

Upper St. Clair Robotics Boosters Travel Policies

FTC TRAVEL & FUNDING

Qualifiers/States

Boosters Contribution –

- The Boosters will provide \$1000 per Team per season (6 teams estimate for a total budget of \$6000) with the intention to cover coach travel expenses
- Max of 2 coaches travel may be covered
- These dollars are intended for Travel related expense purposes only, for coaches initially but can be used on other travel expenses for the team if funds are available
- The Boosters travel budget for each team will be allocated/used prior to beginning to use Team earmarked funds for travel related expenses
- Any Funds left in the Travel budget for a given team at their end of their competitive season will be used according to the Exec Board decision for FTC Travel or other purposes within the FY

Team Funds from Donors/Fundraising –

- Team are encouraged to cover hotel rooms for students/coaches with funds from donors and fundraising according to the funds available
- Non-coach adults' rooms cannot be paid for with Team/Booster funds
- Students staying in rooms together with other students can be covered
- Students staying in rooms with their parents cannot be covered
- Teams may pay for group/event related food/meals according to their funds available – or they may ask parents to pay, or may have parents contribute

Parent's Contribution –

- Travel Costs remaining above the Booster Contribution amount and Team funds available will be covered by parents of traveling students divided equally
- Parents should generally be asked to cover the cost of food for their students

FIRST Championship Events (a.k.a. "WORLDS")

At the PA State FTC Championship there are 4 teams that get invited to the FIRST International Championship in Texas (previously known as "worlds"). Other high performing teams may be invited to other invitational events. The USCRB travel policies are intended to financially support USC Robotics teams participating in official FIRST championship competition.

Boosters Contribution –

- The Boosters will entirely cover the travel costs of 1 USC Robotics K-12 Coordinator including flights, hotel, food and individual portion of transportation costs
- Good faith effort will be provided to fund up to two coaches traveling with a Team competing at Worlds with a total budget for 2 coaches of \$2000

- Boosters can provide fundraising assistance to a Team traveling to Worlds according to Executive Board approval
 - This can be through a specific fundraising effort/event or donor relationships or through allocation of Booster funds available

Team Funds –

- In addition to policies that apply to Qualifiers/State Travel:
- Teams earmarked Funds that remain from the regular season will be allocated
 - first to cover expenses related to team related competition travel expenses (for example getting the robot to competition)
 - second to cover coach travel expenses for Worlds competition
 - third toward student travel expenses for Worlds competition, divided equally between all students that are traveling
- Teams are expected to exhaust their regular season funds available prior to Booster Funds or Parent contributions for student travel

Parent's Contribution –

- Costs remaining above the Booster Contribution amount and Team funds available will be covered by parents of traveling students divided equally, with food expense being covered individually by parents

Additional Travel Policies:

COACHES

- By the start of the traveling season, submit to the travel chair a "Hotel Need Form" that defines the hotel room requirements that would be appropriate for your team based on coaches, number of students, gender, etc.
- Coaches may opt to have a Travel Parent volunteer for the season to make travel reservations
- Coaches will coordinate hotel reservations for Qualifiers
- Coaches will maintain the details of Official Chaperone/Student groupings for each travel trip
 - Typically the coaches would be considered the official Chaperones
 - Students should have 1 chaperone assigned each

TRAVEL CHAIR

- Collect the "Hotel Needs Forms" for each team
- Research and maintain a list of hotel recommendations, places to eat or get carryout, etc for Qualifier locations
 - Hotels should not require pre-payment
- Maintain emergency contact information for each team
- Be aware of team/student travel plans
 - Which students are traveling when, and where they are staying
- Maintain/update a shared calendar of all FTC team travel for qualifiers/states

- Assist with selecting hotels and acquiring a group rate for States and Worlds competitions, as well as working with a Travel Agent as needed
- Works with the Program Coordinator to ensure permission slips, and other District documentation are completed for all traveling students

HOTEL

- Four same gender students to a room
- No adults in any student room
 - Exception is a coach's student may stay with him/her
- Student may stay with his/her own parent (non-coach) which is paid for by the parent

CAR TRAVEL

- Local USC Robotics events (kickoff, qualifiers, etc) – School will provide a bus and students are required to travel to the event on the bus both directions
 - USC Robotics K-12 Coordinator will manage bus permits for these events for all teams
- Local Team Event (planned and attended by a team not USC Robotics) –
 - School buses can be available for these events as well, but the team will work with the Travel Chair to submit forms for those buses – Form goes to Dr Wagner and to the Bus garage coordinator. Make arrangements at least two weeks prior to the event
- Out of Town Travel to Qualifiers/States is the responsibility of the parents

AIR TRAVEL

- Student airfare travel costs are the responsibility of the parents, after any available stipend from the team regular season earmarked funds
- Any travel costs that present a financial burden should be brought to the USC Robotics K-12 Coordinator for assistance from the district

CANCELATIONS

- If a student or coach does not travel after travel arrangements are made, the student or coach are financially responsible for any monetary loss to USCRB

FLL TRAVEL & FUNDING

Tournaments

Local Travel –

- USCSD bussing will be provided and paid for by USCSD for local FLL Tournaments
- All students are required to ride the busses to and from the tournaments

STATES

Boosters Contribution –

- \$500 per Team competing at States (4 teams estimate for a total budget of \$2000)
- These dollars are intended to cover up to 2 Coaches for Travel related expenses
- Any Funds left in the FLL Travel budget at the end of the competitive season will be used according to the Exec Board decision for FLL Travel or other purposes within the FY

Parent's Contribution –

- FLL Students are required to have a parent travel with them to States competitions
- Hotel rooms and transportation will be provided by parents (or privately coordinated by parents) and funded by parents
- The USCRB Travel Chair can assist with locating hotels, coordinating group rates as possible, and working with a Travel Agent as needed

FIRST FLL Championship (a.k.a. "NATIONALS")

At the PA State FLL Championship there are 2 teams that get invited to the FIRST FLL Championship in Texas (previously known as "worlds"). Other high performing teams may be invited to other invitational events. The USCRB travel policies are intended to financially support USC Robotics teams participating in official FIRST championship competition.

Boosters Contribution –

- Boosters can provide fundraising assistance to a Team traveling to Nationals according to Executive Board approval
 - This can be through a specific fundraising effort/event or donor relationships or through allocation of Booster funds available

Team Funds –

- Teams can Fundraise for travel to Nationals, by means which have prior approval of the USCRB Executive Board, to raise additional funds to help cover student travel costs divided equally across students participating

Parent's Contribution –

- FLL Students are required to have a parent travel with them to Nationals
- Hotel rooms and transportation will be provided by parents (or privately coordinated by parents) and funded by parents
- The USCRB Travel Chair can assist with locating hotels, coordinating group rates as possible, and working with a Travel Agent as needed