

ONBOARDING CHECKLIST



TEAM REGISTRATION FORMS, CONTRACTS & INSTRUCTIONS FOR STUDENTS

Every year, our team, partner organizations (*FIRST*, 4-H) and policies require every student and registered adult mentor to register and fill out several forms to officially designate and register themselves as part of our team. This checklist is intended to help you understand and “check off” each onboarding activity as it is completed.

STEP 1 – FIRST & 4-H ENROLLMENT & REGISTRATION

FIRST ROBOTICS



A parent/guardian must register for a new *FIRST* account, not the student member. You will be able to add your child and apply to a team under the **Parent/Guardian > Youth tab** on your dashboard after your account has been created and confirmed. When applying for the team use the Team #**501**; Team Nickname: **The PowerKnights**. Visit Online at: <http://firstinspires.org/register>

4-H UNH COOPERATIVE



A parent/guardian and their child should sit together to complete this enrollment as there are things you will both need to read and complete. There are online forms within the system that will need an electronic signature of the parent/guardian, such as a permission release and medical forms. County: **Hillsborough** Team: **Power Knights Team 501 4-H Robotics Club** Visit Online at: <https://v2.4honline.com/#/user/sign-in>

STEP 2 – CONTACT INFORMATION + EMERGENCY CONTACTS AND PREFERENCES

MEMBER PROFILE

Enables you to provide **all your contact information, as well as parent/guardian and emergency contacts**, Team Shirt size and text/messaging contact preferences.

STEP 3 – HEALTH & MEDICATION FORMS

4-H HEALTH FORM

All Members must have a current Health Information form completely filled-out health form **on file with the team**. Parent or Guardian required to fill out and sign form, regardless of student member age. **Please refer to the Student_HealthForm_Instructions** for any additional assistance.

MEDICATION FORM

Same as above. **For any Over-the-Counter Medication**. **Parent or Guardian required to fill out and sign form**, regardless of student member age..

STEP 4 – MEMBER AGREEMENTS

BEHAVIOR CONTRACT

The Behavior Contract provides the rules and guidelines for **all student team member expected behavior**. This document **must be signed** by the team member and a **responsible parent or guardian**

SAFETY CONTRACT

Pledge to **act safely** and uphold the **guiding principles of team safety**. This document **must be signed by the team member** and a **responsible parent or guardian**

ELECTRONIC USE POLICY

Information technology policy and agreement form to **(ensure that all team members use all information technology appropriately (email, websites, social media, etc.))** and in alignment with team mission and guiding principles.

You can find an electronic version of all these forms at: www.powerknights.com/onboarding/forms



MEMBER PROFILE



TEAM MEMBER PROFILE AND CONTACT INFORMATION FOR STUDENTS

Please fill out all information so that team can have a full profile and contacts in case of emergencies and to keep parents / guardians updated on all team information. Students should fill out all contact preferences including ways to be contacted and t-shirt sizes.

MEMBER PROFILE

Student Name:		Date of Birth	Age
Address		School	Grade
City, State, Zip		Preferences	
Home Phone	Cell Phone	T-Shirt Size (Circle) S M L XL 2XL OTHER: _____	
Student Email		Contact Preferences (Check All that Apply)	
		<input checked="" type="checkbox"/> Team 501 Email	
		<input type="checkbox"/> Personal Email	
		<input type="checkbox"/> Text @ Cell Phone	

PARENT / GUARDIAN *(Responsible Adult)*

Parent/Guardian #1 Name:		Relationship to Youth	
Address		Email	
City, State, Zip		Home Phone	Cell Phone
Parent/Guardian #2 Name:		Relationship to Youth	
Address		Email	
City, State, Zip		Home Phone	Cell Phone

EMERGENCY CONTACT *(Other than Parent/Guardian)*

Emergency Contact #1 Name:		Relationship to Youth	
Address		Email	
City, State, Zip		Home Phone	Cell Phone
Emergency Contact #2 Name:		Relationship to Youth	
Address		Email	
City, State, Zip		Home Phone	Cell Phone

You can find an electronic version of all these forms at: www.powerknights.com/onboarding/forms

HEALTH FORMS - INSTRUCTIONS



THE POWERKNIGHTS ROBOTICS TEAM REGISTRATION FORMS, CONTRACTS & INSTRUCTIONS

The PowerKnights require that everyone on the team has a completed health form and Over the Counter Medication form on file with the team.

BOTH HEALTH FORMS MUST BE COMPLETED BY A PARENT OR GARDIAN REGARDLESS OF THE AGE OF THE TEAM MEMBER

If you are 18 years old we still request that a parent fill out the forms and sign them. We ask that these documents be typed out for ease of use, they are in fillable PDF form and can easily be filled out on a computer. Please remember they will be used in emergency situations and need to be easily read.

Please give complete information, this is the only source of information we have about your child's medical and emotional health needs.

4-H HEALTH FORM

The Health Form is a two-page (2pgs) fillable PDF and can be found on the team website at powerknights.com.

Please fill out the form, print out 2 copies, sign both, and have hand them in.

PLEASE, REMEMBER TO FILL OUT THE TETENUS SHOT INFORMATION

This is the most missed section, the form is not complete without it and will be returned to you if it is missing, which will delay your membership completion!

PLEASE PRINT & SIGN 2 COPIES

OTC MEDICATION FORM

The Over-the-Counter Medication form is a fillable PDF and can be found on the team website at powerknights.com

This form is required for your child to be able to travel with Over-the-counter medication and take it.

Team 501 is unable to provide or allow any student from taking OTC medications without the expressed approval provided by this form by parents or guardians.

If you need these documents emailed to you directly or you have questions or need further assistance please contact Michelle Crisa, Team 501, 4-H Organizational Liaison at mcrisa@comcast.net or via cellphone at 603-321-1675

You can find an electronic version of all these forms at: www.powerknights.com/onboarding/forms

