

# FIRST.2024 CHAMPIONSHIP

PRESENTED BY

**BAE SYSTEMS**

## VOLUNTEER EVENT GUIDE

Updated 4.3.24

LIGHTS. CAMERA. STEAM!

FIRST. IN **SHOW.**

PRESENTED BY Qualcomm

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## Welcome

Thank you for volunteering at the 2024 *FIRST*® Championship presented by BAE Systems. *FIRST* volunteers are a vital part of our global robotics community and support events around the globe annually, preparing young people for their future. *FIRST* competitions are exciting events that leave students with a sense of accomplishment and the understanding that they can do anything with their collective skills, leadership, and confidence. We are excited and grateful for you to be a part of our 2024 *FIRST* Championship experience!

### Introduction to *FIRST* Championship

The 2024 *FIRST*® Championship will join thousands of students for the ultimate celebration of STEM (science, technology, engineering, and math) and innovation. This 2023-2024 season, *FIRST*® IN SHOW presented by Qualcomm, empowers *FIRST* teams around the world to design and build a world of endless possibilities with big ideas, bold action – and creativity. Join us as we celebrate a future that's built better together at *FIRST* Championship. Get ready to have fun and be part of something extraordinary. Lights, camera, STEAM!

## Remembering our Gracious Professionalism

“Gracious professionalism is part of pursuing a meaningful life.” – Woodie Flowers

- A way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.
- Gracious professionals learn and compete like crazy but treat one another with respect and kindness in the process.
- Teams and any Championship attendees are customers. Treat them all with Gracious Professionalism.

## Where to Find Information Prior to Arrival

### Championship App & Event Guides

For more information on Championship, download the [FIRST Championship App](#) for interactive maps, personalized schedules, activities, team info, volunteer info, alerts, and more.

- [Championship Event Guide](#)
- [FIRST Robotics Competition Event Guide](#)
- [FIRST Tech Challenge Event Guide](#)
- [FIRST LEGO League Challenge Event Guide](#)
- [FIRST LEGO League Explore Event Guide](#)

### Volunteer Orientation Webinar

Please join us at the *FIRST* Championship Volunteer Orientation webinar on Tuesday April 9<sup>th</sup>, 2024 at 8pm ET. This webinar will cover the following content: event building layouts, volunteer registration and badging, the volunteer café schedule, *FIRST* volunteer events & benefits, volunteer parking, and more. There will be time included at the end for questions.

- Tuesday April 9<sup>th</sup>, 2024, at 8 PM ET
- [Link to register](#)
- The slides from the presentation and the recording will be posted on the [Volunteer](#) page of the *FIRST* Championship website after the webinar.

### Pre-Event Role-Specific Information - Volunteer Coordinators

Your volunteer coordinator is your go-to resource for anything related to your volunteer position. When you are assigned a volunteer role, you will receive an email before the event from your volunteer coordinator with the contact information and details about your volunteer role. You can message your volunteer coordinator before the event through your *FIRST* dashboard at <https://my.firstinspires.org/Dashboard/>.

Under Pending Applications in the Volunteer Registration tab in your *FIRST* dashboard, find the Role Options button and select “Message Coordinator” from the drop-down menu. This option is also available under your Assigned Event Roles. (See screenshots below.)

For *FIRST* Robotics Competition, you can email [firstchampionshipvolunteer@firstinspires.org](mailto:firstchampionshipvolunteer@firstinspires.org). For *FIRST* Lego League and *FIRST* Tech Challenge, your volunteer coordinator’s email will be in your volunteer assignment email.

# FIRST.2024 CHAMPIONSHIP

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The screenshot shows the FIRST Championship dashboard. At the top, there are navigation links for Programs, Community, Ways to Help, and About. The user is logged in as Jane Smith. The dashboard has four main tabs: MY TEAMS, PARENT/GUARDIAN - YOUTH, VOLUNTEER REGISTRATION (which is active), and MY CLASS/SCHOOL PACK ACCOUNT. Below these are buttons for EVENT VOLUNTEERING, WORK WITH A TEAM, GIVE TO FIRST MISSION, and LOG VOLUNTEER HOURS. A section for Pending Applications is expanded to show details for the 'NE District Southern NH Event Qualifying Event - FRC'. The details include: Status: PENDING, Role: Control System Advisor, Days Assigned: (blank), Setup Date: TBA, Event Start: 3/27/2020, Event End: 3/29/2020, Tear Down: TBA, Location: Bedford High School, 47 Nashua Rd, Bedford, NH 03110 USA, Website: http://www.nefirst.org/. A map shows the location at 47 Nashua Road. A 'ROLE OPTIONS' dropdown menu is highlighted with a red box, containing 'Withdraw Application', 'Edit Application', and 'Message Coordinator'.

The screenshot shows the 'Local Event - FIRST LEGO League' section. It displays details for a role: Role: Field Resetter, Field Manager, Floater, Floater; Status: PENDING; Setup Date: TBA; Event Start: 5/12/2018; Event End: 5/12/2018; Tear Down: TBA; Location: McCollough-Unis School, 7801 Maple St, Dearborn, MI 48126 USA; Website: (blank). A map shows the location at 7801 Maple Street. A 'ROLE OPTIONS' dropdown menu is highlighted with a red box, containing 'Withdraw Application', 'Edit Application', and 'Message Coordinator'. A red arrow points from the 'Message Coordinator' option in this menu to the right.

## How to Apply and Register to Volunteer

Follow these steps to apply to Volunteer for *FIRST* Championship. Applications to volunteer for 2024 *FIRST* Championship will no longer be accepted through the dashboard after **April 10<sup>th</sup>**. Anyone who would like to volunteer and has not applied by April 10<sup>th</sup>, can still volunteer as a [walk-on volunteer](#) at the event.

### Step 1 – Apply for a Volunteer Role in FIRST Dashboard

- Create an account or Login to your existing [FIRST dashboard account](#).
- Under event volunteering, use the filters (dates: 4.15.24 – 4.20.24, location: Houston, TX) to find the Championship event for each program or follow one of these links to sign up for a volunteer role in a specific program.
  - [FIRST LEGO League Explore FIRST Championship](#)
  - [FIRST LEGO League Challenge FIRST Championship](#)

**FIRSTCHAMPIONSHIP.ORG**

- [FIRST Tech Challenge FIRST Championship](#)
- [FIRST Robotics Competition FIRST Championship](#)
- Choose the day(s) you wish to volunteer and choose your top five roles.
- You will receive an email notification when your role has been assigned.

## Step 2 – Complete any necessary training and certifications

- Complete the current *FIRST* Consent and Release form in the dashboard.
  - All volunteers must complete a current season *FIRST* Consent and Release form. Volunteers must sign the *FIRST* Consent & Release Form each season. Volunteers will see a notification if they haven't yet completed the form when they log into the [FIRST Dashboard](#) and can access via the profile drop down menu by selecting Acknowledgement Forms.
- Complete the Youth Protection Certification.
- **You will not be able to volunteer without completing these items.**
- Complete required certifications for any roles requiring training.
- [Volunteer Registration User Guide](#) & [BlueVolt User Guide](#)

## Step 3 - Complete event registration and book your hotel.

- After receiving an email notification that your role has been assigned, you will receive a registration invitation link in your email to register for the event (within 5-7 business days). This registration must be completed prior to attending Championship so you can be badged. All attendees at the event must be badged. See [appendix B](#) for a walkthrough of the registration process.
- In this registration form you will select your meal preferences (meals are provided on the days you volunteer) and what additional events you will be attending (to help *FIRST* estimate food amounts). You can update your meal preferences until you check-in at the event. Please make sure this information is accurate so *FIRST* can ensure food is available and ready for those who are volunteering. You can also designate any special dietary restrictions and this information must be entered prior to **April 1st**.
- You will receive a link in your email to sign up for *FIRST* hotel accommodations. These provide you with access to the *FIRST* hotel blocks with discounted rates. You are not required to use *FIRST* for your hotel accommodations.

## On-Site Volunteer Registration and Badging

### Check-in

Volunteers must go to the Volunteer Registration desk on Level One (see map in *FIRST* Championship Volunteer Orientation) to get their name badge when they first arrive at the event. Volunteers over the age of 15 who were not assigned roles before the event can sign up as walk-on volunteers at the Information Booth near the Registration Desk.

*FIRST* requires every Championship attendee to be registered and badged, including adult team mentors, youth team members, parents, family members, chaperones, etc. who are participating in the event. Attendee registration grants access to participant-only activities and increases the security of the event.

### Name Badging

If you were assigned before the event, you should have received an email to RSVP for the event and register with *FIRST* Championship Registration. Completing this registration includes confirming the days you will be volunteering, submitting any special dietary needs, and giving your T-shirt size. If you registered with *FIRST* Championship Registration, please take the following steps:

- Print your personalized barcode found in the confirmation email from *FIRST* Championship Registration and bring it with you or pull up the email on your smartphone to be scanned.

- Bring a form of photo identification.
- Scan the barcode and staff will prepare your badge at the Volunteer Registration desk.
- Any minor volunteers, ages 15-17, must bring the responsible adult who will be monitoring you to the Volunteer Registration desk when picking up your name badge.

If you did not register with *FIRST* Championship Registration before arriving but have been assigned to a volunteer position:

- Bring a form of photo identification.
- Print your assignment email or be able to pull it up on a smartphone.
- Register and confirm your information with staff onsite at the Volunteer Registration desk to receive your name badge.

If you have not received an email from *FIRST* Championship registration but have been assigned to a volunteer position, please email [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org) to receive the registration email.

## Volunteer Registration Hours

### Central Registration Hours – GRB Level One

| Date:                     | Open:   | Close:  |
|---------------------------|---------|---------|
| Tuesday, April 16, 2024   | 7:00 AM | 6:00 PM |
| Wednesday, April 17, 2024 | 6:00 AM | 8:00 PM |
| Thursday, April 18, 2024  | 7:00 AM | 6:00 PM |
| Friday, April 29, 2024    | 7:00 AM | 6:00 PM |
| Saturday, April 20, 2024  | 7:00 AM | 2:00 PM |

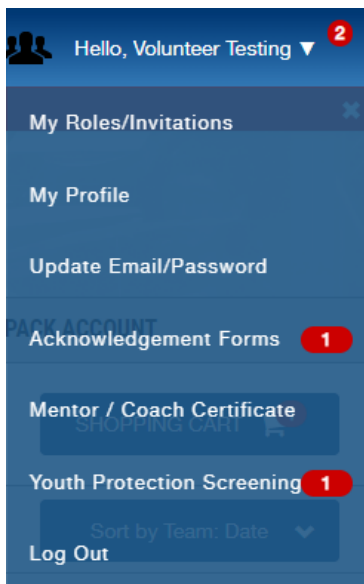
Teams can also register at their Pit Admin locations during specific satellite registration hours. FTC volunteers may register with their teams for their volunteer roles during the FTC satellite registration hours. FLL Challenge Volunteers may check in from 3:30-4:30 PM during their satellite registration hours. All other program volunteers should register at the main registration desk. The Central Registration desk will have a designated line for volunteers on the right when looking at registration.

### Satellite Registration Hours

| Date:                     | Satellite Area:                    | Open:  | Close:   |
|---------------------------|------------------------------------|--|----------|
| Tuesday, April 16, 2024   | <i>FIRST</i> Tech Challenge        | 12:00 PM (for volunteers)<br>3:00 PM (for teams) | 6:30 PM  |
| Wednesday, April 17, 2024 | <i>FIRST</i> Tech Challenge        | 7:00 AM  | 12:00 PM |
| Wednesday, April 17, 2024 | <i>FIRST</i> Robotics Competition  | 8:00 AM (teams only)                             | 7:30 PM  |
| Wednesday, April 17, 2024 | <i>FIRST</i> Lego League Challenge | 11:00 AM   | 3:00 PM  |

## Consent and Release Forms

All volunteers must complete a current season *FIRST* Consent and Release form. Volunteers must sign the *FIRST* Consent & Release Form each season. Volunteers will see a notification if they haven't yet completed the form when they log into the [FIRST Dashboard](#) and can access via the profile drop down menu by selecting Acknowledgement Forms.



## Walk-On Volunteers

Walk-on volunteers must be 15 years or older. QR Codes will be available for you to scan to complete a form with your availability and area(s) of interest. Once the form is completed, there will be a wait time to receive your assignment, so please be patient. A Volunteer Coordinator will contact you by phone call or text (international numbers will be contacted by email) with assignment details. Once you are assigned a volunteer role, the central registration desk will assist you in upgrading your credentials to 'volunteer.' People interested in the Student Ambassador role should not complete this process and should visit the Student Ambassador booth across from Central Registration.

## Attire

Please dress in comfortable, appropriate attire that will allow you to carry out your volunteer role safely. Closed-toe shoes are required. We suggest choosing supportive footwear. You will be provided with a volunteer shirt and name badge to wear during your shift. Keep your name badge with you throughout the event as it is required to enter certain areas. Teams may be decked out in team uniforms or other fun attire to show their spirit. Volunteers are welcome to join in the fun and bring a silly hat or other fun accessories. Keep safety in mind and avoid dangling or loose items. All attire should reflect Gracious Professionalism.

## Safety Glasses

Safety Glasses are required in some areas of the venue and for some volunteer roles. *FIRST* Robotics Competition and *FIRST* Tech Challenge programs require that everyone wear safety glasses in the pit and field areas. It is recommended

that you bring your own safety glasses or protective side shields for prescription glasses to ensure fit, cleanliness, and ability to move freely throughout the venue.

For up-to-date safety information for *FIRST* Robotics Competition and *FIRST* Tech Challenge:  
<https://www.firstinspires.org/resource-library/frc/safety-manual>

## Tiara Friday

Many volunteers and team members wear tiaras on Friday. Feel free to bring your tiara and take part in a *FIRST* Championship tradition!

## Suspenders Saturday

Many volunteer and team members wear suspenders or tutus on Saturday. Feel free to bring your own and take part in a *FIRST* Championship tradition!

## Volunteer Arrival & Parking

### Early Entrance

The Hilton Skybridge on Level Three opens at 5:30 AM. The Marriott Skybridge and street entrances to GRB open at 6:00 AM.

### Volunteer Parking

The Volunteer parking is located at the GRB Convention Center loading dock off Chartres. Volunteer Parking passes will be emailed to volunteers by Volunteer Coordinators. **Parking is first come, first served.** Parking in the Volunteer lot may be limited due to construction or space limitations. This lot is reserved for volunteers only and should not include team trailers.

Drivers should enter the loading dock gates by taking a left into the open gate across from Walker St. off Chartres. A map of the parking lot for volunteers will be available in the *FIRST* Championship Volunteer Orientation presentation and in the posted slides which will be available on the Volunteer page of the Championship website.

Please note the following:

- From Monday to Saturday of Championship week the lot will be open from 5:30 AM and close at 10 PM.
- Overnight parking is not permitted.
- There is no code to enter the lot.
- There is no security. The lot is not connected to the GRB convention center. After parking, you will enter the Convention Center through a street or skybridge entrance.
- Park at your own risk.
- Your Volunteer Coordinator will email you a parking pass which is required to access the lot. Please print it in advance and make sure it is visible on your car's dashboard.
- Free parking options are limited. This lot's availability is first come, first served. Parking may fill up quickly in the morning.



- You may park in any available open spot in the lot.
- This lot is utilized by events staff and volunteers.
- Other than parking permission the pass is also important so that volunteers can circumvent the lanes being utilized by teams for the load in and load.
- Do not park along the loading docks.
- Do not park trailers in the Volunteer Parking lot, this takes additional parking spaces away from other volunteers. Trailers are NOT permitted in this lot.
- Buses are not permitted in this parking lot.
- Information on these additional paid parking options will also be provided on <https://www.firstchampionship.org> closer to the event.

Alternate parking is available in other locations around the GRB and in the downtown area. Here are a few options should the lot be full. Prices are subject to change. More information on the [Houston Downtown parking webpage](#).

- Toyota Tundra Garage \$10/day
- 111 San Jacinto St \$20/day
- Houston Center Garage One \$18/day
- Avenida Central Garage (Discovery Green) \$15/day
- Four Seasons Hotel Garage \$18/day
- 4 Houston Center Garage \$18/day
- 5 Houston Center Garage \$30/day
- Avenida South Garage \$32/day

## Venue Information

### Campus Locations

The *FIRST* Championship Event is a multiple point campus, which will include four venues/spaces:

#### George R Brown Convention Center

*FIRST* LEGO League Explore World Festival Expo, *FIRST* LEGO League Challenge World Festival, *FIRST* Tech Challenge World Championship, *FIRST* Robotics Competition Championship, *FIRST* Championship Conferences, the *FIRST* Store and select VIP events, which will feature the Innovation Faire including Scholarship Row.

The George R. Brown Convention Center is located on Avenida de las Americas. Visit the venue site here:

<http://www.grbhouston.com/>

#### Discovery Green

*FIRST* Championship Welcome Party presented by Phillips 66 and Two Sigma

#### The Marriott Marquis Hotel

A range of meetings and events

#### The Hilton America's Hotel

A range of meetings and events

All of this will contribute to the overall event goal of making a unique, transformative experience for all teams, sponsors, volunteers, and supporters of *FIRST* in a fun and safe environment in the city of Houston.

### Quiet Room

For those participants who need a quiet space to de-stress and take a break in GRB, Level Three, 372.

### Prayer Rooms

There will be two prayer rooms available for anyone wishing to observe religious practice onsite during event hours. Prayer rooms are located on Level Two of the Marriott Marquis Houston in Montgomery rooms A&B. The Marriott Marquis Houston is attached to the George R. Brown Convention Center and can be accessed from the Level Two skybridge located north of Mezzanine A.

### **Rules Inside All Venues**

- Volunteers must follow the *FIRST* Code of Conduct. Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities or events.
- Please follow the Health & Safety guidelines listed in the main [Championship Guide](#)
- You are not allowed to volunteer while taking care of a child. If you are attending the event with children, please have another responsible adult watch any children in your care while you volunteer.
- Have FUN!

### **Restrooms**

Gender-neutral accommodation are available on Level One and Level Three. These are also family/companion care restrooms.

### **Lost and Found**

Items for lost and found will be logged in at the information desk located near registration for the duration of that day. At the end of the day, the items will be delivered to building security where they will remain through the event. At the end of the event and for up to 30 days post event, please call the facility directly for missing items.

George R. Brown Convention Center

800-427-4697

[GRBinfo@houstonfirst.com](mailto:GRBinfo@houstonfirst.com)

Items lost under the bleachers: Items of extreme importance such as medication, a purse or wallet, please note where you were sitting and check in at pit administration. Pit Administration will then contact security to retrieve your lost item. For all other items, security will make periodic sweeps and deliver found items to the Lost and Found at the information desk where you can then retrieve your items.

**Under no circumstances should anyone but security go under the bleachers.**

## **Where to Find Information Onsite**

If you have any questions or need information at the event, the following resources are available to assist you.

## Information Desk

The Information Desk is located near Registration on Level One and can answer volunteer, event, and city questions. This is also where Lost & Found is located. If your volunteer specific questions cannot be answered by the Information Desk, please come to Volunteer Central. For program-specific information, please go to Pit Administration for that program.

## Volunteer Central (Rooms 360 D-E and 370)

Stop by Volunteer Central, your one-stop shop for all things volunteer! We will have answers to any questions you have about your volunteer experience. Pick up free volunteer swag, buttons, stickers, pins, and more! On your way to the Volunteer Café for your meal, make sure to take a spin on our prize wheel or enter our Championship Volunteer raffle for a chance to win a prize! (Must be 18 years or older to enter raffle due to data privacy policies). *QR Code available onsite.*

Volunteer Central is located on Level Three of the George R. Brown Convention Center in Rooms 360 E-F and 370.

- Volunteer Office: Room 360 E
- Volunteer Lounge: Room 360 D
- Volunteer Café: Room 370
- Overflow Volunteer Café Seating: Room 371

## On-Site Program Points of Contact - Pit Administration

For program-specific questions, please see the “Pit Admin” desk, located in each program area. They are your best source of information about each program, such as schedule or specific volunteer role questions. Pit Admin desks can be found in each program area (locations below). Your volunteer coordinator might also give you an additional point of contact for questions during the event.

### FIRST Robotics Competition

- Pit Admins: Level One, Halls A and E
  - Hall A Pit Admin Area and Divisions:
    - Archimedes
    - Curie
    - Daly
    - Galileo
  - Hall E Pit Admin Area and Divisions:
    - Hopper
    - Johnson
    - Milstein
    - Newton
- Additional Points of Contact: Ask your Volunteer Coordinator who is your go-to-contact (Point Person) throughout the event. They will manage your breaks. They will be in teal shirts in the pit and field areas.

### FIRST Tech Challenge

- Pit Admin: Level Three
- Vince Frascella [vfrascella@firstpartners.org](mailto:vfrascella@firstpartners.org)

### FIRST LEGO League

- Pit Admin: Level Three, Grand Ballroom
- Christina Zavala Mendez and Page Watt

## Events

### Block Party at Discovery Green

Wednesday, April 17, 2024 – Friday, April 19, 2024

The *FIRST* Championship Discovery Green Block Party is the outside extension of our campus. A variety of activities will be available throughout the week such as giant family and lawn games, dance party and movies in the park. Discovery Green is directly across from the George R. Brown Convention Center. A detailed schedule of activities will be available in [the app](#).

### *FIRST* Championship Conferences

The *FIRST* Championship Conference will be held Wednesday-Friday. The conference includes sessions and workshops on topics of interest to all members of the *FIRST* community in the following conference tracks: Discovery, Innovation, Impact, Inclusion, Teamwork. Sessions are either 20 or 50 minutes in length and will be held in rooms 350 DE, 350 F, 360 AB, and 360 CF on Level Three of the convention center. Over 65 conferences are happening and a full list of conferences will be available in [the app](#).

### Innovation Faire Night

Thursday, April 18, 2024, 6-8:30 PM

Along with *FIRST* Leadership, Staff, and Sponsors, Championship Volunteers are invited to a special Innovation Faire Night. You will have an opportunity to explore the Innovation Faire while enjoying light snacks and appetizers. The Innovation Faire is located on the mezzanine Level Two of the convention center.

### Volunteer Appreciation Celebration

Saturday, April 20, 2024, 1:30-6 PM

*FIRST* will be hosting a Volunteer Appreciation Celebration in the Volunteer Café for Championship Event Volunteers. Sit back, relax, and watch the Championship Finale from the comfort of the Volunteer Café while you enjoy a snack and celebrate the conclusion of your hard work at another successful Championship. The Volunteer Appreciation Celebration will kick off with the Championship Finale festivities at 1:30 PM and is expected to end in the early evening.

## Volunteer Food

When you registered for Championship, you registered for the meals you planned to eat in the Volunteer Café. You are welcome to eat on the days you are volunteering. To accommodate our record-breaking numbers of volunteers in 2024,

we ask for your *Gracious Professionalism* and eat elsewhere on days you are not volunteering. Thank you for working with us to ensure we keep costs down-

The Volunteer Café is in Room 370. Additional seating will be in Room 371 as well as the prefunction space at the front of the main hallway. Meals are provided to volunteers on the day of their shift. Meals will be served in Dine-In or in Grab-N-Go containers. You are welcome to sit and eat in the Volunteer café, sit in the overflow seating Room 371, sit in the prefunction hallway space, or take your meal elsewhere.

## Volunteer Café Hours

Hours for the Volunteer Café are as follows:

| Date             | Monday, April 15, 2024 | Tuesday, April 16, 2024 | Wednesday, April 17, 2024 | Thursday, April 18, 2024                   | Friday, April 19, 2024 | Saturday, April 20, 2024  |
|------------------|------------------------|-------------------------|---------------------------|--|------------------------|---|
| <b>Breakfast</b> | Café Closed            | 6:00 – 9:00 AM          | 6:00 – 9:00 AM            | 6:00 – 9:00 AM                             | 6:00 – 9:00 AM         | 6:00 – 9:00 AM  |
| <b>Lunch</b>     | 11:00 AM – 2:00 PM     | 11:00 AM – 2:00 PM      | 11:00 AM – 2:00 PM        | 11:00 AM – 2:00 PM                         | 11:00 AM – 2:00 PM     | 11:00 AM – 2:00 PM  |
| <b>Dinner</b>    | Café Closed            | 5:00 – 8:00 PM          | 5:00 – 8:00 PM            | Café Closed; Innovation Faire 5:30-8:30 PM | Café Closed            | Café Closed; Volunteer Appreciation Celebration 1:30 – 5 PM<br><br><small>*working volunteers will eat in their areas</small> |

## Special Dietary Needs

Register your dietary preferences in the *FIRST* Championship registration system when you RSVP for the event. Special dietary needs categories include vegetarian, vegan, gluten-free, kosher or halal, and more. We order special dietary meals based on the number of responses in the *FIRST* Championship registration system, so be sure to get your request in early. You can double check which type of meals you requested online in the *FIRST* Championship registration system. While we will make every effort to accommodate special dietary needs, we may not always be able to guarantee your request.

Please note the following:

- There will be a table in the Volunteer Café marked as the Special Dietary Needs table. Please see this table for allergen-free food and other special dietary options.
- Food items will be marked with allergen and other ingredient info when available.
- If you have questions about ingredients or where to find various food options, please see the Volunteer Café Representative at the Special Dietary Needs table.

- Kosher and halal meals are not kept on the Special Dietary Needs table, you will only have access to this meal choice if you added your dietary request to your 2024 Championship Volunteer Registration ([see Appendix B](#)).
- If you did not register your request in advance, we may not be able to accommodate your request.

Be sure to let a *FIRST* Volunteer Central staff member know if you cannot find what you need! We are here to help!

## Volunteer Café Menu

Menus for the Volunteer Café will be displayed outside the entrance to the Volunteer Café.

## Volunteer Snacks & Drinks

Drinks will be available to all volunteers in the Volunteer Café during event hours. Please be considerate and only take what you will consume so *FIRST* can do our part to eliminate any unnecessary waste. Water bottle refill stations are available around the venue.

Snacks will be available to volunteers at the snack shop in Volunteer Central. Bags will be provided to fill with a variety of snacks to take to your volunteer post for the day or the week. The snack shop will be open during event hours.

## FIRST Store

The *FIRST* Store is your on-site source for merchandise made exclusively for the *FIRST* #STEMsquad, including limited edition *FIRST* Championship must-haves. Get your *FIRST* gear now, including exclusive and custom volunteer gear! The *FIRST* Store is located on site at Level 1, outside Hall C.

## Hours of Operation

|                           |                                   |
|---------------------------|-----------------------------------|
| Wednesday, April 17, 2024 | 6:00am – 6:00pm                   |
| Thursday, April 18, 2024  | 6:00am – 6:00pm                   |
| Friday, April 19, 2024    | 6:00am – 6:00pm                   |
| Saturday, April 20, 2024  | 6:30am – After Closing Ceremonies |

## Volunteer Gratitude Walls

Located in each of the *FIRST* program areas, the Volunteer Gratitude Walls are large boards on which teams and parents can leave messages thanking volunteers. Have a look to see the amazing impact you have on the *FIRST* community!

## Gracious Professionalism Pins

To help promote and recognize Gracious Professionalism at all levels, volunteers at the *FIRST* Championship will be able to give out special edition pins to individuals they see expressing Gracious Professionalism. These pins will be available for volunteers to pick up from Volunteer Central, with instructions included.

## Thank You Card Station

There will be a table located near the Innovation Faire on Level Two with supplies to make thank you cards for coach/mentors or other volunteers. Anyone can make a card and give it to someone to show their appreciation!

## Reporting Medical Incidents and Youth Protection Concerns

If you need to report to a Youth Protection concern that is not an emergency you can report these concerns using the [FIRST Reporting Portal](#) or go to the nearest Pit Admin. The *FIRST* Reporting Portal can be used for any issue related to volunteering, the venue, Code of Conduct, Youth Protection, or other non-emergent safety issues. Please do not use this online form to report an urgent safety issue; follow the Emergency Procedure guidance below.

If internet access is an issue, you can request a handout with a QR code link to the Reporting Portal from Pit Admin or report a concern to Youth Protection at (603) 206-2050 or [safetyfirst@firstinspires.org](mailto:safetyfirst@firstinspires.org)

Please refer to the [FIRST Youth Protection Program Guide](#) for more information.

## Safety

All children under the age of 12 must always be accompanied by an adult while in the Pit area.

Be aware of apparel and hair safety issues while working on your robot. Sandals, open-toed shoes, and Crocs are not allowed in the Pits, fields, or other teamwork areas. Wear relaxed, fun and appropriate clothing; remember, you represent your team and *FIRST*. Body paint in lieu of clothes, bathing suits and other revealing clothes are not appropriate.

## Emergency Procedures

For urgent situations, report instantly to the nearest pit admin, *FIRST* staff member, or Volunteer Coordinator. There are medics and security onsite in the venue. They can be radioed by pit admin or staff for immediate assistance.

If the building is being evacuated, please exit the building as directed.

### When there is risk of major harm:

- Medical – tell pit admin, VC (Volunteer Coordinator), staff –they will radio the EMT's /Medic onsite
- Safety issue – go to closest pit admin or event staff – they will know who to contact

You can read further details on *FIRST* Emergency procedures in this [Emergency Response Document](#).

## Health Guidelines

[CDC \(Centers for Disease Control\) guidelines](#) encourage the following preventative actions, which are also applicable to preventing the spread of many viruses:

- Stay home if feeling unwell, developing a cough, or running a fever (Call or message your Volunteer Coordinator if you need to stay home)

- Practice hand hygiene, including frequent hand washing, use of hand sanitizer, and avoiding touching eyes, nose, and mouth (there will be hand sanitizer available throughout the venue)
- Practice respiratory etiquette, including covering cough and sneezes with a tissue, and then disposing of the tissue in the trash
- Clean frequently touched surface and objects daily (including tablets and cell phones)
- Perform self-monitoring, and seek medical care immediately if feeling unwell (You can see a medic available onsite at the event)

## Safety Equipment

- Bring your own safety glasses and enough masks for the duration of the event. Masks/face coverings are not required but are recommended.

## Safety Outside the Venue

- Do not wear your badge outside the venue.
- Be aware of your surroundings.
- Always walk in groups.
- Use main streets and boulevards.
- Whenever possible, avoid walking downtown at night. If you cannot avoid walking downtown at night, pay attention, walk in a group, and get where you are going as fast as possible.

## Security

Be sure to keep valuable items with you always. *FIRST* and the George R. Brown Convention Center do not guarantee security of personal items. We strongly recommend that you do not leave behind valuable items at any time, such as personal computers, cellphones, cameras, etc. You can report any lost items to the Event Information Desk (see Lost and Found).

Remember, the event is open to the public. Please take proper security measures to protect your valuable items.

## Prohibited Items

- Abusive, foul, or disruptive language
- Aerosol containers of any kind
- Animals (except service animals to aid guests with disabilities)
- Coolers\*
- Fighting, taunting, threatening remarks, gestures, or harassment of any kind
- Fireworks, firearms, and weapons of any kind (including parking lots)
- Glass containers of any kind
- Illegal substances, drugs, and drug paraphernalia
- Knives of any length except pocketknives no longer than 4"
- Laser Pointers
- Noisemakers (musical instruments, bullhorns, air horns, whistles, etc.)
- Outside Alcohol/Flasks
- Outside food or beverages\*
- Smoking or the use of vapor (or similar) devices
- Throwing objects
- Trespassing, soliciting, peddling, and loitering



# FIRST.2024 CHAMPIONSHIP

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- Unauthorized/unlicensed vendors are not allowed.
- No unauthorized solicitation and materials including handbills, flyers, stickers, giveaways, samples, etc.
- Unmanned Aircraft Systems & Radio-Controlled Model Aircraft/Drones
- Any other item or action deemed dangerous or inappropriate.

Event security reserves the right to deem any other item inappropriate. No prohibited item will be accepted at the entry gates for safekeeping.

\*Exceptions will be made for those with medical requirements and/or special needs. Individuals with these special needs should contact a security person at their entry gate for special attention.

# FIRST.2024 CHAMPIONSHIP

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Thank you for volunteering! If you have additional questions before the event, please reach out to your Volunteer Coordinator or email us at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org). See you soon!



**FIRSTCHAMPIONSHIP.ORG**

**Appendix A – Maps of the George R. Brown Convention Center  
(Coming soon)**

# FIRST.2024 CHAMPIONSHIP

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## Appendix B – Registration Process Screenshots

Sample email invitation from *FIRST* to register as a volunteer.

**FIRST.2024 CHAMPIONSHIP**  
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APRIL 17-20, 2024 — HOUSTON, TEXAS

### Invitation


Dear **Volunteer** [REGISTER NOW](#)

Thank you for volunteering at the 2024 *FIRST*<sup>®</sup> Championship presented by BAE Systems, April 17-20, 2024. [DECLINE INVITE](#)

*FIRST* Championship is the culmination of the season's *FIRST* programs - *FIRST*<sup>®</sup> LEGO<sup>®</sup> League, *FIRST*<sup>®</sup> Tech Challenge, and *FIRST*<sup>®</sup> Robotics Competition, bringing together a global community for the ultimate celebration of innovation and STEM.

In an effort to provide exceptional customer service to our attendees, we are utilizing a badging and hotel booking system.

Completing this process for badging is required for admittance and will provide you all necessary Volunteer credentials while onsite.

Registration Sponsored By 


### Invitations are non-transferrable

If you need assistance regarding the event registration or housing process, please contact ConferenceDirect at [FIRSTChampionship@Conferencedirect.com](mailto:FIRSTChampionship@Conferencedirect.com). For all other questions please contact [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org).

# FIRST.2024 CHAMPIONSHIP

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## Registration Step 1 – Personal Information



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1 2 3 4 5
LOGOUT

**April 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |

### PERSONAL INFORMATION

\* Indicates required fields

**Personal**

**First Name \***

**Last Name \***

**Badge First Name**  
(Name as you would like it to appear on your badge)

**Contact Information**

**Email Address \***  
(Confirmations will be sent through e-mail only)

**CC Email**

**Title**

**Company/Organization**

**Telephone: \***  
(Please enter your phone number without any dashes or brackets, numbers only)

**April 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |

**Address**

**Address 1 \***

**Address 2**

**City \***

**State / Province \***

**Country \***

**Zip/Postal Code \***

**Emergency Contact information**

**Emergency Contact First Name \***

**Emergency Contact Last Name \***

**Relationship to Registration \***

**Emergency Contact Phone \***  
(Please enter your phone number without any dashes or brackets, numbers only)

**Demographics**


**Are you a FIRST® student program participant alumnus? \***

**Lodging Information**

**Where are you staying or where do you plan to stay while you are in Houston? \***

**Continue**

## Registration Step 2 – Dietary Information & Meal Selection



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✓ 2 3 4 5
LOGOUT

April 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |

### MEAL SELECTION

\* Indicates required fields

#### Dietary Requirements

To best serve your needs and identify any special dietary requirements you may have please select below.

\*

|                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Nut Allergy | <input type="checkbox"/> Kosher              | <input type="checkbox"/> Vegan           |
| <input type="checkbox"/> Diabetic    | <input type="checkbox"/> Lactose Intolerance | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Gluten-Free | <input type="checkbox"/> Pescetarian         | <input checked="" type="checkbox"/> None |
| <input type="checkbox"/> Halal       | <input type="checkbox"/> Vegetarian          |  |

---

Select which days you are volunteering for to opt-in for the provided meals.\*

|   |                                   |                                   |
|---|-----------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Tuesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday          | <input type="checkbox"/> Friday   |                                   |

Meals will be provided on the following days and meal times.

**Tuesday - Breakfast, Lunch & Dinner**

**Wednesday - Breakfast, Lunch & Dinner**

**Thursday - Breakfast & Lunch**

**Friday - Breakfast & Lunch**

**Saturday - Breakfast & Lunch**

## Registration Step 2 – Special Events for Volunteers

**April 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |

---

**Thursday, April 18th, 6:00pm-8:30pm**  
**Innovation Faire Night**

Along with *FIRST* Leadership, Staff, and Sponsors, Championship Volunteers are invited to the Innovation Faire Night. You will have an opportunity to explore the Innovation Faire while enjoying a snack.

Will you be joining us for the Innovation Faire Night on Thursday?\*

Yes

---

**Saturday, April 20th, 1:30pm**  
**Volunteer Appreciation Celebration**

*FIRST* will be hosting a Volunteer Appreciation Celebration in the Volunteer Café for Championship Event Volunteers. Sit back, relax, and watch the Championship Finale from the comfort of the Volunteer Café while you enjoy a snack and celebrate the conclusion of your hard work at another successful Championship.

Will you be joining us Saturday for the Volunteer Appreciation Celebration?\*

Yes

**BACK**
**CONTINUE**

## Registration Step 3 – Terms and Conditions

# FIRST.2024 CHAMPIONSHIP

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✓
✓
3
4
5

**LOGOUT**

STEP 3 POLICIES

**April 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |

### POLICIES

#### Terms and Conditions

- I consent to my personal information being collected and processed in accordance with the *FIRST*® Privacy Policy. \*
- I affirm that anytime I submit data to *FIRST*® on behalf of another person, I shall obtain and maintain a record of all required legal consents before collecting or submitting any such data. \*

**BACK**
**CONTINUE**

## Registration Step 4 – Registration Verification

LOGOUT

STEP 4 VERIFICATION

**April 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |

### REGISTRATION VERIFICATION

Please review the information below:

If all of the information is correct, press the continue button to finalize your registration. To make changes or modify, please click one of the edit buttons to the right. After making revisions, always remember to press continue to ensure the new information is properly captured.

Edit Personal Information

Edit Meal Selection

Edit Polio(s)

#### Personal Information

|   |                    |
|---|--------------------|
| First Name  | Volunteer Test LMM |
| Last Name   | Test               |
| company   |                    |
| Address1  | 123 Fake Street    |
| city  | Charlotte          |
| Province / state  | North Carolina     |
| country   | United States      |
| Postal Code / zip   | 28115              |
| Phone   | 1234567890         |
| Email   | email@gmail.com    |
| Dietary Requirements  | None               |
| select which days you are volunteering for to opt-in for the provided meals | Tuesday            |
| Will you be joining us for the innovation Faire Night on Thursday?          | Yes                |
| Will you be joining us Saturday for the volunteer Appreciation celebration? | Yes                |

#### Registration Details

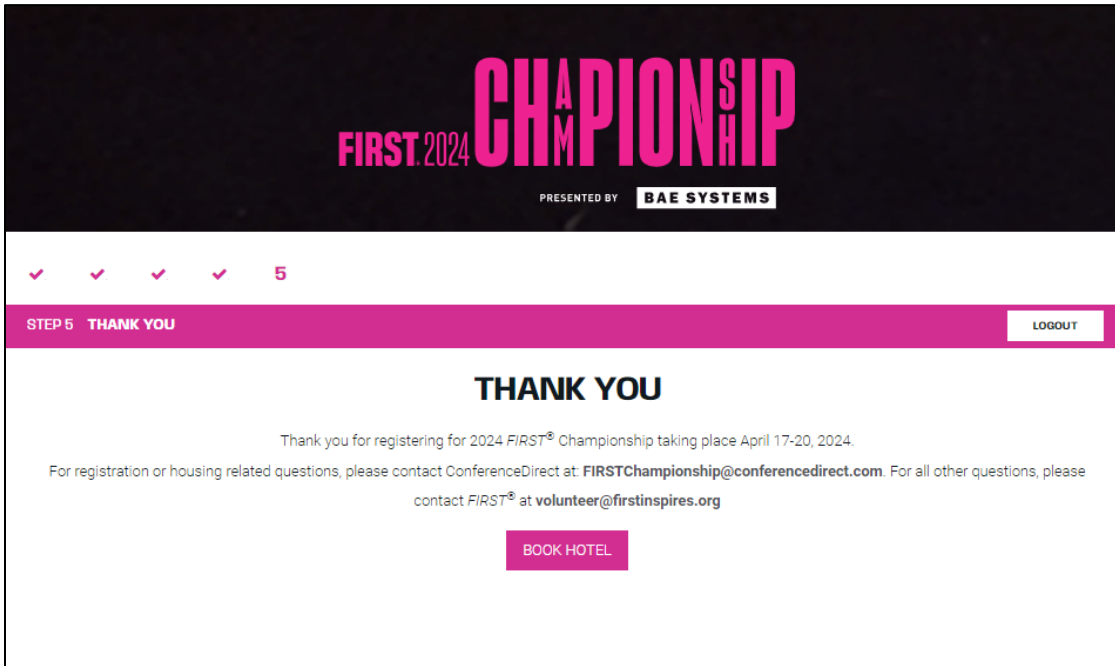
| item                    | qty |
|-------------------------|-----|
| Volunteer Test LMM Test |     |
| Volunteer               | 1   |

BACK

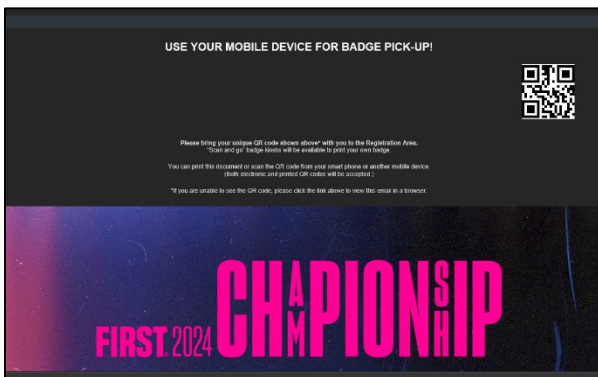
CONTINUE



## Registration Step 5 – Thank you!



Registration Confirmation Email – print out or bring with you on your mobile device to receive your badge at registration.



# FIRST.2024 CHAMPIONSHIP

PRESENTED BY  
**BAE SYSTEMS**

**Confirmation** #235915-121

Dear Vol 6 Test Last,

Thank you for registering to attend the 2024 *FIRST*® Championship presented by BAE Systems on April 17-20, 2024..

For expedited processing on-site, please bring this confirmation with you to the Championship.

We look forward to seeing you!

**EDIT REGISTRATION**

**BOOK HOTEL**

**Personal Information**

**Personal Information**

First Name: Vol 6

Last Name: Test Last

Title:

Company: FIRST

Address 1: 111 Road Road

City: City

State: Texas

Zip/Postal Code: 12345

Country: United States

Mobile Phone: 123456789

Email Address: email@email.com

Mobile Phone: 123456789

Dietary Requirements: None

Other Dietary Requirements:

Volunteer Days: Wednesday, Saturday

Innovation Faire Night: Yes

Volunteer Appreciation Celebration: Yes

**Review Your Registration**

| Item            |
|-----------------|
| Vol 6 Test Last |