

# Citrus Circuits Fall Workshop Series

## Outreach Leadership and Management

by Emily Xia (1678) and Kathy Li (1678)

#### **Disclaimers**

#### We are:

- Current student leaders
- Passionate about our team

#### We are *not:*

- Experts
- Perfect



### Role of Outreach

- Giving back to our communities
  - Local
  - o FRC
- Opportunities for our students
- Requirements





## Main Outreach Programs

- Local Community
  - Davis Youth Robotics
  - o Farmer's Market
  - o DiSTEM
  - Robot Demos
- FRC Community
  - Fall Workshops
  - Citrus Service
  - The Compass Alliance





## Outreach Leadership Structure



- Dedicated lead for each position
  - Sustainability
  - Progress in each program



## **Setting Goals**

- Decide on goals
  - Technical
  - Cultural
  - Personal
- Decide your priorities
- Decide your timeline
  - Check-in points





## Planning and Scheduling



- Meetings
  - Leadership
  - Regular + Extra
- Schedules
  - Google Calendar
- Announcements
  - Clarity



#### **Documentation**



- Importance
  - Sustainability
  - Impact Award
- What/How
  - Google Drive
  - Meeting/event notes, forms, etc.



### Communication

- Communicator's responsibility
  - Clarity
  - o Follow-up
- Goes both ways
  - Answering questions
- Platforms
  - Slack
  - o Email





# Citrus Circuits Fall Workshop Series

administration@citruscircuits.org

Thank You!