# FIRST. 2022 CHAMPIONSHIP VOLUNTEER EVENT GUIDE





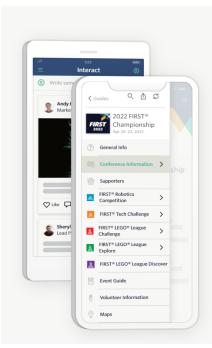
## Introduction

Hosted by *FIRST*<sup>®</sup> headquarters, the 2022 *FIRST* Championship is a culminating, international event for our youth robotics competition season and an annual celebration of science, technology, engineering, and math (STEM) for our community as we prepare young people for the future. And the key to our success is YOU! *FIRST* Championship volunteers will come from around the world to create the experience of a lifetime for over 30,000 students. It is no small feat, but we know you are up for the challenge. This guide contains helpful information that we hope will make your job a little easier.

Get ready to have fun and be part of something extraordinary! We cannot wait to see you!

## Арр

Download the FIRST Championship App for interactive maps, personalized schedules, activities, team info, volunteer info, alerts, and more.



## Get the Guide on your mobile device

Download the Guide on mobile to access up-to-date information, track sessions, interact with attendees, view photos, and more!



Scan the QR code or visit this page on your mobile device.





## 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. The following are specifications for protective eyewear:

To prevent injury, all individuals in the pit area, the practice field area and the arena must wear safety glasses or protective eyewear that is ANSI-approved, UL-Listed, CE EN166 rated, AS/NZS certified, or CSA rated. Reflective lenses are prohibited; your eyes must be clearly visible to others. Accommodations will be made for participants that require tinted safety glasses. The use of anything other than ANSI-approved, UL-Listed, CE EN166 rated, AS/NZS certified, or CSA rated, AS/NZS certified, or CSA rated eye protection is prohibited.

All Team members, coaches, and their guests must wear ANSI Z87.1 certified safety glasses while in the Pit or Competition Area. Prescription glasses with ANSI Z87.1 approved Commercial Off-The-Shelf side shields are also allowed. NOTE: *FIRST* requires all Teams to bring and supply ANSI-approved safety glasses for its Team members, mentors, and guests for each competition. Tinted lenses are allowed if tournament personnel can see the volunteer's, spectator's, or Team member's eyes through the safety glasses. Sunglasses or deeply shaded safety glasses used in our indoor tournament environment are not acceptable.

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



#### **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!

## **Awards & Ceremonies**

#### Block Party at Discovery Green

Wednesday, April 20, 2022 – Friday, April 22, 2022

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.

#### **Closing Celebration**

If you have joined us at *FIRST* Championship before, you will notice some changes to the schedule for the *FIRST* Championship Closing Celebration this year. This new, reimagined experience will bring together *FIRST*<sup>®</sup> LEGO<sup>®</sup> League Explore, *FIRST*<sup>®</sup> LEGO<sup>®</sup> League Challenge, *FIRST*<sup>®</sup> Tech Challenge, and *FIRST*<sup>®</sup> Robotics Competition celebrations under the roof of the George R. Brown Convention Center. Each program will have a custom experience, while a global broadcast throughout the convention center will keep attendees up to date on highlights from each program. Volunteers are invited to this joint Closing Celebration involving all programs which will kick off at 1:30 PM and is expected to end in the early evening.

## 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 310A, 310B, and 310C on the 3<sup>rd</sup> floor of the convention center.

For a full list of conferences <u>please download the app</u>. (Coming soon!)

## **FIRST** Programs

#### FIRST LEGO League Explore (grades K-4)

Elementary school kids are challenged to explore a scientific topic, then present what they learned with a *Show Me* poster and a powered LEGO model. Sixty teams will present their findings at the *FIRST* LEGO League Explore World Festival Expo located in **Room 320, Level 3.** For program-specific information in Houston, see <u>*FIRST* LEGO League</u> <u>Explore</u> Addendum.

#### FIRST LEGO League Challenge (ages 9-16)

Elementary and middle school kids are judged on Core Values, Robot Design, and Project. All activities will be held in **Hall E Level 1** at the George R. Brown Convention Center, where you can see 108 teams work on their robots and compete. For program-specific information in Houston, see <u>FIRST LEGO League Challenge</u> Addendum.

#### FIRST Tech Challenge (grades 7-12)

Middle and high school students have advanced from competitions around the country to compete on 12 x 12 foot playing fields with robots they have designed, programmed, and built themselves. One hundred and sixty teams will compete in Hall B Level 3.

For program- specific information in Houston, see *FIRST* Tech Challenge Addendum.

#### FIRST Robotics Competition (grades 9-12)

High school students from over 400 teams compete on special playing fields with robots they have designed, programmed, and built themselves. *FIRST* Robotics Competition Fields and pits (*safety glasses provided and required*) will be in the George R. Brown Convention Center Halls A – D, Level 1. Watch teams compete in this year's robotics challenge



on six playing fields. For program- specific information in Houston, see <u>FIRST Robotics Competition</u> Addendum.

#### Hall of Fame

Visit the Hall of Fame booth, home of previous *FIRST* Robotics Competition Chairman's Award Winners. The Chairman's Award represents the spirit of *FIRST* and remains *FIRST* Robotics Competition's most prestigious award. The Hall of Fame booth will also have the Chairman's Award Clock and Woodie Flowers Award on display for viewing. This is a great opportunity for you to interact with some of the top *FIRST* Robotics Competition teams and learn what it takes to become a Hall of Fame team!

## FIRST Championship Volunteer Minimum Age Policy

Due to the size and scope of the *FIRST* Championship events, the following special guidelines address *FIRST* Championship volunteer minimum age restrictions. The minimum age to volunteer at *FIRST* Championship is 16 except for the specific exceptions listed below by the program.

Youth between the ages of 13 and 15 that wish to volunteer for one of the roles listed below must register and be approved through the Volunteer Registration system prior to the event and be accompanied by a responsible adult.

- FIRST Robotics Competition
  - May accept volunteers 14+ to be Student Ambassadors
  - FIRST Tech Challenge
    - May accept volunteers 14+ to be Student Ambassadors
    - May accept volunteers 13+ for the following volunteer roles:
      - Queuer
      - Field Reset
      - Safety Attendant
      - Pit Runner
- FIRST LEGO League Challenge
  - May accept volunteers 15+ for the following volunteer roles:
    - Practice Table Assistants
    - Pit Runners
    - Team Queuer
    - Floater
    - Ceremony Assistant



#### Activities Assistant

This is the registration process for 13-15-year-old volunteers to volunteer at *FIRST* Championship:

- For the safety of our youth volunteers at Championship, all volunteers age 13-15 must register in advance in our Volunteer Registration system.
- Apply in the Volunteer Registration system for one of the roles listed above and complete consent and release forms
- When applying for a role in Volunteer Registration, name the responsible adult that will be assigned to monitor and accompany the youth volunteer in the comments section
  - A responsible adult is defined as either a parent or legal guardian or someone 21+ who has written permission from the parent/guardian to act as substitute guardian
  - A team mentor or coach may also serve as a responsible adult
- On-site at *FIRST* Championship:
  - 13-15-year-old volunteers must be accompanied by their responsible adult when they check-in at the Volunteer Registration desk and both must provide ID
  - The responsible adult is responsible for accompanying and monitoring the youth volunteer while they are volunteering on-site at *FIRST* Championship. The responsible adult may accompany the youth as a volunteer in the same area or monitor the volunteering youth from nearby as a non-volunteer.

## **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! The *FIRST* Store is located on site at Level 1, outside Hall C.

#### Hours of Operation

Wednesday, April 20, 2022	7:000am – 6:00pm
Thursday, April 21, 2022	7:00am – 6:00pm
Friday, April 22,2022	7:00am – 6:00pm
Saturday, April 23, 2022	6:45am – After Closing Ceremonies



## Food

When you registered for the Championship you registered for the meals you planned to eat in the Volunteer Café. *FIRST* is charged for each meal that a volunteer registers for regardless of whether you come to the Café for that meal. Therefore, it is incredibly important to only register for those meals you plan to eat. We understand schedules and plans change. We want to remind you that you can go back into your event registration and change your meal selections up to the day before the meal. Meal numbers are pulled from the system each day. Thank you for working with us to ensure we keep costs down and food waste to a minimum.

The Volunteer Café is in Room 362. Meals are provided to volunteers on the day of their shift.

#### **Volunteer Café Hours**

Hours for the Volunteer Café are as follows:

Date	Monday,	Tuesday, April	Wednesday,	Thursday,	Friday, April	Saturday,
	April 17, 2022	18, 2022	April 19, 2022	April 20, 2022	21, 2022	April 22, 2022
Breakfast	Café Closed	6:00 – 9:00 AM				
Lunch	11:00 AM –	11:00 AM –	11:00 AM –	11:00 AM –	11:00 AM –	11:00 AM –
	2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
Dinner	Café Closed	5:00 – 8:00 PM	5:00 – 8:00 PM	Café Closed	Café Closed	Café Closed *working volunteers will eat in their areas



#### **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, so please speak to the Volunteer Café representative to receive your meal.
- 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!

#### Menus

Menus for the Volunteer Café will be available in this guide before the event and displayed outside the entrance to the Volunteer Café.

## **Innovation Faire**

Wednesday, April 20, 2022	10:00am - 4:00pm	
Thursday, April 21, 2022	10:00am - 4:00pm	Plus, FIRST Scholarship Providers and Alliances



Friday, April 22, 2022	10:00am - 4:00pm	Plus, FIRST Scholarship Providers	
		and Alliances	

The Innovation Faire brings together *FIRST* sponsors and supporters with the student community in the Grand Ballroom with engaging interactive events and booths. There will also be a college scholarship row, and other interactive exhibits. The students will take away a deeper understanding of why each sponsor celebrates STEM (Science Technology Engineering and Mathematics) as the basis for their companies' existence, and how they can be a part of it in the future.

## **On-Site Details**

#### **Early Entrance**

Entrance E of the George R. Brown Convention Center (the corner near the Hilton) on the 1st floor will be open at 5:30 AM for volunteers.

#### Parking

Entrance E of the George R. Brown Convention Center (the corner near the Hilton) on the 1st floor will be open at 5:30 AM for volunteers.

Volunteer parking will be available. The volunteer parking is located at the GRB Convention Center loading dock off Chartres. 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. Volunteer Parking passes will be emailed to volunteers by Volunteer Coordinators.

Please note the following:

- Your Volunteer Coordinator will email you a parking pass. Please print it in advance and make sure it is visible on your car's dashboard.
- Free parking options are limited. First come, first served. Parking may fill up quickly in the morning.
- You may park in any available open spot in the lot.
- Other than parking permission the pass is also important so that volunteer can circumvent the lanes being utilized by team 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.
- Parking overnight is at your own risk. Gates close when the venue closes, and you may not be able to retrieve your car after hours.
- Information on additional paid parking options will be provided on <a href="https://www.firstchampionship.org/houston">https://www.firstchampionship.org/houston</a> closer to the event.

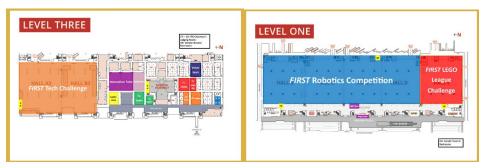
#### **Rules Inside All Venues**

- 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 on <u>https://www.firstchampionship.org/health-safety-guidelines</u>
- 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.
- You will be busy inspiring students, so you will not have time to use your phone. Please limit phone use to break times.
- Have FUN!

### Restrooms

Gender-neutral accommodation available

https://www.firstchampionship.org



#### FIRSTCHAMPIONSHIP.ORG



## 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.

#### **Reporting Medical Incidents and Youth Protection Concerns**

If you need to report to a Medical, Safety or Youth Protection concern that is not an emergency you can report these concerns using the <u>FIRST Reporting Portal</u> 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 paper form at Pit Admin or report a concern to Youth Protection at (603) 206-2050 or <u>safetyfirst@firstinspires.org</u>

Please refer to the *FIRST* Youth Protection Program Guide for more information.

#### **Emergency Procedures**

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

#### 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**

<u>CDC (Centers for Disease Control) guidelines</u> 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)

#### 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
- 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.

#### 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 <u>GRBinfo@houstonfirst.com</u>

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.



## Schedule

Please see the *FIRST* <u>Championship app</u> for the full list of events.

## **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: <u>http://www.grbhouston.com/</u>

#### **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.

## **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!



#### **Coach/Mentor Thank You Card Station**

There will be a table located near the Innovation Faire with supplies to make thank you cards for coach/mentors. Anyone can make a card and bring it with them to give to a coach/mentor!

## **Volunteer Orientation Webinar**

To find out more about the general volunteer experience at *FIRST* Championship, please join the *FIRST* Championship Volunteer Orientation webinars on either of the dates listed below. The *FIRST* Volunteer Orientation webinars are important for new *FIRST* Championship volunteers and encouraged for returning volunteers as there are several changes that have been implemented this year. They will include information about event building layouts, the volunteer café schedule, *FIRST* volunteer events & benefits, volunteer parking, and more. You do not need to attend both webinars as the information will be repeated. There will be time included at the end for questions.

#### FIRST Championship Houston Volunteer Orientation Webinar

- Tuesday April 5, 2022, at 8 PM ET
- Link for registration will be made available shortly
- The slides from the presentation and the recording will be posted on the <u>Volunteer</u> page of the *FIRST* Championship website after the call

## **Volunteer Registration and Badging**

Volunteers must go to the Volunteer Registration desk on Level 1 (see map in *FIRST* Championship Volunteer Orientation) to get their name badge when they first arrive at the event. Volunteers over the age of 16 who were not assigned roles before the event can sign up as walk-on volunteers at the Volunteer Registration desk.

#### 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.
- If you are under the age of 16, 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 <u>volunteersystems@firstinspires.org</u> to receive the registration email.

#### **Pronoun Ribbons**

Available at Central Registration and program Pit Admins.

#### Check-in

*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.

#### **Consent and Release Forms**

All volunteers must complete a current season *FIRST* Consent and Release form.

**Volunteer Registration Hours** 

Central Registration Hours – GRB Level 1



Date:	Open:	Close:
Tuesday, April 19, 2022	7:00 AM	6:00 PM
Wednesday, April 20, 2022	6:00 AM	8:00 PM
Thursday, April 21, 2022	7:00 AM	6:00 PM
Friday, April 22, 2022	7:00 AM	6:00 PM
Saturday, April 23, 2022	7:00 AM	2:00 PM

## 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 the 1st floor and can answer volunteer, event, and city questions. This is also where Lost & Found is located. The desk is staffed by local city volunteers who have a wide knowledge of the area and may also be supplemented with event volunteers. 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.

#### **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 at the following locations (maps of locations available in the *FIRST* Championship Volunteer Orientation slides):

- FIRST Robotics Competition: 1st floor, Hall C
- FIRST Tech Challenge: 3rd floor, Hall 3A
- FIRST LEGO League Challenge and FIRST LEGO League Explore: 1st floor, Hall E



#### **Volunteer Central**

Stop by the table in Volunteer Central, your one-stop shop for all things volunteer! We will have answers to any questions you have about your volunteer experience.

#### **Volunteer Coordinators**

Your volunteer coordinator is your go-to resource for anything related to your volunteer position. If you were assigned a volunteer role before the event, you should receive an email before the event from your volunteer coordinator with their contact information and details about your volunteer role. If you have completed the application to volunteer, you can message your volunteer coordinator before the event through your *FIRST* dashboard at https://my.firstinspires.org/Dashboard/

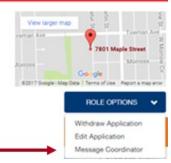
Under Pending Applications in the Volunteer Registration tab in your *FIRST* dashboard, find the Role Options button and select "Message Coordinator" from the drop-down menu. This option is also available under your Assigned Event Roles. (See screenshots below.)

Programs - Community - W	Ways to Help + About +		Hello, Jane Smith 🔻
	D	DASHBOARD	
MY TEAMS	PARENT/GUARDIAN - YOUTH	VOLUNTEER REGISTRATION	MY CLASS/SCHOOL PACK ACCOUNT
EVENT VOLUNTEERING WO	GIVE TO FIRST MISSION		LOG VOLUNTEER HOURS
<ul> <li>Pending Applications</li> </ul>			
NE District Southern NH Event Qualifying Event - FRC			
Status: PENDING	Setup Date: TBA	Location: Bedford High School	View larger map
Role: Control System Advisor	Event Start: 3/27/2020	47 Nashua Rid	leatora High School V 047 Nashua Road
Days Assigned:	Event End: 3/29/2020	Bedford, NH 03110 USA	Courte M
	Tear Down: TBA	Website: http://www.nefirst.org/	Google E May date 82005 Terms of Use Reports may error
			ROLE OPTIONS 👻
Assigned Event Roles			Withdraw Application Edit Application Message Coordinator



#### Local Event - FIRST LEGO League

Role: Field Resetter, Field Manager, Floater, Floater, 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:



If you are a walk-on volunteer, you will be told who to report to once assigned onsite. Reach out to your volunteer coordinator with questions about your schedule, position, or duties. If you are unable to contact them onsite, you may go to your program's Pit Admin for help.

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. See you soon!





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