

POLICY AND PROCEDURES FOR *FIRST* TEAM USAGE OF FLR WEB SITE and CALENDAR

Definitions:

FIRST – For Inspiration and Recognition of Science and Technology

FLRPC - Finger Lakes Regional Planning Committee

Description:

This document describes the requirements and procedure for the FLRPC and how events get uploaded to the FLR master web site and calendar, either by the committee or requests from individual teams. The calendar function of the www.firstrochester.org web site is intended to provide an annual look at all the major functions in the upstate New York area pertaining to *FIRST* including events for FRC, FLL and Vex.

Responsibility:

A person will be appointed by FLPC to ensure compliance with this procedure. That person will be responsible for receiving web site and calendar items from the FLRPC and from individual teams as well as being responsible for the timely and proper uploading of the event with any associated hyperlinks.

Requirements:

- **FLRPC needs a volunteer coordinator for the master calendar on an annual basis**
- **Teams that have attended past Finger Lakes regional events as well as newly-forming or newly-participating teams in the area may submit events for potential uploading to the master calendar.**
- **Team events must be open to all area teams.**
- **No team fundraising events will be posted unless it is for all area teams to participate and is for the purpose of helping under funded teams or charities (with the recognition going to all teams participating). Proof of event and accounting of funds must accompany request with follow up documentation.**

Procedure:

1) Addition of Calendar Event by an individual team:

Any team that is planning an event can have their event added to the regional calendar by simply sending details of the event to events@firstrochester.org. The team can include a hyperlink back to more details of the event on their own web site if they wish, or the calendar may simply be a text notation of the event. The mailnote to events@firstrochester.org is currently re-directed to FRPC committee member (currently Doug Hitchcock) who adds the event to the online calendar via secure server password.

2) *Addition of Calendar Events by an outside organization:*

The FLRPC or any other non-team individual or organization that hosts an event of interest to the *FIRST* regional community, or individual that simply becomes aware of an event that may be of interest to the *FIRST* community in the region, may submit a mailnote to events@firstrochester.org for inclusion on the calendar (e.g. a event sponsored by the Rochester Museum & Science Center). If the committee coordinator who receives these calendar add-ons is in question about nature/scope of the event, he/she should bring the notice to the FLRPC prior to posting the event on the master calendar.

Information pertaining to this calendar input process will be made available on the web site on the calendar page(s) and should also be broadcast to the current teams in the region (per this document)

Revision Change:

A – Original 2/7/07

B

Attachments: