

Policy and Procedures for Finger Lakes *FIRST* Regional Team Social

Definitions:

FIRST – For Inspiration and Recognition of Science and Technology

FLRPC – Finger Lakes Regional Planning Committee

FLRPCTSC – Finger Lakes Regional Planning Committee Team Social Coordinator.

Description:

This document describes the policies and procedures that the FLRPC uses to determine what activities and/or events may or may not be included in a Team Social as part of the Finger Lakes *FIRST* Regional Competition.

Responsibility:

The FLRPC Team Social Coordinator (*Presently Jeffrey Zampieron*) in conjunction with appropriate representatives from the relevant interested parties. Interested parties may include, but is not limited to, staff from the venue where the social is held as well as outside contractors/entertainers performing at the function. The FLRPCTSC may solicit specific assistance where required, such as using RIT/*FIRST* to finalize contracts.

Requirements:

- Specific requirements for contracted entities are described in the 2007 Contract Addendum.
- Teams must RSVP and provide a head count.
- Admission to the Team Social is restricted to *FIRST* Team Members and Mentors, Regional Staff, and Select VIPs.

Procedure:

1. Determine feasibility of holding a Team Social:

The feasibility of holding a team social is determined by the FLRPC. Factors considered include funding and location. Sponsorship may be solicited by the FLRPC specifically for the social. At this time the FLRPC will provide the FLRPCTSC with a preliminary budget.

2. Determine schedule and location of the Team Social:

The schedule and location of the Team Social are determined by the FLRPC. The schedule is selected to not interfere with the schedule of events at the FLR. The Social is typically scheduled to start at a time slightly before the pits close on Friday after competition. The social is schedule to end so that teams may have time to return to lodging at a reasonable hour. The location may be dependent on the activities or may itself be an activity. (Ex: Cleveland has held the social at the Rock and Roll Hall of Fame) The location should be able to accommodate an appropriate number of people for dinner and any activities.

3. Determine activities to be held at the Team Social:

The activities to be held at the Team Social are decided by the FLRPC based on Team feed back from prior socials subject to budgetary and logistical constraints. Activities may also be constrained by the chosen location and the timing of the event. Teams may be solicited for suggestions by posts on the FLR web site.

*4. Submit Team Social Plan to *FIRST* for approval:*

The estimated schedule and list of activities is submitted to *FIRST* for approval by the deadline

FIRST provides (Typically around January 19th).

If *FIRST* rejects the social plan the FLRPCTSC will modify the schedule as required and resubmit.

5. *Prepare Standard Contract Addendum for Entertainment:*

The FLRPC produces a Contract Addendum for all Entertainment based on the requirements of the venue.

6. *Submit Requests for Contracts and Bids to Entertainers:*

Requests for cost estimates are sent to all entertainers. Those costs are collected and tabulated by the FLRPCTSC. The FLRPCTSC will also collect any additional expenses (security, Facilities, signage, etc.) in that estimate.

7. *Review estimated costs against budget:*

The quoted budget is then presented to the FLRPC for final approval.

8. *Review contracts and present for signature:*

The FLRPCTSC will perform a review of all the contracts and submit them to the signature authority for final execution. The signature authority may be an agent of *FIRST* (In the past the *FIRST* Director of Program has fulfilled this role) or may be an agent of the hosting entity (such as RIT).

9. *Ensure any required setup at/for the Team Social is covered:*

The FLRPCTSC in association with the FLRPC shall ensure that the Social is appropriately staffed and setup. This is done in accordance with venue staff and the FLRPC Volunteer Coordinator.

10. *Gather Feedback to improve subsequent Team Socials*

The FLRPCTSC and the FLRPC will solicit feedback from the Team Social attendees via the web site to improve and/or change the social.

Revision Change:

None – Original.

A – Itemized Procedure Section.

Attachments:

None