



# FRC Team 67 Heroes Of Tomorrow

# 2013

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Business Plan

## Executive Summary

### Mission

*The HOT Team's 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.*

### Overview

The HOT Team was founded in 1997 by Ian McEwan, Executive Director of the General Motors Proving Grounds (GM) and Dr. James Doyle, Superintendent of Huron Valley Schools (HVS). There are currently 38 student members and 12 mentors on the HOT Team.

The Heroes of Tomorrow is based in Southeastern Michigan. Participation is open to any student from the Huron Valley School District, including Milford High School, Lakeland High School, Harbor High School, and the International Academy West. We are sponsored by Huron Valley Schools and the General Motors Milford Proving Ground.

### Governance

The HOT team is overseen by a Board of Directors, and is governed by team Bylaws. The Board of Directors was established to handle team governance, financial commitments, a process for partnership issues, and to ensure continuity of team dynamics. The Board has eight members and is comprised of representatives of parents (2), teachers (2), mentors (2), and sponsors (2).

Our team's Bylaws outline the following:

- Team governance structure
- Criteria for selection and functions of the Board of Directors
- Criteria for selection, roles, expectations, and Code of Conduct for teachers and mentors
- Criteria for team membership, expectations, and Code of Conduct for students
- Community service goals and expectations
- Team funding, expenses, and management of funds
- Team communications strategy
- Team marketing strategy

In addition, a student leadership group provides a conduit for student proposals and feedback to the executive board, and helps students develop business skills.

### Team Activities

In addition to building and competing with our robot, the HOT team is engaged in numerous other activities and events, including:

- Stay Dry Tri – local triathlon and HOT team fundraiser, received recognition from Michigan governor
- Milford Memories Festival - booth with kids activities and assistance with logistics, parking, etc.
- Novi Island Lake Triathlon and Labor Day 30K – assistance with logistics, parking, etc.
- Huron River Cleanup and Adopt a Road Cleanup
- Robotics related demos and workshops
- Mentoring FLL teams and hosting FLL tournament
- Assistance to other FRC teams – in 2013, we made bumpers for 2 other teams, a practice tower for 1 team, assorted parts for teams, and helped a team with their robot build. In the past we've also had the opportunity to help rookie teams get started, including teams in Mexico, Chile, and Australia.

## **Sponsors and Funding**

The HOT team is sponsored by Huron Valley Schools and General Motors Milford Proving Ground. Resources for the HOT team come from several sources:

- Huron Valley Schools - teachers, computer labs, and buses for travel.
- General Motors - \$10,000 for the build season and another \$10,000 as a bonus for qualifying for the Championship; mentors, shop and build area, and materials.
- Students - each student pays up to \$500 as well as overnight travel fees as needed to participate. We are also maintain a scholarship fund to provide assistance for students in need of financial aid.
- Grants – examples of recent grants are one from the travel commission for \$5,000 to be used for travel and one for \$500 from the Huron Valley Education Foundation to be used for general expenses.
- Fundraising – in light of current economic conditions, we have increased fundraising in recent years to ensure continued operation of the team in the event of reduced funding from our General Motors sponsor. Our major fundraiser is the Stay-Dry-Tri, a local family oriented triathlon (run, canoe, bike) our team initiated and runs each fall, with donations of food and supplies from local businesses. Since we began the Stay-Dry-Tri in 2009, the event has shown significant growth and currently generates about \$10,000 for our team.

## **Team Growth**

- The HOT team earned the Rookie of the Year award in 1997 and has continued to strive for excellence in everything we do. In addition to numerous district, state, and regional championships and awards, we won the Chairman's Award in 2005 and the World Championship in 2005, 2009, and 2010. Team membership has remained relatively constant, at a level we feel is optimal for team operation. Community outreach activities and assistance to other FRC and FLL teams has grown over the years as well. The HOT team influence continues beyond high school as many of our HOT team alumni are also volunteering at FIRST competitions and mentoring FLL and FRC teams throughout Michigan.

## **Future Plans**

In the next 12 months, we plan to continue our sponsorship from the General Motors Milford Proving Ground and Huron Valley Schools and to continue our current community outreach efforts. New initiatives include:

- Increased/enhanced use of social media (Website, *Facebook*, *Twitter*, and *YouTube* pages) for communications both within our team and to spread the message of FIRST to other teams.
- New Community Outreach events: Boy/Girl Scout badge workshops, robotics demonstrations, CPR and First Aid training program
- New fundraisers: FRC LED light bulb sales, lanyard sales
- HOT Team internal relationships: lock-ins / team-building events, robotics-related workshops
- Growing FIRST:
  - Working with additional local FRC and FLL teams
  - Working with FIRST in Michigan to identify schools which do not have FRC or FLL teams, helping them start a team and pairing them with an established team

Since our establishment 16 years ago, the Heroes of Tomorrow continues moving forward, stressing the advantages of science and technology and expanding the FIRST family, while demonstrating entrepreneurial spirit, professionalism, and excellence.

**BYLAWS**  
**Of**  
**THE HEROES OF TOMORROW (The HOT Team)**  
**FIRST TEAM 67**  
*February 2013*

**ARTICLE 1**

PURPOSE, VISION, MISSION, LOGO

**Section 1.01. Purpose.** The original mandate for the HOT Team derives from a partnership forged by Ian McEwan, Executive Director of the GM Proving Ground (GM), and Dr. James Doyle, Superintendent of Huron Valley Schools (HVS), in 1997. Since that time, the team has won every major award FIRST presents and has been recognized at regional, state, and international levels. These bylaws are a restatement of the principles and values that have served the team well over the years and a footprint for keeping our team fresh, moving forward, and adaptable to changing team dynamics and needs.

**Section 1.02. Vision.** The HOT Team vision is actually the vision of FIRST Founder, Dean Kamen: *"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."*

**Section 1.03. Mission.** The HOT Team 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.

**Section 1.04. Logo.** The HOT Team logo was created to allow easy and fast brand recognition of the HOT Team. Its use is governed by the HOT Team Board of Directors. The official HOT Team logo can be found in Appendix A.

**ARTICLE 2**

BOARD OF DIRECTORS

**Section 2.01. Charter of the Board of Directors.** A Board of Directors (Board) is established to handle team governance, financial commitments, process for partnership issues, and to ensure continuity of team dynamics. The Board is tasked with managing team growth, standardizing expectations of stakeholders in the team, and serving as the prime conduit of representation for students, parents, teachers, mentors and the chartered partners, HVS and GM. The board will be the final arbiter and decision making body for team issues, personnel, participation, team commitments, expenditures or other questions of a management nature. The board will be comprised of representatives of parents (2), teachers (2), mentors (2), and sponsors (2).

The HOT Team organization chart showing the Board's relationship to the team is found in Appendix B.

**Section 2.02. Board Members.** The HOT Team Board of Directors shall be made up of eight members—two each from the parents, school, mentors, sponsors. Members will be selected by the Board. The Board member terms of service will begin and end in October. Members will serve for two years, except for four of the first members. One member from each group will serve two years and one member will serve three years. This will allow for staggering the changes to the board and allow for experience to be retained. Consecutive terms may be served with approval of the Board if all other criteria for filling the position are met.

The new members in each category will be approved by the majority of the Board.

Board members have no authority in the role of Board member over the team outside of the Board Room.

The Board will elect members to the following roles: Chairperson, Treasurer, Secretary, and Parent Communication Chair. These people will serve in this capacity for ...years. Election will be by the approval of a majority of the Board. Current Board members and Officers are listed in Appendix C.

**Section 2.02.1. Representatives of the Parents.** These two Board members are the representatives of the parents of the students on the team. They should communicate with the parents to determine issues that need to be discussed with the Board and notify the parents of any actions. Requirements to be a Representative of the Parents on the Board are:

- Have been a minimum of 2 years as a parent of a team member with a student currently active on the team
- Be selected or invited by the Board
- Have recommendations/nominations from mentors, teachers, sponsor reps, or other parents
- Must demonstrate active participation in fund raising, community events, and familiarization with the competitions.

**Section 2.02.2. Representatives of the Mentors.** These two Board members are the representatives of the mentors on the team. They should communicate with the other mentors to determine issues that need to be discussed with the Board and notify them of any actions. Requirements to be a Representative of the Mentors on the Board are:

- Have 2 years of experience with the team
- Be selected/elected/recommended by mentors

**Section 2.02.3. Representatives of the School.** These two Board members are the representatives of the school on the team. They should communicate with the school personal to determine issues that need to be discussed with the Board and notify those people of any actions. Requirements to be a Representative of the School on the Board are:

- Be recommended/nominated by the board/team based on experience with Robotics programs.
- Must have COAT (Central Office Administrative Team) approval of recommendation.

**Section 2.02.4. Representatives of the Sponsors.** These two Board members are the representatives of the sponsors on the team. They should communicate with the sponsors to determine issues that need to be discussed with the Board and notify those people of any actions. Requirements to be a Representative of the Sponsors on the Board are:

- Be appointed with recommendations from the board and/or team
- Approval of the recommendations by the sponsor.

**Section 2.03. Role of the Chairperson.** The Chairperson is responsible for creating an agenda and running all Board meetings.

**Section 2.04. Role of the Treasurer.** The treasurer is responsible to make sure that all team funds are accounted for properly and provide details of the same to the Board upon request of the Chairperson.

**Section 2.05. Role of the Secretary.** The Secretary is responsible to transcribe and publish the meeting minutes and verify that a copy of the approved minutes are maintained.

**Section 2.06. Role of the Parent Communication Chair.** The Parent Communication Chair will keep the parents notified of all team events and inform them of any responsibilities that they may need to fulfill.

**Section 2.07. Board Norms.** The Board will meet as needed, usually monthly. Board sub-groups or operating committees will be developed as appropriate and necessary to carry out the HOT Team mission.

Team budget and fundraising commitments will be overseen by the Board. Expenditures will need to be authorized in advance.

Team commitments for in-season and out-of-season competitions, special events, demonstrations, or other expenditures of money or student participation will need to be approved by the Board with input from mentors. It is expected that mentors will lead in determining the FIRST competition schedule and the commitments for events in the off season.

The Board will select the Team Leader. Team leader will be included in Board discussions.

The Board will ensure that appropriate mentor, teacher, chaperone, or other needs are met before approval of any events involving students.

Mentor selections are subject to Board approval using the mentor code of conduct. (See Section 3.03)

Teacher selections are subject to Board approval using the teacher code of conduct. (See Section 3.05)

Student participation criteria will be established and maintained by the Board. This includes a student code of conduct, travel guidelines, and discipline issues affecting the team.

## ARTICLE 3

### TEAM LEADER, MENTORS, TEACHERS, STUDENTS

**Section 3.01. Team Leader Criteria .** The team leader is the tactical leader for the HOT Team and reports to the Board. The Team leader will meet all the criteria for the mentors (See Section 3.02). In addition, the team leader will also meet the following criteria.

- Have demonstrated leadership capability
- Have a willingness to take on the responsibilities of the team leader role
- Have demonstrated effective communication skills and be willing to communicate on behalf of the team
- Possess knowledge of team history
- Possess knowledge of FIRST policies and procedures
- Be a positive representation of HOT Team to all other teams and FIRST
- Possess the ability to work with diverse interests and people on behalf of the team

The team leader will be selected by the Board and will serve a one year term from June to May. After the Championship in April, the Board will review the effectiveness of the team leader and decide to ask her/him to serve another term or replace her/him.

While at competitions, the team leader is the person in charge and will make all decisions about activities of the team or team members other than decisions about the robot or game play.

**Section 3.02. Mentor Criteria.** Mentors for the HOT Team are expected to represent GM or Huron Valley Schools and be a role model to the students at all times. To achieve this high standard, the HOT Team mentors will display the following characteristics:

- Be a General Motors (GM) employee (current or former as allowed by GM rules) and/or Huron Valley Schools (HVS) employee
  - Where specialized skills are required by the team an exception to the above will be considered
- Bring a skill that is desired by the team
- Be noted as a valuable HVS or GM Team member
- Have approval from management
- Enjoy and understand working with high school students
- Serve as a positive role model
- Function as a team member
- Be able to follow rules and take direction
- Agree to follow the operating norms of the team and comply with established mentor code of conduct (See Section 3.03)
- Exhibit behavior that represents gracious professionalism as defined by FIRST

Outstanding mentors and the talents that they bring to the team are the main reason that the HOT Team has been so successful.

It is suggested that a potential mentor attend three team events (community service, fund raising, mentor meetings, etc.) before committing to the team. This gives the potential mentor and the team opportunity to determine if the relationship will be mutually compatible.

**Section 3.03. Mentor Code of Conduct.** The HOT Team Board believes that the FIRST robotics program is an integral part of a total educational program. Success is measured qualitatively by the development of character, and the essential elements of character are embodied in the tenets of sportsmanship, leadership, teamwork, responsibility, dedication and gracious professionalism. Mentors serve to inspire our students and support the development of character. Mentors are expected to demonstrate the tenets of character, as set forth in the following Mentors' Code of Conduct.

**Section 3.03.1. Sportsmanship**

- The mentor will encourage students to represent their school, sponsor, team and teammates with honor on and off the field; as a positive role model, the mentor will consistently exhibit good character and conduct.
- The mentor will respect and support contest officials, and shall not indulge in conduct which would incite players or spectators against the officials; public criticism of officials or team members is contrary to gracious professional behavior.

**Section 3.03.2. Leadership**

- The mentor will support the goals of FIRST and promote the development of character, and assure that those goals are not compromised to achieve performance goals
- The mentor will place the academic, emotional, physical and moral well-being of student above desires and pressures to win.
- The mentor will stress the importance of education beyond basic eligibility standards and work with teachers and other mentors and parents to help students set and achieve the highest academic goals.
- The mentor will use fair judgment in granting opportunities to students for all duties and activities.

**Section 3.03.3. Teamwork**

- o The mentor will provide a challenging, enjoyable and successful experience for students by maintaining a environment that is physically and emotionally safe.
- o The mentor will maintain confidentiality, when appropriate, and avoid situations that would potentially create a conflict of interest or exploit the students.

#### **Section 3.03.4. Responsibility**

- o The mentor will be mindful of the high visibility and great influence that he or she has as a leader with the team in our community and the greater FIRST community.
- o The mentor will act in compliance with all the regulations for student events and interactions set forth by FIRST.
- o The mentor will be mindful of using alcohol and tobacco products in the presence of students. Mentors are expected to exercise good judgment when choosing to drink and/or use tobacco products during events and activities.

#### **Section 3.03.5. Dedication**

- o The mentor will be available to meet commitments of the build and competition seasons and lead by example in attendance and timeliness for those commitments.

#### **Section 3.03.6. Professionalism**

- o The mentor will be a positive role-model and will conduct himself or herself in a manner appropriate for the robot build sessions and competitions. This includes and is not limited to interactions with students, parents, officials, mentor peers, media and the public.

**Section 3.04. Teachers.** Since the HOT Team is a coopertition™ of the GM Proving Ground and the Huron Valley Schools, it is of vital importance that teachers be a part of the mentor group. It is the Huron Valley Schools responsibility to provide teachers to perform this role.

It is suggested that a potential teacher mentor attend three team events (community service, fund raising, mentor meeting) before committing to the team. This gives the potential mentor and the team opportunity to determine if the relationship will be mutually compatible.

**Section 3.05. Teacher Code of Conduct.** Teachers in the State of Michigan are expected to follow the Code of Ethics adopted by the Michigan State Board of Education.

**Section 3.05.1. Ethical Standards:** The following ethical standards address the professional educator’s commitment to the student and the profession.

- o **Service toward common good--Ethical Principle:** The professional educator’s primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.
- o **Mutual respect--Ethical Principle:** Professional educators respect the inherent dignity and worth of each individual.
- o **Equity--Ethical Principle:** Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.
- o **Diversity--Ethical Principle:** Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.
- o **Truth and honesty--Ethical Principle:** Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices and exercise sound professional judgment.

**Section 3.05. Teacher Expectations.** Teachers on the HOT Team are expected to perform to the following guidelines:

- Teacher mentors are expected to actively recruit student participation in HOT Team #67 activities.
- Teacher mentors are expected to complete district activity paperwork by deadline date.
- Teacher mentors are expected to fully participate during the FIRST season in the safety meeting, robot build and/or animation, and local, state and national competitive events.
- Teacher mentors are expected to support the growth and development of students by checking academic eligibility, supporting the Huron Valley student code of conduct and following guidelines for discipline.
- Teacher mentors are expected to supervise, to maintain a safe and respectful environment for Huron Valley students at competitive events to include transporting to and from the event, and activities before, during and after the competitive event.
- Teacher mentors are expected to encourage mature public behavior from Huron Valley students when they are in public venues.

**Section 3.06. Students.** Students are the real reason for the HOT Team. The team will open registration to all students of Harbor, Lakeland, and Milford High Schools and the International Academy West and 8<sup>th</sup> grade middle school students in late spring before the school year ends. Registration forms must be completed and returned to the appropriate person by the due date to be considered. The students are making a commitment for the entire year to take part in HOT Team activities. This includes Community Service and Fundraising activities. Here are the requirements of students that choose to be a part of the team.

- Students and their parents must subscribe to team communications by sending an email to [hotteam-subscribe@yahoo.com](mailto:hotteam-subscribe@yahoo.com). Students must regularly and frequently monitor team email communications in order to stay informed of team news, schedule and activities.
- All students are expected to be on time for all functions.
- Students are required to attend the security and safety meeting in the fall of the year. Students will not be allowed on GM property on in the shop until this is completed.
- Students must actively participate during the build season, at competitions, at community service events, and at fundraising events. Students are expected to follow directions and work diligently to learn the skills of their particular group and to complete the tasks assigned to them. When tasks are completed, students should proactively look for a new task.
- Students must maintain a 2.0 average in their classes marking periods 2-5 and may not fail any of their classes. Failure to maintain a 2.0 average or have a failing grade in any class will be grounds for removal from the team. Students who are having difficulty with any of their classes should see a teacher mentor so that tutoring can be arranged to prevent any grade from dropping below a C. Grades will be monitored by the teacher mentor during marking periods 2-5.

**Section 3.07. Student Code of Conduct.** The HOT Team is affiliated with the FIRST organization and is sponsored by General Motors Proving Ground. Since students on the team represent FIRST, General Motors, and the Huron Valley Schools, it becomes the student's responsibility to conduct themselves in a proper, professional manner, at all HOT Team activities. All student's actions should contribute to the success of the team. Membership on the HOT Team is a special privilege. Respect that privilege by following the Student's Code of Conduct.

**Section 3.07.1. Student Behavior.** The following behavior is expected of all students on the HOT Team.

- All students shall demonstrate gracious professionalism; behaving in a courteous and respectful manner, showing good sportsmanship, teamwork, team unity, self-control, positive attitude and support for others.
- Students must refrain from language and actions that might bring discredit upon them, their school, their home, their friends, FIRST, or upon the HOT Team.
- The GM Proving Grounds is a secure area. Students must wear ID badges and may only be in the areas specifically designated by their mentors.

- Students should report to their mentor. If a student is not with their mentor, they must inform their mentor of their intended location.
- Personal cameras and active camera phones are NOT permitted inside the Proving Ground. (NOTE: If a student is inside the GM gate with a camera of any type without the GM Security sticker on the lens, the student will be removed from the property and from the team. There is no appeal of this action.)
- Only students with a photographic pass will be allowed to take photos at the Proving Ground.
- Students that need to bring their personal laptop onto the Proving Ground must obtain proper approval before doing so.
- No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances while representing the HOT Team. Use or possession of such substances may subject the student to criminal prosecution and dismissal from the team.
- Knives with blades longer than six inches and firearms are not allowed on GM property. Note that this includes in your car.
- Defacing or stealing any public or private property will result in dismissal from team and will be reported to the proper authorities.

**Section 3.07.2. Student Safety.** Students are required to act in a safe manner at all times while associated with the HOT Team. Students must be mindful of their safety and the safety of those around them at all times.

- Students must wear safety goggles with side shields at all times when in the shop, in the pits at competitions, or around the robot.
- Students must be trained before they use any machinery.
- Students may only use the GM equipment designated by their mentors.
- Horseplay is not allowed.
- Closed toe shoes are required in the shop.
- Loose clothing, jewelry, and watches may not be worn in the shop.
- Long hair must be worn up when operating machinery.

**Section 3.07.3. Dress.** Students are required to follow the school dress code. No bare midriffs, no bare shoulders, no visible underwear.

**Section 3.07.4. Dating.** Dating another member of our team or members of other teams is highly discouraged. If you are dating a team member, it should not be apparent by your actions. Open display of affection at any robotics event is not allowed. This includes hand holding and other activities.

**Section 3.07.5. Competitions.** Participation in competitions is a lot of fun, but it is optional. Here are team guidelines for the competition.

- Team members attending the competitions are required to attend the whole competition. The exception to this is when parents need to remove the students. This will be done by having the FORM completed and give that to a teacher mentor when they pick up their child.
- While at competitions, students are expected to perform their assigned duties.
- Team members are required to remain with the team throughout the entire competition..
- Students shall keep their adult mentors informed of their specific activities and whereabouts at all times.
- Students may not use their own cars or ride in cars belonging to other students during the competition.
- The buddy system will be strictly enforced. Students must always be with their partner.
- Uniforms are to be worn at all times during competition.
- Goggles must be worn at all times by all team members and their guests while in the pit areas.

- Card playing, electronic games, CD players and other such activities are not allowed at competitions, but are allowed while traveling and at hotels.
- Because travel is required to and from competitions, students not on the official roster for a competition must be accompanied by their parent if they wish to attend the event. Students not on the official roster, must not interfere with or interrupt team activities. If they do so, they will be asked to leave and they will jeopardize their future team travel opportunities.

**Section 3.07.6. Room/Hotel Behavior.** Student behavior should remain outstanding as they use hotels on HOT Team trips. Hotel rules include:

- Each student shall be in his/her hotel room by the published curfew. No team activities will occur after curfew.
- Room checks will be made nightly by mentors. Once a room check is made, students may not leave their room.
- Each student will be given the room number and phone number of the mentor(s) to call in case a problem arises during the night.
- Students of the opposite gender are not allowed to enter each other's room. When possible, we will have a designated room where students can socialize, play cards or watch movies together, while being supervised by a mentor or adult chaperone.
- Only people who are on the official HOT Team travel roster may be in a HOT Team hotel room. Students from other teams, friends or students from the HOT Team who are not on the travel roster may not be in HOT Team rooms.
- If a student violates the Code of Conduct, the student's parents will be notified. The student will be sent home at their parents' expense. Students violating the Code of Conduct at FIRST competitions will be disqualified from competitive awards.

**Section 3.08. Student Travel Guidelines.**

- Team members must be present at and actively participate in a minimum of 25 hours of HOT Team sponsored community service activities before January 1, 2009. Community service hours will be recorded both by the individual student and the team mentors at the event.
- Team members must be present at and actively participate in a minimum of 90% of build season activities.

**Section 3.09. Student Discipline.** It is the intent of the Board and the mentors of the HOT Team that students will not need disciplining. However, in the event of students not following the team rules, this student may be disciplined. This discipline may be a warning up to and including removal from the team. Students and their parents may appeal any decision of the Board about discipline in writing explaining why they believe the decision has been made in error. The Board will review the appeal and notify the student and parent of the decision, which then will be final.

## ARTICLE 4

### COMMUNITY SERVICE AND FUNDRAISING

**Section 4.01. Community Service.** Every student is required to do some community service for the HOT Team. There are several community service events that we do each year. Others are on a request only basis. Examples of community service are: FLL State Tournament, mentoring FLL teams, Milford Fourth of July Parade, Christmas Parade, Commerce Road trash pickup, Huron River cleanup, Milford Memories, and CASEY events—4-H, schools, YMCA, churches, etc.

Students are required to complete a minimum of 25 hours of community service for the HOT Team each year. Each event is assigned an hourly time frame and this is recorded towards the student's total. Students not achieving the required number of hours will be allowed to take part in all team events except overnight travel (going to the Championship).

**Section 4.02. Fundraising.** Due to the economic conditions of the US at this time, making sure that our team has money to operate is of high importance. To ensure that the team continues to have funds to operate, the team has, again, instituted fundraising. The main fundraiser of the HOT Team is the Stay-Dry-Tri. This is a triathlon with a twist – canoeing, biking, and running. Other fundraisers include: Milford Memories, the Novi Island Lake Tri, and the Labor Day 30K.

## ARTICLE 5

### TEAM FUNDING, TEAM EXPENSES, HANDLING TEAM FUNDS

**Section 5.01. Team Funding.** Funding for the HOT Team is from several sources. First, our sponsor, the GM Milford Proving Ground provides us with \$10,000 for the season and another \$10,000 as a bonus for qualifying for the Championship. They also provide mentors and shop, build area, and materials.

The Huron Valley supplies the team with teachers, space for animation creation, and school busses for travel to local events.

Next the team receives monies from the students in a Pay for Play fund. Students each pay up to \$500 to cover some of the team expenses.

Fundraising is another large portion of the team income. See Section 5.01 for more information about fundraising.

We also apply for grants. This year we received two grants, one from the travel commission for \$5,000 to be used for travel and one for \$500 from the Huron Valley Education Foundation to be used for general expenses.

For a complete list of income items for the team see Appendix D, page 1.

**Section 5.02. Team Expenses.** Team expenses are shown in Appendix D, page 2. They are made up of the entry fees for the events we are attending, robot parts, food provided to the team during the season, travel, rooms, and entertainment in Atlanta, and off season events.

**Section 5.03. Handling Team Funds.** The team keeps \$5,000 of the GM monies in GM accounts for parts and miscellaneous expenses. The remainder of the GM funds and all other funds are given to the Huron Valley Schools for management. The HOT Team has a separate account and receives money and pays bills from this account. The Huron Valley Schools provides the Board with account status monthly or upon request.

## ARTICLE 6

### TEAM WEBSITE, TEAM YAHOO GROUPS SITE

**Section 6.01. Team Website.** The HOT Team has a website to be used to promote FRST and the HOT Team. The website address is: [http://www2.huronvalley.k12.mi.us/schools/mhs/activity/hot\\_team/index1.html](http://www2.huronvalley.k12.mi.us/schools/mhs/activity/hot_team/index1.html) . The site is updated as new stories or events about the HOT Team are added. The website group oversees the site.

**Section 6.02. Team Yahoo Group Site.** The Team Yahoo Group site ([hotteam@yahoogroups.com](mailto:hotteam@yahoogroups.com)) is a method of sharing information with team members. Membership to the sight is not limited to just current team members.

Anyone, even members of other teams, may join by submitting a blank email to [hotteam-subscribe@yahogroups.com](mailto:hotteam-subscribe@yahogroups.com). New students and parents are requested to join the Yahoo Groups site to receive notices from the team. To be removed from the site, send a blank email to [hotteam-unsubscribe@yahogroups.com](mailto:hotteam-unsubscribe@yahogroups.com).

Since the Yahoo Groups site is open to anyone, all communications should be of a team nature and should be professionally done. No private team info (such as robot build info) should be shared on this site. Anyone abusing the site will be removed from the site.

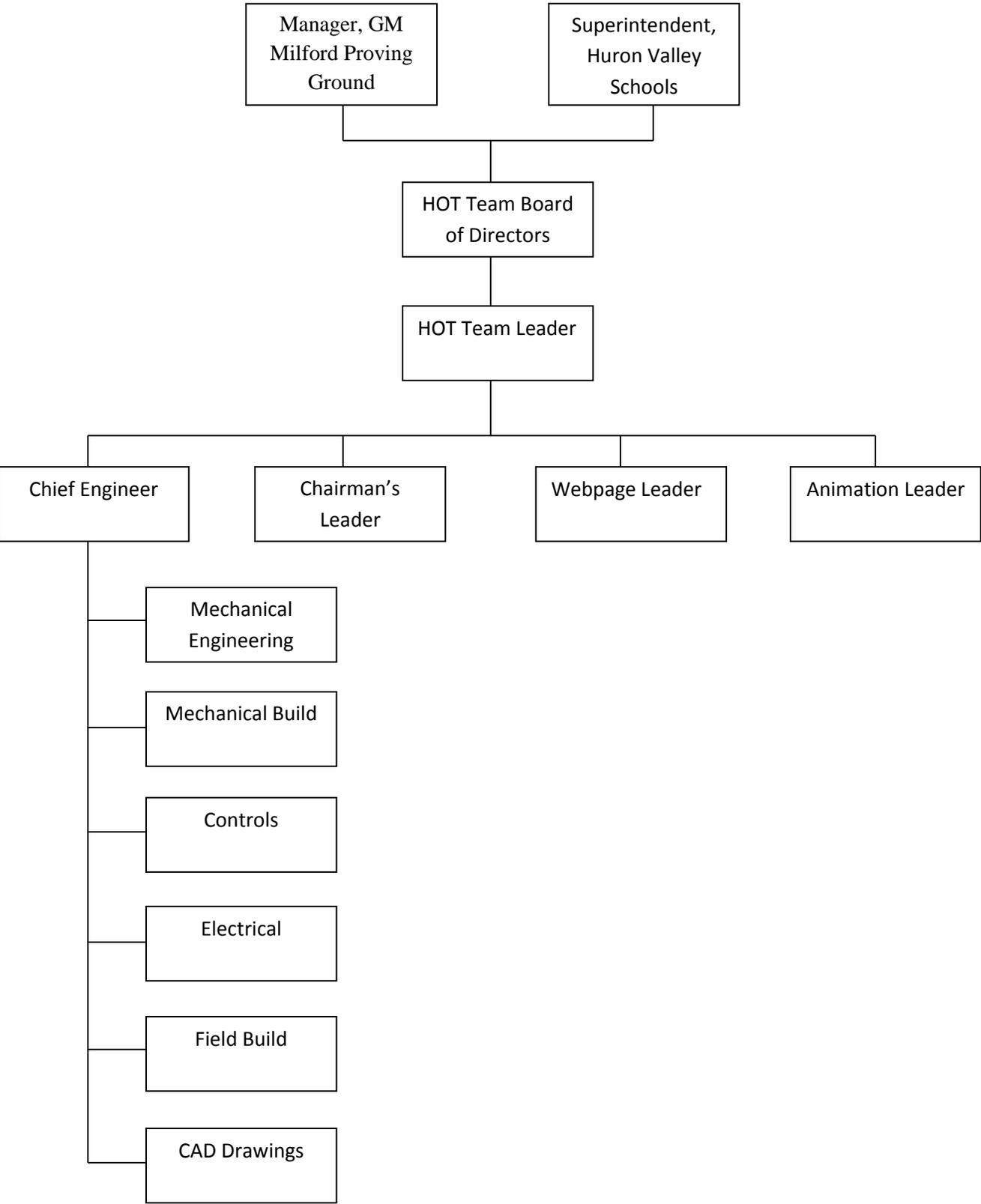
APPENDX A

HOT TEAM LOGO



**APPENDIX B**

**HOT TEAM ORGANIZATION CHART**



## APPENDIX C

### CURRENT BOARD OF DIRECTORS AND OFFICERS

Theresa Prior, Board Chairperson  
Mentor Group

Megan Rumble, Treasurer  
School Group

Alan Calder, Secretary  
Sponsor Group

Keri Czernel, Parent Communication Chair  
Parent Group

Rudy Cender  
School Group

Walt Hickok  
Sponsor Group

Jason Bretzlaff  
Mentor Group

Beth Beattie  
Parent Group

**APPENDIX D**

**CURRENT BALANCE SHEET**

**INCOME:**

General Motors

Team Donation \$10,000

Championship Donation \$10,000

Student Pay to Play \$10,667

Kroger Rewards Earned \$ 826

Fundraising

Quake on the Lake \$ 150

Milford Memories

Chamber of Commerce \$ 904

Cash \$ 609

Novi Island Lake \$ 500

Stay Dry Tri \$ 8,025

Labor Day 30K \$ 1,500

Donations \$ 100

Grants

Huron Valley Education Fund \$ 500

Travel Fund \$ 5,000

Total Income \$48,781

**EXPENSES:**

## FIRST/FIRST in Michigan

Kettering District	\$ 5,000	
Detroit District	\$ 0	
Michigan State Championship	\$ 4,000	
Atlanta Championship	\$ 5,000	
Robot Parts	\$ 3,500	
Food during the Season	\$ 2,500	
Atlanta		
Transportation	\$ 6,000	
Rooms	\$ 8,700	
Entertainment	\$ 2,400	
Off Season Events	\$ 1,000	
Total Expense		\$38,100

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Total Income	\$48,781
Total Expense	\$38,100
<b>Total Carryover</b>	<b>\$10,681</b>

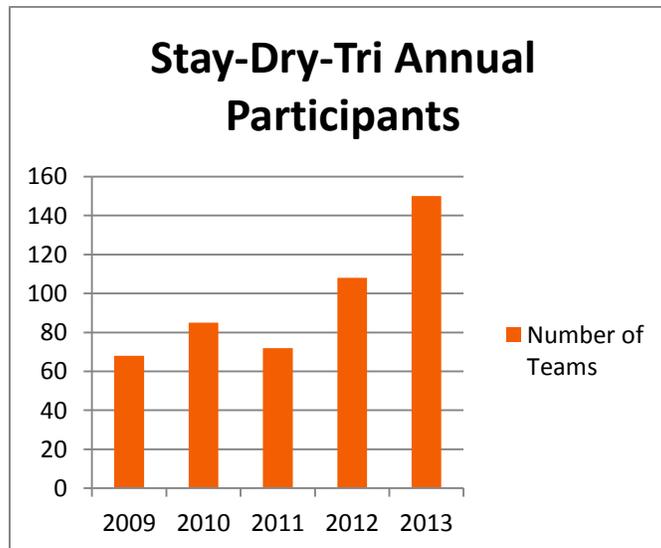
## FUNDRAISING DETAILS

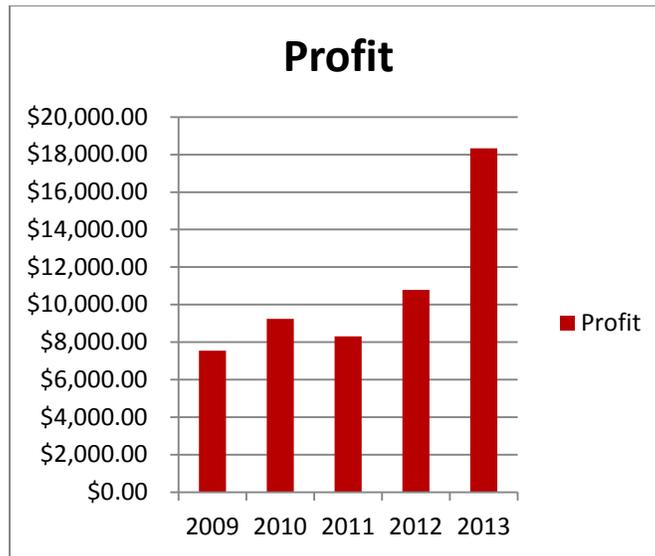
### Stay-Dry-Tri

The Stay-Dry-Tri is a triathlon which was established by the Heroes of Tomorrow in 2009, consisting of 5k of paddling, 10k mountain biking, and a 5k run. The race currently has a capacity of 250 people and charges \$60-65 per person, depending on when they register. The Race is a 5k paddle down the Huron River followed by a 10k Mountain Bike Ride on the MMBA Milford Trail and finishing with a 5K trail run on the paved Kensington / Milford Trail. Athletes may compete as a team; both athletes do all 3 disciplines and a cumulative time is recorded or as a relay; both athletes paddles and one bikes then tags the other to run. Award categories are ALL female relay / team, ALL male relay / team, Co-Ed Relay / team and Family relay / team. Each of these categories is divided into an under 80 or over 80 age category from the cumulative ages of the 2 athletes. The exception is the family category which requires the participants be related and one is under the age of 18 and the other over the age of eighteen. Our youngest participant was a 5 year old that paddled with his dad and then his dad completed the bike and run. The oldest participant was a team of +70 year old men. The race was designed to be challenging enough for the athlete but not overwhelming for the weekend warrior. In the first year we partnered with Heavener's Canoe in their campaign "Leave no Child inside" which was an effort to get kids out and active, thus the family category. In the following years, Heavner's Canoe changed the slogan to "Leave no Family Inside". This program, with the Stay Dry Tri as part of the initiative, has received recognition from the governor at the state capitol.

In the first 3 years, the race was run entirely by volunteers. In the fourth year, we brought in a timing company to streamline and provide accurate results. The awards were conceived to be part of the green initiative proposed by FIRST in 2009. All awards are "recycled" trophies. We collect old trophies from the community and re-badge them for distribution. This has become so much fun that a number of racers sign the bottom and turn them back in to try and win them again the following year.

The race was conceived in the year that GM and other automotive companies were struggling for survival and we realized we needed to come up with an alternative source of revenue to ensure the continuation of our program. We had many minor revenue and time-consuming fund raisers but wanted to concentrate our efforts. It was important to embrace the ideals of FIRST and involve the community and develop a platform for spreading the message of FIRST. The number of participants has been increasing every year, and we anticipate it will continue to grow in popularity and revenue.





### Milford Memories Booth

The Milford Memories Festival is an annual 3-day festival in Milford, Michigan. At this event, the HOT Team sets up a booth which provides various forms of entertainment. In previous years we have provided Face painting, Lego building stations, and button making, in addition to assistance with parking and logistics. Every year we are paid by the Milford Chamber of Commerce as tribute for the various services we provide. We are also able to advertise FIRST and rally support for the HOT Robotics Team. This is a very effective way to spread awareness of our team and scout out possible members.

### Novi Island Lake Triathlon

Every year, HOT Team 67 participates in the Novi Island Lake Triathlon as well as the Stay-Dry-Tri. Although the Novi Island Lake Triathlon does not bring in as much revenue, it is still a good way to continue educating more people in FIRST and work with other FRC teams.

### LED light bulb proposal

The HOT student Leadership team is currently working on a fundraising proposal which is anticipated to be a very successful and profitable fundraiser. We plan to sell LED A19 Warm White light bulbs, which are equivalent to 60w incandescent bulbs. These will be sold to team members and to community members with proceeds benefiting the Heroes of Tomorrow. Selling LED light bulbs is a fundraiser we are very passionate about. We believe it is our duty to help the environment through the spread of ecologically efficient technology. The spread of this technology would be valuable both independently for our team and globally. If this proposal is accepted and endorsed by the HOT Board, we believe it has the potential to be a very successful undertaking.

## RISKS AND BENEFITS OF PLANNED BUSINESS VENTURES

- Universal Bumpers
  - Benefits:
    - Helping other teams
    - Practice building prototypes which will aid the development of our team's bumpers
    - Communicating with other teams and spreading information about the HOT Team
  - Risks:
    - Bumpers may not be successful
    - Other teams may not need bumpers
    - Bumpers may not be able to fit all frames
  - Costs:
 

▪ Wood (3/4 2x4)	\$19.47
• Recycled from previous projects	\$0.00
▪ Screws (recycled from previous projects)	\$0.00
▪ Pool Noodles (recycled from previous bumpers)	\$0.00
▪ Shrink Wrap	\$13.00 (each)
• Total	\$26.00
▪ T-nuts	\$9.00 (Qty. 100)
▪ Fabric	
• Cordura Nylon [red (2yd) and royal blue (2yd)]	\$47.40
○ Shipping and Handling	\$14.40
• Satin (recycled)	\$0.00
• Heat & Bond adhesive material (shape-FL)	\$16.27
▪ Total:	\$~145.54
  - Campaign:
    - Social Media
    - Email Rookie Teams who will be present at 1<sup>st</sup> competition
- Lanyards (sold to team members: given away at competitions)
  - Benefits:
    - Will make a small profit
    - Very popular commodity
    - Unintentional advertising of H.O.T. Team
  - Risks:
    - Will not sell enough to break even
  - Costs:
 

▪ 2,000 ½ inch lanyards	\$1,340 (Qty. 2000)
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  - Profits
 

▪ Sold at \$3.00 each, only to team members, families, and alumni	
▪ Possible profit	\$6,000
▪ Expected Sales	\$450.00 annually
▪ First Year Sales	~150 lanyards
▪ First Year Profit	-\$890.00
- Advertising/ Application Production
  - Benefits:
    - Spread the word of FIRST
    - Make a useful tool for all teams to use

- Eventually make application to HOT Robotics team more organized and digital. Along with the mandatory HOT member safety test.
  - Risks:
    - Not accessible to everyone
    - May only be applicable to HOT team
    - Prices may vary over time
  - Costs:
    - Droid Application Production \$30.00 annually
  - Campaign
    - Social Media
    - Website Advertising
    - Self-promotion
- General Fundraising
  - Benefits:
    - Secure future of HOT Robotics
    - Help community members
    - New experiences shared by members of team
  - Risks:
    - Over-commitment
    - Failure of Fundraiser
  - Costs:
    - Varies depending on fundraising activity
- Stay-Dry-Tri
  - Benefits:
    - Big fundraiser for the HOT Team
    - Help raise funds for future expenditures
    - Spread awareness of HOT Team and FRC
    - Volunteer Hours
  - Risks:
    - Time-consuming
    - Volunteers needed
    - Scheduling conflicts
- Pom-Poms
  - Benefits:
    - Increase spirit
    - Self-promotion
    - Possible scouting technique
  - Risks:
    - Can be easily misplaced
    - Replaced annually
  - Costs
 

▪ Individual Poms	\$0.87
▪ Group Package	\$53.40 (60)
▪ Shipping and Handling	\$12.00
▪ Total	\$67.40
- Window Cling/ Bumper Stickers
  - Benefits:
    - Advertising
    - Team Pride

- Team awareness
- Risks:
  - Means of production is unknown
    - Self-production
    - Purchase group package (premade)
  - May not be profitable
- Costs
  - Self-production
    - Vinyl Rolls (24'' by 60' roll) \$118.00
    - Ink (provided by school) \$0.00
    - Shipping and Handling \$0.00
    - Total \$118.00
    - Man-hours Minimum 10
    - Annual Income \$200.00
    - Annual Profit (yr. 1) \$82.00
      - Pre-made
    - Minimum amount (250) \$1.16 (each)
    - Price \$290.00 (250)
    - Shipping and Handling \$12.00
    - Total \$302.00
- Profit:
  - Sold at \$5.00 each
  - Annual income \$200.00 (~40)
  - Annual profit -\$102.00 (yr. 1)
  - Three year income \$800.00 (~160)
  - Three year profit \$498.00