**“42 DAYS OF JUBILEE BEST” CALENDAR**

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| **SEPTEMBER** |
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| 11 | 12 | 13 | 14 | 15 | 16 | 17**Kick off Day** |
| **ROBOT:** Pre-Competition Team Organization & Development |
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| **BEST:** Establish team/support teacher(s)  |
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***Pre-Kick Off Day***

* Recruit support (teachers and/or parents)
* **Industrial Arts/Shop** – provide workspace, tools, expertise, after-hours access, serve as safety officer; support the “manufacturing process”
* **Computer Science** – supervise web team and web site design, programming of robot
* **Graphic Arts/Journalism/English** – supervise BEST Award project engineering notebook, table display design/construction
* **Drama/Speech** – BEST Award marketing presentation and exhibit booth interview coaching
* **Travel Agent/Parent** – someone to help organize any trips needed, distribute/collect permission slips, medical release forms, lodging, etc.
* Recruit mentors locally
* Make sure they understand the time commitment!
* Anyone can be a mentor – parents are welcomed!
* No engineering degree or robotics experience required
* Folks with technical or mechanical interest and experience are most helpful
* Engineers/technical professionals can be found in public utility companies
* Recruit students for BEST team
* Determine eligibility (GPA restrictions, discipline, etc.)
* Recruit students from mixed grades
* Stress BEST is a student-led, not teacher-led competition
* Stress ownership and responsibility as well as team work and hard work
* Identify strong officer material – competent, dependable students
* Develop local funding support
* Work with Fundraising Team Leader to:
* Identify needs
* Travel (transportation, food and/or lodging) to BEST events
* T-shirt printing
* Materials for BEST Award (notebook, exhibit booth)
* Spirit materials (banners, posters, shakers, etc.)
* Prepare an estimated budget
* Identify local sponsors
* Devise solicitation plan/campaign
* Develop a process for handling contributions
* Develop sponsor recognition efforts
* Conduct team building exercises with students
* “Break the ice” so students and mentors feel comfortable in team setting
* Work with mentors to lead activities
* Incorporate a “reflection” component to each activity
* *What did you learn about yourself? About others?*
* Incorporate opportunities for mentors to share how leadership and teamwork are used in their work
* Begin BEST Award Discussions
* Identify who will work on BEST Award (notebook, presentation, exhibit and interview, and t-shirt design/logo team
* Conduct pre-construction sessions with students and mentors
* Have a “safety officer” lead a tool and shop safety session
* Go over in-case-of-emergency steps
* Set up ground rules for tool use
* Go over medical release form (if appropriate)
* **NOTE: It isappropriate for mentors to operate power equipment instead of students but the learning process should be taking place. The ultimate goal is to teach proper and safe tool usage!**
* Kick Off Day Planning
* Travel plans (transportation, food, release forms)
* **NOTE:** you will need room for:
	+ Four (4) pieces of plywood (ea 4-ft square)
	+ Bundle of pvc pipe (4” wide by 5’ long)
	+ Large box of parts
* Team assignments (sub-groups for playing field and robot dynamics, BEST Award team leader, photographer, etc.)
* Register your team at [www.robotevents.com](http://www.robotevents.com) (see instructions located on website and inside of Game Booklet)

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| **SEPTEMBER** |
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| 18 | 19 | 20 | 21 | 22 | 23 | 24**Safety Mtg** |
| **ROBOT:** Study game rules & develop strategy |
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| **BEST:** Develop committees, establish theme & begin fundraising |
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***Week One (September 18-24)***

* Attend Kick Off Day, September 17, 2011 at Davidson High School 10:00am – 12:00pm
* Team Registration
* BEST Award sign-up
* Receive Returnables Kit, Consumables Kit, Game Rule Packet
* Video/photograph playing field
* Check BEST Award progress
* Establish team “theme” after studying the game
* Establish specific committees
	+ Finance
	+ Publicity
	+ T-shirt Design
	+ Team song
	+ Project Engineering Notebook
	+ Marketing
	+ Exhibit Booth
	+ Spirit
	+ Photography
* Help finance team get started *(How much do we need? Strategies for fundraising?)*
* Establish time-line for each sub-project
* Establish committee meeting times
* Hold team meeting
* Study game rules
* Select a Game Rules monitor (an expert who will keep the team in compliance)
* Discuss construction of mock playing field
* ***NOTE:*** *this would make a great mentor or parent support group project!*
* Discuss and plot strategy for design and construction
* Test monitor capabilities
* Begin design discussion
* Assign team members to sub-groups
* Manage Fundraising efforts

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| **SEPTEMBER/OCTOBER** |
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| **ROBOT:** Build running platform & perform preliminary design |
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| **BEST:** Exhibit team “give-aways”, notebook & track robot progress |
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***Week Two (September 25 – October 1)***

* Continue design discussion
* Build running platform
* Perform preliminary design
* Continue BEST Award progress
* Committees should give regular progress reports to the coach and to the BEST Award team
* Establish ideas for team “give-aways” (order, buy, beg, make)
* Be sure to write thank you notes to any sponsors….this process should be ongoing throughout the six weeks and beyond
* Remind the Robotics team to keep written progress reports that can be used in the notebook
* Take pictures!!
* Manage fundraising efforts

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| **OCTOBER** |
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| 2 | 3 Post-markedScholarship info | 4 | 5 | 6 | 7 | 8 |
| **ROBOT:** Finalize design and build!!! |
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| **BEST:** Design t-shirt, buy display materials & solicit school support |
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***Week Three (October 2-8)***

* Finalize design and build!!! (Construction phase in full swing)
* Continue BEST Award progress
* Check status of t-shirt design and printing
* Check materials for exhibit booth
* Continue documentation for notebook
* Start coordinating with other school support (band, cheerleaders, mascot, etc.)
* Schedule community visits to promote BEST
* Manage fundraising efforts
* Scholarship forms post-marked by October 3, 2011. Form due by Thursday, October 6, 2011.

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| **OCTOBER** |
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| **ROBOT:** Continue Building!!! |
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| **BEST:** Contact local paper & order t-shirts |
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***Week Four (October 9-15)***

* Continue construction phase
* Continue BEST Award progress
* Contact newspapers: write article/photos
* Order T-shirts
* Make sure Tech team has been taking daily notes
* Team-building activity (morale booster)
* Make plans for traveling to Mall Day on Saturday, October 22nd

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| **OCTOBER** |
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| 16 | 17 | 18 | 19 | 20 Mentor & Teacher of the Year Forms Due | 21 | 22**MALL DAY** |
| **ROBOT:** Complete Construction; Test, Training & Adjust |
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| **BEST:** Assemble display, practice presentation & organize give-aways |
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***Week Five (October 16-22)***

* Complete construction
* Test drive robot
* Plan logistics for Mall Day (every team should be represented)
* Sign up for Mall Day practice
* Continue BEST Award progress
* Continue assembling exhibit booth
* Organize give-aways
* Notebook should be almost complete
* Put up promotional flyers at school and in the community
* Get ready for Mall Day – support the Robotics team
* Mentor and Teacher of the Year forms are due October 20, 2011.
* Attend Mall Day, Saturday, October 22nd, Colonial Bell Air Mall, Mobile, AL (between Target and Belk)
* **NOTE:** We strongly recommend teams come to Mall Day even if their robots are not functional. This is a great way to check out the competition and “borrow” great ideas (corporate espionage) to help you solve a problem or improve your team’s design.

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| **OCTOBER** |
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| 23 | 24 | 25 | 26 | 27 | 28Presentations/Driving Practice/ Set up Exhibit | 29**JUBILEE****BEST****GAME DAY** |
| **ROBOT:** Finalize, Paint & Decorate |
|  |  |  |  |  |
| **BEST:** Add finishing touches |
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***Week Six (Game Day Week, October 23-29)***

* Finalize construction and/or make repairs
* Continue test-driving and driving practice
* Finalize BEST Award components
* Assemble project notebook after Mall Day
* Entire team briefed about
	+ The robot design
	+ The exhibit booth
* Review good sportsmanship
* Put finishing touches on Exhibit Booth

***Friday, October 28th (USA Mitchell Center)***

* Team Registration (11:00 – 1:00)
* Compliance Check-In (afternoon)
* Robot Driving Practice (afternoon)
* BEST Award Marketing Presentations (11:00 – 5:00)
* BEST Award Exhibit Booth Set Up (12:00 – 5:00)

***Saturday, October 29th (USA Mitchell Center)***

* Team Registration (7:00 – 8:00 am)
* Opening Ceremony (9:00am Court Floor)
* All teams
* Competition (all day)
* Lunch (pizza for purchased through the Mitchell Center, catered lunch for mentors/teachers/sponsors)
* Awards ceremony
	+ Competition Awards
	+ BEST Award
* Advancing South’s BEST teams meeting

***South’s BEST (for advancing teams), Auburn University, December 2-3***

* Brief meeting after Jubilee BEST for advancing teams
* Food, lodging & travel
* Teams must pay for their own food & lodging
* A list of available hotels in Auburn will be provided
* Teams must provide transportation to Auburn