

CV Robotics Executive Committee Planning Calendar

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| September | 1 st half | <ul style="list-style-type: none"> Recruit students to staff the Fall Festival booths |
| | 2 nd half | <ul style="list-style-type: none"> Complete parent meetings (reminder: get parent e-mails for all families) Begin compiling information: <ul style="list-style-type: none"> Contact list of students & parents Roster to give to principal for team demographics Volunteer lists with contact information Fall Festival occurs – contact Chi Chapter of Beta Sigma Phi sorority (Deanna at 541-207-8369) to receive our ‘cut’ of the Fall Festival booths (Smoothies, Kettle Corn) proceeds. Paperwork for FIRST Fair Reserve the cafeteria for scrimmage in Feb. |
| October | 1st half | <ul style="list-style-type: none"> Deadline for all student forms and activity fee ~Oct 10 FIRST fair at <Caitlin Gable> Start Paperwork for OMSI scrimmage (Oct 22)? Paperwork for Girls Generation Competition (Oct 29)? Kick off the letter-writing campaign. Register for the Portland Regional competition. <ul style="list-style-type: none"> Reserve hotel rooms for the regional. Make reservations for team dinner |
| | 2nd half | <ul style="list-style-type: none"> Arrange a fun activity for team around Halloween (student led) OMSI Scrimmage (Oct 22) Register for second regional competition. <ul style="list-style-type: none"> Reserve hotel rooms for the regional Make reservations for team dinner All letters from letter-writing campaign sent out by Oct 31 Finalize arrangements with Davis Family Farms for Flower Sale Begin work on BunnyBot T-shirt design Collect T-shirt sizes from students, coaches, mentors |
| November | 1 st half | <ul style="list-style-type: none"> Students complete work on BunnyBot T-shirt design and begin printing; complete printing by Thanksgiving Send team roster information to Principal for team demographics Recruit students to support FLL competition in earl Dec. |
| | 2 nd half | <ul style="list-style-type: none"> BunnyBot preparations <ul style="list-style-type: none"> T-shirts printed by Thanksgiving. Send out BunnyBot permission slips to students. Verify all drivers have proper paperwork on file. |

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| December | 1 st half | <ul style="list-style-type: none"> • BunnyBot preparations: <ul style="list-style-type: none"> ○ Issue list of drivers and students. • Hold meeting for food planning volunteers • Identify parents that will lead the coordination of the Kick-off Breakfast. • Send out information to students to complete their STIMS registration. |
| | 2 nd half | <ul style="list-style-type: none"> • BunnyBot competition! • Verify Kick-off Breakfast planning is on track. • Follow up to ensure students are completing STIMS registration. • Get an open PO for Andy Mark before kick-off |
| January | 1 st half | <ul style="list-style-type: none"> • Kick-off at LaSells Stewart center and Kick-off Breakfast occurs • Verify that Food planning committee has meals lined up for next two weeks. • Begin the design for the back of the team T-shirt • Learn if we're chosen to attend the National competition |
| | 2 nd half | <ul style="list-style-type: none"> • Send out invitations for scrimmage • Designate a lead person for scrimmage concession • Order T-shirts, sweatshirts by Feb 1 • Arrange Parent meeting for Regionals. |
| February | 1 st half | <ul style="list-style-type: none"> • Begin printing material for flower sale • Order T-shirts, sweatshirts • Submit request for permission for overnight trip for regionals |
| | 2 nd half | <ul style="list-style-type: none"> • Prepare flower sale packets • Scrimmage at CV happens; concession stand to raise money. |
| March | 1 st half | <ul style="list-style-type: none"> • Portland Regional Competition March 8-10 <ul style="list-style-type: none"> ○ Frame team photos for sponsors and mentors • Hand out packets for flower sale on March 15 • Begin Endowment match stragic planning |
| | 2 nd half | <ul style="list-style-type: none"> • Seattle Regional March 22-24 • Prepare for 8th grade open house on March 21 – several students and a few adults. <ul style="list-style-type: none"> ○ Sign up lists for student names, e-mails |
| April | 1 st half | <ul style="list-style-type: none"> • Request 3 dates from AutoZone for car washes over the summer (June, July, August ideally) |
| | 2 nd half | <ul style="list-style-type: none"> • FIRST Championship in St. Louis, MO • Prep for OSU Engineering Expo • Order graduation cords |

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| May | 1 st half | |
| | 2 nd half | <ul style="list-style-type: none"> • OSU Engineering Expo May 18th • Set up a team get-together (campfire?) for the Friday night before August Car wash |
| June | 1 st half | <ul style="list-style-type: none"> • First week of June: Invite teams to the DaVinci Days BBQ and scrimmage. |
| | 2 nd half | <ul style="list-style-type: none"> • Car wash • Plan for our presence at the Philomath Frolic |
| July | 1 st half | <ul style="list-style-type: none"> • Philomath Frolic happens (parade) • Get headcount for DaVinci Days BBQ |
| | 2 nd half | <ul style="list-style-type: none"> • Car wash • DaVinci Days BBQ and scrimmage happens <ul style="list-style-type: none"> ○ Get updated headcount Day before the BBQ |
| August | 1 st half | <ul style="list-style-type: none"> • Contact Chi Chapter of Beta Sigma Phi sorority for helping at Fall Festival booths (Smoothies, Kettle Corn) Current contact: Deanna at 541-207-8369 • Send out information about team get-together (campfire?) to all team members AND the students that signed up at the open house. • Review parent Handbook and revise for the upcoming year • Prepare for HP Volunteer fair <ul style="list-style-type: none"> ○ Print brochures ○ Schedule students and the robot to be present • Prepare talk for teachers (5 min parent, 5 min student) |
| | 2 nd half | <ul style="list-style-type: none"> • Make two 3 ft long Banners for the team to display at Fall Festival at the booths. • HP Volunteer fair (Aug 25, 2011). • Car wash • Prepare for Mandatory parent meetings (Sept 13, 17, 2011): <ul style="list-style-type: none"> ○ Reserve dates for the Parent meetings at the front office (one weeknight, one Saturday morning) ○ Get 60-70 packets of ALL forms ready ○ Notify speakers: Meeting facilitator, 2 students, 1 mentor, Coach • Arrange to give 'What is Robotics and how can help teachers?' to the teachers in Math, Science, Business, Programming. • Emphasize need to reach out to girls, under-represented groups for STEM, potential first generation college-bound kids. |