

Citrus Circuits
Fall Workshop Series

Effective Team Support

by Manda Yeung



A Little About Me

- Parent Logistics Committee Lead
- Travel Logistics Coordinator
- Business & Media Mentor (Photography)
- Going into 3rd year on the team
- I love working with students!



Overview

- Parent Logistics Committee Lead
- Travel Logistics Coordinator
- Tracking Expenses
- Communication
- Sharing Documentation
- Planning for the Future



Role of Parents

“The role of every adult on the team is to create a positive experience with the students while at the same time modeling Gracious Professionalism and guiding the students towards the vision of FIRST”

- Team 971



Parent Logistics Committee

- Travel Logistics Coordinator
- Meals Coordinator
- Carpool Coordinator
- Forms Coordinator
- Event Coordinator
- DYR Snack Shack Coordinator
- Construction Coordinator



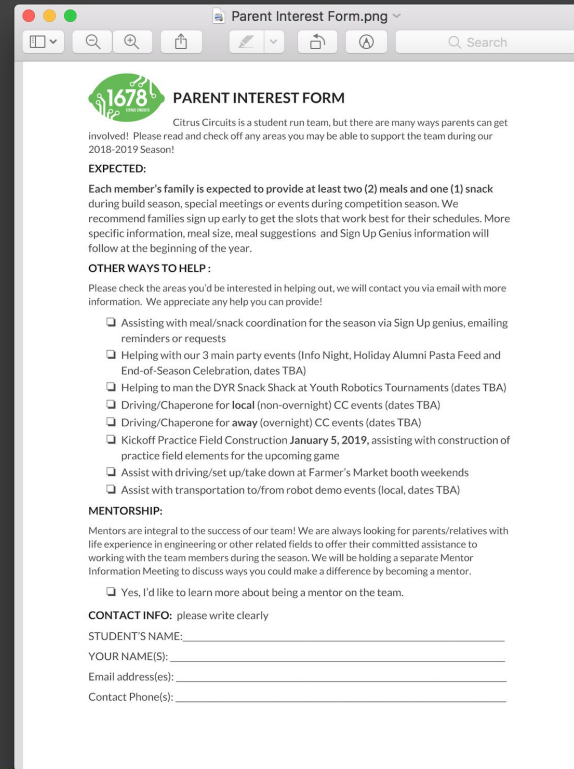
Parent Logistics Committee Lead

- Organize bi-monthly meetings
- Delegate tasks to committee leads
- Encourage parents to participate and volunteer - interest form
- Act as liaison between parents, students, and mentors



Parent Logistics Committee Lead

Sample Interest Form



PARENT INTEREST FORM

Citrus Circuits is a student run team, but there are many ways parents can get involved! Please read and check off any areas you may be able to support the team during our 2018-2019 Season!

EXPECTED:

Each member's family is expected to provide at least two (2) meals and one (1) snack during build season, special meetings or events during competition season. We recommend families sign up early to get the slots that work best for their schedules. More specific information, meal size, meal suggestions and Sign Up Genius information will follow at the beginning of the year.

OTHER WAYS TO HELP:

Please check the areas you'd be interested in helping out, we will contact you via email with more information. We appreciate any help you can provide!

- Assisting with meal/snack coordination for the season via Sign Up genius, emailing reminders or requests
- Helping with our 3 main party events (Info Night, Holiday Alumri Pasta Feed and End-of-Season Celebration, dates TBA)
- Helping to man the DYR Snack Shack at Youth Robotics Tournaments (dates TBA)
- Driving/Chaperone for local (non-overnight) CC events (dates TBA)
- Driving/Chaperone for away (overnight) CC events (dates TBA)
- Kickoff Practice Field Construction **January 5, 2019**, assisting with construction of practice field elements for the upcoming game
- Assist with driving/set up/take down at Farmer's Market booth weekends
- Assist with transportation to/from robot demo events (local, dates TBA)

MENTORSHIP:

Mentors are integral to the success of our team! We are always looking for parents/relatives with life experience in engineering or other related fields to offer their committed assistance to working with the team members during the season. We will be holding a separate Mentor Information Meeting to discuss ways you could make a difference by becoming a mentor.

- Yes, I'd like to learn more about being a mentor on the team.

CONTACT INFO: please write clearly

STUDENT'S NAME: _____

YOUR NAME(S): _____

Email address(es): _____

Contact Phone(s): _____



Parent Logistics Committee Lead

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PARENT LOGISTICS COMMITTEE

The Parent Logistics Committee is a group of dedicated parents that help organize the team's food, lodging, and transportation. If you would like to sign up to bring a meal during our meetings in build and competition season, [check out our Signup Genius](#). Need help with what to bring? [Click here to read our Meal Suggestions Document](#). To join the committee, email us at admin@citruscircuits.org for more info.

PREFERRED FOOD PARTNERS

The following local businesses have offered to provide discounts to our parents providing team meals. Please see each listing for the discount amount and be sure to mention Citrus Circuits when placing your order.

Davis Robotics Foundation

Parent Committee



Travel Logistics Coordinator



- Accommodations
- Transportation
- Meals

Travel Logistics Coordinator

For all arrangements:

- Determine who may sign all contracts (hotels, group flights, restaurants)
- Collect travel information for every member for flights
- Update travel roster, itineraries, and expense sheet for each event



Travel Logistics Coordinator



- Arrange Accommodations
 - FIRST Event Housing
<https://www.firstinspires.org/robotics/frc/travel-discounts>
 - Off-season: Reserve hotels as soon as dates are published
 - Competition: Reserve hotels as soon as team is confirmed for event

Travel Logistics Coordinator

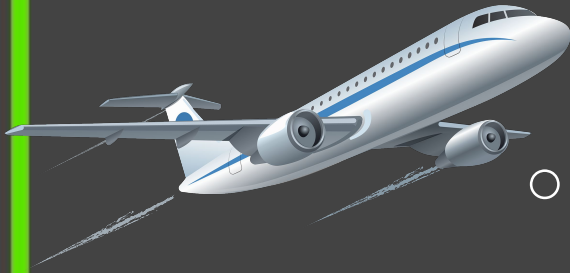
Tips:

- **4 weeks** before arrival
 - Ask for parent drivers/chaperones when travel roster is announced
- **2 weeks** before arrival
 - Submit rooming list to hotel
 - Offer extra rooms to parents
- **1 week** before arrival
 - Request room check-in before arrive so keys will be ready
 - Release rooms not needed



Travel Logistics Coordinator

- Arrange Flights
 - Make a list of potential flights when coach submits event request
 - Upon confirmation/qualification for event, call in group reservation
 - Be familiar with group reservation procedures for airline



Travel Logistics Coordinator

- Arrange Ground Transportation
 - Get list of district approved vendors
 - Maximum seats - 55
 - Be aware of driving time restrictions
 - Review route to event



Travel Logistics Coordinator

- Lunches
 - Restaurants that stay within team budget and have vegetarian options.
 - Free delivery or within 1 mile radius
 - Parent volunteer picks up lunches
- Dinners
 - Within walking distance ($\frac{1}{2}$ mile radius) between hotel and venue
 - Banquet room
 - Arrange dinner with another team



Travel Logistics Coordinator

- Tips
 - Call restaurants at least 4 months in advance
 - Buffet style is more efficient for large groups
 - Confirm reservations 2 weeks prior to event



Tracking Expenses



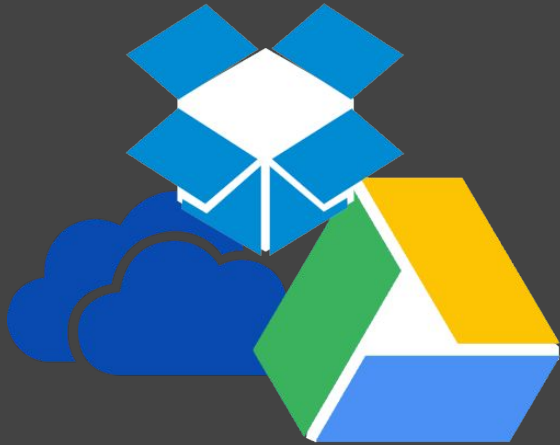
- Team Credit Card
- Parent reimbursements
- Spreadsheet that itemizes expenses incurred

Communication

- Open dialogue
 - Set clear expectations
 - Listen & Follow-up
 - Be flexible
- Platforms
 - Slack
 - Email



Sharing Documentation



- Google Drive, Dropbox, Microsoft OneDrive
 - To Do Lists
 - Itineraries
 - All Travel-related documents
 - Debriefs
 - Contact sheets

Planning for the Future

- Identify potential parents interested in taking on more responsibility
- Plan for shadowing



Questions?



Give us Feedback!



Citrus Circuits
Fall Workshop Series

admin@citruscircuits.org

Thank You!

