

# FIRST Robotics Competition Forms Explained: 2018

### District Specific Consent & Release Forms

Each team member must bring their district specific Consent & Release Form to their first event- they can be found online here on the FIRST Inspires website.

Upon check in at your first event you must turn in:

- District Specific Consent & Release Forms (FIRST Consent & Release done online via STIMS & TIMS this year)
- Printed Copy of your Team Roster to be safe bring a printed copy of your team roster to every event you attend!

#### **Team Roster**

When you show up to your competitions, you're required to bring a printed copy of your team roster. Your team's Main or Alternate Contact can print one from their dashboard. They can select team which team members (or mentors) will appear on the printed roster; useful in the case where you have an inactive member that you don't want to remove from your roster, for example. This view also shows who has, or has not, completed their required Consent and Release form.

### The Cost Accounting Worksheet (CAW)

<u>Section 8.4</u> of the game <u>manual</u> tells us the the maximum cost of the robot is \$4,000 USD. So does that mean that all those top robots you see could be built for \$4,000? Sadly, no. There are as many exemptions as there are parts on the robot. Here is a sample of the CAW that FIRST provides (this is just a sample, you can use your own), and you'll notice the note at the top that any Commercial Off The Shelf (COTS) item that costs less than \$5 USD doesn't have to be counted, nor does any part that was in the Kit of Parts (KOP).

The first means that small parts (think about nuts, bolts, rivets) don't have to be counted and listed individually. These can add up to hundreds of dollars. The second part is even more important.

The KOP exemption means any part from the Kit of Parts, including the virtual KOP or vouchers. Wheels, motors, controllers... if they were in the KOP they don't count.



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	Robots. <b>Teams do</b>	not have to repor			r are Kit of Parts items.		
			2018 FIRST Robotics Competit Bill of Materials	tion -			
n Name:				Date:			
Event:		City:		State:			
em	Description	Material	<u>Source</u>	Quantity	Measurement	Unit Price	Total Price
System es Here	Describe the Part (Axle, Bearing, Lifter, Solenoid)	What is it made from	Where did you buy it (Home Depot, AndyMark, Supply House, Ftc.)	How Many	Piece, Inch, Etc.	Cost Per Unit (\$)	
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n	n Name: Event: em System s Here	s is a sample Cost Accounting Worksheet (CAW) in Robots. Teams do  I Name: Event:  Description System Describe the Part (Axle, Bearing, Lifter, Solenoid)  stem 1:	Sis a sample Cost Accounting Worksheet (CAW) for use in the 2018 Robots. Teams do not have to report  I Name: Event: Description Description Description Material System Stem 1: What is it made from	Sis a sample Cost Accounting Worksheet (CAW) for use in the 2018 FIRST <sup>(R)</sup> Robotics Competition Game, FROBOTICS COMPETITION  Robots. Teams do not have to report individual COTS items that are less the state of th	Sis a sample Cost Accounting Worksheet (CAW) for use in the 2018 FIRST ROBOTICS COMPETTION Robots. Teams do not have to report individual COTS items that are less than \$5 USD each or 2018 FIRST Robotics Competition Bill of Materials  Date: Event:  Description Description Material Source What is it wade from What is it made from What is it made from Whouse, Etc.)  How Many House, Etc.)	Sis a sample Cost Accounting Worksheet (CAW) for use in the 2018 FIRST <sup>(S)</sup> Robotics Competition Game, FIRST POWER UP <sup>SM</sup> . The CAW helps Inspece Robots. Teams do not have to report individual COTS items that are less than \$5 USD each or are Kit of Parts items.  2018 FIRST Robotics Competition  Bill of Materials  Date: Event:  City:  State:  Description  Description  Description  Material  Source  What is it made from  What is it made from  How Many  How Many  Piece, Inch, Etc.	Sis a sample Cost Accounting Worksheet (CAW) for use in the 2018 FIRST® Robotics Competition Game, FIRST POWER UP <sup>SM</sup> . The CAW helps Inspectors verify part use in Robots. Teams do not have to report individual COTS items that are less than \$5 USD each or are Kit of Parts items.    Competition

There is another limitation on robot cost: no individual part may cost more than \$500 USD (up from \$400).

If you're converting from USD to a local currency, it is often easiest to pick a single conversion rate and stick with that. There is no exact rule on which conversion rate to go with, most build seasons if you take the average exchange rate it works out.

## Robot Lockup Form

On Stop Build Day, you're required to physically lock up your robot using the bag and serialized tags that came in your KOP. If you run out of either, you can purchase more, or they may be available at competitions. You also must fill out the Robot Lockup Form. Every time you take the robot out of the bag, and when you put it back in, you must fill out a line on the form. So when can you take the robot out of the bag?

- Competitions. Even before you get your robot inspected, your Robot Lockup Form will
  be inspected to look for any irregularities; basically any time you took the robot out of
  the bag when you weren't supposed to, or for too long. At the end of the event, unless
  it's your last event of the season, you must lock it up again, using a new tag and filling
  out a new line on the Robot Lockup Form.
- 2. Unbag time (for districts only). During the week prior to a 2-day event, you get up to six hours of unbag time. This can be broken up however you like, but each period must be at least 2 hours. Each time you open the bag, that has to be documented.
- 3. Display events. You are allowed to take the robot out of the bag for brief events like an open house or sponsor display. You are not allowed to use this time to work on the robot or do anything that would be considered drive practice.