

Volunteer / Mentor Roles

A Poway High School sponsored Co-Curricular club – Effective 9-1-11

Technical Lead Mentor: The technical lead manages as a project manager for the technical sub-group.

Primary responsibilities will include:

- Works with the advisor, assistant advisor, coach and business operations lead and student leadership to develop the Business/Program Plan
- Maintains the business/program plan with the advisor, assistant advisor, coach, business operations lead and student leadership
- Manage the technical side of the project according to the business/project plan
- Review budget, books, and reconciliation report for accuracy

A. **Fabrication Mentor:** The fabrication mentor will work closely with students on the mechanical subgroup, to aid them in a successful construction of the robotics team's competition robot each season. This mentor is expected to have detailed and in depth knowledge of machining for various materials commonly used, including but not limited to, aluminum, steel, and plastics (lexan, delrin, etc). Working knowledge of machine tools is also required, including Bridgeport style milling machines, metal lathes, band saws, drill presses, and other equipment such as grinders and hand tools.

Primary responsibilities will include:

- Training students to safely use machine tools (using a safety test that all students must pass before using machines)
- Teaching students about different materials and fabrication techniques
- Working closely with students while fabricating parts the team has designed.
- Work with students to create an engineering documentation book

Other tasks will include:

- Working with the design mentor to ensure the team's designs are able to be manufactured with team resources

- Participating in design discussions with the design mentor and students, maintaining good communications with the lead technical mentor and other mentors/teachers on the team
- Working with students on training/development projects beyond the competition season
- Constructing field elements and create

This role requires an extensive time commitment, focused in the January and February months. Some additional time will be required to prepare projects for the students.

Requirements:

- Ability to work with a team of students (grades 9-12)
- Machine tool knowledge
- Materials knowledge
- Ability to read mechanical drawings

Preferred 1+ years experience with FRC/FTC/VEX competitive robotics

B. Design Mentor: The design mentor will work closely with students on the mechanical subgroup, to aid in the development, design, and detailed drawings of the teams competition robot each season. This mentor is expected to have detailed knowledge of the engineering design process, mechanical design, and working knowledge of basic engineering principals (physics, statics, dynamics, materials, etc). Familiarity with DC motors (12V) is desirable, as well as the ability to integrate mechanical, electrical, and pneumatic systems. CAD software knowledge is required for this position.

Primary responsibilities will include:

- Teaching students about the engineering design process, as well as driving the design process of the robot each season
- Working with students to complete a CAD model prior to the start of fabrication on the competition robot and other design projects
- Work with students to create an engineering documentation book

Other tasks will include:

- Assisting the fabrication mentor
- Maintaining good communications with the lead technical mentor and other mentors/teachers on the team

- Preparing students to communicate their designs with competition design judges
- Working with students on training/development projects beyond the competition season

This role requires an extensive time commitment, focused in the January, February, and March months. Some additional time will be required to prepare projects for the students, as well as time spent on detailed drawings and design work.

Requirements:

- Ability to work with a team of students (grades 9-12)
- Working knowledge of engineering principals
- Knowledge of the engineering design process
- CAD software familiarity (Pro/E, Solidworks preferred)

Preferred 1+ years experience with FRC/FTC/VEX competitive robotics

C. Programming Mentor: Will train student to program robots for FLL, VEX and FRC robots.

Primary responsibilities will include:

- Introduce team members to software (SW) engineering
- Recruit team members to the SW group
- Establish and maintain SW training syllabus and associated training materials
- Certify team members to the appropriate SW training levels to perform assigned tasks

D. VEX Mentor: Primary responsibilities will include:

- Competition
- Training
- Outreach – demonstrations to sponsors and community

E. FLL Mentor: Primary responsibilities will include:

- Competition
- Training
- Outreach – demonstrations

F. CyberPatriot Mentor: Primary responsibilities will include:

- Competition
- Training
- Outreach
- Fundraising

Business Operations Lead Mentor: The technical lead manages as a project manager for the technical sub-group.

Primary responsibilities will include:

- Works with the advisor, assistant advisor, coach and technical lead and student leadership to develop the Business/Program Plan
- Maintains the business/program plan with the advisor, assistant advisor, coach, technical lead and student leadership
- Manage the technical side of the project according to the business/project plan
- Review budget, books, and reconciliation report for accuracy

1. **Business Management Mentor:** This is the leadership mentor.

Primary responsibilities will include:

- See Student Leadership
- Trains student leadership in business management
- Works with and manages subgroups of the business management team
- Works with the advisor, assistant advisor, coach and technical lead, business operations lead and student leadership to develop the Business/Program Plan
- Review budget, books, and reconciliation report for accuracy

General Team Administrative support: Primary responsibilities will include:

- Maintain status of team required paper work for students and volunteers (from parent nite); provide harassment to drive list to closure.
- Create and laminate emergency card for team members who are traveling as well as for parents staying home – include contacts' cell phone numbers, hotel name, address and phone number
- Donate office supplies / get donations of needed supplies

Chairman's / Engineering Inspiration Mentor: The Chairman's / Engineering Inspiration mentor is responsible for the Chairman's /

Engineering Award submission to be written and sent in on time (about mid Feb). Chairman's / Engineering is an entire team process and project. Every part of the team lives, breathes, and works on this process. Think of it as a two-year process. The team has to embody what they are butting on paper.

Primary responsibilities will include:

- Working with students on the development of the write up submission
- Working with students on a presentation
- Holding all sub teams accountable for their written portion of the submission
- Working with the advertising / marketing team for historical data, pictures and video
- Work with the advertising / marketing team for creating a video presentation

Other tasks will include:

- Woddie Flowers Award submission
- Team history on TIMS
- Documentation for the website

Team Awards Panel Mentor & Support: Primary responsibilities will include:

- Write team quiz and give it to team prior to competitions
- Act as mock Pit visitors to help students refine their robot explanations to judges
- Recruit other mock judges as needed
- Act as a judge/panel member for the Chairman's Award mock-interview
- Work with team safety captain to create presentation for team on safety; purchase safety glasses, earplugs, first aid kits, breakaway lanyards, etc.
- Watch team Safety Award practices and offer suggestions & support
- Make awards to honor graduating seniors at end of year
- Arrange with school to present awards to team members at their end-of-year awards ceremony & Create awards to hand out at that ceremony
- Organize a team Thank Your Mentor event
- Organize an end of the year party

2. Finance Mentor: Will assist the treasurer in making all reports, maintaining the budget, keeping the books, and working directly with the PHS finance person.

Primary responsibilities will include:

- See treasurer responsibilities
- Review budget, books, and reconciliation report for accuracy
- Work with fundraising mentor and treasurer to send out thank you letters to sponsors in behalf of the team and also an additional letter in behalf of the school
- ASB FINANCE OFFICE PROCEDURES

- FINANCE OFFICE REQUISITIONS (from ASB Trust Accounts):

- There is one form in the finance office that will cover 95% of your finance office requests. The same form is used for Checks to Vendors, Reimbursements, and for Purchase Orders. It is *strongly* encouraged that all clubs and advisors use **Purchase Orders** as much as possible. If you have questions regarding the use of purchase orders, please see the ASB Director or the Finance Clerk in the front office.

All Finance Office requisitions are due by 3:00pm Friday for checks to be cut the following week. Student council approves trust account requisitions on Mondays; checks are written on Thursday then are delivered or mailed on Thursday or Friday. There is a one-week turnaround time for all requisitions.

In order for funds to be disbursed from an ASB Trust account, a copy of the meeting minutes that reflect student approval must be attached.

In the case of a few trust accounts, there are no elected student officers. With these accounts, the ASB Executive Council and general student council will act as the student representatives for finance requisitions.

The Finance Office Requisition form is fairly simple and easy to understand. If you have

questions regarding how to fill it out, please see Matt Hannan or Nita Allen for assistance.

- DEPOSIT SLIPS: Use deposit slips from Finance Office.
 - Put Account name, Advisor name, Date, and Account Number at the top of the slip.
 - Prepare money for deposit by arranging all bills in the same order.
 - Refer to deposit slip bundling instructions for all bills.
 - Coins should be rolled if enough to fill a roll: pennies \$.50, nickels - \$2.00, dimes - \$5.00, quarters - \$10.00. Less than a roll should be left loose. (Wrappers can be obtained from Finance Office.)
 - Keep pink copy of deposit slip as your temporary receipt. The yellow copy will be returned to the advisor when money is recorded. If you don't receive a yellow copy within a week, check with the Finance Office to see if it was received.
- REQUESTS FOR CASH BOXES: Cash boxes require a minimum of 5 business days notice to be fulfilled. **LAST-MINUTE REQUESTS WILL NOT BE HONORED.** Fill out "date needed", what you're selling, the price of items, number of boxes needed and signature of the advisor. Advisor is responsible for all funds. **Requests must be turned-in by advisors only.**

3. Marketing / Advertising (Media) Lead Mentor: The marketing / advertising mentor manages as a project manager for the technical sub-group. Also manages the marketing / advertising side of the project according to the business/project plan

Publicity: Primary responsibilities will include:

- Work with the advisor and logistics mentor to:
 - Coordinate news media events with Poway and San Diego
 - Coordinate activities with PUSD
 - Coordinate activities with sponsors

- Newsletter editor
- Organize an Open House for interested students and school administrators
- Organize an Open House for local politicians
- Organize an Open House for potential engineers and other would-be mentors
- Extend invitations to our VIPs to attend your competitions
- Host VIPs who attend your competitions and explain game, impact of FIRST on your team, etc.
- Help students produce a PowerPoint presentation or video about FIRST and the team

Web Design Mentor: Primary responsibilities will include:

- Manage and maintain web site
- Build new pages and components to effectively
- Website Award (Completed by approx. mid Feb)

Communication Team Mentor (information and message): Primary responsibilities will include:

- Provide content for website, journalism
- Photo and Video
- Catalog and maintain team image catalog
- Photo and video document team events
- Film and edit promotional videos for recruiting
- Create Chairman's/Engineering inspiration video (Completed before 1st regional)

Graphics Mentor: Primary responsibilities will include:

- Provide content for website
- T-shirt design
- Logos
- Brochure, flyers, banners and other marketing

Materials Mentor: Primary responsibilities will include:

- Robot graphics, and provide content for website
- Awards and giveaways (i.e. buttons, magnets, and so forth)

Animation Mentor: Primary responsibilities will include:

- Storyboard and script

- Conceptual, character design, props, and modeling
- Voice and sound effects
- Special effects and compositing
- Scene development
- Compiling animation into video using a non-linear editing system
- Provide content for website
- Safety Animation (Completed by approx. early Dec)
- Autodesk Visualization Award (Completed by approx. mid Feb)

Pit Construction (Trial setup) Mentor: Primary responsibilities will include:

- Set up simulated pit area so you know what fits where, before you go to a regional competition
- Help create attractive pit area
- Help create robot pit sheet that can be handed out to judges and other teams – get copies made

Spirit Mentor: Primary responsibilities will include:

- Help design team alliance awards - Help team create awards they can give to other teams
- Other tasks will include (smaller jobs that parents/students can take on to support team):
 - Create team jewelry/hats/misc bling
 - Mascot - Obtain/sew team mascot costume
 - Organize a cheering section of friends and family and be LOU
 - Organize teambuilding weekend early in season (if reserving a facility, book the previous spring)
 - Watch for post-Halloween sales on face paints, hair dyes, etc. in team colors
 - Paint faces at competitions with team logo, colors, etc.
 - Host Ship Date party to celebrate crating the robot
 - Organize a “Welcome Home!” group to meet team at airport
 - Decorate the crate in team colors/logo

4. Logistics Lead Mentor:– tracks down and hounds parents until they are. Primary responsibilities will include:

- Work with the advisor to:

- Ensures volunteer/mentor roles are filled and logistic needs are met
- Coordinate news media events with Poway and San Diego
- Coordinate activities with PUSD
- Coordinate activities with sponsors

Event Logistics Coordinator: (1 per event) Primary responsibilities will include:

- Travel Agent (1 per event) (this person doesn't have to travel with the team)
 - Create per-student travel budget and communicate to students & parents well in advance of trip
 - book reservations and collect payment, track student payment against students signed up to attend; harass as necessary
 - Type travel itinerary including details about airport security, hotel info, meal options, drop off and pick up times and distribute to all team members and parents/guardians
 - Create a hotel rooming list with a copy for each chaperone and each room – upon arrival at hotel, write room number next to each group, chaperone name, and distribute copies. Everyone will know who is in which room and who is their chaperone
 - Research activities the team can participate in at the end of the day while on trips (museums, shopping, sports or theater events, getting together with other teams)
 - Promulgate current rules/tips for travel on airlines
 - Luggage organizer – set expectations for luggage size etc.
- Smaller jobs that parents can take on to support team travel before the event:
 - Make luggage pom-poms or other easy identifiers in team colors for easy ID of luggage at airport

On-site Event Logistics Coordinator: (1 per event) person must travel with the team. Can be same person as above or different if person above doesn't travel to event. Primary responsibilities will include:

- Recruit drivers – if an event we are driving to

- Match student list and chaperones/drivers to cars; ensure all present
- Grab seats at the venue for team to view broadcast of kickoff
- Help scout other teams
- Help mentor rookie teams
- Network with other teams
- Handles robot shipping logistics/makes sure everything in the crate
- Create a packing checklist for all items needed in crate & supervise students packing to ensure all is present and that it is logically packed.
- Make team ID labels for all team gear / tubs going in transit ensure all are label with basic contents

In Town-Food Organizer: (for build season weekends; signup sheet at parent nite) Primary responsibilities will include:

- Make sure all Lunches for weekends during build season are covered
- Smaller jobs that parents can take on to support team:
- Pack a cooler of bagged breakfast items for early morning trips
- Donations of water, snacks
- Make breakfast for the team for early Saturday mornings during build season
- Buy wholesale size box of team's favorite candy and bring to competitions!
- Bake cookies. Cookies are always appreciated.

Work Party Coordinator/Worker: Primary responsibilities will include:

- Help us paint/lay carpet/clean facility
- Organize a toolbox/Provide needed tools from extras in yours ;)
- Fix/repair/upgrade crate to fit current year robot needs

5. Fundraising Mentor: Primary responsibilities will include:

- Facilitate corporate sponsorship with the support of the advisor, assistant advisor, coach, technical and business operations lead (does not have to be facilitated through ASB)
- Work with finance mentor and treasurer to send out thank you letters to sponsors in behalf of the team and also an additional letter in behalf of the school

- Help organize and facilitate team fundraising activities with students which must go be facilitated through ASB
- Follow ASB Fundraiser Procedures which are:
 - Pick up paperwork from the Student Store.
 - Return all paper work to the Student Store
 - Once the fundraiser is approved it will be entered into the activity book and then add to the ASB Calendar online.
 - After final approval, a copy will be returned to your Advisors box. At that time, if there are any conflicting problems, we will let you know.
 - Clubs are only allowed one on-campus fund-raiser per school year. Get your dates to Mrs. Edens early in the year to schedule your successful fundraiser.
- Smaller jobs that parents can take on to support team:
 - Organize a fundraiser
 - Organize team tag sale in spring as fundraiser
 - Solicit area businesses and identify key contact person

6. Safety Mentor: The mentor will oversee all aspects of safety for the team and prepare student to actively think, act, and be bale to speak about safety.

Primary responsibilities will include:

- Working with students to create a safety plan for the team
- Keep a MSDS book for the team
- Keep a daily safety log for the team, in and outside of events
- Create and conduct a safety test for all team members (and adults) in regards to all hand tools, machinery, and chemicals used in the classroom and team
- Purchase safety equipment according too the safety plan
- Organize all students maintaining CPR and First Aid training
- Work with students to come up with new ideas for winning the safety award at the regional events
- Work with advertising / marketing for publicizing safety
- Go on safety field trips to see how professionals practice safety and risk management

HOW TO COMPLETE VOLUNTEER PAPERWORK

LEVEL I CLEARANCE

Previously Cleared PHS Volunteers

PHS confirmed volunteers:

Sign Volunteer Code of Conduct.

Previously Cleared Volunteers at Another PUSD School

Sign Volunteer Code of Conduct.

Complete Transfer Request to remove yourself from schools where you no longer volunteer and add yourself to the PHS list.

Provide copy of current TB Skin Test Record (if less than 4 years – TB skin test records are good for 4 years).

New Volunteers:

Sign Volunteer Code of Conduct.

Complete Megan's Law Background Check form.

Provide copy of Driver's License or other picture ID.

Provide copy of current TB Skin Test Record

LEVEL II CLEARANCE

Sign Volunteer Code of Conduct (Provide for PHS)

Complete Megan's Law Background Check form (at District Office)

Provide copy of Driver's License or other picture ID (at District Office)

Provide copy of current TB Skin Test Record (if less than 4 years – TB skin test records are good for 4 years).

Obtain Level 2 Clearance request form from Mr. Dohm with signature from school principal and go to district office for fingerprinting, etc. (Take signed form to District Office)

POWAY UNIFIED SCHOOL DISTRICT

VOLUNTEER CODE OF CONDUCT

In my role as a Poway Unified School District volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
12. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I agree to follow the District Volunteer Code of Conduct at all times in my role as a Poway Unified School District volunteer or cease volunteering immediately.

Name - Printed

Signature of Volunteer

Date

**POWAY UNIFIED SCHOOL DISTRICT
LEVEL I – VOLUNTEER APPLICATION
MEGAN’S LAW BACKGROUND CHECK**

PUSD SCHOOL(S) 1. _____
2. _____
3. _____

DATE: _____

VOLUNTEER’S

NAME: _____

ADDRESS: _____

PHONE: _____

Date of Birth: _____

AKA’s: _____
(Including Maiden Name)

<p>If PUSD Parent/Guardian, name of student(s):</p> _____ _____ _____
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Place of Birth: _____

Male: **Female:**

Height: _____

Weight: _____

Hair Color: _____

Eye Color: _____

Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I hereby release Poway Unified School District from liability for damage which may result from checking criminal background and references.

Signature (Authorizes Background Check)

Date

ID Verified by school site representative: Yes: **No:** _____

(Personnel Office Use Only)

Megan’s Law Checked: _____

(Personnel)

(Date)

VOLUNTEER SITE TRANSFER REQUEST

(Use this form to transfer PUSD Level I or Level II Volunteer & Employee clearance information to another PUSD School Site)

Name: _____ DOB: _____
(Please print legibly) Month/Day/Year

Other Names Used:

(Please print legibly)

Phone Number: _____

Remove my name from the volunteer list at: _____
(School)

(School) _____

Add my name to the volunteer list at: _____
(School)

(School) _____

Student's Last Name (if different): _____

I have been cleared for: Level I (Megan's Law)

I have been cleared for: Level II (Fingerprinted for PUSD)

I am a PUSD Employee _____
(Position)

Signature

Date