



POLY RABBOTICS TEAM 7042

Long Beach Polytechnic High School

1600 Atlantic Ave | Long Beach, CA 90813

<https://lbpolyrabbotics.org/>



Mentor Responsibilities, 2021-2022

LB Poly Lead Advisor(s):

- Is a **teacher** at LB Poly with interest in STEM education and/or robotics
- Oversees all **administrative communications** with Poly Banker/Financial Technician, Activities Director, and School Administration (i.e. Principal)
- Communicates with **other Mentors** as related to team budget, purchases, reimbursements, and delivery/distribution of goods (i.e. parts, merchandise, etc.)
- Helps support **student Core Leadership** with team decisions and trajectory and attends leadership meetings
- Coordinates **team competitions** and event travel/transportation in tandem with Co-Captains (including carpools, hotel reservations, airline tickets, etc.)
- Hosts **Parent/Guardian meetings** in his/her classroom during Pre-Season, Build Season, and as needed
- Supports **member recruitment and retention**; equity, diversity, and inclusion; and program outreach efforts on the LB Poly campus.
- **Supervises team meetings** in the Rabbotics Machine Shop
 - Summer Bridge: M/W afternoons (i.e. 2 - 6 PM) or as determined by team leadership and mentors
 - Pre-Season: M/W afterschool (i.e. 3 PM - 5 PM)
 - Build Season: M/W/Th afterschool (i.e. 3 PM - 8 PM) and Saturday (i.e. 10 AM - 5 PM)
- Helps suggest **potential outreach initiatives** for the team to pursue, in conjunction with the Operations Director and Outreach & Events Lead

- Consistently communicates with team leadership and members through appropriate tools including Remind, Slack, email, Canvas, etc.
- Ensures student members are complying with school safety, consent, and related **guidelines**

Technical:

- An adult who will keep the students on track to finish by the deadline
- Attends team meeting in the Robotics Machine Shop when help is needed
 - Summer Bridge: M/W afternoons (i.e. 3 - 6 PM) or as determined by team leadership and mentors
 - Pre-Season: M/W afterschool (i.e. 3 PM - 6 PM)
 - Build Season: M/W/Th afterschool (i.e. 3 PM - 7 PM) and Saturday (i.e. 10 AM - 5 PM)
- Attend team competitions to help out in pit when necessary

Mechanical Mentor

- Provides assistance with design and construction of the robot
- Advises students on the safe use of tools and Safety procedures

Electrical Mentor

- Assists/guides team with wiring the robots power and signal system
- Assist and instruct the team members in the electrical and electronics systems on the robot

Robot Programming/Software Mentor

- Assists team members with writing the code to control robots functions
 - Java, Labview
- Assist team in using visual processing systems

Business:

- Provide an overview of project management concepts for team
- Guides the team throughout the project life cycle
- Assists students with development and implementation of a Marketing Plan in coordination with the development of a Business Plan
- Is willing to attend some team meetings in the Robotics Machine Shop when necessary
 - Pre-Season: M/W afterschool (i.e. 3PM - 5PM)
 - Build Season : M/W/Th afterschool (i.e. 3PM - 8PM) and Saturday (i.e. 10AM - 5PM)
- Helps students contact companies for team merch or sponsorships
 - Contact point for the ordering any merch or supplies
- Guides students in applying for grants or awards
 - Essay writing
 - Interview Prep
- Teach students how to communicate professionally with companies and people in the business world
 - Writing emails, phone calls, interviews
- Organize and assists with fundraising efforts

College:

- Is a student at a college or university (at undergraduate, graduate, or higher levels), preferably with prior FIRST/FRC experience
- Helps with miscellaneous team efforts aligned with his/her specific educational background and/or work experience
 - **Engineering** (technical) tasks may include workshop and equipment training, assembling of equipment, safety workshops, technical presentations, support with robot fabrication, assistance with purchase of equipment/tools, robot programming, and pneumatics
 - **Operations** tasks may include support with sponsorships and grant requests, design of merchandise, photography, external communications, fundraiser planning, etc.
- Consistently communicates with team leadership and members through appropriate tools including Remind, Slack, email, Canvas, etc.
- Knows the team meeting schedule and attends meetings regularly, especially during Build Season and/or “high-stress” points of the year

LBUSD Volunteers in Public Schools (VIPS)

- All mentors must fill out a VIPS application in order to mentor the team
- More information can be found here:
 - [Schools - Equity, Access, and College & Career Readiness: Volunteers in Public Schools \(VIPS\)](#)
 - [APPLICATIONS ARE REQUIRED EVERY 4 YEARS](#)
 - [Application continues on next page. Please read and complete all pages.](#)