

Sample supplied by Anne Shade

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
HIGH SCHOOL
AND
FIRST Robotics Competition TEAM XXX MENTORS**

I. Parties

This MOU is between High School and the FIRST team mentors (team mentors).

II. Duration of Agreement

This MOU is starts date/month/year and ends on date/month/year.

III. High School Responsibilities

The high school is responsible for the following:

- Provide a safe meeting space during the off-season (March-December) for team meetings
- Provide robot assembly and storage space during build season (January-February) as well as machining capabilities to include:
 - Drill Press (metal working)
 - Power Drill
 - Basic hand tools
 - Soldering iron
 - Bandsaw (metal working)
 - Miter saw or chop saw (metal working)
- Have a minimum of XX active students regularly attending meetings and kickoff event
- Secure a minimum of \$6000 for team registration before first event payment deadline
- Provide a faculty member responsible for student supervision at all team sanctioned events/meetings
- Attend a minimum of one agreed upon regional competition with a minimum of XX students and X faculty members
- Provide a means to order needed robot by purchase order or credit card (supplier driven) within 2 days of order form submittal during build season (6 weeks)
- Submit a minimum of Chairman's and Woodie Flowers Awards by the deadline set by the official FIRST manual

IV. FIRST Team Mentors' Responsibilities

The FIRST TeamMentor's shall be responsible for the following:

- Provide training sessions for students during the off-season (September-December)
- Have active role in establishing team identity (name, logo, uniform)

- Provide tool safety training for students
- Run kickoff brainstorming and design sessions
- Coordinate robot design and construction
- Submit order forms for needed parts/components as designated in the team handbook
- Complete a robot for that year's challenge by the shipping deadline
- Have 2 mentors in attendance for each scheduled robot building session
- Attend agreed upon regional competition with a minimum of 2 mentors
- Coordinate operations at *FIRST* events (Regional(s) and Championship)
- Review of awards documents before submittal
- Attendance at team award dinner, if needed

V. General Agreements

All parties agree to the following:

- Meeting shall occur no more than 6 days per week to be determined by General Manager, Head Coach, and coordinators
- Registration for events shall be agreed upon by both parties
- A team handbook shall be developed by both parties to include operations, meeting schedule, and student requirements
- Meeting times will be set based on activity
 - Club activities without mentors: At the discretion of **XXX** High School faculty
 - All other meetings with mentors: Based outside of mentor's work schedules

Signed by:

High School Principal

Teacher Representative

FIRST Mentor

FIRST Mentor