

**FIRST** 2025

# CHAMPIONSHIP

PRESENTED BY

**BAE SYSTEMS**

## VOLUNTEER EVENT GUIDE

Updated 4.10.25



PRESENTED BY Qualcomm

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Contents

Contents .....	2
Welcome .....	3
Where to Find Information Prior to Arrival .....	3
How to Apply and Register to Volunteer .....	5
On-Site Volunteer Registration and Badging .....	6
Volunteer Arrival & Parking .....	8
Where to Find Information Onsite .....	11
Events .....	13
Volunteer Food .....	14
<i>FIRST</i> Store .....	15
Volunteer Gratitude Boards .....	16
Gracious Professionalism Pins .....	16
Reporting Medical Incidents and Youth Protection Concerns .....	16
Safety and Attire .....	16
Thank You! .....	19
Appendix A – Maps of the George R. Brown Convention Center (Coming soon) .....	20
Appendix B – Sample email invitation from <i>FIRST</i> to register as a volunteer .....	22
Appendix C - Registration Process Screenshots .....	24



PRESENTED BY

**BAE SYSTEMS**

## Welcome

Thank you for volunteering at the 2025 *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 2025 *FIRST* Championship experience!

## Introduction to *FIRST* Championship

The 2025 *FIRST*® Championship will join thousands of students for the ultimate celebration of STEM (science, technology, engineering, and math) and innovation. This 2024-2025 season, *FIRST*® DIVE presented by Qualcomm, invites all of us to work in collaboration to build a thriving community, and everyone has a role to play. *FIRST* event volunteers support our teams and create a ripple effect that carries young people through uncharted waters to bring ideas to life. Find your role today!

## 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](#)

**FIRSTCHAMPIONSHIP.ORG**

# FIRST<sup>®</sup> 2025 CHAMPIONSHIP

PRESENTED BY

**BAE SYSTEMS**

## Volunteer Orientation Webinar

Please join us at the *FIRST* Championship Volunteer Orientation webinar on Tuesday April 8<sup>th</sup>, 2025 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 8th, 2025, 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.

The screenshot shows the FIRST Championship dashboard for a user named Jane Smith. The dashboard has a navigation bar with links to Programs, Community, Ways to Help, and About. Below the navigation bar, there are four main tabs: MY TEAMS, PARENT/GUARDIAN - YOUTH, VOLUNTEER REGISTRATION (which is active), and MY CLASS/SCHOOL PACK ACCOUNT. Under the VOLUNTEER REGISTRATION tab, there are three buttons: EVENT VOLUNTEERING, WORK WITH A TEAM, and GIVE TO FIRST MISSION. To the right of these buttons is a button labeled LOG VOLUNTEER HOURS. Below the buttons, there is a section titled Pending Applications. Under this section, there is a card for the NE District Southern NH Event Qualifying Event - FRC. The card displays the following information: 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/. To the right of the card is a map showing the location of Bedford High School. Below the map, there is a dropdown menu labeled ROLE OPTIONS. The dropdown menu is open, showing three options: Withdraw Application, Edit Application, and Message Coordinator. The Message Coordinator option is highlighted with a red box.



PRESENTED BY

**BAE SYSTEMS**

## How to Apply and Register to Volunteer

Follow these steps to apply to Volunteer for *FIRST* Championship. Applications to volunteer for 2025 *FIRST* Championship will no longer be accepted through the dashboard after **April 8<sup>th</sup>**. Anyone who would like to volunteer and has not applied by **April 8<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: 4.15.25 – 4.19.25, 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](#)
  - [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.

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

- 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). 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 the *FIRST* hotel block. These provide you with access to the *FIRST* hotel blocks with discounted rates. You are not required to use the *FIRST* hotel block.

## 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 15 and over 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 submitting any special dietary needs. 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 Registration Desk on Level One 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

**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Central Registration Hours – George R. Brown Convention Center (GRB) Level One

Date:	Open:	Close:
Tuesday, April 15, 2025	7:00 AM	6:00 PM
Wednesday, April 16, 2025	6:00 AM	8:00 PM
Thursday, April 17, 2025	7:00 AM	6:00 PM
Friday, April 18, 2025	7:00 AM	6:00 PM
Saturday, April 19, 2025	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 15, 2025	<i>FIRST</i> Tech Challenge	12:00 PM (for volunteers) 3:00 PM (for teams)	6:30 PM
Wednesday, April 16, 2025	<i>FIRST</i> Tech Challenge	7:00 AM (teams only)	12:00 PM
Wednesday, April 16, 2025	<i>FIRST</i> Robotics Competition	7:00 AM (teams only)	7:30 PM
Wednesday, April 16, 2025	<i>FIRST</i> Lego League Challenge	11:00 AM (teams only)	3:00 PM

## Consent & Release Forms

All volunteers must complete a current season *FIRST* Consent & 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 at the Information Booth on Level One. Once the form is completed, there will be a wait time to receive your assignment if you are selected, so please be patient. Completion of the form is not a guarantee of a walk-on volunteer role. 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 Information Booth will assist you

**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

in upgrading your credentials to 'volunteer.' Please note, volunteers 15-17 must have a parent or guardian present to complete the walk-on volunteer application process.

People interested in the Student Ambassador role should not complete the walk-on form process and should visit the Student Ambassador booth across from the Registration Desk on Level One.

## **Volunteer Arrival & Parking**

### **NEW Metro Service to Venue**

NEW! - A new Metro service is now available between the George Bush Intercontinental Airport (IAH) Terminal C with non-stop service to the George R. Brown Convention Center for only \$4.50 one way. This service is available seven days a week from 5:30am - 8:30pm and runs every 30 minutes. For more information scan the QR code below or visit RideMETRO.org.



### **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.

**FIRSTCHAMPIONSHIP.ORG**



# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

- 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 \$40/day
- 1111 San Jacinto St \$18/day
- Houston Center Garage One \$25/day
- Avenida Central Garage (Discovery Green) \$40/day
- Four Seasons Hotel Garage \$18/day
- 4 Houston Center Garage \$25/day
- 5 Houston Center Garage \$30/day
- Avenida South Garage \$40/day

## **Venue Information**

### Campus Locations

The *FIRST* Championship Event is a multiple point campus, which will include four venues/spaces that contribute to the overall event goal of making a unique, transformative experience for all teams, sponsors, volunteers, and supporters of

**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

*FIRST* in a fun and safe environment in the city of Houston:

## 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 Block Party

## The Marriott Marquis Hotel

A range of meetings and events

## The Hilton America's Hotel

A range of meetings and events

## Quiet Room

For those participants who need a quiet space to de-stress and take a break in GRB, Level Three, 362 C&F.

## 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.

## Lactation Pods

Two [Mamava](#) lactation pods are conveniently located on the North and South side of Mezzanine Level 2. Nursing parents can access these private, clean, and comfortable spaces to breastfeed or pump using the free Mamava app available on the Apple iOS Store or Google Play Store. [Click here](#) for guidance on using the app and locating the pods.

## **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.

**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

- 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 the family/companion care restrooms.

## **Lost and Found**

Items for lost and found will be logged in at the Information Booth located near the Registration Desk 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 Booth 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 Booth**

The Information Booth is located near Registration on Level One and can answer volunteer, event, and city questions. This is also where lost and found is located. If your volunteer specific questions cannot be answered by the Information Booth, 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

**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

- Volunteer Café: Room 370
- Overflow Volunteer Café Seating (Thursday-Saturday): 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 Goulette and Page Watt

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Events

### **Block Party at Discovery Green**

Wednesday, April 16, 2025 – Friday, April 18, 2025

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 15 or 45 minutes in length and will be held in rooms 340, 350 and 360 on the 3rd floor of the convention center. For a full list of conferences please download [the app](#).

### **Innovation Faire Night**

Thursday, April 17, 2025, 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 19, 2025, 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.

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Volunteer Food

When you registered for Championship, the days of your volunteer shifts were automatically included in your registration to grant you access to the Volunteer Café. You are welcome to eat in the Cafe on the days you are volunteering.

The Volunteer Café is in Room 370. Additional seating will be available in Room 371 from Thursday to Saturday as well as the foyer space at the front of the main hallway on Wednesday. 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 14, 2025	Tuesday, April 15, 2025	Wednesday, April 16, 2025	Thursday, April 17, 2025	Friday, April 18, 2025	Saturday, April 19, 2025
<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 6:00-8:30 PM	Café Closed	Café Closed; Volunteer Appreciation Celebration 1:30 PM  *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 ([see Appendix C](#)). 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:

**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

- 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 and only available upon request. That request needs to be submitted in your 2025 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 for volunteers at the program pit admins and in the Volunteer Cafe.

## **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 16, 2025	6:00am – 6:00pm
Thursday, April 17, 2025	6:00am – 6:00pm
Friday, April 18, 2025	6:00am – 6:00pm
Saturday, April 19, 2025	6:30am – After Closing Ceremonies



PRESENTED BY

**BAE SYSTEMS**

## Volunteer Gratitude Boards

Located in each of the *FIRST* program areas, the Volunteer Gratitude Boards are large whiteboards 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.

## 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 and Attire

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.

### 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



# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

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/sites/default/files/uploads/resource\\_library/frc/team-resources/safety/ftc-frc-safety-manual.pdf](https://www.firstinspires.org/sites/default/files/uploads/resource_library/frc/team-resources/safety/ftc-frc-safety-manual.pdf)

## **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/Tutus Saturday**

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

## **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)

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## **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 Information Booth (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

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

- 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.

## **Thank You!**

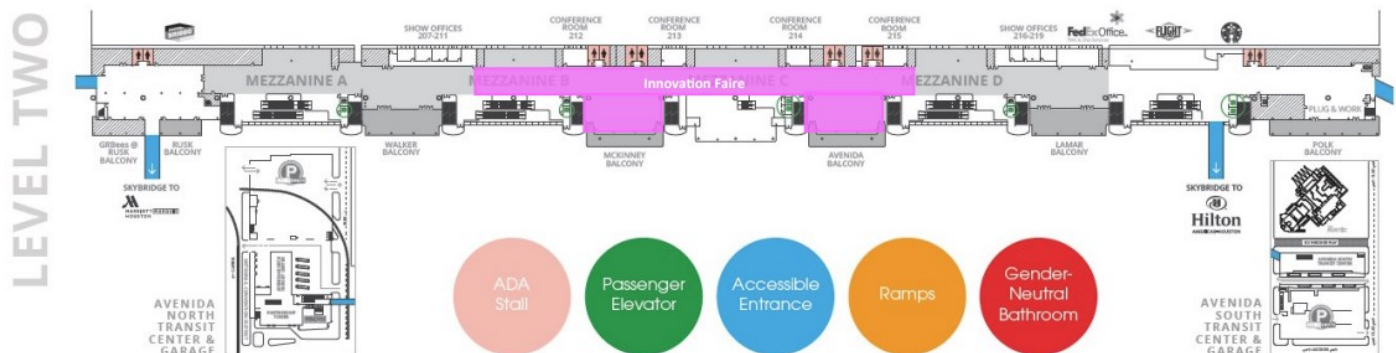
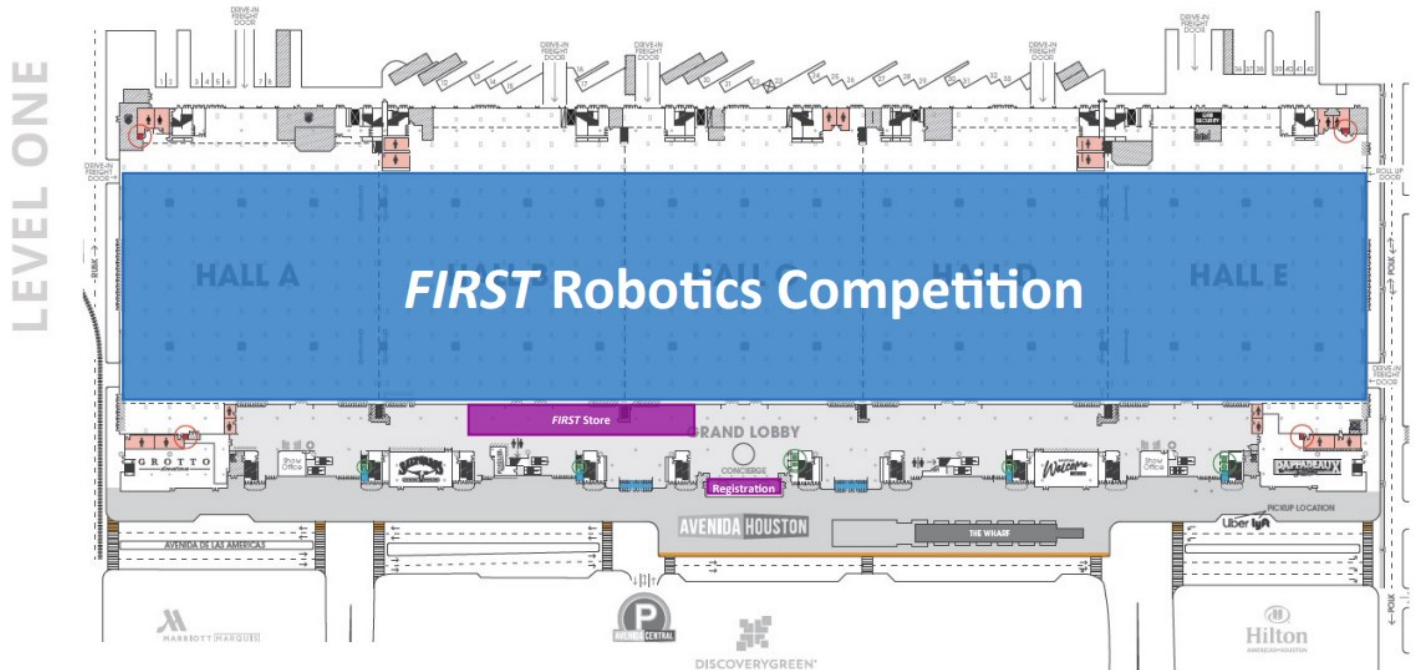
Thank you for volunteering! If you have additional questions before the event, please reach out to your Volunteer Coordinator or email us at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org). See you soon!

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Appendix A – Maps of the George R. Brown Convention Center



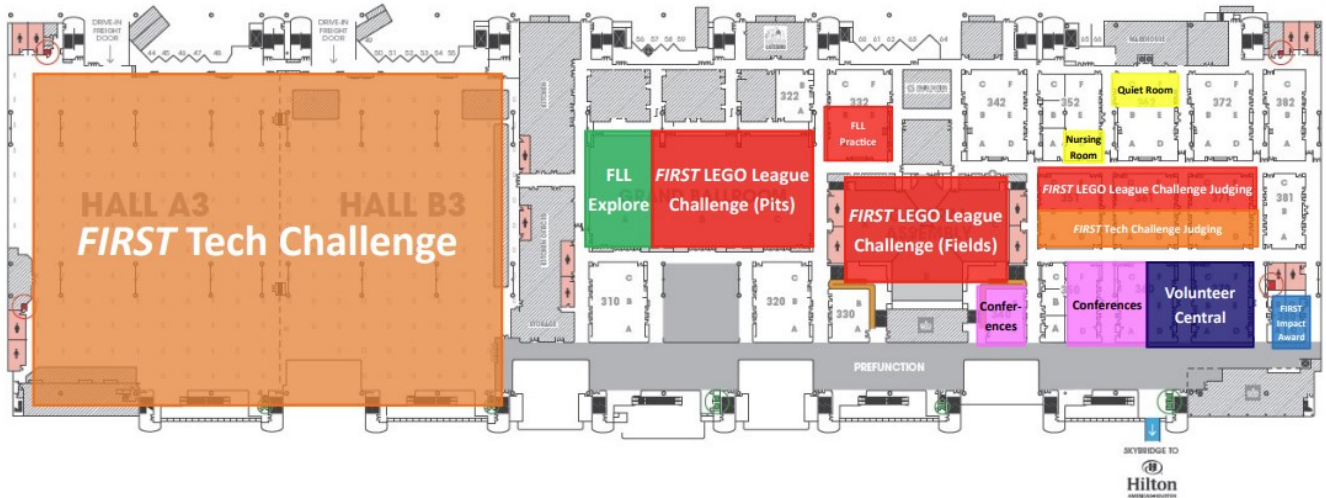
**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

LEVEL THREE



**FIRSTCHAMPIONSHIP.ORG**


# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Appendix B – Sample email invitation from *FIRST* to register as a volunteer

Having trouble viewing this email? [Click here](#) to view in your web browser.



### Invitation

Dear **NAME**

**REGISTER NOW**


Thank you for volunteering at the 2025 *FIRST*® Championship presented by BAE Systems, April 16-19, 2025.

*FIRST* Championship is the culmination of the season's *FIRST* programs -  
*FIRST*® LEGO® League,  
*FIRST*® Tech Challenge, and  
*FIRST*® 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



**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## **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).



[Click here to be removed from this mailing list](#)

Designed and Powered by



**FIRSTCHAMPIONSHIP.ORG**



# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Appendix C - Registration Process Screenshots

### Registration Step 1 – Personal Information

12345

STEP 1 PERSONAL INFORMATION

LOGOUT

April 2025

S	M	T	W	T	F	S
30	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

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)

Name

Name

Email



# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

April 2025

S	M	T	W	T	F	S
30	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

## Address

Address 1 \*

Address 2

City \*

State / Province \*

Please Select ▼

Country \*

United States ▼

Zip/Postal Code \*

## Emergency Contact Information

Emergency Contact First Name \*

Emergency Contact Last Name \*

Relationship to Registrant \*

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? \*

Please Select ▼

**Continue**

**FIRSTCHAMPIONSHIP.ORG**

# FIRST<sup>®</sup> 2025 CHAMPIONSHIP

PRESENTED BY

**BAE SYSTEMS**

## Registration Step 2 – Dietary Information & Meal Selection

✓

2

3

4

5

STEP 2 MEAL SELECTION

LOGOUT

April 2025

S	M	T	W	T	F	S
30	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

### MEAL SELECTION

\* Indicates required fields

#### Dietary Requirements

*Please note: You will be provided meals only on the days you are scheduled to volunteer.*

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

Please select below. \*

☐ Nut Allergy
 ☐ Kosher
 ☐ Vegan

☐ Diabetic
 ☐ Lactose Intolerance
 ☐ Other

☐ Gluten-Free
 ☐ Pescetarian
 ☐ None

☐ Halal
 ☐ Vegetarian

#### Meal Information

Meals will be provided during the shifts that you are scheduled for on the following day and meal types.

Tuesday - Breakfast, Lunch & Dinner

Wednesday - Breakfast, Lunch & Dinner

Thursday - Breakfast & Lunch

Friday - Breakfast & Lunch

Saturday - Breakfast & Lunch

#### Your scheduled volunteer Days

The dates listed below are your confirmed volunteer days. If you need assistance or have questions about your schedule, please email [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org).

☒ Tuesday
 ☒ Thursday
 ☐ Saturday

☐ Wednesday
 ☐ Friday

# FIRST<sup>®</sup> 2025 CHAMPIONSHIP

PRESENTED BY

**BAE SYSTEMS**

## Registration Step 2 – Special Events for Volunteers

April 2025

S	M	T	W	T	F	S
30	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

### Innovation Faire Night

Thursday, April 17th, 6:00pm-8:30pm

Along with FIRST<sup>®</sup> 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?\*

Please Select



### Volunteer Appreciation Celebration

Saturday, April 19th, 1:30pm

FIRST<sup>®</sup> will be hosting a Volunteer Appreciation Celebration in the Volunteer Café for Championship Event Volunteers. Sit back, relax, and **enter for a chance to win awesome raffle prizes**. 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?\*

Please Select



**BACK**

**CONTINUE**

**FIRSTCHAMPIONSHIP.ORG**



# FIRST 2025 CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Registration Step 4 – Registration Verification

✓ ✓ ✓ 4 5

### STEP 4 VERIFICATION

LOGOUT

April 2025

S	M	T	W	T	F	S
30	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

## 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 Dietary Requirements

Edit Policies

### Personal Information

First Name

Name

Last Name

Name

Company

Address1

123 main st

Address2

City

brooklyn

FIRSTCHAMPIONSHIP.ORG

# FIRST<sup>®</sup> 2025 CHAMPIONSHIP

PRESENTED BY

**BAE SYSTEMS**

## April 2025

S	M	T	W	T	F	S
30	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

Province / State	New York
Country	United States
Postal Code / Zip	11220
Phone	1234567890
Email	<input type="text" value="Email"/>
Dietary Requirements	None
Your Scheduled Volunteer Days. If you need assistance or have questions about your schedule, please email <a href="mailto:volunteer@firstinspires.org">volunteer@firstinspires.org</a>	Tuesday,Thursday
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
<input type="text" value="Name"/>	
Volunteer	1

**BACK**

**CONTINUE**


**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## Registration Step 5 – Thank you!



PRESENTED BY **BAE SYSTEMS**

✓

✓

✓

✓

5

STEP 5 THANK YOU

LOGOUT

### THANK YOU


Thank you for registering for 2025 *FIRST*® Championship taking place April 16-19, 2025.

For registration or housing related questions, please contact ConferenceDirect at: [FIRSTChampionship@conferencedirect.com](mailto:FIRSTChampionship@conferencedirect.com).

For all other questions, please contact *FIRST*® at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org)

BOOK HOTEL

Copyright 2025 - For Inspiration and Recognition of Science and Technology (*FIRST*)



**FIRSTCHAMPIONSHIP.ORG**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

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

Having trouble viewing this email? [Click here](#) to view in your web browser.

**FIRST 2025**  
**CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

**Confirmation** **#24250490-705**

Dear

Thank you for registering to attend the 2025 FIRST® Championship presented by BAE Systems on April 16-19, 2025.  
We look forward to seeing you!

EDIT REGISTRATION

BOOK HOTEL

MODIFY EXISTING HOTEL

**Personal Information**

First Name:  
Last Name:  
Title:  
Company:  
Address 1:  
City:  
State:  
Zip/Postal Code:  
Country:  
Mobile Phone:  
Email Address:  
Mobile Phone:

Name  
Name

123 main st  
brooklyn  
New York  
11220  
United States  
1234567890  

1234567890

**FIRSTCHAMPIONSHIP.ORG**

32



# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

Dietary Requirements: None

Other Dietary Requirements:

Volunteer Days: Tu,Th

Innovation Faire Night: Yes

Volunteer Appreciation  
Celebration: Yes

## Review Your Registration

Item

NAME

Volunteer

Registration Sponsored By



## **FIRST**® Inspires

To learn more about **FIRST**® and its programs go to [firstinspires.org](https://firstinspires.org).

## Help Support Our Mission

A donation to **FIRST**® will help us sustain our programs all over the world for future generations. A donation to **FIRST**® can be made here: [firstinspires.org/donate](https://firstinspires.org/donate).

**DONATE TO FIRST**

# **FIRST** 2025 **CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

## **Policies**

Here are the policies you have agreed to.

- *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.
- I understand and acknowledge that by attending *FIRST*® Championship I will be subject to audio and video recordings, photography, and public broadcast, and that the voice and likeness of attendees, volunteers, and participants may be collected by *FIRST*® and used as a record of the event and for the non-commercial promotion of *FIRST*®.

## **Questions?**

For registration or housing related questions, please contact Conference Direct at: [FIRSTChampionship@conferencedirect.com](mailto:FIRSTChampionship@conferencedirect.com). For all other questions, please contact *FIRST*® at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org).



[Click here to be removed from this mailing list](#)

Designed and Powered by



**FIRSTCHAMPIONSHIP.ORG**