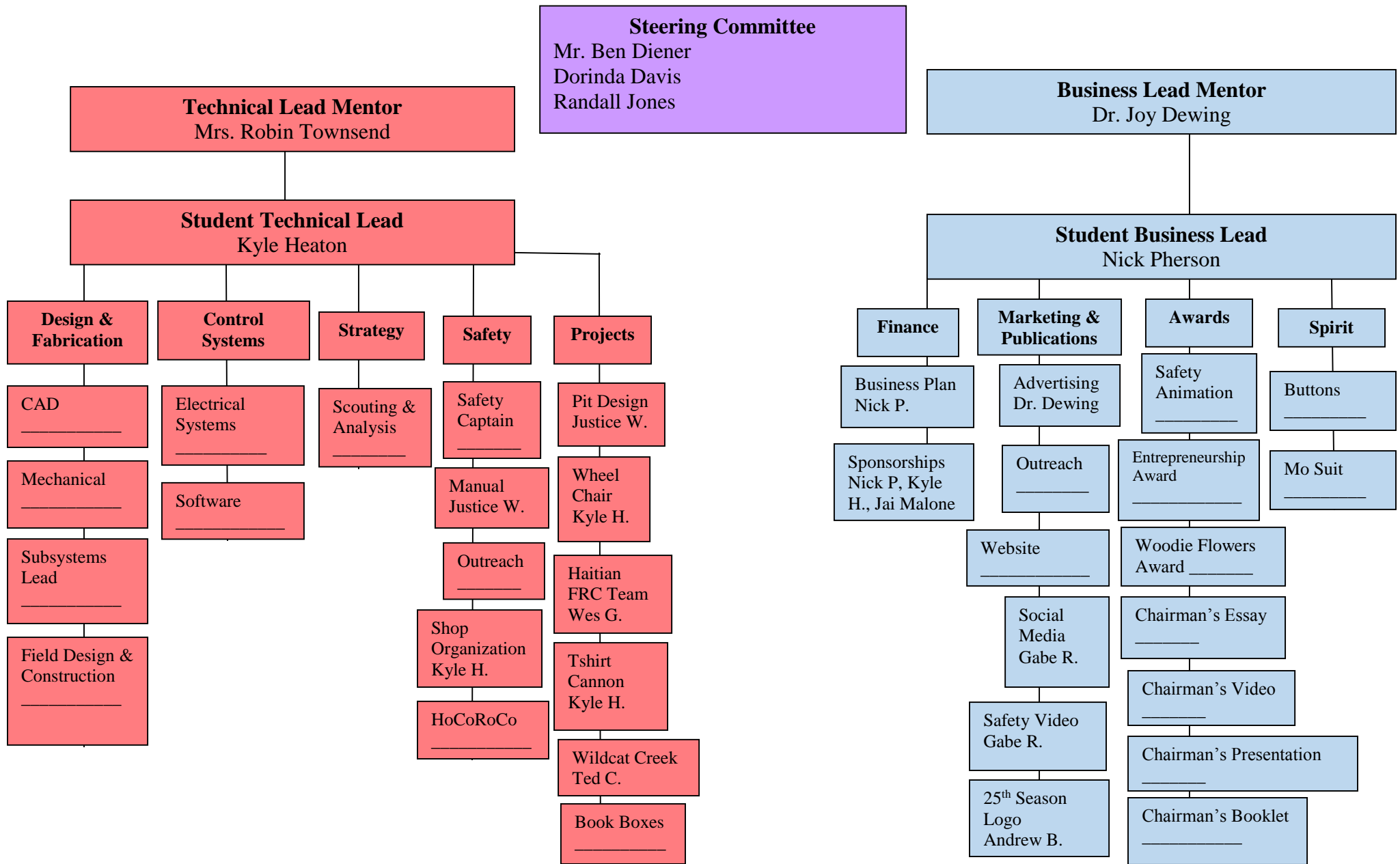
- overseeing the team budget
- recruiting and overseeing mentors
- recruiting new sponsors
- overseeing the running of the team
- making final decisions regarding the team operations
- providing a sounding board for team members

TechnoKats Leadership Chart 2015-2016

Steering Committee
 Teacher: Mr. Ben Diener Parent: _____ Delphi Lead Mentor: Randall Jones



TechnoKats Student Leadership Chart 2015-2016



Mentors

KOKOMO SCHOOL CORPORATION

*Mr. Ben Diener	Math Teacher	Lead Teacher
		Travel Coordinator
Dr. Joy Dewing	English Teacher	Business Lead Mentor
		Drive Coach
Mrs. Robin Townsend	Math Teacher	Technical Lead Mentor
Mr. Robert McIntyre	Energy Education Specialist	Safety & Shop Coordinator

DELPHI ELECTRONICS & SAFETY

Kevin Keller	Manufacturing Manager	Executive Sponsor
*Randall Jones	Engineer	Lead Engineer
Alan Anderson	Software Engineer	Software Group Leader,
Mike Carmain	Electrical Engineer	Electrical Group Leader
_____	_____	Technical Group Leader,
_____	_____	Mechanical Support

ADDITIONAL TECHNICAL MENTORS

Mark Koors	AndyMark, Inc.	Mechanical Mentor
Kirk Davis	Foresite	Field Construction Manager
Charles Yocom	AndyMark, Inc.	Website Group Leader

ADDITIONAL MENTORS

Bette Anderson	Chairman's Award
Carol Anderson	Fundraising
Dana Davis	Public Relations
Chris Coapman	Parent Committee Coordinator
Alicia Borden	Parent Committee Coordinator
_____	Activities Coordinator
Dorinda Davis	Travel Meals
Chrissy Diener	Teambuilding Activities

VOLUNTEERS/ PARENT VOLUNTEERS

* Steering Committee Member

Team Projects

OFF SEASON 2015-2016

Discount card sales
Other fundraising activities
New Sponsorships
Howard County Relay for Life
Indiana Robotics Regional (IRI) Host
Kokomomentum Summer Camp
WiSTEM Conference
25th Season Celebration
T-shirt Cannon
Wildcat Creek Project
Wheelchair Project
Haitian FRC Team
Fall Robotics Game
Shop cleaning and equipment training
Shop organization and inventory
HoCoRoCo (Howard County Robotics Coalition) Trainings
CAD, electrical, and software training
Indiana FIRST Forum Workshops
C.A.G.E. Match offseason competition
FLL Qualifying Tournament Host and Organizers
New Year's Eve Ball Drop

PAST PROJECTS

1994-1997: Pop Can Regatta
1998-2000: TechnoKat Challenge
1998-2000: Haynes-Apperson Parade
1999-present: New Year's Eve Ball Drop
1999: KHS Technical Library
2000: Haynes Car Turntable
2000-2003: TechKnowFest (Ivy Tech)
2000-present: Indiana Robotics Invitational (IRI)
2001-2003: Delphi Technical Forums
2001: FIRST Lego League team sponsorship & startup
2001: ChiefDelphi Invitational Robot Build
2002: Bona Vista TechnoBox
2002- Presented Indiana FIRST Workshops & Leaders Meetings
2003: Tinkertoy Challenge
2003-2004: RibFest Pig Drop
2003-2009: RoboEducators (Ivy Tech)
2003-2008: Bona Vista putt-putt course construction and participation
2004: United Way Donation Tracking with Lighted Ball
2004: Woodie Flowers Award mobius assembly
2005: FIRST Lego League Mentoring
2005-2009: IRI Vex Challenge (Ivy Tech & Team 447)
2005-2009: Boilermaker Regional Planning Committee
2006: All Girls Vex Team
2006-present: American Cancer Society Relay for Life team
2006-2007: TechnoKats History Project
2007: Bona Vista Playground Cad Model

2007-present: Relay for Life Lumanaria Ceremony video display
2008-2009: *FIRST* President's Circle
2009-2013: Built trailer for Tearwood Medical Clinic in Guinea
2011: Began hosting FLL Qualifying Tournament
2012: Partnered with Green Alternatives to use collected solar energy to power New Year's Eve ball
2012: Began midnight Dodgeball Game during Relay for Life
2013: Bona Vista Robot Room
2013: Fall Robotics Game: Not in My House
2014: Fall Robotics Game: Skee Bowl
2014: Began working with Kokomomentum Summer Camp & after school program
2015: Developed Team Safety Manual and Training Program

Many team projects focus on training students, preparing for the season, and improving the Kokomo, Howard County, and *FIRST* communities. These projects prepare the team not only in technical aspects of completing a project, but also in being prepared to work together.

Schedule

Year Round:

Tuesday Team Meetings 5:30-5:50
Team Activity 5:50-6:15

Summer:

Tuesday Shop Time 6:15-8:00
Thursday Shop Time 5:30-8:00
Machine and Safety Training

July 16-18: Indiana Robotics Invitational

July 20-21: Kokomomentum Camp

Fall:

Student/ Parent Kick-off Meeting, KHS Cafeteria
Work on awards
Safety Animation video
Fall Robotics Game
Homecoming Spirit Sheet
Projects
Machine and Safety Trainings
Purdue *FIRST* Forums

Oct. 17: CAGE Match

Nov. 14: FLL Tournament

Winter:

Dec. 31: NYE Ball Drop

Jan. 9:

Season kick-off webcast, KHS auditorium 9:30 a.m.

Committees meets

Jan. 9- March 3:

Tuesdays at the shop 2:40-5:30, 6:00-8:00

Tuesday Team Meetings 5:30-5:50

Wednesdays at the shop 2:40-8:00

Thursdays at the shop 2:40-8:00

Fridays at the shop 5:30-8:00

Saturdays at the shop 9:00-4:00

Feb. 23: Stop Build

Feb. 27: Shop Open House and Team Party

March & April:

District and Regional Competitions

Indiana District State Championships

April 27-31:– Championships, St. Louis, MO

For other events and the most current schedule, see the team website at www.technokats.org

Competition Season

The competition season begins the weekend following the Stop-Build in late February or early March and runs through World Championships at the end of April. Active team members are eligible for travel.

Travel Requirements

Student Active Membership Eligibility

Recognizing that students are involved in other activities, the TechnoKats accommodate various levels of student participation. In order to be considered an “active” member and be eligible for travel, a student must meet these requirements:

- Meet team Scholarship Requirements
- Earn the required number of Travel Credits
- Be productive on the team and comply with TechnoKats shop rules
- Pass game test with at least 70% (90% for drive team, scouting lead, and strategist)
- Complete all required forms and registrations (field trip form, STEMS, Student Contract, etc.)
- Complete safety training and pass Safety Test with at least 70%

Scholarship Requirements

Participation in TechnoKats provides students with many opportunities not available to other students. This includes travel throughout the state and country. According to the student contract (see Appendix G) each student must maintain a C- (70%) or better in *each* course with *no missing assignments* in order to be eligible for team travel. This grade policy applies to all courses, including IB and AP courses. This grade requirement is strict, and there are no exceptions. Schoolwork is a greater priority than team activities.

Grade Checks

- Student grades will be checked regularly.
- A teacher-mentor will contact students whose grades do not meet the requirements.
- A grade check deadline will be set in advance of each competition.
- The final grade check deadline is firm. Grades must be maintained from the grade check deadline until the team leaves for an event.
- The TechnoKats expect students to demonstrate gracious professionalism on and off the competition field. This includes demonstrating gracious professionalism towards teachers and using class time appropriately.
- Negative reports from teachers may impact travel eligibility.

Grade Assistance

In order to help the students meet the grade requirement, study tables and tutoring are available for students who are in need of help. Students should work with teacher-mentors for personal tutoring assistance if needed.

- Study tables will be offered after school (2:40-5:10) at the shop on Tuesdays, Wednesdays, and Thursdays during the January and February build season. A teacher-mentor will be present to provide assistance, as needed.
- Students attending study tables are expected to use the time to study.
- No more than two students will be permitted in each study area (couch, table, computer area, etc.)

- Students will earn travel credits (see below) for time spent studying.
- Students who do not use the time to study or to work on a specific assigned team task will be asked to leave the shop and will not earn study credits.
- Tutoring is available by request. It may include tutoring at the shop or by a teacher at school. Tutoring hours should be arranged with a teacher-mentor, and may earn travel credits.

Travel Credits

Students can earn travel credits through activities that benefit the team including working on awards, participating in team study table, working on robot design and build, and attending team meetings during the season. To earn travel credits, students will complete a Google Form, which can be accessed at [webaddress](#), though the TechnoKats Canvas page, or through the TechnoKats website, to document team activities (see form in Appendix H). The form should be completed within 24 hours.

Additionally, students should record attendance at the shop on the attendance computer.

Credits are earned per hour of work, unless otherwise noted.

Activity	Number of Travel Credits
Awards Work*+	2
Contacting Sponsors*+	2
Interviews, Media Work+	2
Kick-off Meeting (per full day)	6
Robot Design & Build	2
Robot Programming & Testing	2
Shop Organization/ Inventory	2
Study Table	1
Team Meeting (per full meeting attendance)	2
Tutoring	1
Video, website+	2
Other activities assigned by lead mentors+	2

* May begin earning these credits during the fall semester.

+May be earned at location outside of the shop

Required Credits	Event
75	Kokomo District Event
90	All District Events & State Championships
100	Other Competitions/ Events during school
125	World Championships

Teacher-mentors will keep track of earned travel credits.

Shop Rules

While at the shop, students are expected to follow the rules below, as well as all instructions from mentors.

- Students should not enter the shop without at least one mentor present.
- Wear closed toe shoes at all times.
- Safety glasses must be worn when in the Shop Work Areas.
- Work in a safe, courteous way. Follow all safety rules.
- Demonstrate gracious Professionalism.
- Clean up after yourself – don't expect someone else to do it.
- Students working in an unsafe way or who do not follow instructions of mentors will be asked to leave.

Competition Roles

There are a variety of ways students can take on leadership roles during the competition season. These include:

- Mo Team Mascot
- Pit Design & Inventory Lead
- Safety Captain
- Scouting Lead
- Spirit Lead
- Strategist
- Other positions as needed

These roles require the completion of an application (See Appendix C) and are selected by team mentors. Applications for all roles must be submitted to the lead teacher by the 2nd Tuesday in November. Roles will be selected before Christmas Break. Descriptions of the roles re included in Appendix B.

The Drive team consists of the robot driver, operator, human player, and a drive coach. Descriptions of each role can be found in Appendix D Drive team members are expected to put in more hours during the competition season than any other role, maintain grades, and attend all competitions. Drive team members must complete an application (See Appendix E), as well as participate in drive team try outs. The application must be turned in to the lead teacher by the last Tuesday in January.

Travel Expectations

General Expectations:

Students should always be in groups of 2 or more (minimum of three if there are mixed genders). Be alert! If there is anything suspicious, report it to a mentor.

Bus Expectations:

Every seat should just be all-male or all-female. The only exception to this is family.

Hotel Expectations:

Students are not allowed to be in the hotel room of someone of the opposite gender. Bed checks will typically be at 10:00pm.

After bed check students are expected to stay in the room (no ice or vending machine runs). The student doors will be taped.

The tape will be removed a half hour before breakfast

Keep the hotel rooms clean. The mentors may check room cleanliness at check-out

Venue Expectations:

Students should report to the mentor in charge of their sub-group (scouting, pits, and drive team) before leaving that area.

Relationships

As the team travels, as well as in the shop and at all team activities, school rules expressed in the Lens will be followed.

Students are expected to refrain from Public Displays of Affection (PDA) including hand-holding, kissing, back massages, etc.

Students who are dating will be expected to meet with the lead teacher prior to travel, and as a condition of travel, to review expectations.

Team Benefits

There are many potential rewards for TechnoKats members.

Scholarships

- Each graduating senior will receive a college scholarship of \$100 per full year of team membership.
- More than sixteen million dollars in other scholarships were available for *FIRST* Team members last year. Check out the list on the *FIRST* web site: <http://www.usfirst.org/scholarships>

Internships

- Experienced TechnoKats are exposed to and preferred for internships with Delphi and other companies.
- Delphi and AndyMark have hired college-aged interns at their Kokomo facilities.

Experience

- Many corporations across the nation participate in *FIRST* and want to hire *FIRST* students. Being on a *FIRST* team exposes students to these corporations, and also helps teach the skills that these companies desire.

High School Varsity Letter

- Students who meet travel requirements, are active members for 2 years, participate in at least 50% of off-season activities, attend at least 50% of meetings, attend at least 3 competitions per year, and take a lead role on a special project can earn a KHS TechnoKats varsity letter. See application in Appendix F.

Finances

The team is fortunate to have excellent sponsors, and as a result, there is no cost to be a team member. However, there are some costs to team members for travel and activities. Delphi serves as the main financial sponsor and provides equipment and other materials.

Costs covered by Delphi:

- ◆ *FIRST* Competition entry fees
- ◆ Robot parts and materials
- ◆ Playing field costs
- ◆ Portion of team uniforms
- ◆ Regional competition travel
- ◆ Championship travel for engineering mentors
- ◆ Senior scholarships

Costs covered by Kokomo-Center School Corporation:

- ◆ Teacher sponsor contracts
- ◆ Championship travel for teachers
- ◆ Bus transportation

Costs covered by TechnoKats not-for-profit “club fund” (funded by other sponsors, donations, and fundraising):

- ◆ Non-*FIRST* competition costs
- ◆ Various materials and supplies
- ◆ Portion of team uniforms
- ◆ Travel expenses
- ◆ Special projects

Costs covered by students/ family:

- ◆ Food for travel
- ◆ Championship hotel cost
- ◆ Extra activities

Fundraising

Students raise money in order to travel to the *FIRST* Championship event. Trip costs are typically \$300-\$400. The primary fundraising projects are the Discount cards, with Kokomo area merchants providing special offers to cardholders, and the *FIRST* light bulbs (while supplies last). Cards are sold for \$5, with \$4 of the money going toward the seller’s account to pay student travel costs. Working at AndyMark is also an opportunity for students to raise money toward their travel accounts.

Travel and Commitment Deadlines

Only active team members are permitted to travel with the team and participate in team competitions. Students must also meet the team grade requirements in order to be active, as described in this handbook.

While traveling with the team, students will stay in hotels. There will be up to four students in each room, sharing two double or queen beds. Students need to communicate any special needs regarding travel to team mentors and the team travel coordinator at least a week in advance of travel.

Family members are encouraged to attend competitions with the team. They can either plan their own travel or work through the team's lead teacher for travel arrangements. If parents are using team arrangements, they must abide by the guidelines of the team travel coordinator and will be responsible for all costs associated with travel.

Any person traveling with the team must commit by writing a check and giving it to the lead teacher on or before **the first Tuesday in March** in the amount of **\$100**. This is a commitment deadline for **all** team members! This applies to students, parents, mentors, siblings, and anyone else traveling with the team. (Delphi mentors are exempt from this deposit, but must still commit to their travel status at that time.) Parents traveling with the team must pass a background check before traveling.

Final travel money for the Championship is due on **the last Tuesday in March**. Deposit checks will be returned to a student if he or she has fundraised more than the required travel cost.

During the 2016 competition season, we plan to attend two District Competitions, possibly one Regional Competition, the Indiana State Championships, and the *FIRST* Championship. We are fortunate to be pre-qualified as one of the few remaining Legacy Teams who have been active in the *FIRST* Robotics Competition each year since it began.

Mentor & Volunteer Involvement

There are many ways to be involved with the TechnoKats based on your interests:

Mentors: All mentors work with the team regularly, and take a lead role on the team (see chart on p. 12)

Teacher Mentors: Teacher Mentors are employed by Kokomo School Corporation

Technical Mentors: Technical Mentors have an expertise in a specific work area in the shop

Volunteers/ Parent Volunteers: Volunteers and Parents are always welcome in the shop and at team events, but do not necessarily have a specified lead role with the team.

Team Mentor Expectations

A team mentor is expected to commit to the following:

GENERAL EXPECTATIONS:

- Complete Kokomo Schools and FIRST background checks
- Assist the team
- Remain student-focused
- Promote Gracious Professionalism and the ideals of FIRST
- Promote the team within the community

- Work with and teach students skills and leadership qualities
- Take on a leadership role for at least one project/ activity
- Follow all team and shop rules
- Promote safety

OFF SEASON:

- Attend team meetings regularly (at least 3 per month)
- Attend mentor meetings
- Plan/ organize activities or projects in your area
- Train students in your area
- Complete projects/ meet deadlines
- Participate in team activities and events regularly

BUILD & COMPETITIONS SEASON:

- Attend Kick-off
- Attend and lead shop work session two weekdays per week
- Attend Saturday work sessions as available (at least 3 during season)
- Visit shop after work to check on progress in area of responsibility
- Attend competitions

Additional Teacher Mentor Expectations

- Monitor student grades & behaviors
- Monitor student accounts
- Monitor student Travel Credits
- Maintain student paperwork
- Communicate between team and school
- Coordinate school policies and expectations

Volunteer Expectations

- Complete Kokomo Schools and *FIRST* background checks
- Work with Teacher Mentors and Lead Mentors
- Assist the team as needed
- Remain student-focused
- Promote Gracious Professionalism and the ideals of *FIRST*
- Follow all team and shop rules
- Promote safety

Appendix A: Team Role Descriptions

Technical Team

Technical Lead Mentor: Mrs. Townsend

Technical Lead Student: Kyle Heaton

Design and Fabrication

CAD

- Train students to use CAD software
- Design robots, pit, book boxes, and other items using CAD software
- Work with technical lead and mechanical area leads to meet CADing needs

Mechanical – Drive Base

- Determine whether using kit drive base (AM14U)
- Determine size and wheel type
- Work with CAD, electrical, and mechanical subsystem teams

Mechanical Sub-Systems

- Work with strategy team to determine how to best play game
- Determine what parts are needed
- Work with CAD team to design subsystems
- Work with electrical and mechanical subsystem teams

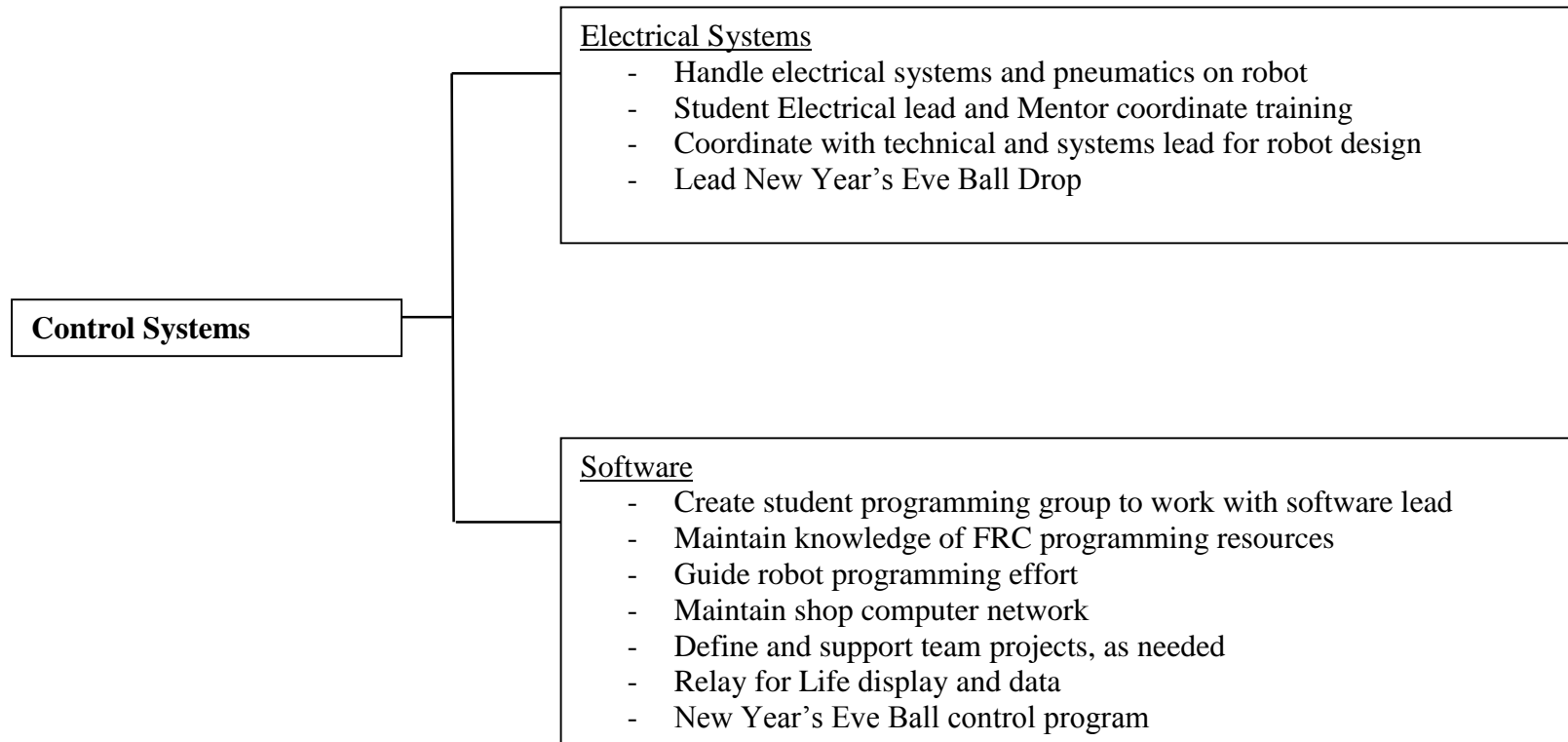
Field Design & Construction

- Acquire current year's field drawings
- Procure materials
- Make sure students are trained before working on field
- Build field to game specs
- Update field as necessary between competitions

Technical Team

Technical Lead Mentor: Mrs. Townsend

Technical Lead Student: Kyle Heaton



Technical Team

Technical Lead Mentor: Mrs. Townsend

Technical Lead Student: Kyle Heaton

Strategy

Scouting & Analysis

- Determine scouting needs for each game
- Facilitate new game scouting meetings
- Student lead and lead mentor work together regularly to update scouting needs based on changes in game

Scouting Lead

- Develop system for Pit Scouting using iPads
- Develop system for Match Scouting using iPads
- Develop scouting schedule
- Work with scouts to gather accurate scouting data
- Work with Lead Mentor to disseminate scouting data to team
- Co-lead scouting meetings
- Work with team to develop list for selecting teams for play-off alliance partners
- Work with Drive Coach/ Drive Team to share data, as needed/ requested

Strategist

- Work with Scouting Lead to develop list for selecting teams for play-off alliance partners
- Work to determine strengths, weaknesses, and strategies of teams on opposing alliances – especially during play-off matches
- Work with Drive Coach/ Drive Team to share data, as needed/ requested

Technical Team

Technical Lead Mentor: Mrs. Townsend

Technical Lead Student: Kyle Heaton

Strategy

Drive Team

- Attend scheduled drive team practices
- Follow Drive Coach's instructions on the field
- Work with Drive Coach to develop strategy for competitions
- Meet and work with alliance partners
- Develop working relationships with other FIRST teams
- Meet with Drive Coach and lead mentor following all matches
- Work towards continuous improvement
- Work with Scouting Lead and Strategist to develop and improve strategy
- Work with Pit Design and Inventory person
- Make minor repairs to robot
- Maintain safe working environment and demonstrate safe practices
- Work with Pit Team to make them aware of robot issues
- Attend scheduled demos and events
- Represent TechnoKats at school, in the community, and at events

Drive Coach

- Conduct Drive Team tryouts
- Develop Drive Team practice schedule
- Develop strategies for continuous improvement
- Schedule practice sessions with other teams at shop
- Work with Drive Team to continuously display gracious professionalism on and off the field
- Coordinate repairs with Drive Team and Pit
- Meet with Drive Team following all matches at competitions
- Schedule demos and local events
- Work with Drive Team to develop strategies for working with alliance partners
- Mediate issues on Drive Team
- Maintain schedule and chaperone Drive Team at events
- Help Drive Team develop strategies for game play
- Maintain communication between Drive Team and alliance partners during matches
- Support Drive Team

Technical Team

Technical Lead Mentor: Mrs. Townsend

Technical Lead Student: Kyle Heaton

Safety and Training

Safety Manual

- Include proper instructions for all machines and hand tools
- Create/ update Safety Manual test
- Update training charts
- Revise and edit current manual

Safety Outreach

- Update safety posters to hang at competitions, as needed
- Determine what types of outreach other teams are doing and evaluate effectiveness
- Determine what types of outreach activities we'd like to do
- Work with Safety Video committee to create a safety DVD to give away
- Promote safety in our shop, pit, and at competitions

Safety Training

- Track yearly student and mentor safety training
- Schedule trainings
- Provide opportunities for individual machine training
- Provide training for soldering and electrical tools

First Aid/ CPR Training

- Contact certified First Aid and CPR Trainer
- Find out cost, possible discounts
- Work with sponsorship team to get a sponsor to provide funding or part of funding for the training
- Schedule training sessions
- Track student and mentor completion of training

Technical Team

Technical Lead Mentor: Mrs. Townsend

Technical Lead Student: Kyle Heaton

Safety and Training

Safety Captain

- Year-round role
- Work with Technical Lead Mentor to maintain safety manual
- Maintain safe practices in the shop and pit
- Make sure all students have their own pair of safety glasses
- Work with Technical Lead mentor to maintain safety equipment: fire extinguishers, gloves, first aid kit, eye wash station, etc.
- Work on safety outreach activities and safety video
- Train students on safety
- Make sure all students know safety expectations, have read safety manual, and have passed safety test
- Share safety tips with team
- Encourage safety among team members
- Work with mentor to inventory First Aid Kit and keep it maintained
- Work with lead mentor to maintain MSDS binder and pack binder to competitions
- Work with lead mentor to maintain eye way station
- Maintain binder with safety manual, etc. and pack for events
- Share team safety activities with judges at competitions
- Represent the team, and always demonstrate safe practices

Machine Training

- Students must be trained by a mentor and demonstrate usage of each machine
- Students must pass Safety Test
- Makes sure that students read safety instructions for each machine prior to use
- Maintains training lists
- Maintains training and safety signage in shop

HoCoRoCo

- Work with business and mechanical leads to determine training sessions
- Communicate with other teams to organize events and trainings
- Organize and find leader for each training
- Help update group Facebook page

Business Team

Business Lead Mentor: Dr. Dewing

Business Lead Student: Nick Pherson

Team Outreach

- Mentors and students work together to determine best outreach/ volunteer activities for team to participate in
- Schedule event with relevant organization and plan event/ activities
- Share event with team and establish list of participants

Website

- Update regularly
- Update countdown timers on website
- Mentor students in maintaining website
- Update photos using photos@technokats.org
- Maintain google drive
- Update all handbooks, calendar, etc. on website

Social Media

- Currently have Facebook, Twitter, and Instagram accounts
- Remember that what you post represents the team
- Demonstrate Gracious Professionalism
- Post frequently, but interesting things

Photography

- Take pictures at major events
- Good quality photos that capture essence of event is better than lots of pictures to sort
- Think about how photos will be used
- Make sure you photograph the content you'll need
- Share photos at: photos@technokats.org

Marketing and Publications

Business Team

Business Lead Mentor: Dr. Dewing

Business Lead Student: Nick Pherson

Team Outreach

- Mentors and students work together to determine best outreach/ volunteer activities for team to participate in
- Schedule event with relevant organization and plan event/ activities
- Share event with team and establish list of participants

Website

- Update regularly
- Update countdown timers on website
- Mentor students in maintaining website
- Update photos using photos@technokats.org
- Maintain google drive
- Update all handbooks, calendar, etc. on website

Social Media

- Currently have Facebook, Twitter, and Instagram accounts
- Remember that what you post represents the team
- Demonstrate Gracious Professionalism
- Post frequently, but interesting things

Photography

- Take pictures at major events
- Good quality photos that capture essence of event is better than lots of pictures to sort
- Think about how photos will be used
- Make sure you photograph the content you'll need
- Share photos at: photos@technokats.org

Marketing and Publications

Business Team

Business Lead Mentor: Dr. Dewing

Business Lead Student: Nick Pherson

Chairman's Award Essay & Booklet

- Check deadlines and current year's requirements
- Plan/ create theme
- Create outline of key points
- Make action plan
- Write first draft
- Revise and edit essay
- Submit essay in advance, as there can be issues with the submission system
- Find photos to support the essay. Make sure photos are formatted according to the guidelines
- Create booklet(s) to support presentation
- Revise and edit booklet
- Send booklet for professional printing and binding before first competition

Chairman's Presentation

- Review online resources for ideas
- Follow instructions online
- Coordinate presentation with written essay
- 3 member team
- Plan chairman's presentation
- Practice, practice, practice
- Dress well
- Present to judges at competitions

Chairman's Video

- Check deadline and current year's requirements
- Video should capture what you're trying to convey in essay
- Find a quiet location/ good backdrop/ microphones
- Plan in advance
- Videotape events throughout the year
- Use theme from essay
- Write script
- Practice
- May want to work with KACC video productions classes
- Plan and tape well in advance
- Videotape, edit, burn to DVD
- Complete prior to first competition

Awards

Business Team

Business Lead Mentor: Dr. Dewing

Business Lead Student: Nick Pherson

Woodie Flowers Award

- Check deadline and current year's requirements
- Work with student team members to select a mentor
- Write essay about the person – be sure to include technical aspects
- Write and edit in advance
- A non-eligible mentor can help with fact collecting and editing, but award is written by students
- Students submit essay and relevant photos online
- May resubmit a previous Woodie Flowers Finalist for World Championships

Safety Animation

- Earliest submitted award (during fall semester)
- Check website for current year's deadline and requirements
- Write script
- Work with KACC to animate video
- Submit

Entrepreneurship Award

- Check website for current requirements and deadlines
- Work to develop documents required for the award

Awards

Business Team

Business Lead Mentor: Dr. Dewing

Business Lead Student: Nick Pherson

Buttons

- Design buttons and make on computer (6 per page)
- Make sure designs fit with team brand
- Color copy button designs
- Train students and mentors to use button machine
- Make 1000+ buttons per competition; 2000+ for Championships
- Students and parents can help make buttons
- Let lead business mentor know when new button parts need to be ordered (this shouldn't be until at least 2018)

Saturday Meals

- Maintain list of team parents and contact information
- Make sign-up sheet for Saturday meals during build season
- Organize meals to be sure all parts of meal are covered: Main dish, side, fruit, dessert, drink
- TeachnoKats provide plates, cups, napkins, bowls, plastic ware, paper towel, all-purpose cleaner, plastic serving gloves
- At beginning of season, check inventory of paper goods in shop. Purchase from Sam's Club and turn in receipts to Mr. Diener
- Contact parents to remind them of food responsibilities
- Organize and serve Saturday meals; parents help with serving the meal
- Enough food for up to 50 people;
- Some parents prefer to give money to bringing in food. Usually use this to buy drinks for season

Meeting Snacks

- Create a sign-up sheet for snacks during meetings
- Remind parents/ students of dates they signed up for
- Snacks should be simple
- Snacks should be served between 5:15 and 5:25 and cleaned up in time for the meeting to begin at 5:30

Parent Committee

Business Team

Business Lead Mentor: Dr. Dewing

Business Lead Student: Nick Pherson

Open House

- Punch made from 50/50 red Hawaiian punch and 7Up. Used apx 4 2 liters of each
- water
- Ordered 2 sheet cakes from Create-a-Cake, one white, one chocolate. One had TechnoKats logo, other said “Thanks to our Sponsors” and listed them
- Peanuts and mints
- Need punch bowl, cups, small plates, napkins, forks, red and blue table cloths, serving bowls, cake cutters/ servers, water pitcher/ cooler
- Need 2 people to serve cake and drinks

Scouting/ Pit Awards

- To be given at each regional and championships
- In 2013 gave:
 - o Best pit award
 - o Furthest traveled
 - o Most spirited team
 - o Best theme
 - o Most creative robot
- Print award before competition and bring with. At competition, write in team name/ number with colored Sharpie
- Put awards in a frame
- Scouts pick teams on Thursday/ Friday, give awards on Saturday
- Picked some teams that might not get other awards

Fundraising

- Work with students to raise money for trips
- Work with Steering committee to maintain student accounts
- Organize a variety of fundraising opportunities

Parent Committee

Appendix B: Competition Role Descriptions

Mo – Team Mascot

- Wear shorts, t-shirt until suit
- Need a “handler” at events
- Take breaks & stay hydrated
- Be friendly; pose for photos
- Represent the team and demonstrate Gracious Professionalism
- Hand out buttons, etc.
- Help distribute pit awards
- Maintain Mo suit
- Pack suit and work with Pit Design and Inventory Lead to be sure suit is packed in trailer for events and has a place in the pit

Pit Design & Inventory Lead

- Work with all areas of the team to determine what their pit needs are
- Include area for backpacks and jackets, drive team, button distribution, judging materials, giveaways, spirit team, etc.
- Design/ Cad pit design
- Revise as needed
- Determine what materials can be reused and what materials need to be built
- Build/ design pit that meets needs and fits in pit area
- Determine how to easily move pit

Safety Captain

- Year-round role
- Work with Technical Lead Mentor to maintain safety manual
- Maintain safe practices in the shop and pit
- Make sure all students have their own pair of safety glasses
- Work with Technical Lead mentor to maintain safety equipment: fire extinguishers, gloves, first aid kit, eye wash station, etc.
- Work on safety outreach activities and safety video
- Train students on safety
- Make sure all students know safety expectations, have read safety manual, and have passed safety test
- Share safety tips with team
- Encourage safety among team members
- Work with mentor to inventory First Aid Kit and keep it maintained
- Work with lead mentor to maintain MSDS binder and pack binder to competitions
- Work with lead mentor to maintain eye way station
- Maintain binder with safety manual, etc. and pack for events
- Share team safety activities with judges at competitions
- Represent the team, and always demonstrate safe practices

Scouting Lead

- Determine scouting needs for each game
- Facilitate new game scouting meetings

- Develop system for Pit Scouting using iPads
- Develop system for Match Scouting using iPads
- Develop scouting schedule
- Work with scouts to gather accurate scouting data
- Work with Lead Mentor to disseminate scouting data to team
- Co-lead scouting meetings
- Work with team to develop list for selecting teams for play-off alliance partners
- Work with Scouting Lead Mentor regularly to update scouting needs based on changes in game
- Work with Drive Coach/ Drive Team to share data, as needed/ requested
- Other duties as required

Spirit Lead

- Be friendly to other teams
- Stay “pumped”
- Help Mo, keep Mo hydrated
- Work with parent committee on buttons and other team spirit activities
- Make sure Spirit Tote is packed and ready for competitions
- Lead team in spirit at competitions and team events
- Participate or designate team member to participate in spirit activities at events (dance contests, etc.)
- Develop a plan for purchasing a new ‘Mo’ Kat suit. Find supplier, price, etc. Present to steering committee for approval
- Develop a plan for upkeep and cleaning of Kat suit
- Work with parent committee to design and make team buttons
- Update the Spirit Box and maintain items in the box
- Promote TechnoKats at KHS. This could include updating the team’s wall in the foyer, display cases, posters, school announcements, videos for monitors in the foyer
- Work with one of the teachers for approval of anything posted at school and for help with making purchases, copies, etc.
- Other duties and required

Strategist

- Work with Scouting Lead to develop list for selecting teams for play-off alliance partners
- Work to determine strengths, weaknesses, and strategies of teams on opposing alliances – especially during play-off matches
- Work with Drive Coach/ Drive Team to share data, as needed/ requested
- Other duties as required

Appendix C: Application for Competition Roles

The purpose of this application is to help choose the best students for competition roles on the 2016 TechnoKats Robotics Team.

1. Complete and return application to Mr. Diener by the **second Tuesday in November**. Late applications will not be considered.
2. The teacher mentors will administrate the Game Test to students in February or March. All students must earn at least 70% on the Game Test to travel. Scouting Lead, and Strategist must earn at least 90%.

3.
Name: _____

Year in school: 9 10 11 12

Years in TechnoKats: 1 2 3 4

Cumulative GPA: _____ Fall 2015 Semester GPA: _____

Competition Positions:

Number your top three choices in order of preference.

_____ Scouting Lead _____ Safety Captain

_____ Pit Design & Inventory Lead

_____ Spirit Lead _____ Mo Team Mascot

_____ Strategist _____ Other _____

Other after-school activities (January-April 2016):

Type your answers to the following questions and turn in with your application:

1. Why are you interested in representing the TechnoKats in this position? (150-350 words)
2. What skills and abilities do you have that would benefit the team? (200-400 words)
3. In your own words, describe "Gracious Professionalism". Use an example, if you wish. (100-200 words)

Appendix D: Drive Team Role Descriptions

Drive Coach

- Conduct Drive Team tryouts
- Develop Drive Team practice schedule
- Develop strategies for continuous improvement
- Schedule practice sessions with other teams at shop
- Work with Drive Team to continuously display gracious professionalism on and off the field
- Coordinate repairs with Drive Team and Pit
- Meet with Drive Team following all matches at competitions
- Schedule demos and local events
- Work with Drive Team to develop strategies for working with alliance partners
- Mediate issues on Drive Team
- Maintain schedule and chaperone Drive Team at events
- Help Drive Team develop strategies for game play
- Maintain communication between Drive Team and alliance partners during matches
- Support Drive Team
- Other duties as required

Drive Team

- Attend scheduled drive team practices
- Follow Drive Coach's instructions on the field
- Work with Drive Coach to develop strategy for competitions
- Meet and work with alliance partners
- Develop working relationships with other FIRST teams
- Meet with Drive Coach and lead mentor following all matches
- Work towards continuous improvement
- Work with Scouting Lead and Strategist to develop and improve strategy
- Work with Pit Design and Inventory person
- Make minor repairs to robot
- Maintain safe working environment and demonstrate safe practices
- Work with Pit Team to make them aware of robot issues
- Attend scheduled demos and events
- Represent TechnoKats at school, in the community, and at events
- Other duties as required

Appendix E: Application for Drive Team

The purpose of this application is to help choose the best students for competition roles on the 2016 TechnoKats Robotics Team.

1. Complete and return application to Mr. Diener by the **last Tuesday in January**. Late applications will not be considered.
2. The teacher mentors will administrate the Game Test to students. All students must earn at least 70% on the Game Test to travel. Drive team, Scouting Lead, and Strategist must earn at least 90%.

Name: _____

Year in school: 9 10 11 12

Years in TechnoKats: 1 2 3 4

Cumulative GPA: _____ Fall 2015 Semester GPA: _____

Competition Positions:

Number your top three choices in order of preference.

_____ Driver

_____ Operator

_____ Human Player

Other after-school activities (January-April 2016):

Type your answers to the following questions and turn in with your application:

1. Why are you interested in representing the TechnoKats in this position? (150-350 words)
2. What skills and abilities do you have that would benefit the team? (200-400 words)
3. In your own words, describe "Gracious Professionalism". Use an example, if you wish. (100-200 words)

Drive Team Application – Page 2

1. The drive team practices after school Tuesday-Friday from 2:30-5:00, and most Saturdays from last February – early May. Please list any conflicts you know you may have during this time period.
-
-

2. Drive Team members are often expected to do basic maintenance on the robot. Rate your current comfort level in assessing problems with the robot.

_____ Very Strong _____ Strong _____ Some Ability to Do This
_____ Little Ability to Do This _____ Willing to Learn

Rate your current comfort level in fixing problems with the robot.

_____ Very Strong _____ Strong _____ Some Ability to Do This
_____ Little Ability to Do This _____ Willing to Learn

3. To what extent are you comfortable with and willing to talk to students from other teams and work out strategy with them?

_____ Very Comfortable/ Willing _____ Somewhat Comfortable/ Willing
_____ Not Comfortable _____ Willing to Learn

4. Drive Team members represent the team in a very visible way at competitions, at school, in the shop, and in the community. Describe what this means, and how you see this role (100-200 words). Type your answer following your 3 questions from the previous page.

5. Based on this year's game, describe your idea for a drive team game strategy in 100-200 words.

6. Based on this year's game, describe your idea for a drive team practice session in 100-200 words.

7. Based on this year's game and robot, design, describe your goal(s) for the Drive Team this year. Be Specific (200-300 words)

8. What is your favorite flavor of cupcake? _____

9. What is your favorite after school snack? _____

10. Drive Team Members sometimes do more travel than other team members. Are you willing to raise up to \$75 more than other team members for travel expenses?

_____ Yes _____ No

Appendix F: Application for TechnoKats Varsity Letter

(Student copy will be updated to reflect current season's competitions)

Name: _____

Year in school: 9 10 11 12

Years on TechnoKats: 1 2 3 4

Cumulative GPA: _____ Fall 2015 Semester GPA: _____

Which competitions have you attended:

- | | | |
|---|---|--|
| <input type="checkbox"/> CAGE, Oct. 2014 | <input type="checkbox"/> Kokomo District, March, 2015 | <input type="checkbox"/> Lafayette District, March 2015 |
| <input type="checkbox"/> Indiana State Finals, April 2015 | <input type="checkbox"/> Championships, 2015 | <input type="checkbox"/> IRI, July 2015 (volunteered at event) |

-
- | | | |
|--|---|--|
| <input type="checkbox"/> CAGE, Oct. 2013 | <input type="checkbox"/> Purdue, March 2014 | <input type="checkbox"/> Arkansas Regional, March 2014 |
| <input type="checkbox"/> Championships, 2014 | <input type="checkbox"/> Indiana State Finals, May 2014 | <input type="checkbox"/> IRI, July 2014 |
-

List other TechnoKats activities you've attended/ participated in during the last 2 school years

List any TechnoKats projects on which you have taken the lead position in the last 2 school years

Turn completed application in to Mr. Diener by the Tuesday following World Championships

Appendix G: Student Contract

By signing below, I acknowledge that I understand and agree to these rules and conditions:

1. I have read the TechnoKats 2015-2016 Team Handbook and will adhere to team expectations.
2. I understand that I am responsible for arranging my transportation to and from the TechnoKats shop at Duke Energy.
3. I understand that I am responsible for all make-up work while absent from school for team travel.
4. I understand that I am responsible for my schoolwork. If any of my grades are below a C- during the grade checking period prior to an official *FIRST* competition trip, or I am missing any assignments, then I will not travel with the team to the event. If I don't meet the grade requirements, then I can only attend the event as a spectator and may not participate in any team activities during the event. AP and IB classes are not an exception.
5. I understand that I can seek tutoring and should attend any offered study table sessions if my grades are low enough to keep me from traveling with the team.
6. I understand that I must pass the 2016 Game Test with at least 70% in order to travel with the team. I understand that I may retake the test up to once per day until one week prior to travel.
7. I understand that in order to be on the Drive Team, the Scouting Lead, or the Strategist, I must pass the test with at least 90%.
8. I understand that I may not use any machines in the shop until I have passed the team approved training program and a mentor has signed off on this. I will not use machines unless at least 2 mentors are present in the shop.
9. I agree to safely use all tools and equipment while working in the TechnoKats shop. I respect the severity of a possible accident and understand that I may be sent home or dismissed from the team if I don't work safely.
10. I understand that safety in the shop is important. I will not participate in "horseplay" in the shop, and will follow posted instructions. I will follow mentors' instructions.
11. I understand that I must maintain an acceptable level of productivity while in the shop and at team activities.
12. I understand that all off-season projects must be approved by the lead teacher before any work on the project begins.
13. I understand that supplies in the shop were purchased through funding from our sponsors specifically for team activities. I will not use the team's materials for personal projects without permission from the lead teacher.
14. I understand that I am expected to follow all TechnoKats rules, as stated in the team handbook, as well as the policies in the KHS Student Handbook. I understand that if I am asked to leave an event or the shop I am expected to do so. I understand that I may be dismissed from the team immediately if I do not follow the rules.
15. I understand that if I break team rules while traveling, I will be sent home immediately at my family's expense.
16. I will respect Duke Energy property and will follow TechnoKats Shop rules.

Student's Signature

Parent's Signature

Date

Appendix H: Travel Credit Form

Complete this form through GoogleDocs at <http://tinyurl.com/TKats2016travelcredits>

Name _____

Date _____

Start Time _____ Stop Time _____

Select Activity from Drop Down Menu:

- Awards Work*+
- Contacting Sponsors*+
- Interviews, Media Work+
- Kick-off Meeting (per full day)
- Robot Design & Build
- Robot Programming & Testing
- Shop Organization/ Inventory
- Study Table
- Team Meeting (per full meeting attendance)
- Tutoring
- Video, website+
- Other activities assigned by lead mentors+ _____

Mentor in charge during activity

Select from Drop Down Menu:

- Alan Anderson
- Bette Anderson
- Mike Carmain
- Dana Davis
- Kirk Davis
- Dr. Dewing
- Mr. Diener
- Randall Jones
- Mark Koors
- Mrs. Parry (safety animation video)
- Mrs. Townsend
- Charles Yocom
- Other _____

Appendix I: TechnoKats Shop

Location

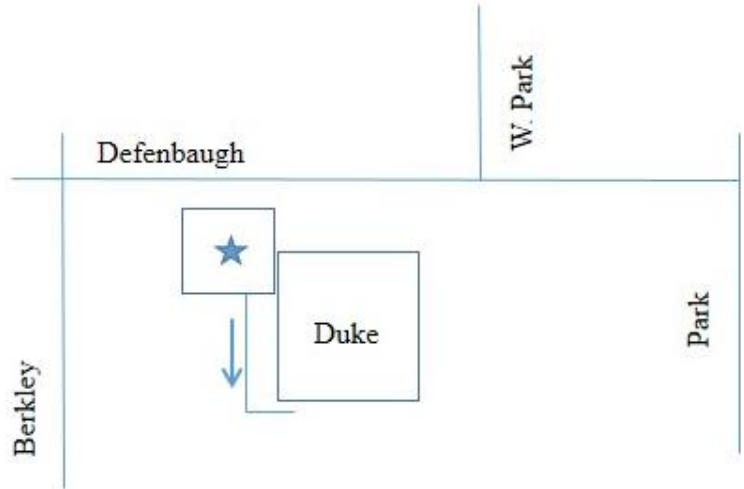
The TechnoKats shop is located two blocks north of Kokomo High School at the Duke Energy facility at 1619 West Deffenbaugh Street.

Parking

Regular team parking is in the west parking lot. There should be a minimum of 4 empty spaces available for Duke employees at all times. If there are fewer than 4 empty spots available, please park in the east parking lot.

There is a walkway from the west parking lot along the side of the building to a gate in the fence. A set of stairs leads up from the gate to the loading dock area on the south side of the building. The shop entrance is the westernmost overhead door on the covered loading dock.

We will park in the southeast corner of the employee lot when taking a bus to an out-of-town event.



Appendix J: Contact Information

TECHNOKATS ROBOTICS TEAM

Web site	http://www.technokats.org/
Shop telephone	765-454-6106
Business Committee	business@technokats.org
Parent Committee	parentcommittee@technokats.org
Steering Committee	steering@technokats.org
Mailing Address	TechnoKats Kokomo High School 2501 S. Berkley Kokomo, IN 46902

TECHNOKATS LEAD MENTORS

Alan Anderson	765-451-3463	alan.anderson@technokats.org
Mike Carmain	765-451-7087	michael.carmain@technokats.org
Joy Dewing	765-455-8040	joy.dewing@technokats.org
Ben Diener	765-455-8040	ben.diener@technokats.org
Randall Jones		randall.jones@technokats.org
Robin Townsend	765-455-8040	robin.townsend@technokats.org

DELPHI ELECTRONICS & SAFETY

Delphi 765-451-5101

KOKOMO SCHOOLS

Kokomo Area Career Center 765-455-8021
Kokomo High School 765-455-8040

FIRST

Web site <http://www.usfirst.org/>
FIRST Headquarters 800-871-8326 frcteams@usfirst.org

PARTS SUPPLIERS

Small Parts <http://www.smallparts.com/>
PIC Design <http://www.pic-design.com/>
McMaster-Carr <http://www.mcmaster.com/>
Grainger <http://www.grainger.com/>
National Instruments <http://www.ni.com/>
AndyMark <http://www.andymark.com/>

MEDIA

Kokomo Tribune 765-459-3121
Kokomo Perspective 765-452-0055
WZWZ 92.5 FM 765-453-1212
WWKI 100.5 FM 765-459-4191